

OFFICE OF THE COUNCIL AUDITOR

FY 2021/2022 PROPOSED BUDGET

FINANCE COMMITTEE MEMBERS

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Meeting #3
August 19, 2021

**COUNCIL AUDITOR’S OFFICE
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**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
TAX COLLECTOR (FUND 00193)**

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BACKGROUND:

The Tax Collector's budget includes funding for three (3) divisions identified as branch agencies, current and delinquent taxes, and supervision and general collection. There are nine (9) branches and one (1) satellite office which process various transactions such as property and local business taxes, driver's license services, and fast title services.

REVENUES:

1. Charges for Services:

- The net increase of \$447,581 is mainly attributed to the following increases based on actual collections:
 - \$165,000 in Auto Tag Mailing Fees;
 - \$160,000 in Collection Fees for Concealed Weapon Licenses;
 - \$118,500 in Form 100 and Tag Registration Fees; and
 - \$100,000 in E-Commerce Fees.

This is somewhat offset by a decrease of \$123,792 in Collection Fees for Delinquent Tax Sales based on recent actuals.

2. Investment Pool/Interest Earnings:

- The decrease of \$39,816 is based on anticipated earnings based upon the available cash balance and the projected interest rate.

3. Transfers from Other Funds:

- The increase of \$2,925,084 is an increase in the transfer from the General Fund/General Services District (00111) which is what balances revenue and expenditures in this fund. The proposed General Fund/General Services District (00111) subsidy is \$10,019,358.

4. Transfers from Fund Balance:

- The decrease of \$1,119,899 is due to the remaining pension reform contingency being used in FY 2020/21 to reduce the contribution from the General Fund/General Services District.

EXPENDITURES:

1. Salaries:

- The net increase of \$1,238,722 is mainly due to an increase of \$1,185,825 in permanent and probationary salaries for salary adjustments related to position reclassifications, promotions, end of probation increases, the addition of 15 full-time positions, and raising all starting salaries to a minimum of \$15 per hour.

2. Pension Costs:

- The net increase of \$215,431 is mainly due to an increase of \$168,493 in the defined benefit pension plan based on an increase in the required contribution and \$58,959 in

**COUNCIL AUDITOR'S OFFICE
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TAX COLLECTOR (FUND 00193)**

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- the defined contribution pension plan due to employee turnover and the addition of 15 full-time positions.
3. Employer Provided Benefits:
 - The increase of \$205,012 is mainly due to an increase in health insurance due to health plan election changes by employees and the addition of 15 full-time positions.
 4. Internal Service Charges:
 - The net increase of \$398,119 is mainly due to an increase of \$311,862 in computer systems maintenance and security due to billings for the maintenance of a new tax collection management system and an increase of \$121,821 in the Yates Building cost allocation due to an overall increase in building costs.
 5. Insurance Costs and Premiums - Allocations:
 - The increase of \$8,661 is due to an overall increase in total cost of the general liability insurance program to be allocated.
 6. Professional and Contractual Services:
 - The decrease of \$60,000 is due to the implementation of a new tax collection management system that processes transactions. Under the previous system, there was a separate contract with a different vendor that cost \$1 per e-check.
 7. Other Operating Expenses:
 - The increase of \$222,345 is mainly due to an increase of \$165,000 in postage due to an expected increase in the mailing of replacement license plates and an increase of \$54,267 in rentals due to expected contractual increases to lease amounts.

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

The employee cap is increasing by 15 positions, from 231 to 246 full-time positions.

RECOMMENDATION:

None.

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

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BACKGROUND:

The Supervisor of Elections Office registers all voters in Duval County, educates voters on State and local laws and how to vote, staffs early voting sites prior to an election, staffs the call center prior to an election, processes absentee ballots, and conducts State and local elections of Duval County in accordance with the elections laws of Florida. In FY 2020/21 there was one county-wide election (1 General Election). In FY 2021/22 there will be one countywide election (1 Primary Election).

REVENUE:

1. Miscellaneous Revenue:

- This revenue is related to election services being offered to candidates and private organizations such as petition verifications and record requests. The increase of \$2,000 is due to an increase in the cost per petition to keep revenue in line with the cost of verification.

EXPENDITURES:

1. Salaries:

- The increase of \$191,876 is mostly due to an increase of \$115,650 in part time salaries due to an increase in part time hours and hourly pay rates and \$76,983 in permanent salaries due to the addition of one Assistant Elections Officer position.

2. Pension Costs:

- The increase of \$61,164 is primarily due to an overall increase in the required contribution to the General Employees' Pension Plan as required by the actuarial study.

3. Internal Service Charges:

- The decrease of \$153,145 is mostly due to a decrease of \$205,651 in computer costs related to the conversion to the new phone system in FY 2020/21. The decrease is offset by an increase of \$19,680 in Copy Center costs and \$12,736 in legal costs based on usage.

4. Professional and Contractual Services:

- The decrease of \$151,884 is due to the removal of a one-time enhancement of \$250,000 in FY 2020/21 that was given to cover any unexpected expenses that could arise due to COVID-19 or additional State requirements, such as adding Early Voting days or precincts. This is offset by \$100,000 to be used for personal protective equipment.

**COUNCIL AUDITOR'S OFFICE
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 MAYOR'S PROPOSED FY 2021/22 BUDGET
 SUPERVISOR OF ELECTIONS
 GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

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5. Other Operating Expenses:

- The net increase of \$422,808 is due to increases of:
 - \$250,088 in commercial printing costs to produce voter information cards in response to the redistricting reapportionment and informational materials about legislative changes.
 - \$124,467 in postage to mail a notice of change of polling place to each registered elector due to the redistricting reapportionment. This is partially offset by a decrease in the anticipated number of absentee ballots to be mailed.
 - \$69,295 in miscellaneous services and charges due to a new contract to transport election equipment to and from voting sites at higher rates.
 - \$25,625 in other rent related to polling place rentals based on anticipated increases to incentivize polling location retention.
- These increases are offset by a decrease of \$77,521 in other operating supplies due to a decrease in the anticipated number of absentee ballots to be printed.

6. Capital Outlay

- The \$2,102,005 is to be used for the replacement of ballot marking devices (ADA related devices), ballot packet inserters, and voting tablets due to the current equipment hitting end of life.

7. Debt Management Fund Repayments:

- This amount represents repayment of the funds borrowed to purchase voter check-in machines. The decrease of \$56,214 is due to the loan being paid off during FY 2020/21.

FOOD AND BEVERAGES EXPENDITURE:

Amount	Description of each Service/Event that requires the purchase of food/beverage	Explanation that the Service/Event serves a public purpose
3,000	Food for Election staff on election day, Canvasing Board deliberations, and senior citizen voter education events.	Food for Election staff on election day, Canvasing Board deliberations, and senior citizen voter education events.
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.

**COUNCIL AUDITOR'S OFFICE
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 MAYOR'S PROPOSED FY 2021/22 BUDGET
 SUPERVISOR OF ELECTIONS
 GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

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SCHEDULE B1 GRANTS:

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

City Department/ Division	Grantor	Grant Name	Grant Description	Estimated Grant Award	Total Match Requested	In Kind Contribution	FTE Positions	Part Time Hours
Constitutional Officers - Supervisor of Elections	State of Florida/ Department of State	Help America Vote Act (HAVA)	Funding for federal election administration activities: voter education, poll worker training, standardizing election results reporting or other approved activities. This may include mailing or publishing sample ballots, voter info cards, demonstrations, voter guides, etc.	\$137,000	\$0	\$0	0	0

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

The employee cap is increasing by one position, an Assistant Elections Officer position, from 31 to 32 due to an increase in workload as a result of an increase in registered voters, the amount of equipment prepared for each election, and a decrease in time frames (Note – the budget book states that there are still 31 positions). Part time hours are also increasing by 6,240 from 97,216 hours to 103,456 hours for part time employees to assist with voter registration and list maintenance activities.

RECOMMENDATION:

None.

**COUNCIL AUDITOR’S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR’S PROPOSED FY 2021/22 BUDGET
 CLERK OF THE COURTS – OPERATIONS (FUND 00192)**

PROPOSED BUDGET BOOK – Page # 170

BACKGROUND:

Pursuant to Article 5 of the Florida Constitution and Section 28 of the Florida Statutes, the Clerk of the Court is the official recorder of all instruments that may, by law, be recorded in the county. Examples of these instruments include deeds, marriage licenses, and documentary stamps. A fee of \$10 for the first page and \$8.50 for each additional page is charged each time a document is recorded with the Clerk of the Court. The County side of the Clerk (Fund 00192) receives \$5.00 for the first page and \$4.00 for each additional page. The rest of the fee goes into various other accounts. This fund has Clerk County operations and Clerk Court-related costs that are a County obligation.

Distributed to/Used For	1 st Page	Each Add'l Page	Subfund
City of Jacksonville (Clerk of Court County Related Duties)	\$ 5.00	\$ 4.00	00192 – Clerk of Court
Clerk of the Court (Public Records Modernization Trust Fund – County Related IT Needs Except Salaries)	1.00	0.50	Not Budgeted by City
Clerk of the Court (Public Records Modernization Trust Fund – Court Related IT Needs Including Salaries)	1.90	1.90	
Florida Association of Court Clerks and Comptrollers Inc.	0.10	0.10	
City of Jacksonville (Technology for State Trial Courts, State Attorney, and Public Defender)	2.00	2.00	15203 – Recording Fees Technology
	<u>\$ 10.00</u>	<u>\$ 8.50</u>	

REVENUES:

1. Charges for Services:
 - The net increase of \$1,502,000 is primarily due to an increase of \$1,342,000 in Recording Fees based on recent collections.
2. Investment Pool/Interest Earnings:
 - The amount of \$19,051 is the projected investment pool earnings based on anticipated interest rates for FY 2021/22.
3. Transfers from Fund Balance:
 - The transfer of \$40,046 from fund balance is to balance the budget.

EXPENDITURES:

1. Salary and Benefit Lapse:
 - This reflects an estimated salary and benefit lapse based on the average turnover ratio and estimated number of vacancies in FY 2021/22.

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MAYOR'S PROPOSED FY 2021/22 BUDGET
CLERK OF THE COURTS – OPERATIONS (FUND 00192)**

PROPOSED BUDGET BOOK – Page # 170

2. Pension Costs:
 - The net increase of \$47,566 is primarily due to an increase in the required contribution to the general employees defined benefit plan.

3. Employer Provided Benefits:
 - The net increase of \$8,643 is primarily driven by an increase in group hospitalization insurance related to employee election changes.

4. Internal Service Charges:
 - The increase of \$686,001 is primarily driven by an increase of \$673,984 in computer systems maintenance and security related to increased IT charges associated with the implementation of 1Cloud, Office 365, the implementation of the new Cisco phone system, and the Time and Attendance application. **See Recommendation.**

5. Other Operating Expenses:
 - The net decrease of \$57,167 is primarily due to a decrease of \$52,740 in software licensing and maintenance costs. This decrease was created by a one-time purchase of Microsoft Office licenses in FY 2020/21 costing \$73,100. This was slightly offset with an increase of \$12,240 in software costs associated with the Acclaim Recording, Passports and Marriage License system and a \$5,700 enhancement for a new software that notifies all registered citizens when their name appears on a document recorded by the Clerk of the Court.

6. Supervision Allocation:
 - This is an allocation for the Clerk of the Courts administrative staff time paid for by the State to this fund.

7. 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.

SERVICE LEVEL CHANGES:

Clerk of the Courts will now provide a service that notifies all registered citizens when their name appears on a recorded document.

CAPITAL OUTLAY CARRYFORWARDS:

Per Schedule AF, there are capital carryforward requests for the following items:

- \$16,786 for computer equipment for a new Tax Deed system
- \$26,635 for Capital Professional Service Costs associated with a new Tax Deed system

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MAYOR'S PROPOSED FY 2021/22 BUDGET
CLERK OF THE COURTS – OPERATIONS (FUND 00192)**

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EMPLOYEE CAP CHANGES:

None.

RECOMMENDATION:

We recommend reducing internal service allocation from Information Technologies (53101) for computer maintenance and security by \$216,110 to correct the billing amount. This will be offset within the Clerk's budget with the elimination of the transfer from fund balance of \$40,046 and a cash carryover of \$176,064. This will be offset within the Information Technologies Fund (53101) with an increase to the transfer from fund balance by \$216,110. This will have no impact on Special Council Contingency.

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

PROPOSED BUDGET BOOK – Page #164

BACKGROUND:

This budget includes the Circuit and County Courts' expenses as well as the Guardian Ad Litem. The County is responsible for providing facilities, maintenance, utilities, security, communications, existing radio systems and the existing Multi-Agency Criminal Justice Information System (CJIS) to the Courts pursuant to Florida Statute 29.008.

REVENUES:

1. Debt Funding: Debt Management Fund
 - This represents debt funding for year three of a three-year project to replace the audio/visual equipment at the Courthouse Complex.

EXPENDITURES:

1. Employer Provided Benefits:
 - The net increase of \$4,182 is primarily due to an increase in group hospitalization insurance caused by employee election changes.
2. Internal Service Charges:
 - The decrease of \$380,054 is primarily due to a decrease of \$285,521 in allocated Courthouse building costs, which is caused by a reallocation of costs to the Court Cost Courthouse Trust (Fund 15202) due to increased revenue in that fund. There is also a decrease of \$64,807 in computer system maintenance and security charges related to voice and fax services.
3. Insurance Costs and Premiums:
 - The increase of \$15,117 is mainly due to an increase in recent claim experience.
4. Capital Outlay – Debt Funded
 - The \$433,333 is the year three funding to replace the audio/visual equipment in the Courthouse Complex.
5. Debt Management Fund Repayments
 - The \$115,338 represents repayment of the funds borrowed to purchase the audio/visual equipment in the Courthouse Complex.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2021/22 BUDGET
 COURTS**

GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)

PROPOSED BUDGET BOOK – Page #164

SCHEDULE B1 GRANTS:

1. B1a – Schedule of Continuation Grants/Programs with No City Mach.

			\$792,936	\$0	\$0	\$0	\$0	0	0
			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
Dept of Health & Human Services - SAMHSA	SAMHSA - Adult Drug Court Enhancement	Expand and enhance the quality and/or intensity of services, implement evidence based treatment modalities, increase available bed days for adult residential treatment, increase the use of medication assisted treatment, and provide random, observed drug and alcohol testing.	\$398,800			\$0	\$0	0	0
Dept of Health & Human Services - SAMHSA	SAMHSA - Family Treatment Drug Court	This funding will expand and enhance the quality and/or intensity of services - increase the use of medication assisted treatment, increase available bed days for adult residential treatment and provide random, observed drug and alcohol testing.	\$394,136			\$0	\$0	0	0

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
COURTS
COURT COST COURTHOUSE TRUST (FUND 15202)**

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BACKGROUND:

As a result of Ordinance 2010-561-E, the State Court Facilities Surcharge was increased from \$15 to \$30. The surcharge is levied on non-criminal traffic violations and the criminal violations listed in Section 318.17 of the Florida Statutes and is to be used exclusively to fund the maintenance and the capital improvements associated with court facilities. Pursuant to Section 634.102 of the Municipal Code, no less than 25% of the \$30 fee should be spent on maintenance.

This is an “all years” fund, which means once dollars are appropriated, the appropriation stays in place from year to year rather than lapsing.

REVENUE:

1. Charges for Services:
 - This amount reflects the anticipated court facilities surcharge revenue of \$3,003,331. The projected increase is based on recent actuals.
2. Transfers from Other Funds:
 - A transfer from General Fund / General Services District (Fund 00111) to cover budgeted expenses over anticipated revenue is not needed this year.

EXPENDITURES:

1. Internal Service Charges:
 - This amount represents the required 25% of revenues that must be used for building maintenance. The costs for maintaining the courthouse complex reside in the public buildings internal service fund and part of the cost is allocated to this fund via an internal service charge. The rest of the maintenance costs are billed to General Fund / General Services District (Fund 00111). The increase is due to the increase in projected revenues for FY 21/22.
2. Debt Service:
 - The net decrease of \$376,425 is due to a decrease in debt service pursuant to the new 2020C Special Revenue amortization schedule.

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
COURTS
TEEN COURT PROGRAMS TRUST (FUND 15204)**

PROPOSED BUDGET BOOK – Page #166

BACKGROUND:

This program provides Duval County youth with an alternative to a conviction record by diverting them into programs where they are subject to peer group involvement as part of the rehabilitation process, and/or exposure to community service work, positive role models, law students, and the judicial system. In addition, a second program, the Teen Court Truancy Program has been developed in an effort to reduce truancy. These programs are funded by a \$3 fee charged pursuant to Florida Statute 938.19 against each person that pleads guilty or is found guilty of a traffic violation in accordance with Chapter 316 of the Florida Statutes.

REVENUE:

1. Charges for Services:
 - This amount reflects the revenue received from the \$3 fee. The increase of \$91,898 is based on recent actual collections.
2. Transfers from Other Funds:
 - This \$55,000 is a transfer from the General Fund / General Services District for the Neighborhood Accountability Board.
3. Transfers from Fund Balance:
 - This transfer is used to balance the budget.

EXPENDITURES:

1. Internal Service Charges
 - The increase of \$4,618 is due to an increase in computer system maintenance costs mainly due to an increase in IT charges related to 1Cloud implementation, server infrastructure services, and Office 365.

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATION:

None.

Court Costs \$65 Fee FS: 939 185
SUBFUND -- 15213

	FY 20-21	FY 21-22	CHANGE FROM PR YR	
	ADOPTED	PROPOSED	PERCENT	DOLLAR
REVENUE				
COURTS				
Charges for Services	613,104	732,030	19.4%	118,926
Miscellaneous Revenue	38,800	39,300	1.3%	500
	651,904	771,330	18.3%	119,426
Finance and Administration				
Charges for Services	204,368	244,010	19.4%	39,642
	204,368	244,010	19.4%	39,642
Jax Citywide Activities				
Investment Pool / Interest Earnings	5,453	2,188	(59.9%)	(3,265)
Transfers from Fund Balance	151,168	98,309	(35.0%)	(52,859)
	156,621	100,497	(35.8%)	(56,124)
TOTAL REVENUE	1,012,893	1,115,837	10.2%	102,944

EXPENDITURES				
Courts				
Salaries	364,572	358,337	(1.7%)	(6,235)
Pension Costs	49,996	60,445	20.9%	10,449
Employer Provided Benefits	84,502	83,017	(1.8%)	(1,485)
Internal Service Charges	17,577	21,695	23.4%	4,118
Insurance Costs and Premiums	1,661	1,795	8.1%	134
Professional and Contractual Services	214,604	230,635	7.5%	16,031
Other Operating Expenses	35,534	32,748	(7.8%)	(2,786)
Library Materials	40,079	83,155	107.5%	43,076
	808,525	871,827	7.8%	63,302
Finance and Administration				
Other Operating Expenses	204,368	244,010	19.4%	39,642
	204,368	244,010	19.4%	39,642
TOTAL EXPENDITURES	1,012,893	1,115,837	10.2%	102,944

AUTHORIZED POSITION CAP	FY 20-21	FY 21-22	CHANGE
	ADOPTED	PROPOSED	
Authorized Positions	9	9	0
Part-Time Hours	0	0	0

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
COURTS
COURT COSTS \$65 FEE (FUND 15213)**

PROPOSED BUDGET BOOK – Page #167

BACKGROUND:

Municipal Code Section 111.385 and the Florida Statute Section 939.185 authorize a \$65 fee on felony, misdemeanor, or criminal traffic offenses. This revenue is split into four separate activities which receive 25% of the total revenue: Legal Aid, Duval County Law Library, Juvenile Drug Court, and Judicial Support. Pursuant to Florida Statute, any remaining funding at year end will be transferred into the Judicial Support activity.

Note – The below information is based on the summary page provided in the handout.

REVENUE:

Courts

1. Charges for Services:
 - The increase of \$118,926 is due to better align with current collections. This represents three-fourths of the \$65 fee.
2. Miscellaneous Revenue:
 - The amount of \$39,300 is revenue received by the Duval County Library for copier services for the public and Continuing Learning Education seminars for lawyers.

Finance and Administration

3. Charges for Services:
 - The Increase of \$39,642 is due to an expected increase in revenue from the \$65 fee based on recent actuals. This represents the one-fourth that is sent to Jacksonville Area Legal Aid (JALA).

Jax Citywide Activities

4. Investment Pool / Interest Earnings:
 - This amount represents anticipated interest earnings for FY 2021/22.
5. Transfers from Fund Balance:
 - A fund balance appropriation is being budgeted mainly to cover the funding shortfall in the Juvenile Drug Court activity.

EXPENDITURES:

Courts

1. Pension Costs:
 - The increase of \$10,449 is mainly due to an increase in the required contribution to the General Employees defined benefit plan.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
COURTS
COURT COSTS \$65 FEE (FUND 15213)**

PROPOSED BUDGET BOOK – Page #167

2. Internal Service Charges:

- The increase of \$4,118 is due to an increase in Computer System Maintenance and Security costs created mainly due to an increase in IT charges related to 1Cloud implementation, Office 365, and voice and fax services.

3. Professional and Contractual Services:

- The increase of \$16,031 is within the Judicial Support portion and is to help the Court with professional services. The increase is due to the number of cases that are anticipated to be adjudicated for the next fiscal year. This number is up due to the backlog of cases that have occurred because of the pandemic and the fact that many cases were either postponed or delayed by the closure of the courthouse.

4. Library Materials

- The increase of \$43,076 is to balance the budget and caused by the increase in the \$65 fee.

Finance and Administration

5. Other Operating Expenses

- This amount is increasing due to the increase in the \$65 fee. This line is designated for legal aid and is distributed to Jacksonville Legal Aid (JALA).

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATION:

None.

**Recording Fees Technology
SUBFUND -- 15203**

	FY 20-21	FY 21-22	CHANGE FROM PR YR	
	ADOPTED	PROPOSED	PERCENT	DOLLAR
REVENUE				
COURTS				
Charges for Services	1,631,967	2,315,290	41.9%	683,323
	1,631,967	2,315,290	41.9%	683,323
Jax Citywide Activities				
Investment Pool / Interest Earnings	0	2,470	0.0%	2,470
Transfers from Fund Balance	89,356	-	(100.0%)	(89,356)
	89,356	2,470	(97.2%)	(86,886)
TOTAL REVENUE	1,721,323	2,317,760	34.6%	596,437
EXPENDITURES				
Courts				
Internal Service Charges	202,071	185,991	(8.0%)	(16,080)
Professional and Contractual Services	80,000	80,000	0.0%	0
Other Operating Expenses	182,309	100,495	(44.9%)	(81,814)
Capital Outlay	130,860	1	(100.0%)	(130,859)
	595,240	366,487	(38.4%)	(228,753)
Jax Citywide Activities				
Cash Carryover	0	1,073,945	N/A	1,073,945
	-	1,073,945	N/A	1,073,945
Office of State's Attorney				
Internal Service Charges	436,303	367,016	(15.9%)	(69,287)
Professional and Contractual Services	54,063	54,063	0.0%	-
Other Operating Expenses	38,954	28,065	(28.0%)	(10,889)
Capital Outlay	92,576	-	(100.0%)	(92,576)
	621,896	449,144	(27.8%)	(172,752)
Public Defender's				
Internal Service Charges	130,566	72,572	(44.4%)	(57,994)
Other Operating Expenses	373,621	355,612	(4.8%)	(18,009)
	504,187	428,184	(15.1%)	(76,003)
TOTAL EXPENDITURES	1,721,323	2,317,760	34.6%	596,437

AUTHORIZED POSITION CAP	FY 20-21	FY 21-22	CHANGE
	ADOPTED	PROPOSED	
Authorized Positions	0	0	0
Part-Time Hours	0	0	0

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
JUDICIAL – VARIOUS
RECORDING FEES TECHNOLOGY (FUND 15203)**

PROPOSED BUDGET BOOK – Page #171

BACKGROUND:

This fund receives \$2 for each page recorded by the Clerk into the Official Record pursuant to Florida Statute 28.24(12)(e)(1). These funds are to be used on the technology costs for the State Courts, State Attorney, and Public Defender as outlined in Florida Statute 29.008(1)(f)(2). Funds should be disbursed once the three parties mutually agree with the distribution of the funds pursuant to Section 111.388 of the Municipal Code.

Note – The below information is based on the summary page provided in the handout.

REVENUES:

Courts

1. Charges for Services

- This revenue is from the \$2 recording fee based on recent actuals. This revenue is tied to the recording of deeds and mortgages. The increase is to align with recent actual collections, which have increased due to the increase in home sales.

Jax Citywide Activities

2. Transfers from Fund Balance

- The decrease is due to the proposed budget not requiring a transfer from fund balance to balance the budget.

EXPENDITURES:

Courts

1. Internal Service Charges

- The net decrease of \$16,080 is due to the decrease in computer systems maintenance charges which is primarily due to the reduction of IT service costs associated with Office 365, server upgrades, and IT security.

2. Other Operating Expenses

- The net decrease of \$81,814 is mainly due to a one-time purchase of non-capital software and computer items in FY 2020/21 pursuant to the MOU signed for FY 2020/21

3. Capital Outlay

- The decrease of \$130,859 is due to a one-time purchase of computer equipment in FY 2020/21 pursuant to the MOU signed for FY2020/21.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
JUDICIAL – VARIOUS
RECORDING FEES TECHNOLOGY (FUND 15203)**

PROPOSED BUDGET BOOK – Page #171

Jax Citywide Activities

4. Cash Carryover

- The cash carryover of \$1,073,945 represents the excess of estimated revenue over expenditures in the proposed budget, which is subject to the allocation of funds amongst the three parties pursuant to the required MOU.

Office of State's Attorney

5. Internal Service Charges

- The net decrease of \$69,287 is due to the decrease in computer systems maintenance charges which is primarily due to the reduction of IT service costs associated with Office 365, server upgrades, and IT security.

6. Other Operating Expenses

- The net decrease of \$10,889 is mainly due to a one-time purchase of non-capital software and computer items in FY 2020/21 pursuant to the MOU signed for FY2020/21.

7. Capital Outlay

- The decrease of \$92,576 is due to a one-time purchase of computer equipment in FY 2020/21 pursuant to the MOU signed for FY2020/21.

Public Defender

8. Internal Service Charges

- The net decrease of \$57,994 is due primarily to the decrease in ITD replacements which is a result of a reduction in IT equipment being replaced in the upcoming fiscal year.

9. Other Operating Expenses

- The net decrease of \$18,009 is mainly due to a one-time purchase of non-capital software and computer items in FY 2020/21 pursuant to the MOU signed for FY2020/21.

EMPLOYEE CAP CHANGES:

There are no authorized positions in this fund.

SERVICE LEVEL CHANGES:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
JUDICIAL – VARIOUS
RECORDING FEES TECHNOLOGY (FUND 15203)**

PROPOSED BUDGET BOOK – Page #171

MEMORANDUM OF UNDERSTANDING BUDGET ADJUSTMENTS:

The three parties signed an MOU dated August 6, 2021, where they requested the following adjustments to their budget.

Courts – Total increase of \$542,364, specifically:

- An increase of \$300,000 in professional services.
- An increase of \$10,000 for miscellaneous services and charges.
- An increase of \$760 for Lease
- An increase of \$745 for Hardware-Software Maintenance and Licenses
- An increase of \$100,000 in software and computer items under \$1,000.
- An increase of \$130,859 in computer equipment and software.

Public Defender – Total increase of \$263,067, specifically:

- An increase of \$148,618 in repairs and maintenance.
- An increase of \$59,449 in non-capital software and computer items under \$1,000.
- An increase of \$55,000 in computer equipment and software.

State Attorney – Total increase of \$334,234, specifically:

- An increase of \$47,653 in professional services.
- An increase of \$1,965 in hardware and software maintenance and licenses.
- An increase of \$93,616 in software and computer items under \$1,000.
- An increase of \$191,000 in computer equipment and software.

These amounts would be offset with the removal of \$1,073,945 in cash carryover and the addition of \$65,720 to the transfer from fund balance. This will have no impact to the Special Council Contingency.

COMMENT:

1. All parties agreed to use a transfer from fund balance to cover projected expenses for Fiscal Year 2021-2022. The transfer from fund balance needed would be \$65,720 not the \$68,190 agreed upon in the MOU due to interest earnings of \$2,470.
2. Section 111.388 of the Municipal Code requires the three areas sign an agreement before funds are disbursed from this fund.

RECOMMENDATION:

The Finance Committee needs to vote on whether it approves or disapproves of the MOU Budget Adjustments listed above.

- a) If the Committee approves, these items will be added to the Budget.
- b) If the Committee disapproves, a new MOU will need to be executed amongst the three parties.

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

PROPOSED BUDGET BOOK – Page #168

BACKGROUND

Chapter 29.008 of the Florida Statutes requires that the Public Defender be provided with office space, utilities, maintenance, security, and communication services as may be necessary for the proper and efficient functioning of their offices.

EXPENDITURES

1. Internal Service Charges:

- The decrease of \$86,262 is due to a decrease of \$117,981 in building costs allocated for the Jake Godbold Building, which is a result of a reduction in debt service costs associated with the purchase of the building. This is partially offset by an increase of \$31,468 in computer system maintenance/security allocation caused primarily by the direct billing of Office 365 and customer support application maintenance services.

2. Other Operating Expenses:

- The increase of \$2,112 is due to an increase in parking costs paid for by the City for some Public Defender Employees caused by the increase in parking rates that went into effect in November 2020.

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATION:

None.

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

PROPOSED BUDGET BOOK – Page #169

BACKGROUND

Chapter 29.008 of the Florida Statutes requires the City of Jacksonville to provide the State Attorney with office space, utilities, maintenance, security, and communication services as may be necessary for the proper and efficient functioning of their offices.

EXPENDITURES

1. Other Operating Expenses:

- The net increase of \$24,000 is due to an increase of \$20,000 in Hardware- Software Maintenance & Licenses for a new Computer Software program. This is the first year of a 5-year contract. The other \$4,000 is for confidential shred bins related to JSO personnel at the State Attorney's Office. This cost is a yearly expense that is being shifted to the State Attorney's office from JSO.

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
PARKS, RECREATION AND COMMUNITY SERVICES
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK - Page # 124

BACKGROUND:

The Parks, Recreation and Community Services Department is comprised of seven divisions: Disabled Services, Natural and Marine Resources, Office of the Director, Recreation and Community Programming, Senior Services, Social Services, and Sports and Entertainment.

REVENUE:

1. Charges for Services:
 - The \$348,000 includes revenue from organized events, tennis lessons, summer camps and docks.
2. Miscellaneous Revenue:
 - The \$517,100 includes revenue from overtime reimbursement, rental of facilities and other miscellaneous charges. The decrease of \$18,375 is due to a one-year waiver of the annual rent and gross revenue percentage payment for Bent Creek Golf Course that was approved in Ordinance 2020-181-E.

EXPENDITURES:

1. Salaries:
 - The decrease of \$121,752 is driven by a decrease of \$119,796 in permanent and probationary salaries mostly due to removing one-time costs approved for FY 2020/21 related to the Cooperative Extension Office.
2. Pension Costs:
 - The net increase of \$184,021 is mostly due to an increase in the City's required contribution to the defined benefit plan and employee turnover that resulted in more employees being enrolled in the defined contribution plan.
3. Employer Provided Benefits:
 - The net decrease of \$67,590 is primarily due to changes in employee benefit elections.
4. Internal Service Charges:
 - The net increase of \$184,325 is driven by increases of \$113,950 in building maintenance city wide based on actual usage and \$112,613 in fleet vehicle replacement mostly due to the full year cost of 13 vehicles that were purchased in FY 2020/21 and the partial year cost of 16 vehicles that are proposed to be added. This was offset by a reduction of \$55,219 in ITD replacements.
5. Insurance Costs and Premiums:
 - The net increase of \$64,278 is driven by increases of \$42,314 in general liability insurance due to recent claims experience and \$22,646 in miscellaneous insurance due to increased policy costs.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2021/22 BUDGET
 PARKS, RECREATION AND COMMUNITY SERVICES
 GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK - Page # 124

6. Professional and Contractual Services:

- The increase of \$56,042 is primarily due to a scheduled increase of \$51,742 in the contractual agreement for the City's state-mandated in-jail substance abuse education, treatment, and case management services.

7. Other Operating Expenses:

- The net increase of \$132,350 is primarily due to an increase in the cost of pool chemicals due to an increase in prices.

8. Grants, Aids & Contributions:

- The \$3,058,132 represents the City's match for the Jacksonville Senior Service Program, which includes an overmatch of \$2,949,280. This combined with the grant of \$1,211,779 pays for salary and benefits of City employees and various contractual services.

SCHEDULE B1 GRANTS:

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

			\$8,884,523	\$0	\$75,465	11	832
			2021-504-E Schedule of Continuation Grants				
Grantor	Grant Name	Grant Description	Estimated Grant Award	Total Match Requested	In Kind Contribution	FTE Positions	Part Time Hours
State Department of Elder Affairs/Elder Source	EHEAP	Funding to provide crisis assistance to eligible low-income households with at least one individual aged 60 or older experiencing a heating or cooling emergency. The program allows for payments to utility companies, the purchase of blankets, portable heaters and fans, repairs of existing heating or cooling equipment, and the payment of reconnection fees.	\$157,703	\$0	\$0	1	0
Department of HHS	Ending the HIV Epidemic: A Plan for America	Funding to reduce the number of new HIV infections with the use of HIV Medical Mobile Units.	\$1,086,820	\$0	\$0	1	0
Department of HHS	Ryan White Part A	Health Resources and Services Administration - HIV/AIDS Programs	\$6,000,000	\$0	\$0	5	832
Department of Justice	Jacksonville Safety First	Funding to provide supervised visitation services to protect children affected by domestic violence.	\$550,000	\$0	\$0	0	0
Department of Justice	Training and Services to end Violence Against women with Disabilities	Training and Services to End Violence Against Women with Disabilities	\$325,000	\$0	\$0	0	0
Department of Justice	Transitional Housing Program	Funding to provide transitional housing and supportive services to victims of Domestic Violence, Sexual Assault, Stalking and Human Trafficking who are homeless due to their victimization.	\$450,000	\$0	\$0	0	0
DOJ / Office of the Florida Attorney General	Victims of Crime Act (VOCA)	Information and Referrals for Crime Victims.	\$315,000	\$0	\$75,465	4	0

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2021/22 BUDGET
 PARKS, RECREATION AND COMMUNITY SERVICES
 GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK - Page # 124

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

			\$1,803,912	\$211,417	\$3,130,565	\$3,341,982	\$22,884	64	7,800
			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
Corporation for National and Community Services	Retired and Senior Volunteer Program	Funding to encourage and provide opportunities for seniors (age 55+) to be volunteers within the program are trained to read weekly to Duval County Public School pre-k and kindergarten whose families are economically disadvantaged.	\$76,549	\$20,715	\$174,285	\$195,000	\$0	3	1,300
Corporation of National Community Services	Foster Grandparent Program of Duval County	Volunteer program for seniors 55 and older to tutor and mentor at risk and special needs children.	\$407,031	\$71,350	\$0	\$71,350	\$22,884	3	1,300
State Department of Elder Affairs /Elder Source	Jacksonville Senior Service Program (JSSP)	Funding to provide activities and programs that promote healthy living for citizens of Duval County 60 years of age and over. Grantor requires match funds. Additional funds needed as local match to support the 56 program staff for 19 Centers; 26 transportation buses for services, and other operating cost within the program.	\$1,211,779	\$108,852	\$2,949,280	\$3,058,132	\$0	57	5,200
State Department of Elder Affairs/Elder Source	RELIEF Project (Respite for Elders Living Everyday Families)	Funding for continued services and expand in-home and group respite services and educational/services seniors, stipends to senior / low-income volunteers, services through faith-based organizations, evening in-home respite services for caregiver/families.	\$108,553	\$10,500	\$7,000	\$17,500	\$0	1	0

SERVICE LEVEL CHANGES:

None

EMPLOYEE CAP CHANGES:

None

HANDOUT CONTINUES ON NEXT PAGE

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2021/22 BUDGET
 PARKS, RECREATION AND COMMUNITY SERVICES
 GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK - Page # 124

FOOD AND BEVERAGES EXPENDITURES:

42,010

Description of each service / event that requires the purchase of food and/or beverages	Explanation that the service / event serves a public purpose	FY22 Proposed
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.	16,910
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.	2,500
Food for Council on Elder Affairs Senior Volunteer Awards Program	Recognizes and rewards Seniors for their Volunteer Services and activities in the Community	1,500
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.	3,000
SNL Nutrition program	Food for annual special events	500
SNL snacks	Snacks for SNL	7,600
Annual special events	Food for annual special events	500
Joseph Lee Day	Summer playday for approximately 500 kids	500
After school & summer program	Snacks for summer & after school programs	9,000

DIVISION CHANGES:

	2020/21 Adopted	2021/22 Proposed	\$ Change from FY 21	% Change from FY 21
Parks & Recreation Division Expenses				
Disabled Services	\$ 680,824	\$ 711,638	\$ 30,814	4.5% A
Natural and Marine Resources	\$ 2,020,943	\$ 2,038,095	\$ 17,152	0.8% B
Parks, Recreation & Community Services - Office of the Director	\$ 3,064,484	\$ 2,852,131	\$(212,353)	-6.9% C
Recreation and Community Programming	\$ 25,920,998	\$ 26,476,574	\$ 555,576	2.1% D
Senior Services	\$ 6,162,805	\$ 6,223,204	\$ 60,399	1.0% E
Social Services	\$ 10,294,640	\$ 10,291,719	\$ (2,921)	0.0%
Sports and Entertainment	\$ 933,938	\$ 916,945	\$ (16,993)	-1.8% F
Department Total	\$ 49,078,632	\$ 49,510,306	\$ 431,674	0.9%

- A** For Disabled Services, the net increase of \$30,814 is driven by an increase in the building cost allocation for the St. James building due to an increase in square footage allocated.
- B** For Natural and Marine Resources, the net increase of \$17,152 is driven by an increase in the required contribution to the defined benefit pension plan.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2021/22 BUDGET
 PARKS, RECREATION AND COMMUNITY SERVICES
 GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK - Page # 124

- C** For the Office of the Director the net decrease of \$212,353 is mostly due to removing one-time costs in FY 2020/21 related to Cooperative Extension Office and internal service allocations, including:
- \$47,181 in computer system maintenance and security due to less IT charges for voice and fax services and the cost of physical servers.
 - \$23,193 in information technology replacements because there are no equipment refreshments scheduled in FY 2021/22.
 - \$23,034 in building costs for the Ed Ball building due to an overall decrease in the cost of space.
- D** For Recreation and Community Programming the net increase of \$555,576 is driven by the following increases:
- \$157,021 in the required contribution to the defined benefit pension plan.
 - \$134,966 in building maintenance city wide based on actual usage.
 - \$113,927 in vehicle replacement mostly due to the full year cost of 13 vehicles that were purchased in FY 2020/21 and the partial year cost of 15 vehicles that are proposed to be added in FY 2021/22.
 - \$100,000 due to an increase in the price of pool chemicals.
- E** For Senior Services the net increase of \$60,399 is driven by the following increases:
- \$45,960 in computer system maintenance mostly due to increased charges for internet service, voice and fax service, and cell phone charges.
 - \$17,346 in the required contribution to the defined benefit pension plan.
 - \$15,581 in permanent and probationary salaries mostly due to reclassifying one position.
- F** For Sports and Entertainment the net decrease of \$16,993 is mostly due to decreases in employee costs. Funding for event contributions is flat as shown below.

Event Contributions	FY 2020-21 Approved	FY 2021-22 Proposed
The Players Championship	75,000	75,000
Jacksonville Jaguar Suite Tickets	22,500	22,500
Airstream Ventures-Lucas Oil Motocross	15,000	15,000
Spartan Race – Kids Race	10,000	10,000
Jacksonville Clay Shoot/Skeet Championships	5,000	5,000
Walk-off Charities of Jax, Inc	10,000	10,000
City Marketing Sponsorships	29,500	19,500
Greenscape Jacksonville (Arbor Day)		10,000
Total	\$ 167,000	\$ 167,000

RECOMMENDATIONS:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
PARKS, RECREATION AND COMMUNITY SERVICES
HUGUENOT PARK (FUND 11301)**

PROPOSED BUDGET BOOK – Page # 126

BACKGROUND:

The Huguenot Memorial Park Maintenance and Improvements and Lifeguard Services Trust Fund is governed by Ordinance Code Section 111.126. This trust fund is funded by entrance fees, annual pass fees, camper rentals, miscellaneous sales and charges, and concession commissions, as well as a subsidy from the General Fund/General Services District (Fund 00111). The code states that expenditures from the trust fund shall be for park maintenance, capital improvements and lifeguard services and to offset operating expenses associated with the park.

REVENUE:

1. Charges for Services
 - Entrance fees, annual passes and camper rental revenues are proposed at the same levels as FY 2020/21, this is low in comparison to recent actual collections. **See Recommendation.**
2. Transfers from Other Funds
 - The transfer from the General Fund/GSD of \$360,206 is to balance the fund.

EXPENDITURES:

1. Salary & Benefit Lapse
 - There is a proposed salaries/benefits lapse of \$4,949 based on the average turnover ratio and estimated number of vacancies in FY 2021/22.
2. Pension Costs
 - The increase of \$9,221 is primarily due to an increase in the required contribution to the general employees defined benefit plan.
3. Employer Provided Benefits
 - The decrease of \$10,926 is due to changes in benefit elections by new hires.
4. Insurance Costs and Premiums
 - The decrease of \$4,237 is primarily due to a decrease in general liability insurance due to recent claims history.
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.

SERVICE LEVEL CHANGES:

Huguenot Park has increased to full capacity after limiting capacity last year due to COVID-19.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
PARKS, RECREATION AND COMMUNITY SERVICES
HUGUENOT PARK (FUND 11301)**

PROPOSED BUDGET BOOK – Page # 126

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATION:

We recommend increasing entrance fee revenue by \$100,000 from \$462,000 to \$562,000 and increasing camper rental revenue by \$140,000 from \$100,000 to \$240,000. This is to better align with recent collections. This will be offset with a decrease of \$240,000 to the transfer in from and out of the General Fund/GSD.

This will have a positive impact to Special Council Contingency by \$240,000.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
PARKS, RECREATION AND COMMUNITY SERVICES
KATHRYN A. HANNA PARK (FUND 11302)**

PROPOSED BUDGET BOOK – Page # 127

BACKGROUND:

The Kathryn A. Hanna Park Maintenance and Improvements and Lifeguard Services Trust Fund was established by Section 111.125 of the Municipal Code to receive all revenues and interest earned by the City from admission fees, rentals of facilities, and other funds from activities and events occurring at Hanna Park. The generated revenues are used to offset the expenditures for personnel, operating, and capital outlay.

REVENUE:

1. Charges for Services
 - This represents the entrance fees, annual passes, and camper rental revenues. The amounts budgeted are fairly conservative based on recent revenue.
2. Investment Pool / Interest Earnings
 - The decrease of \$5,545 is based on a slight decrease in the projected interest rate compared to the rate used in FY 2020/21.

EXPENDITURES:

1. Salary & Benefit Lapse
 - There is a proposed salaries/benefits lapse of \$8,057 based on the average turnover ratio and estimated number of vacancies in FY 2021/22.
2. Pension Costs
 - The decrease of \$27,822 is primarily due to employee turnover resulting in less employees being in the defined benefit plan.
3. Employer Provided Benefits
 - The decrease of \$14,344 is primarily due to a decrease in group hospitalization insurance caused by changes in health plan elections by new hires and a drop in workers compensation allocation based on recent claims history.
4. Insurance Costs and Premiums
 - The decrease of \$29,723 is primarily due to the decrease of \$30,426 in general liability insurance based on a decrease in recent claims history.
5. Other Operating Expenses
 - The increase of \$262,040 is due to the increase in repairs and maintenance. This amount is a plug based on funds remaining after all other expenses are accounted for. These funds are used for ongoing maintenance, repairs, and projects, depending on the needs of the Park.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
PARKS, RECREATION AND COMMUNITY SERVICES
KATHRYN A. HANNA PARK (FUND 11302)**

PROPOSED BUDGET BOOK – Page # 127

6. 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.

7. Transfers to Other Funds

- There is no proposed transfer to other funds in FY 2021/22. This transfer was needed in FY20/21 to repair the onsite amphitheater.

8. Cash Carryover

- This amount represents proposed revenues in excess of proposed expenditures. There is no Cash Carryover for FY21/22 due to the excess funds being budgeted in Repairs and Maintenance.

SERVICE LEVEL CHANGES:

Hanna Park is back to full capacity for camper rental services. These services were limited during parts of FY2020/21 due to the impacts of COVID-19.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
PARKS, RECREATION AND COMMUNITY SERVICES
FLORIDA BOATER IMPROVEMENT PROGRAM (FUND 11306)**

PROPOSED BUDGET BOOK – Page # 128

BACKGROUND:

Pursuant to Section 110.413 of the Municipal Code, this fund was established to provide boat-related activities (including recreational channel marking and public launching facilities); removal of floating structures deemed a hazard to public safety and health, and manatee and marine mammal protection. Funds are appropriated annually by City Council. Projects that cost \$30,000 or less are approved by the Director of Parks, Recreation and Community Services. Projects larger than \$30,000 require a separate approval of the Council. Revenues are derived from recreational vessel registration fees paid in accordance with Florida Statute 328.72. This is an “all years” sub-fund.

REVENUES:

1. Charges for Services:
 - The amount of \$120,000 represents the anticipated FY 2021/22 revenue for boat registration fees based on current collections.
2. Investment Pool/ Interest Earnings:
 - This represents an appropriation of existing investment pool earnings and is being used to balance the budget.

EXPENDITURES:

1. Professional and Contractual Services:
 - The amount of \$120,387 will be utilized for repairs of city-owned boat ramps or other allowable activities.

EMPLOYEE CAP CHANGES:

There are no authorized positions in this subfund.

RECOMMENDATIONS:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2021/22 BUDGET
PARKS, RECREATION & COMMUNITY SERVICES
CECIL FIELD COMMERCE CENTER (FUND 11308)**

PROPOSED BUDGET BOOK - Page # 129

BACKGROUND:

The Cecil Field Commerce Center includes the community center, aquatics complex, and the athletic complex.

REVENUES:

1. Charges for Services:
 - This amount represents estimated revenue for entrance fees and organized event charges.
2. Transfers from Other Funds:
 - The amount of \$1,287,712 is a transfer from the General Fund/GSD to balance the fund.

EXPENDITURES:

1. Salary and Benefit Lapse:
 - This reflects an estimated salary and benefit lapse based on the average turnover ratio and estimated number of vacancies in FY 2021/22.
2. Pension Costs:
 - The increase of \$3,212 is mainly due to an increase in the required contribution for the City's defined benefit pension plan.
3. Employer Provided Benefits
 - The decrease of \$2,313 is mainly due to an overall decrease in workers' compensation based on recent actuarial projections.
4. Internal Service Charges:
 - The net decrease of \$5,710 is mainly due to a decrease of \$8,721 for the refresh of equipment that was completed in FY 2020/21. This is partially offset by an increase of \$2,711 in computer system maintenance/security due to voice and fax services, as well as the implementation of the new phone system.
5. Professional and Contractual Services:
 - This funding is for a maintenance contract for utilities, pool, fields, etc. at the Cecil Field Commerce Center.
6. 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.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2021/22 BUDGET
 PARKS, RECREATION & COMMUNITY SERVICES
 CECIL FIELD COMMERCE CENTER (FUND 11308)**

PROPOSED BUDGET BOOK - Page # 129

EMPLOYEE CAP CHANGES:

None.

FOOD AND BEVERAGES EXPENDITURES:

Description of each Service/Event that requires the purchase of food/beverage	Explanation that the Service/Event serves a public purpose	FY22 Proposed
Homeschool Sports and Fitness Program	End of the year celebration – Recognize Accomplishments	50
Community Special Events	Quarterly family night out events in Aquatic Center / Community Center	100
Senior Time Out Program	Bi-weekly social time for neighborhood seniors	125
Summer Enrichment Camp	End of summer celebration/Joseph Lee Day	125
Mommy and Me Toddler Program	Weekly time for parents and toddlers to participate in a structured program (tumbling, art, etc.)	200

RECOMMENDATION:

None.

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PARKS, RECREATION, AND COMMUNITY SERVICES
EQUESTRIAN CENTER – NFES HORSE (FUND 45102)**

PROPOSED BUDGET BOOK – Page # 132

BACKGROUND:

Ordinance 2014-331-E transferred the management of the Equestrian Center from SMG to the Northeast Florida Equestrian Society (NFES)/H.O.R.S.E. Therapies, Inc. Ordinance 2015-620-E amended and restated the contract with NFES.

REVENUE:

1. Investment Pool / Interest Earnings:
 - This is the anticipated interest earnings for FY 2021/22.

2. Transfers from Other Funds:
 - The FY 2021/22 proposed transfers, totaling \$465,339, include \$255,147 from the General Fund/GSD (Fund 00111) and \$210,192 from the Taye Brown Regional Trust Fund (Fund 43303).

EXPENDITURES:

1. Professional and Contractual Services:
 - This amount will be paid to the Northeast Florida Equestrian Society to cover the gap between their estimated revenues and estimated expenditures of the Equestrian Center for Fiscal Year 2021/22.

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

There are no employees in this fund.

RECOMMENDATION:

None.

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PARKS, RECREATION & COMMUNITY SERVICES
SPECIAL EVENTS (FUND 00113)**

PROPOSED BUDGET BOOK - Page # 125

BACKGROUND:

Special Events is an activity under the Sports and Entertainment Division within the Department of Parks, Recreation and Community Services. Overall, the budget within Special Events is budgeted with normal expenditures for normal events.

REVENUE:

1. Charges for Services:
 - The amount of \$156,000 represents the anticipated revenue from the sale of tickets for the Florida/Georgia game that the City is contractually obligated to purchase. The increase of \$80,000 is due to recent negotiations which increased the number of tickets that the City is authorized to sell.
2. Miscellaneous Revenue:
 - This amount of \$14,000 includes revenue from permit fees and a chargeback to various event holders for staff overtime work at the events.
3. Investment Pool / Interest Earnings:
 - The amount of \$14,737 is the projected Investment Pool Earnings for FY 2021/22 based on available cash and the interest rate projected by Treasury.
4. Transfer From Other Funds:
 - The \$9,648,086 is transfer from the General Fund/GSD (Fund 00111) to support operations within the Office of Special Events. The increase of \$2,054,496 is driven by contract negotiations related to the Florida/Georgia game contract.
5. Transfers from Fund Balance:
 - There is not a proposed transfer from fund balance for FY 2021/22.

EXPENDITURES:

1. Salaries:
 - The net increase of \$23,893 in salaries is due to a combination of turnover and pay increases.
2. Pension Costs:
 - The net decrease of \$13,011 is mostly due to more employees in the defined contribution pension plan due to employee turnover.
3. Employer Provided Benefits:
 - The net increase of \$33,900 is mostly due to employee election changes.

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SPECIAL EVENTS (FUND 00113)**

PROPOSED BUDGET BOOK - Page # 125

4. Internal Service Charges:
 - The net decrease of \$50,538 is mostly due the following decreases:
 - \$24,509 in the allocation for building costs due to changes in office space and an overall lower cost of space in the Ed Ball building
 - \$16,742 in computer system maintenance and security due to a decrease in IT application maintenance charges.
 - \$6,760 in copy center charges due to less usage.

5. Insurance Costs and Premiums:
 - The net decrease of \$79,815 is driven by a decrease in miscellaneous insurance based on actual cost.

6. Other Operating Expenses:
 - The net increase of \$4,483,856 is due to the following increases:
 - \$2,463,000 for the Florida/Georgia game based on a new contract related to the game that is still in negotiations. This increase would be related to an increase in the contribution to each school of \$750,000 (bringing total per school to \$1 million), an additional payment to each school of \$400,000 for the temporary seats in the North Endzone not being set-up, \$147,000 for tickets, and \$16,000 to the Jaguars for suite rental. (See Recommendation)
 - \$1,091,155 in equipment rentals related to the Florida/Georgia game due to the cost being removed for FY 2020/21.
 - \$330,000 in additional funding for the Jazz Festival to maintain certain changes that were implemented for the FY 2020/21 event, including higher levels of talent, security, and preferred seating areas.
 - \$500,000 for a new event – the Jax River Jams Concert Series.
 - \$100,000 for a new event – the Jacksonville Historical Society's bicentennial celebration.

7. Grants, Aids & Contributions:
 - This amount includes a contribution of \$470,000 to other governments for travel related expenses for the Florida/Georgia game (\$350,000 for University of Georgia airfare and \$60,000 to each team for travel and lodging) and a contribution of \$84,875 to the Bob Hayes Track event.

8. Contingencies:
 - There is not a proposed contingency for FY 2021/22.

Handout Continues on Next Page

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
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 PARKS, RECREATION & COMMUNITY SERVICES
 SPECIAL EVENTS (FUND 00113)**

PROPOSED BUDGET BOOK - Page # 125

Below is the cost for each proposed event:

Events Proposed FY 2021/22	Equipment Rentals	Advertising	Event Contribution	Misc. Services & Charges	Subsidies & Contributions To Other Gov	Subsidies & Contributions To Private Org	FY 2021/2022 Proposed(*)	FY 2020/2021 Totals(*)	Inc./(Dec.)
4TH OF JULY/NYE CELEBRATION	12,500			48,600			61,100	61,100	-
LIGHT BOAT PARADE	4,500	6,000		49,500			60,000	60,000	-
BOB HAYES TRACK						84,875	84,875	84,875	-
FLORIDA / GEORGIA GAME	1,540,960	121,000	2,963,000	617,500	470,000		5,712,460	2,158,305	3,554,155
JAX BEACH FIREWORKS SUBSIDY				25,000			25,000	25,000	-
JAX HAPPENINGS	2,000	4,000		8,000			14,000	14,000	-
JAZZ FESTIVAL	15,000	4,500		724,174			743,674	413,674	330,000
MAYOR'S INITIATIVES	8,000	8,000		45,000			61,000	61,000	-
MEMORIAL WALL/SEA & SKY	134,800			165,200			300,000	300,000	-
MLK JR BREAKFAST/ACTIVITIES	5,000	5,000		46,711			56,711	56,711	-
MUSIC FESTIVALS	2,500	3,000		20,000			25,500	25,500	-
VETERANS DAY PARADE	3,000	2,000		15,000			20,000	20,000	-
WORLD OF NATIONS	15,000	5,000		85,000			105,000	105,000	-
BICENTENNIAL CELEBRATION			100,000				100,000	-	100,000
JAX RIVER JAMS CONCERT SERIES				500,000			500,000	-	500,000
Total	\$1,743,260	\$ 158,500	\$ 3,063,000	\$ 2,349,685	\$ 470,000	\$ 84,875	\$ 7,869,320	\$ 3,385,165	\$ 4,484,155

*Excludes the cost of security.

FOOD AND BEVERAGE EXPENDITURES:

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
34,422	City events including: Florida-Georgia Game, Sea and Sky, World of Nations, Jazz Festival.	Signature city event - supports volunteers/hospitality

SERVICE LEVEL CHANGES:

Additional events for FY 2021/22 include the new Jax River Jams Concert Series and a bicentennial celebration related to the Jacksonville Historical Society. There is additional funding for the Florida/Georgia game related to the pending contract.

EMPLOYEE CAP CHANGES:

None

RECOMMENDATIONS:

1. We recommend the increase of \$2,447,000 in event contributions related to the Florida/Georgia game be placed below the line until a new contract is brought to City Council for approval. This will have **no** impact to Special Council Contingency.
2. We recommend increasing Contributions from Private Sources by \$259,209 to account for the reimbursement from the Jaguars for its portion of the temporary seat cost pursuant to Amendment 14 of the agreement with the Jaguars. This be offset by a decrease in the transfer from and out of the General Fund/GSD by a corresponding amount. This will have a positive impact to Special Council Contingency of \$259,209.

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MAYOR'S PROPOSED FY 2021/22 BUDGET
PARKS, RECREATION AND COMMUNITY SERVICES
CITY VENUES – CITY (FUND 47101)**

PROPOSED BUDGET BOOK – Page #134

BACKGROUND:

ASM Global has been retained by the City to manage six public facilities which include TIAA Bank Field, the VyStar Veterans Memorial Arena, 121 Financial Ballpark, Performing Arts Center, Prime Osborn Convention Center, and the Ritz Theatre and Museum. A contract between the City and ASM Global (formerly SMG) was approved by Ordinance 2017-375-E. The contract has a term of April 1, 2017 to March 31, 2022 with two additional one-year renewal periods. This fund contains the City's costs related to the venues.

REVENUE:

1. Bed / Tourist Development Tax:
 - The increase of \$2,225,000 in Tourist Development Tax is due to the recovery from the economic impact of COVID-19.
2. Other Taxes:
 - The budgeted amount of \$2,000,004 is for the State Sales Tax Rebate, which is a distribution from the State for having a professional sports franchise.
3. Miscellaneous Revenue:
 - The budgeted amount of \$4,669,011 includes the following:
 - The Jaguar supplemental rent payment per Amendment #8 of the Jaguar Lease for TIAA Bank Field for fiscal year 2021/2022 is \$3,885,526.
 - The Jumbo Shrimp rent payment for 121 Financial Ballpark for fiscal year 2021/2022 is \$262,254 and 80% of the rental fee is deposited into this sub-fund which is \$209,803 and 20%, which is \$52,451, is deposited into the Capital Projects – City Venues Surcharge fund.
 - The VyStar naming rights payment for the arena for fiscal year 2021/2022 is \$573,682.
4. Transfers from Other Funds:
 - The transfer of \$22,985,611 is from the General Fund/General Services District to balance revenues and expenditures. This represents an increase of \$3,091,988 from fiscal year 2020/2021 and is used to balance the fund.

EXPENDITURES:

1. Internal Service Charges:
 - The increase of \$232,703 is primarily due to an increase of \$156,500 in Building Maintenance which will need to be removed (**See recommendation #1**), an increase of \$86,135 in Computer System Maintenance and Security due to usage, and an increase of \$30,000 in Fleet Vehicle Replacement for two new golf carts (full cost being billed). The increases are offset by a decrease of \$45,188 in ITD Replacements due to not replacing any computers in fiscal year 2021/2022.

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CITY VENUES – CITY (FUND 47101)**

PROPOSED BUDGET BOOK – Page #134

2. Insurance Costs and Premiums:
 - The increase of \$191,777 is due to an increase in Miscellaneous Insurance for the increase in property insurance premiums.
3. Professional and Contractual Services:
 - This is the contracted amount the City will pay ASM Global for the management of the facilities.
4. Other Operating Expenses:
 - This represents mostly utility expenses for the venues. The amount budgeted has increased by \$121,590. The department had requested these expenses remain flat. **See recommendation #2.**
5. Capital Outlay:
 - Capital Outlay in the amount of \$565,001 includes \$235,000 in Other Heavy Equipment for tangible property at each of the venues, which could include housekeeping equipment, operations equipment, and event equipment. There is also \$330,000 in Other Construction Costs at the Vystar Veteran Memorial Arena.
6. Debt Service:
 - The \$10,193,737 is a transfer to City Venues – Debt for TIAA Bank Field bond payments:
 - \$6,770,000 in principal payments,
 - \$3,422,737 in interest payments, and
 - \$1,000 for fiscal agent fees.
7. Transfers to Other Funds:
 - The transfer of \$17,768,765 includes the following:
 - \$17,711,397 transfer to City Venues – ASM to balance the budget within City Venues – ASM, which is an increase of \$4,913,927.
 - \$57,368 transfer to the Veterans Memorial Arena Trust, which represents 10% of the annual Naming Rights Fee paid by VyStar.

EMPLOYEE CAP CHANGES:

There are no City employees associated with this fund.

RECOMMENDATIONS:

1. We recommend that the allocation for Building Maintenance in the amount of \$156,500 be removed. This will reduce the transfer in from and out of the General Fund/GSD but will increase the allocation amount to the non-departmental allocation within the General Fund/GSD. This will have no impact to Special Council Contingency.

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2. We recommend that Electricity be reduced by \$80,550, Water be reduced by \$18,240, and Chilled Water be reduced by \$22,800 since the department requested these budgets to remain flat. This will be a total reduction of \$121,590 and will reduce the General Fund/GSD subsidy. This will have a positive impact to Special Council Contingency.

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PARKS, RECREATION AND COMMUNITY SERVICES
CITY VENUES – ASM (FUND 47102)**

PROPOSED BUDGET BOOK – Page #135

BACKGROUND:

ASM Global has been retained by the City to manage six public facilities which include TIAA Bank Field, the VyStar Veterans Memorial Arena, 121 Financial Ballpark, the Performing Arts Center, Prime Osborn Convention Center, and the Ritz Theatre and Museum. A contract between the City and ASM was approved by Ordinance 2017-375-E. The contract has a term of April 1, 2017 to March 31, 2022 with two additional one-year renewal periods. This fund contains ASM's costs related to the operation and management of the venues.

REVENUE:

1. Charges for Services:
 - The decrease of \$3,913,480 is primarily due to the budgeting of events to only return to 75% of pre-COVID levels while fiscal year 2020/2021 was based on normal levels.
2. Miscellaneous Revenue:
 - The decrease of \$1,768,422 is primarily due to a reduction related to budgeting at 75% of pre-COVID levels. There are decreases of \$705,704 in Rental of City Facilities, \$585,414 in Concession Sales, and \$380,000 in Advertising Fee.
3. Transfers from Other Funds:
 - The transfer of \$17,711,397 is from the City Venues – City fund, which is ultimately from the General Fund/GSD.

EXPENDITURES:

1. Salaries:
 - The increase of \$311,428 includes a 2.5% salary increase and an enhancement request of \$150,000 for additional funding for retention of key full-time positions, market adjustments, and new positions.
2. Employer Provided Benefits:
 - The increase of \$90,068 is due to a budgeted 5% increase in Health Insurance of \$76,992 and an increase of \$13,076 in Payroll Taxes for the increase in salaries.
3. Professional and Contractual Services:
 - The decrease of \$1,550,975 is primarily due to the following:
 - A decrease of \$1,671,699 in Contractual Services due to the budgeting of events to only return to 75% of pre-COVID levels. Although there is a decrease in this account it does include an enhancement request of \$212,500 for wage adjustments and recruitment and retention of the event staff.
 - There is an offsetting increase of \$62,724 for Contractual Services – JSO & JFRD based on JSO's and JFRD's cost estimates, which due to the type of events that

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CITY VENUES – ASM (FUND 47102)**

PROPOSED BUDGET BOOK – Page #135

drives this cost may be reasonable even with budgeting at 75% of pre-COVID levels.

4. Other Operating Expenses:

- The increase of \$347,217 is primarily due to an increase of \$426,817 in Repairs and Maintenance which includes an enhancement request of \$375,000 for needed repairs at the facilities.
- There is an offsetting decrease of \$137,915 in Event Contribution due to lower sponsorships which will cause fulfillment expenses to be lower.

EMPLOYEE CAP CHANGES:

There are no City employees associated with this fund.

RECOMMENDATION:

None.

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PARKS, RECREATION AND COMMUNITY SERVICES
CAPITAL PROJECTS – CITY VENUES SURCHARGE (FUND 47103)**

PROPOSED BUDGET BOOK – Page #136

BACKGROUND:

This fund includes the budgeted ticket surcharges authorized by Ordinance Code Section 123.102 which can only be used for capital expenditures and capital maintenance. The facilities that have a ticket surcharge include TIAA Bank Field, the 121 Financial Ballpark, the VyStar Veterans Memorial Arena, and the Performing Arts Center.

REVENUE:

1. Charges for Services:
 - The amount of \$3,295,670 includes:
 - The NFL Ticket Surcharge in the amount of \$1,617,600 which is an increase of \$627,429 since the prior year was based on reduced capacity at the Jaguar games. This account will need a correction due to the fee the budget was based on. **See recommendation below.**
 - The Facility Fees (Ticket User Fees) in the amount of \$1,678,070 are from TIAA Bank Field, VyStar Veterans Memorial Arena, 121 Financial Ballpark, and the Performing Arts Center due to increased capacity at events.
2. Rental of City Facilities:
 - The amount of \$52,451 represents 20% of the annual rental fee for the 121 Financial Ballpark. Pursuant to Ordinance 2018-574-E, 20% of the annual rental fee is to be deposited into this fund to be used for capital maintenance and capital expenditures at the 121 Financial Ballpark.

EXPENDITURES:

1. Capital Outlay:
 - The capital funding for each of the venues is listed on the following page, which is based on the projected surcharge revenue for each venue. Consistent with the prior year, an expense for Administrative Support Costs is included at 2.5% of the total available funds and is used by ASM to hire a contract employee to manage projects. The table on the following page is a revised schedule based on the correction to the NFL Ticket Surcharge revenue.

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 CAPITAL PROJECTS – CITY VENUES SURCHARGE (FUND 47103)**

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	Description	Amount
<u>TIAA Bank Field</u>		
Building Systems	Control Room Upgrades, Computers, Servers & Components	\$ 557,180
Audio Visual	Loudspeaker (Bowl Audio Replacement)	\$ 1,300,000
Interior Finishes	Concourse Finishes	\$ 32,760
	Total	\$ 1,889,940
<u>121 Financial Ballpark</u>		
Building Systems	Third Base Line Drainage	\$ 152,540
	Total	\$ 152,540
<u>VyStar Veterans Memorial Arena</u>		
Security and Access Controls	Access Control	\$ 10,000
Building Systems	Fall Arrest	\$ 50,000
Audio Visual	Video Conference Equipment	\$ 5,000
Interior Finishes	Suite Level Concourse Flooring	\$ 300,000
Waterproofing	Waterproofing	\$ 180,000
Building Systems	Videoboard Weighing	\$ 10,000
Building Systems	Lighting (Stairwell B, Parking Lots, Spot Power)	\$ 100,000
Building Systems	New Lighting Controller & Repairs	\$ 108,912
	Total	\$ 763,912
<u>Performing Arts Center</u>		
Building Systems	Chiller	\$ 490,786
	Total	\$ 490,786
	Total Revised Requested Projects	\$ 3,297,178
	Administrative Support Costs	\$ 84,543
	FY 22 Total Revised Budget	\$ 3,381,721

EMPLOYEE CAP CHANGES:

There are no City positions associated with this fund.

RECOMMENDATIONS:

We recommend the NFL Ticket Surcharge be increased by \$33,600 to correctly reflect the per ticket charge of \$3.44 instead of the \$3.37 per ticket charge budgeted. There is a CPI increase each year pursuant to the Jaguar Agreement. This will increase the Capital Outlay budget by the same amount for TIAA Bank Field. This will have no impact on Special Council Contingency.

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PARKS, RECREATION AND COMMUNITY SERVICES
CITY VENUES – DEBT SERVICE (FUND 47105)**

PROPOSED BUDGET BOOK – Page #137

BACKGROUND:

This fund is for the debt payments related to each venue managed by ASM Global.

REVENUE:

1. Investment Pool/Interest Earnings:
 - The budgeted amount of \$69,486 is the projected Investment Pool Earnings for fiscal year 2021/2022 based on available cash and the interest rate projected by Treasury.
2. Transfers from Other Funds:
 - The transfer of \$2,373,525 is a transfer from the Sports Complex Capital Maintenance Enterprise Fund.
3. Transfer In to Pay Debt Service:
 - The transfer of \$19,131,839 includes:
 - \$5,712,258 from the Better Jacksonville Trust Fund for the VyStar Veterans Memorial Arena and 121 Financial Ballpark debt
 - \$3,225,844 from the Sports Complex Capital Maintenance Enterprise Fund for the Scoreboard electronics and infrastructure
 - \$10,193,737 from the City Venues – City for TIAA Bank Field

EXPENDITURES:

1. Fiscal and Other Debt Fees:
 - The debt service payments include principal and interest costs and fiscal agent fees, which are based on a repayment schedule that was established at the time the bonds were issued. See the table on the following page for fiscal year 2021/2022 payments.
2. Debt Management Fund Repayments:
 - The \$2,373,525 is the principal (\$700,000) and interest (\$1,673,525) payments to the Debt Management Fund for the Amphitheater and Covered Flex Field approved through Amendment #14 of the Jaguar Lease.

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 CITY VENUES – DEBT SERVICE (FUND 47105)**

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TIAA Bank Field

Account Title	Principal	Interest	Fiscal Agent Fee	Total
2012 Capital Improvement Revenue Refunding Bonds	\$6,770,000	\$3,465,250	\$1,000	\$10,236,250
Short-term Debt - Scoreboard (Electronics)	1,000,000	437,500	1,000	1,438,500
2017A Special Revenue Bonds	825,000	975,000	0	1,800,000
Total	\$8,595,000	\$4,877,750	\$2,000	\$13,474,750

VyStar Veterans Memorial Arena

Account Title	Principal	Interest	Fiscal Agent Fee	Total
2012 Better Jacksonville Sales Tax Revenue Refunding Bonds	\$0	\$1,611,335	\$0	\$1,611,335
2012A Better Jacksonville Sales Tax Revenue Refunding Bonds	0	2,918,500	0	2,918,500
Total	\$0	\$4,529,835	\$0	\$4,529,835

121 Financial Ballpark

Account Title	Principal	Interest	Fiscal Agent Fee	Total
2012 Better Jacksonville Sales Tax Revenue Refunding Bonds	\$0	\$425,490	\$0	\$425,490
2012A Better Jacksonville Sales Tax Revenue Refunding Bonds	0	771,250	0	771,250
Total	\$0	\$1,196,740	\$0	\$1,196,740

Total Debt Payments for City Venues	\$8,595,000	\$10,604,325	\$2,000	\$19,201,325
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EMPLOYEE CAP CHANGES:

There are no City positions associated with this fund.

RECOMMENDATIONS:

None

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COMMENTS AND RECOMMENDATIONS
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PARKS, RECREATION AND COMMUNITY SERVICES
SPORTS COMPLEX CAPITAL MAINTENANCE ENTERPRISE FUND (FUND 46101)**

PROPOSED BUDGET BOOK – Page #133

BACKGROUND:

Ordinance 2009-817-E mandates that the Convention Development Tax collected pursuant to Municipal Code Chapter 764, be allocated to the Sports Complex Capital Maintenance Enterprise Fund. These funds are to be used exclusively to construct, extend, enlarge, remodel, repair, improve or maintain the Sports Complex which includes TIAA Bank Field, VyStar Veterans Memorial Arena and the 121 Financial Ballpark.

Pursuant to Section 6(d) of Amendment #12 and Section 9(d) of Amendment #14 to the Jaguar Lease, the City will use part of the Convention Development Tax revenues to make the principal and interest payments on the \$43,109,000 City share of the North End Zone and Video Board Improvements and the \$45,000,000 City share of the 2015 Stadium Improvements, respectively. This is an “all years” fund.

REVENUES:

1. Taxes:
 - The increase of \$1,909,000 in Conventional Development Tax is due to the recovery from the economic impact of COVID-19. (Note – This revenue is partially shared with the Beaches and Baldwin and that is why \$6,625,000 is budgeted instead of \$7,225,000 like the Tourist Development Tax).
2. Transfers from Other Funds:
 - There is not a budgeted transfer from the General Fund/GSD since the Conventional Development Tax budgeted revenue can cover the debt service payments in fiscal year 2021/2022.

EXPENDITURES:

1. Capital Outlay:
 - The increase of \$1,025,631 in Capital Outlay is due to the fund having excess revenue available, after debt service payments have been budgeted, to fund capital improvement projects for fiscal year 2021/2022 at the sports complex. Capital funding for each of the venues is listed in detail on the following page. Consistent with prior years, an expense for Administrative Support Costs is included at an amount of \$25,641. The Administrative Support Costs is 2.5% of the total available funds and is used by ASM to hire a contract employee to manage projects.

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 PARKS, RECREATION AND COMMUNITY SERVICES
 SPORTS COMPLEX CAPITAL MAINTENANCE ENTERPRISE FUND (FUND 46101)**

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	<u>Description</u>	<u>Amount</u>
<u>TIAA Bank Field</u>		
Exterior Finishes	Club Seat Replacements	\$ 699,993
	Total	\$ 699,993
 <u>121 Financial Ballpark</u>		
Interior Finishes	Team Rooms, Trainers, Managers Space & Wall Upgrades	\$ 299,997
	Total	\$ 299,997
Total Budget for Projects		\$ 999,990
Administrative Support Costs		\$ 25,641
Total FY 2021/2022 Budget		\$ 1,025,631

2. Debt Service:

- The \$3,225,844 is a transfer to the City Venues – Debt fund for the Scoreboard electronics and infrastructure.

3. Transfers to Other Funds:

- The transfer of \$2,373,525 is a transfer to the City Venues – Debt fund for the principal and interest payments to the Debt Management Fund for the Amphitheater and Covered Flex Field approved through Amendment #14 of the Jaguar Lease.

EMPLOYEE CAP CHANGES:

There are no City employees associated with this fund.

RECOMMENDATION:

None.

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PARKS, RECREATION AND COMMUNITY SERVICES
VETERANS MEMORIAL ARENA TRUST (FUND 11518)**

PROPOSED BUDGET BOOK – Page #131

BACKGROUND:

Section 111.255 requires that the City annually deposit ten percent of the City's annual license fee revenues received pursuant to the VyStar Arena Naming Rights Agreement into the Veterans Memorial Arena Trust Fund. The purpose of the trust fund is to provide periodic funding to support veterans' programs and initiatives for veterans residing in Duval County. The Veterans Council of Duval County (VCDC) will evaluate eligible programs and initiatives and make funding recommendations by April 1 of each year. This is an all years' fund.

REVENUE:

1. Transfers from Other Funds:
 - The budgeted amount of \$57,368 represents ten percent of the fiscal year 2021/2022 license fee pursuant to the VyStar Arena Naming Rights Agreement.

EXPENDITURES:

1. Contingencies:
 - The budgeted amount of \$57,368 has been placed into a contingency line pending funding recommendations from the VCDC.

EMPLOYEE CAP CHANGES:

There are no City positions associated with this sub-fund.

RECOMMENDATIONS:

None.