

OFFICE OF THE COUNCIL AUDITOR

FY 2022/2023 PROPOSED BUDGET

FINANCE COMMITTEE MEMBERS

Aaron Bowman – Chair
Randy White – Vice Chair
Matt Carlucci
Kevin Carrico
Joyce Morgan
Ju'Coby Pittman
Ron Salem, Pharm. D.



Meeting #2
August 12, 2022

**COUNCIL AUDITOR’S OFFICE
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**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
STATE ATTORNEY
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK – Page # 353 - 354

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. Internal Service Charges:

- The net increase of \$660,140 is driven by an increase of \$478,243 in the old federal courthouse building cost allocation due to an increase in total building expenses as well as providing \$80,000 to pressure wash the building. There is also an increase of \$175,829 in computer system maintenance and security allocation due to several IT charges such as Network Infrastructure Services, WAN Circuit (Wide Area Network), and Enterprise Security services being shifted from the Recording Fees Technology fund (fund 15203) to the State Attorney's Office (General Fund 00111) to better align costs.

2. Other Operating Expenses:

- The decrease of \$20,000 is due to the removal of \$20,000 in hardware and software maintenance and license costs that is being shifted to the Recording Fees Technology fund (fund 15203).

AMERICAN RESCUE PLAN FUNDING PROPOSED – ORDINANCE 2022-513:

- State Attorney Case Management System - \$600,000

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATION:

None.

Recording Fees Technology
SUBFUND -- 15203

	FY 21-22		FY 22-23		CHANGE FROM PR YR	
	ADOPTED		RECOMMENDED		PERCENT	DOLLAR
REVENUE						
COURTS						
Charges for Services	\$ 2,315,290	\$	2,459,963	6.2%	\$	144,673
	\$ 2,315,290	\$	2,459,963	6.2%	\$	144,673
Jax Citywide Activities						
Investment Pool / Interest Earnings	\$ 2,470	\$	11,984	385.2%	\$	9,514
Transfers from Fund Balance	65,720		222,341	238.3%		156,621
	\$ 68,190	\$	234,325	243.6%	\$	166,135
TOTAL REVENUE	\$ 2,383,480	\$	2,694,288	13.0%	\$	310,808
EXPENDITURES						
Courts						
Internal Service Charges	\$ 185,991	\$	143,675	(22.8%)	\$	(42,316)
Professional and Contractual Services	380,000		849,000	123.4%		469,000
Other Operating Expenses	212,000		204,500	(3.5%)		(7,500)
Capital Outlay	130,860		130,860	0.0%		-
	\$ 908,851	\$	1,328,035	46.1%	\$	419,184
Jax Citywide Activities						
Cash Carryover	\$ 0	\$	-	N/A	\$	-
	\$ 0	\$	-	N/A	\$	-
Office of State's Attorney						
Internal Service Charges	\$ 367,016	\$	261,787	(28.7%)	\$	(105,229)
Professional and Contractual Services	101,716		131,363	29.1%		29,647
Other Operating Expenses	123,646		61,444	(50.3%)		(62,202)
Capital Outlay	191,000		310,000	62.3%		119,000
	\$ 783,378	\$	764,594	(2.4%)	\$	(18,784)
Public Defender's						
Internal Service Charges	\$ 72,572	\$	21,718	(70.1%)	\$	(50,854)
Professional and Contractual Services	-	\$	105,000	N/A		105,000
Other Operating Expenses	563,679		472,441	(16.2%)		(91,238)
Capital Outlay	55,000		2,500	(95.5%)		(52,500)
	\$ 691,251	\$	601,659	(13.0%)	\$	(89,592)
TOTAL EXPENDITURES	\$ 2,383,480	\$	2,694,288	13.0%	\$	310,808

AUTHORIZED POSITION CAP	FY 21-22		FY 22-23		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 2022/23 BUDGET
JUDICIAL – VARIOUS
RECORDING FEES TECHNOLOGY (FUND 15203)**

PROPOSED BUDGET BOOK – Page # 358 - 359

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. This is done by a memorandum of understanding (MOU) between the three parties.

Note – The below information is based on the summary page provided in the handout and is explaining the State Attorney expenditure portion.

EXPENDITURES:

Office of State’s Attorney

1. Internal Service Charges
 - The net decrease of \$105,229 is driven by a decrease of \$88,721 in computer systems maintenance charges due to costs being shifted to the General Fund (00111) to better align costs. Additionally, there was a decrease of \$16,508 in ITD replacements due to no equipment refresh being done in FY 2022/23 in this area.
2. Professional and Contractual Services
 - The decrease of \$29,647 is based on adjusting budget based on available funding and need.
3. Other Operating Expenses
 - The net decrease of \$62,202 is based on adjusting budget based on available funding and need.
4. Capital Outlay
 - The \$310,000 is for the IT capital needs of the State Attorney’s Office mainly laptops

CAPITAL OUTLAY CARRYFORWARDS:

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

- \$124,837 for computer equipment for the State Attorney’s Office.

RECOMMENDATION:

We recommend the proposed budget be amended to reflect the agreed upon discretionary amounts based on the MOU that are reflected on the prior page.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
MEDICAL EXAMINER
GENERAL FUND/GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK - Page # 179-181

BACKGROUND:

The Medical Examiner provides autopsies, toxicological examinations, and histopathological preparations of tissues, autopsy reports, depositions, scene investigations, and expert witness testimony to Duval County, Nassau County, Clay County, the Department of Corrections of Union County (District IV), and parts of District III, which includes service to Columbia and Hamilton Counties.

REVENUE:

1. Charges for Services:
 - The increase of \$125,214 is due to increases of \$70,635 for District III, \$34,837 for District IV and \$19,742 for cremation approval to better align with recent actuals.

EXPENDITURES:

1. Salaries:
 - The increase of \$655,951 is mainly due to the filling of two vacant Associate Medical Examiner positions (one previously unfunded and one partially funded), the impact of collective bargaining and other salary increases given throughout the year, and the addition of one Forensic Investigator.
2. Pension Cost:
 - The increase of \$116,452 is mainly the impact of the personnel changes noted above.
3. Employer Provided Benefits:
 - The increase of \$20,436 is primarily due to the personnel changes noted above and employee election changes in health insurance.
4. Internal Service Charges:
 - The net decrease of \$36,623 is mostly due to a decrease of \$151,349 for ITD System Development as a result of the implementation of the new case management system completed in FY 2021/22. This is mostly offset by increases of:
 - \$34,945 in Utilities Allocations due to an increase in recent actuals.
 - \$28,230 in Computer Systems Maintenance and Security costs to fix the allocation amount.
 - \$27,216 in ITD Replacements for 18 new computers.
 - \$21,827 in Building Maintenance allocation due to an increase in recent actuals.
5. Insurance Costs and Premiums:
 - The increase of \$130,062 is primarily due to an increase of \$128,258 in General Liability Insurance due to a recent claim.

**COUNCIL AUDITOR’S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR’S PROPOSED FY 2022/23 BUDGET
 MEDICAL EXAMINER
 GENERAL FUND/GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK - Page # 179-181

6. Professional and Contractual Services:
 - The increase of \$23,518 is mainly due to a scheduled increase in the contract for toxicology services.

7. Other Operating Expenses:
 - The net decrease of \$15,837 is mostly due to a decrease in Other Operating Supplies as a result of replacing non-capital equipment in FY 2021/22.

8. Capital Outlay:
 - The \$18,001 is for the purchase of a handheld dental x-ray system.

SCHEDULE B1 GRANTS:

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

Grantor	Grant Name	Grant Description	Estimated Grant Award	Total Match Requested	In Kind Contribution	FTE Positions	Part Time Hours
Florida Department Of Law Enforcement	FDLE Coverdell Forensic Grant	Forensic Science Improvement Grant Program	\$4,000	\$0	\$0	0	0

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

The employee cap is increasing by one position from 34 positions to 35 positions to add a Forensic Investigator to meet the increase in workload.

RECOMMENDATION:

None.

**COUNCIL AUDITOR’S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR’S PROPOSED FY 2022/23 BUDGET
 PUBLIC HEALTH DEPARTMENT
 GENERAL FUND/GENERAL SERVICES DISTRICT (S/F 00111)**

PROPOSED BUDGET BOOK – Page #163-164

BACKGROUND

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

EXPENDITURES

1. Internal Service Charges

- The increase of \$75,386 is primarily due to an increase of \$34,466 in building maintenance costs due to an increase in the allocation percentage based on actuals, an increase of \$24,987 in guard services because of an expected increase in the contract, and an increase of \$9,534 in radio is because of debt service being allocated out for the new Ed Ball – Radio Tower and Back-Up System.

2. Grants, Aids and Contributions

- City funding has been provided for four programs, as listed below. The chart also includes funding that was provided by the State. The increase of \$400,000 is added to primary care for an additional \$200,000 in ongoing funding and \$200,000 for one-time funding of pediatric dental services.

	FY2021/22	FY2022/23
Program Name	City	
Sexually Transmitted Diseases	\$147,000	\$147,000
Immunization	\$308,292	\$308,292
Hospital Emergency Room Alternatives	\$200,243	\$200,243
Primary Care	\$100,000	\$500,000
Total	\$755,535	\$1,155,535

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

There are no City funded positions for this Department.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
PUBLIC LIBRARIES
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK - Page # 299-301

BACKGROUND:

The Jacksonville Public Library system consists of a main library and twenty regional, community and neighborhood branch libraries.

OVERALL COMMENTS:

The budget for Library Material is being increased by \$1.5 million for a one-time enhancement, there is \$100,000 to expand the Read Jax campaign, and the library hours are expected to be the same as the current year.

REVENUES:

1. Charges for Services:

- This represents revenue related to charges for internet printing and copying. (Note: Library Fines and Late Fees are accounted for separately and used for capital projects.)

EXPENDITURES:

1. Salaries:

- The net increase of \$933,298 is mainly due to the impact of collective bargaining increases. There is also an increase in overtime pay for JSO Officers to reflect the correct rates.

2. Pension Costs:

- The net increase of \$208,136 is mainly due to new employees being enrolled in the Defined Contribution Pension Plan and the salary increases noted above.

3. Internal Service Charges:

- The net increase of \$683,814 is mainly due to an increase of \$440,603 in the citywide utilities allocation based on recent actual water and electric consumption, as well as an addition in IT equipment replacements of \$188,901 for a planned refresh of 129 computers and a server.

4. Insurance Costs and Premiums – Allocations

- The increase of \$220,382 is due to an increase of \$155,345 in miscellaneous insurance for property insurance premium costs due to an increase in the City's property insurance policy. There is also an increase of \$65,037 in general liability insurance due to recent claims history in this area.

5. Professional and Contractual Services

- The increase of \$604,210 is mainly due to the following:
 - An increase of \$264,500 in contractual services for cleaning of library common areas that was funded in FY 2021/22 by the American Rescue Plan.
 - An increase of \$103,260 in custodial services due to an increase in the cost of the contractual agreement.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2022/23 BUDGET
 PUBLIC LIBRARIES
 GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK - Page # 299-301

- An increase of \$100,788 in security guard services due to the current contractual agreement expiring in FY 2021/22 and an anticipated increase in the cost of a new agreement.
 - An increase of \$100,000 in other professional services for authors and illustrators as part of the City-wide Read Jax campaign.
6. Library Materials:
- The requested amount will be spent as follows:

FY 2021/22 AND 2022/23 LIBRARY MATERIALS BUDGETED

<u>MATERIALS</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>Difference</u>
Electronic Books and Audiobooks	\$ 836,296	\$ 2,764,158	\$ 1,927,862
Print (Adult, Teen, Juvenile)	\$ 1,573,626	\$ 1,961,045	\$ 387,419
Electronic Databases	\$ 350,100	\$ 363,905	\$ 13,805
Electronic Video, Music & Magazines	\$ 949,326	\$ 223,463	\$ (725,863)
Magazines (Adult, Teen, Juvenile)	\$ 85,000	\$ 112,000	\$ 27,000
DVD (Adult, Juvenile)	\$ 120,000	\$ 93,000	\$ (27,000)
Spoken Audio (Adult, Teen, Juvenile)	\$ 76,805	\$ 63,000	\$ (13,805)
Music (Adult, Juvenile, Physical)	\$ 8,000	\$ 6,000	\$ (2,000)
TOTAL	\$ 3,999,153	\$ 5,586,571	\$ 1,587,418

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.

STATE AID:

In addition to City funding, Public Libraries receives a State Grant that is deposited into a self-appropriating fund. The proposed state aid assisting FY 2022/23 is shown below:

Description	Proposed Budget
Audio Visual Equipment Refresh	\$ 214,600
Library Materials	\$ 155,000
Furniture, Fixtures & Equipment	\$ 138,000
General Facility Maintenance	\$ 115,289
Sign Replacement	\$ 48,000
Electrical Upgrades	\$ 22,020
Security Upgrades	\$ 7,000
State Aid Budget	\$ 699,909

**COUNCIL AUDITOR’S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR’S PROPOSED FY 2022/23 BUDGET
 PUBLIC LIBRARIES
 GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK - Page # 299-301

SCHEDULE B1 GRANTS:

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
Division of Library and Information Services	Library Services and Technology Act Grant	Main Library Digital Preservation and Virtual Learning Center/Jax Kids Book Club	\$153,150	\$52,757	\$0	\$52,757	\$0	0	225

SERVICE LEVEL CHANGES:

A one-time enhancement of \$1.5 million for library books and materials is provided in this budget.

\$100,000 provided in professional and contractual services will be used to expand the City-wide Read Jax campaign with the funding used to contract with authors and illustrators. This will assist Public Libraries in producing the Jax Book Fest.

EMPLOYEE CAP CHANGES:

The authorized employee cap is unchanged. Part-time hours were decreased by 5,003 since Public Libraries consistently had unused hours. These hours were transferred to other departments during the annual budgeting process.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2022/23 BUDGET
 PUBLIC LIBRARIES
 GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK - Page # 299-301

JPL Current Hours – (same as prior year)

Branch	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Main	Closed	9:00 - 6:00	9:00 - 6:00	9:00 - 6:00	9:00 - 6:00	9:00 - 6:00	9:00 - 6:00	54
Highlands	Closed	10:00 - 9:00	10:00 - 9:00	10:00 - 9:00	10:00 - 9:00	10:00 - 6:00	10:00 - 6:00	60
Pablo Creek	Closed	10:00 - 9:00	10:00 - 9:00	10:00 - 9:00	10:00 - 9:00	10:00 - 6:00	10:00 - 6:00	60
Southeast	Closed	10:00 - 9:00	10:00 - 9:00	10:00 - 9:00	10:00 - 9:00	10:00 - 6:00	10:00 - 6:00	60
Webb Wesconnett	Closed	10:00 - 9:00	10:00 - 9:00	10:00 - 9:00	10:00 - 9:00	10:00 - 6:00	10:00 - 6:00	60
Argyle	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Beaches	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Bill Brinton Murray Hill	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Bradham Brooks	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Brentwood	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Brown Eastside	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Dallas Graham	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Mandarin	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Maxville	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Regency Square	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
San Marco	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
South Mandarin	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
University Park	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
West Regional	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Westbrook	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Willowbranch	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Virtual Branch	Closed	9:00 - 9:00	9:00 - 9:00	9:00 - 9:00	9:00 - 9:00	9:00 - 6:00	9:00 - 6:00	64

Total Weekly Service hours 1,126

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
PUBLIC LIBRARIES
BOARD OF LIBRARY TRUSTEES TRUST (FUND 11521)**

PROPOSED BUDGET BOOK - Page # 302-303

BACKGROUND:

The Board of Library Trustees Trust Fund is governed by Municipal Section 111.800. It was created as a permanent trust fund of the City for the deposit of funds provided for the benefit of Public Libraries. Disbursements from this fund are authorized by the Board of Library Trustees.

The below funding is for the Story Journey Summer Learning Program. This is an annual reading program that encourages literacy among Jacksonville youth. This continues funding the program that has been funded by separate legislation in recent years.

REVENUES:

1. Transfer From Other Funds

- This represents the contribution from the General Fund/General Services District (00111). The subsidy of \$36,000 is equal to the subsidy provided in fiscal year 2021/2022 through separate legislation.

EXPENDITURES:

1. Other Operating Expenses

- The \$24,000 is for office and operating supplies to support administering the Summer Learning Program.

2. Library Materials

- The \$12,000 is for library materials and books to be distributed to children throughout the duration of the Program.

EMPLOYEE CAP CHANGES:

There are no authorized positions in this fund.

SERVICE LEVEL CHANGES:

None.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
PUBLIC LIBRARIES
LIBRARY CONFERENCE FACILITY TRUST (FUND 15107)**

PROPOSED BUDGET BOOK - Page # 304-305

BACKGROUND:

The Library Conference Facility Trust was established per Ordinance 2006-237-E and is governed by Municipal Section 111.830. The Main Library charges a fee for the use of the conference facilities to cover the cost associated with operating and leasing conference facilities for business, recreational and social purposes. This is an "all-years" fund and as such, during the budget process, the amounts budgeted may include de-appropriating unused balances in both expense and revenue line items. The clean-up of an all-years fund, as part of the annual budget, may cause negative totals.

OVERALL COMMENT:

This fund has a substantial proposed transfer from the General Fund/GSD for the first time due to current operations. The City will need to decide whether to continue doing this contribution, decrease operational costs, or find a way to increase revenue.

REVENUES:

1. Miscellaneous Revenue
 - This represents revenue from fees charged for the use of Library conference facilities. The decrease of \$151,072 is based on recent usage and reservations.
2. Investment Pool/Interest Earnings
 - The elimination of interest earnings is based on current cash levels now being negative in the fund.
3. Transfers From Other Funds
 - This represents a contribution of \$178,721 from the General Fund/General Services District (00111) to balance the budget. This is needed due to the significant decrease in revenues in recent years.

EXPENDITURES:

1. Salaries
 - The increase of \$20,458 is mainly due to budgeting \$16,367 for part-time salaries. No funding was appropriated in FY 2021/22 due to excess capacity from prior years being utilized.
2. Employer Provided Benefits
 - The increase of \$5,134 is due to health plan election changes by employees.
3. Professional and Contractual Services
 - The increase of \$5,321 is due to anticipated increases in the cost of contractual agreements for security guard and custodial services.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
PUBLIC LIBRARIES
LIBRARY CONFERENCE FACILITY TRUST (FUND 15107)**

PROPOSED BUDGET BOOK - Page # 304-305

4. Other Operating Expenses

- The decrease of \$13,010 is due to a decrease of \$6,460 in advertising and promotion, a decrease of \$3,868 in miscellaneous services and charges, and a decrease of \$3,000 in repairs and maintenance. These decreases are due to an anticipated reduction in the usage of conference facilities.

EMPLOYEE CAP CHANGES:

There are no changes to the employee cap.

SERVICE LEVEL CHANGES:

None.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FINANCE AND ADMINISTRATION
ITD OPERATIONS (FUND 53101)**

PROPOSED BUDGET BOOK – Page #128-130

BACKGROUND:

This internal service fund accumulates and allocates current application maintenance costs of computer software and/or equipment owned, leased or operated by the City and selected independent agencies and records management (archive) functions.

REVENUE:

1. Internal Service Revenue:

- This revenue consists of internal service revenues from charges billed to other departments and agencies. The increase is a result of there being no transfer from fund balance being proposed in FY 2022/23.

2. Investment Pool / Interest Earnings:

- The increase of \$51,135 is based on an increase in the projected return rate in FY 2022/23.

3. Transfers from Fund Balance:

- No transfer from fund balance is needed to balance the budget in FY 2022/23.

EXPENDITURES:

1. Salaries:

- The increase of \$199,798 is mainly due to the impact of collective bargaining increases offset slightly by the reduction of one position and the defunding of two positions.

2. Pension Costs:

- The decrease of \$47,387 is mainly due to employee turnover and personnel changes noted above.

3. Employer Provided Benefits:

- The decrease of \$52,537 is mainly due to a decrease in health insurance based on the personnel changes noted above.

4. Internal Service Charges:

- The decrease of \$1,539,612 is primarily due to a decrease of \$1,259,215 in IT system development project allocations associated with the CARE System upgrade and replacement, the telecommunications upgrade, and security upgrades that were billed in the prior year. This is also due to a decrease of \$333,772 in ITD replacement allocation associated with less refresh in network equipment.

5. Insurance Costs and Premiums – Allocations:

- The increase of \$255,005 is due to an increase in the cyber liability insurance premium.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FINANCE AND ADMINISTRATION
ITD OPERATIONS (FUND 53101)**

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6. Professional and Contractual Services:

- The increase of \$190,200 is due to an increase in contractual and professional services. The increase is mainly related contracting with a vendor for support services of a inventory management system used by different areas of the City. One of the employees that had been involved with supporting the system retired. It was determined it was better to proceed with an outside vendor than bringing on a new employee to support the system since it will be phased out in the near future. This is the reason for the elimination of one position in this fund. The rest is based on contractual increases and to better align budget and costs.

7. Other Operating Expenses:

- The \$9,537,300 amount includes various expenditures including data storage costs, wireless communications, telephone/data lines and hardware/software maintenance services and licenses expenses. The increase is mainly driven by an increase in hardware/software maintenance services and licenses costs.

8. Grants, Aids and Contributions:

- This amount represents a payment to JEA for fiber connection to Cecil 911 center.

9. Supervision Allocation:

- This amount represents the administrative costs of this fund which are allocated to the Radio Communications Fund (53102).

10. 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.

EMPLOYEE CAP CHANGES:

The cap is going from 120 positions to 119 positions due to one position being eliminated. Also, the employee cap includes two unfunded positions in FY 2022/23. The savings from this are going to fund contractual services.

CAPITAL OUTLAY CARRYFORWARDS:

None.

SERVICE LEVEL CHANGES:

None.

RECOMMENDATIONS:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FINANCE AND ADMINISTRATION
RADIO COMMUNICATION (FUND 53102)**

PROPOSED BUDGET BOOK – Page #131-133

BACKGROUND:

This internal service fund accumulates and allocates the cost for radio communications including installs, upgrades and repairs for the general government as well as JEA, JTA and JAA.

REVENUE:

1. Internal Service Revenue:

- This represents the costs billed to other departments and government agencies and is directly related to the budgeted expenditures in this fund.

EXPENDITURES:

1. Salaries:

- The increase of \$69,730 is mainly due to the impact of collective bargaining increases.

2. Pension Cost:

- The decrease of \$40,024 is mainly due to employee turnover.

3. Employer Provided Benefits:

- The decrease of \$24,066 is mainly due to a decrease in group health insurance based on plan election made by employees.

4. Internal Service Charges:

- The increase of \$46,022 is mainly due to an increase in computer system maintenance costs.

5. Other Operating Expenses:

- The increase of \$573,576 is mainly due to an increase in licenses for the JSO's APX Next portable smart radios which will include additional features such as Smart Connect, Smart Locate, Smart Mapping, and Smart Programming. This is also due to increases in maintenance service costs of the Fire Station Alerting System which fully automate the alerting process from a dispatch center to fire stations and remote personnel.

6. Capital Outlay:

- This funding is to purchase required radio equipment for firefighters and apparatus at Fire Stations 47 and 76.

7. Debt Management Fund Repayments:

- This amount represents debt repayment for the P25 Fire Station Paging Project and the Ed Ball – Radio Tower and Backup System Project. The increase of \$1,739,362 is due to the first debt service payment for the Ed Ball – Radio Tower and Backup System Project being included in the proposed budget.

**COUNCIL AUDITOR’S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR’S PROPOSED FY 2022/23 BUDGET
FINANCE AND ADMINISTRATION
RADIO COMMUNICATION (FUND 53102)**

PROPOSED BUDGET BOOK – Page #131-133

8. Grants, Aids & Contributions:

- This funding is to reimburse JEA for the tower rental costs at three leased sites and for the related utility, repair, and maintenance costs.

9. Supervision Allocation:

- This amount represents the administrative costs of ITD Operations Fund (53101) that are being allocated to this fund.

10. 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.

EMPLOYEE CAP CHANGES:

There are no changes to the employee cap.

CAPITAL OUTLAY CARRYFORWARDS:

There is a total capital outlay carryforward request of \$684,754 on Schedule AF in the Budget Ordinance associated with the FY 2021/22 radio equipment purchases. These funds have already been encumbered; see recommendation below.

SERVICE LEVEL CHANGES:

None.

RECOMMENDATION:

We recommend that the capital outlay carryforward request of \$684,754 be removed from Schedule AF since these funds have already been encumbered. This has no impact on the Special Council Contingency.

**COUNCIL AUDITOR’S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR’S PROPOSED FY 2022/23 BUDGET
 FINANCE AND ADMINISTRATION
 TECHNOLOGY EQUIPMENT REFRESH (FUND 53104)**

PROPOSED BUDGET BOOK – Page #134-135

BACKGROUND:

This internal service fund accounts for the refresh and replacement of the City’s technology equipment and infrastructure including computers, servers, network equipment and uninterrupted power supply equipment. All proposed equipment will be purchased with pay-go funds derived from customer repayments from current and prior year equipment refresh items.

REVENUE:

1. Internal Service Revenue:
 - This amount represents the customer billings for both the FY 2022/23 proposed refresh and previously approved equipment replacement.
2. Transfers From Other Funds:
 - This amount represents a transfer from the Radio Equipment Refresh Fund to mainly fund the refresh of Mobile Data Terminals (MDT) in FY 2022/23 and going forward since the residual funding in the Radio Equipment Refresh Fund is from JSO and JFRD.
3. Transfers from Fund Balance:
 - No transfer from fund balance is needed in FY 2022/23 to balance the budget.

EXPENDITURES:

1. Professional and Contractual Services:
 - This amount represents the cost of deploying Emtec (the City’s desktop service provider) to conduct technology refresh activities for computers and Mobile Data Terminals (MDT). The increase is due to there being no computers being purchased in FY 2021/22, since Emtec is paid per device deployed for this service.
2. Other Operating Expenses:
 - This amount represents the purchase of computer, telecommunication, server, network and UPS equipment that do not meet the \$1,000 capital threshold. The increase of \$262,379 is due to computers being refreshed in FY 2022/23 while none were refreshed in FY 2021/22.

Computer Refresh Count	Planned FY 2021/22	Proposed FY 2022/23	Change
Computers Under \$1,000	0	322	322
Computers Over \$1,000 (Shown in Capital Outlay)	0	275	275
Total Computer Refresh Count	0	563	563

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FINANCE AND ADMINISTRATION
TECHNOLOGY EQUIPMENT REFRESH (FUND 53104)**

PROPOSED BUDGET BOOK – Page #134-135

3. Capital Outlay:

- This amount represents the purchase of computers, telecommunication, servers, and network equipment that meet the \$1,000 capital threshold.

<u>Activity</u>	<u>Amount</u>
Mobile Data Terminals (MDT) for JFRD	\$ 451,146
Computers	379,863
Network Equipment	336,203
Servers	334,147
	<u>\$ 1,501,359</u>

4. Cash Carryover:

- This amount represents the excess of billing revenue over expenses due to timing issues between capital spending and billing.

EMPLOYEE CAP CHANGES:

There are no positions in this fund.

CAPITAL OUTLAY CARRYFORWARDS:

There is a capital outlay carryforward of \$386,121 for the purchase of computer equipment that has not been encumbered yet.

SERVICE LEVEL CHANGES:

None.

RECOMMENDATIONS:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FINANCE AND ADMINISTRATION
RADIO EQUIPMENT REFRESH (FUND 53105)**

PROPOSED BUDGET BOOK – Page #136-137

BACKGROUND:

This internal service fund accounts for the replacement of the City's radio equipment.

All radio equipment is slated for purchase with American Rescue Plan funding (Ordinance 2022-513) in FY 2022/23. The proposed funding amount is \$7,997,347 and is the last year of the current refresh.

REVENUE:

1. Internal Service Charges:

- This amount represents the customer billings for radios purchased in prior years. There is no anticipated billing to customers for radio equipment refresh in FY 2022/23 since American Rescue Plan funds will be utilized to purchase the radios.

2. Transfer From Fund Balance:

- This is a one-time transfer from fund balance that will mainly be used to purchase Mobile Data Terminals (MDT) for the Jacksonville Fire and Rescue Department.

EXPENDITURES:

1. Transfers to Other Funds:

- This amount is the FY 2021/22 cash carryover that will be transferred to the IT Technology Equipment Refresh Fund (Fund 53104) to purchase Mobil Data Terminals (MDT) for the Jacksonville Fire and Rescue Department.

2. Cash Carryover:

- This reduction is due to not having any excess revenue over budgeted expenditures in FY 2022/23.

EMPLOYEE CAP CHANGES:

There are no positions in this fund.

CAPITAL OUTLAY CARRYFORWARDS:

None.

SERVICE LEVEL CHANGES:

None.

RECOMMENDATIONS:

None.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2022/23 BUDGET
 FINANCE AND ADMINISTRATION
 IT SYSTEM DEVELOPMENT (FUND 53106)**

PROPOSED BUDGET BOOK – Page #138-139

	FY 21-22 Normal Budget	FY 21-22 All-Years Adjustment	FY 21-22 Adopted Budget	FY 22-23 Normal Budget	FY 22-23 All-Years Adjustment	FY 22-23 Adopted Budget	Change in Normal Budget
REVENUES							
Internal Service Revenue	13,543,224	(13,112,564)	430,660	10,428,929	(26,927,546)	(16,498,617)	(3,114,295)
Investment Pool / Interest Earnings	-	-	-	-	-	-	-
Debt Funding: Debt Management Fund	-	-	-	-	-	-	-
	13,543,224	(13,112,564)	430,660	10,428,929	(26,927,546)	(16,498,617)	(3,114,295)
EXPENDITURES							
Salaries	-	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-	-
Capital Outlay	430,660	(4,171,930)	(3,741,270)	406,600	(2,572,102)	(2,165,502)	(24,060)
Capital Outlay - Debt Funded	-	-	-	-	(1,850,865)	(1,850,865)	-
Capitalized Internal Services	-	4,171,930	4,171,930	-	2,572,102	2,572,102	-
Capitalized Internal Service - Debt Funded	-	-	-	-	1,850,865	1,850,865	-
Payment to Fiscal Agents	-	-	-	-	(26,764,616)	(26,764,616)	-
Debt Management Fund Repayments	7,858,400	-	7,858,400	9,250,901	-	9,250,901	1,392,501
Carryover	-	(7,858,400)	(7,858,400)	-	608,498	608,498	-
	8,289,060	(7,858,400)	430,660	9,657,501	(26,156,118)	(16,498,617)	1,368,441

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FINANCE AND ADMINISTRATION
IT SYSTEM DEVELOPMENT (FUND 53106)**

PROPOSED BUDGET BOOK – Page #138-139

BACKGROUND:

This all-year internal service fund houses the IT system development projects for FY 2017/18 and onward. This fund is all-years and project driven to allow multi-year tracking, transparency and accountability related to IT projects. This internal service fund accumulates and allocates the cost of IT system development projects related to the City of Jacksonville and various independent agencies, as applicable.

REVENUE:

1. Internal Service Revenue:

- This category includes billings to departments and agencies for IT system development projects. The decrease is due to fewer IT projects to be billed to customers in FY 2022/23.

EXPENDITURES:

1. Capital Outlay:

- The operating budget of \$406,600 is for the development of the Real Estate Management System per the five-year ITD plan.

2. Debt Management Fund Repayments:

- This amount represents the anticipated FY 2022/23 interest and principal payback for loans issued for projects for previous years. The increase is due to more IT projects being funded with borrowed funds in recent years.

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

There are no positions in this fund.

RECOMMENDATIONS:

We recommend that schedule A4 in the Budget Ordinance be amended to reflect the proper previously authorized amount. This will have no impact to Special Council Contingency.

Council Auditor's Office
Comparison of Approved FY 2021/22 and Proposed FY 2022/23
Five-Year IT Plans

Projects Removed / Rolled Off the Schedule

Functional Area	Project Title	5-Year Plan	Previous Capital Approp.	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total Project Budget
* City Council	City Council Chamber Upgrade	FY 20/21	614,900	312,660	-	-	-	-	-	927,560
* Citywide	Radio - Mobile Radio Refresh	FY 21/22	7,071,586	2,313,657	-	-	-	-	-	9,385,243
** ITD	Security Upgrades - Technology / ITD	FY 21/22	390,000	118,000	248,955	349,224	44,501	44,785	-	1,195,465
* Citywide	Radio - Microwave Network Radio Sites	FY 21/22	459,883	94,432	-	-	-	-	-	554,315
Total			8,536,369	2,838,749	248,955	349,224	44,501	44,785	-	12,062,583

New Projects that were Added

Functional Area	Project Title	5-Year Plan	Previous Capital Approp.	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total Project Budget
Citywide	Computer, Laptop and Tablet Equipment Refresh	FY 22/23	5,195,547	-	693,711	448,500	448,500	448,500	448,500	7,683,258
** ITD	Network Infrastructure Upgrade	FY 22/23	-	-	4,825,419	-	-	-	-	4,825,419
JFRD	Satellite Communication Equipment Replacement	FY 22/23	-	-	907,204	-	-	-	-	907,204
Total			5,195,547	-	6,426,334	448,500	448,500	448,500	448,500	13,415,881

* These items were completed. There was no remaining funding for these items.

** All of the projects that were associated with replacing, adding, expanding network equipment, software, and speed were rolled into one project called "Network Infrastructure Upgrade" in the new ITD 5-Year Plan.

Council Auditor's Office
Comparison of Approved FY 2021/22 and Proposed FY 2022/23
Five-Year IT Plans

Projects on the Schedule in Both Years

Functional Area	Project Title	5-Year Plan	Previous Capital Approp.	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total Project Budget
Code Compliance	Lien Tracking System	FY 21/22	-	-	360,000	-	-	-	-	360,000
Code Compliance	Lien Tracking System	FY 22/23	-	-	300,000	60,000	-	-	-	360,000
JHRC	Case Management System - JHRC	FY 21/22	90,000	-	310,000	78,200	14,049	422	-	492,671
JHRC	Case Management System - JHRC	FY 22/23	90,000	-	310,000	78,200	14,049	422	422	492,671
Real Estate	Real Estate Management System	FY 21/22	185,000	-	406,600	165,000	-	-	-	756,600
Real Estate	Real Estate Management System	FY 22/23	185,000	-	406,600	-	-	-	-	591,600
Citywide	1Cloud: Enterp. Financial and Resource Mgmt Solution	FY 21/22	47,993,283	-	6,716,000	5,183,000	9,250,000	1,726,000	-	70,868,283
Citywide	1Cloud: Enterp. Financial and Resource Mgmt Solution	FY 22/23	47,993,283	-	-	4,532,560	8,065,923	1,044,560	-	61,636,326
Citywide	Enterprise Permit / Land Use Management	FY 21/22	8,916,748	-	-	-	-	-	-	8,916,748
* Citywide	Enterprise Permit / Land Use Management	FY 22/23	8,916,748	-	-	-	-	-	-	8,916,748
Citywide	Radio - Portable Radio Refresh	FY 21/22	6,947,155	9,271,630	9,271,631	-	-	-	-	25,490,416
Citywide	Radio - Portable Radio Refresh	FY 22/23	16,218,785	-	7,997,347	-	-	-	-	24,216,132
ITD	Network Equipment Refresh	FY 21/22	2,209,718	389,069	340,000	340,000	340,000	340,000	-	3,958,787
ITD	Network Equipment Refresh	FY 22/23	2,598,787	-	353,051	425,000	425,000	425,000	425,000	4,651,838
ITD	Server Equipment Refresh	FY 21/22	1,158,156	1,141,537	130,000	130,000	130,000	130,000	-	2,819,693
ITD	Server Equipment Refresh	FY 22/23	2,299,693	-	342,739	135,000	135,000	135,000	135,000	3,182,432
JFRD	JFRD Mobile Data Terminal Refresh	FY 21/22	1,247,579	18,440	500,000	-	-	-	-	1,766,019
JFRD	JFRD Mobile Data Terminal Refresh	FY 22/23	1,266,019	-	453,300	231,800	238,600	245,650	252,900	2,688,269
Citywide	Ed Ball - Radio Tower and Backup System	FY 21/22	-	1,610,825	1,610,825	1,709,519	-	-	-	4,931,169
Citywide	Ed Ball - Radio Tower and Backup System	FY 22/23	1,610,825	-	2,041,450	1,278,894	94,331	97,255	103,378	5,226,133
* Citywide	P25 Radio - Radio Site Expansion	FY 21/22	-	-	1,908,927	1,908,927	1,954,291	1,954,368	-	7,726,513
Citywide	Radio Site Expansion - Bayview Road	FY 22/23	-	-	-	-	-	-	2,859,732	2,859,732
Citywide	Radio Site Expansion - Crystal Springs Road	FY 22/23	-	-	-	-	-	2,804,590	52,516	2,857,106
Citywide	Radio Site Expansion - Mayport Road	FY 22/23	-	-	-	2,804,590	-	47,633	-	2,852,223
Citywide	Radio Site Expansion - Montgomery Correctional	FY 22/23	-	-	3,088,500	-	45,364	-	-	3,133,864
Citywide	Radio Site Expansion - Orange Picker Road	FY 22/23	-	-	-	-	2,804,590	-	50,015	2,854,605

* Previous funding is being moved around to build system in-house.

** Amounts were broken out by site in FY 2022/23.

FISCAL YEAR 2023 - 2027 IT SYSTEM DEVELOPMENT PROJECTS

Projects by Funding Source

Ordinance 2022-507-E

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Debt Management Funds	5,129,950	8,491,990	10,804,590	3,780,590	2,804,590
Pay- Go: Equipment/Radio Refresh	1,787,129	1,192,800	1,199,600	1,206,650	1,213,900
Increase in On-Going Operating Cost	55,672	171,554	391,318	274,997	308,973
Pay-Go: Other	406,600	610,000	-	-	-
ARP Funding	13,729,970	-	-	-	-
Total Per Year	21,109,321	10,466,344	12,395,508	5,262,237	4,327,463

Functional Area	Program Area	Project Title	Previous Capital Appropriation	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Code Compliance	Application - Department Specific	Lien Tracking System	-	-	300,000	60,000	-	-
JHRC	Application - Department Specific	Case Management System - JHRC	90,000	-	310,000	78,200	14,049	422
Real Estate	Application - Department Specific	Real Estate Management System	185,000	406,600	-	-	-	-
Citywide	Enterprise Solution	Enterprise Financial and Resource Mgmt Solution - 1Cloud	47,993,283	-	4,532,560	8,065,923	1,044,560	-
Citywide	Enterprise Solution	Enterprise Permit and Land Use Management	8,916,748	-	-	-	-	-
Citywide	Equipment Refresh	Computer, Laptop and Tablet Equipment Refresh	5,195,547	693,711	448,500	448,500	448,500	448,500
Citywide	Equipment Refresh	Radio - Portable Radio Refresh	16,218,785	7,997,347	-	-	-	-
ITD	Equipment Refresh	Network Equipment Refresh	2,598,787	353,051	425,000	425,000	425,000	425,000
ITD	Equipment Refresh	Server Equipment Refresh	2,299,693	342,739	135,000	135,000	135,000	135,000
Jacksonville Fire and Rescue	Equipment Refresh	JFRD Mobile Data Terminal Refresh	1,266,019	453,300	231,800	238,600	245,650	252,900
ITD	Infrastructure / Equipment	Network Infrastructure Upgrade	-	4,825,419	-	-	-	-
JFRD	Infrastructure / Equipment	Satellite Communication Equipment Replacement	-	907,204	-	-	-	-
Citywide	Radio Communication and Systems	Ed Ball - Radio Tower and Backup System	1,610,825	2,041,450	1,278,894	94,331	97,255	103,378
Citywide	Radio Communication and Systems	Radio Site Expansion - Bayview Road	-	-	-	-	-	2,859,732
Citywide	Radio Communication and Systems	Radio Site Expansion - Crystal Springs Road	-	-	-	-	2,804,590	52,516
Citywide	Radio Communication and Systems	Radio Site Expansion - Mayport Road	-	-	2,804,590	-	47,633	-
Citywide	Radio Communication and Systems	Radio Site Expansion - Montgomery Correctional	-	3,088,500	-	45,364	-	-
Citywide	Radio Communication and Systems	Radio Site Expansion - Orange Picker Road	-	-	-	2,804,590	-	50,015

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FLEET MANAGEMENT DIVISION
FLEET MANAGEMENT OPERATIONS (S/F 51101)**

PROPOSED BUDGET BOOK – Page # 118 - 120

BACKGROUND:

This internal service fund accumulates and allocates the costs of the operation of the City's Motor Pool and recovers its costs via charges to its users/customers. Fleet Management is responsible for all of the maintenance and fueling of the entire City owned vehicle fleet. In addition, Fleet Management provides fuel and some maintenance services for JEA and other local and State governmental entities.

REVENUE:

1. Internal Service Revenue:
 - The increase of \$6,917,010 is the result of an overall increase in operating expenses due to an increase in fuel costs.
2. Miscellaneous Revenue:
 - The net increase of \$37,800 is mainly due to a \$55,000 increase in revenue from third-party insurance based on recent totals. This is partially offset by a \$20,000 decrease in revenue from reimbursement for warranty work based on recent actuals.

EXPENDITURES:

1. Salaries:
 - The net decrease of \$80,244 is mainly due to eliminating 8 positions and defunding 5 vacant positions. This is partially offset by collective bargaining and other salary increases.
2. Salary & Benefit Lapse:
 - This reflects an estimated salary and benefit lapse based on the average turnover ratio and estimated number of vacancies in FY 2022/23.
3. Pension Costs:
 - The net decrease of \$24,020 is mainly due to the impact of employee turnover and the personnel changes noted above.
4. Employer Provided Benefits:
 - The net decrease of \$130,203 is due to changes in employee elections and employee turnover impacting City health insurance costs. Additionally, there was a reduction in workers' compensation based on recent claims history in this area.
5. Internal Service Charges:
 - The net increase of \$149,930 is mainly due to an increase of \$82,595 in computer system maintenance and security costs for IT application project charges associated with the Fleet Management System replacement project and IT charges related to the current enterprise asset management software. Additionally, there was an increase of \$43,787 for Guard

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FLEET MANAGEMENT DIVISION
FLEET MANAGEMENT OPERATIONS (S/F 51101)**

PROPOSED BUDGET BOOK – Page # 118 - 120

Service & ADT due to an increase in the hourly rate for armed hours and an increase of \$32,904 in the Public Works utilities allocation based on recent actuals.

6. Insurance Costs and Premiums

- The net increase of \$9,238 is mainly due to the increase in premium cost for property insurance city-wide.

7. Other Operating Expenses:

- The net increase of \$7,034,306 is mainly due to an increase of \$6,267,714 in fuel motor vehicle costs due to higher projected price per gallon of fuel. Additionally, there was an increase of \$443,800 in sublet repairs and an increase of \$330,000 in parts due to increases in vendor prices.

8. Supervision Allocation:

- This amount represents the administrative costs of the Fleet Management Division that are allocated to the Vehicle Replacement Fund (S/F 51102).

9. 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:

None.

CAPITAL OUTLAY CARRYFORWARDS:

There is a capital carryforward request of \$71,890 for heavy equipment that may not be encumbered by the end of the year.

EMPLOYEE CAP CHANGES:

The cap is going from 106 positions to 98 positions. The authorized position cap is decreasing by 8 positions and funding is being removed from an additional 5 positions.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FLEET MANAGEMENT DIVISION
VEHICLE REPLACEMENT (FUND 51102)**

PROPOSED BUDGET BOOK – Page #121-123

BACKGROUND:

This is an internal service fund that accounts for the replacement of City owned vehicles. Vehicles purchased in this fund are purchased with borrowed funds.

Due to there being no vehicle purchased with borrowed funds in recent years, this the last year with a debt repayment.

REVENUE:

1. Internal Service Revenue:

- This revenue represents the charges billed to other departments and agencies for both prior and current year vehicle replacements.

2. Miscellaneous Revenue:

- The decrease of \$828,357 is mainly due to a decrease of \$788,357 in surplus equipment sale revenue and a decrease of \$40,000 in revenue from third party insurances based on recent actuals. As it relates to the surplus equipment sales, the FY 2021/22 budget included the planned sale of two helicopters.

3. Transfers from Fund Balance:

- Fund balance is not being appropriated to fund a portion of the FY 2022/23 vehicle replacements.

EXPENDITURES:

1. Salaries:

- The increase of \$7,985 is mainly due to the impact of collective bargaining increases.

2. Pension Costs:

- The increase of \$11,045 is the result of the allocation of the defined benefit pension costs.

3. Employer Provided Benefits:

- The decrease of \$6,901 is due to a decrease in group health insurance based on plan election made by employees.

4. Debt Management Fund Repayments:

- This amount represents the interest and principal debt repayment for vehicles purchased with borrowed funds. This is decreasing as vehicles previously purchased with debt are being paid off. This is the last year of a debt payment.

5. Supervision Allocation:

- This amount represents the administrative costs of the Division which are allocated to each activity within Fleet Management.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FLEET MANAGEMENT DIVISION
VEHICLE REPLACEMENT (FUND 51102)**

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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:

- This amount represents the excess revenue over expenditure total in this subfund that is available to fund a portion of the FY 2022/23 vehicle replacements and is being transferred to the Motor Pool - Direct Replacement Fund (Fund 51103).

EMPLOYEE CAP CHANGES:

There are no changes to the employee cap.

CAPITAL OUTLAY CARRYFORWARD:

There is a total capital outlay carryforward request of \$372,213 on Schedule AF in the Budget Ordinance associated with the FY 2021/22 vehicle replacements that might not be encumbered by the end of the fiscal year.

SERVICE LEVEL CHANGES:

None.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FLEET MANAGEMENT DIVISION
MOTOR POOL - DIRECT REPLACEMENT (FUND 51103)**

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BACKGROUND:

This internal service fund represents the spending by Fleet Management on direct vehicle replacements (pay-go), rather than through borrowing.

REVENUE:

1. Investment Pool / Interest Earnings:

- The increase of \$82,137 in interest earnings is based on the anticipated increase in the rate of return in FY 2022/23.

2. Transfers From Other Funds:

- This amount represents a transfer from the Motor Pool - Vehicle Replacement Fund (Fund 51102) to help fund all FY 2022/23 vehicle replacements with cash.

EXPENDITURES:

1. Capital Outlay:

- This amount represents the total capital requirement for the FY 2022/23 vehicle replacements.

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

None.

CAPITAL OUTLAY CARRYFORWARD:

There is a capital outlay carryforward request of \$4,438,470 on Schedule AF in the Budget Ordinance associated with the FY 2021/22 vehicle replacements that might not be encumbered by the end of the fiscal year.

RECOMMENDATIONS:

None.

FY 22-23 VEHICLE REPLACEMENTS

This schedule contains the vehicles that will be replaced in FY23 as approved by Council. In order to receive the replacement vehicle the "old vehicle" as stated here by vehicle number must be turned in. Fleet Management has the option to keep turned in patrol vehicles on the City cap to be used exclusively for JSO wreck replacements and to keep JFRD apparatus on the City cap for one fiscal year for various purposes. Any changes to this schedule will have a financial impact in FY23. Fleet Management maintains all related documentation pursuant to section 106.216.

Pay-Go / Carryover:	27,777,731	Capital	835,248
FY23 Billing Only:	241,677	Payment	241,677
Debt Mgmt Financing:	0		0
	28,019,408		1,076,925

28,019,408 1,076,925

Funding	Center Title	[subfund-center-project-activity-interfund-future]	Old Vehicle	Description of Vehicle To Be Purchased	Replacement Cost	FY 23 Payment
Pay-Go	CRPR Community Transition Center	00111-562101-000000-00000000-00000-0000000	0421-30	Sedan - Full Size	50,000	3,376
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	3480-20	JFRD - Pumper	728,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	3486-30	JFRD - Pumper	728,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	3493-20	JFRD - Pumper	728,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	3495-30	JFRD - Pumper	728,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	3497-30	JFRD - Pumper	728,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	3499-20	JFRD - Pumper	728,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	4299-20	JFRD - Ladder	1,617,000	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	4300-20	JFRD - Tanker	485,400	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	4964-20	Pickup Truck	75,000	5,064
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	8044-20	JFRD - Pumper	728,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	8045-20	JFRD - Pumper	728,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	8048-20	JFRD - Pumper	728,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	8057-20	JFRD - Pumper	728,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	8070-20	JFRD - Ladder	1,617,000	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	8077-20	JFRD - Ladder	1,617,000	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	8109-20	Boat - Engine Only	29,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	8111-20	Boat - Engine Only	29,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	8357-20	JFRD - Tanker	485,400	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	FS66 Engine	JFRD - Pumper	728,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	FS76 Engine	JFRD - Pumper	728,500	0
Pay-Go	FRFO Fire Operations - Fire Control	00111-123004-000000-00000000-00000-0000000	FS76 Tanker	JFRD - Tanker	485,400	0
Pay-Go	FRFP Fire Plans Review - Fire Control	15104-126002-000000-00000000-00000-0000000	4948-30	Sedan - Mid Size	25,677	25,677
Pay-Go	FRFP Fire Prevention Administration - Fire Control	00111-126003-000000-00000000-00000-0000000	4128-20	Sedan - Mid Size	25,677	1,734
Pay-Go	FRFP Fire Prevention Administration - Fire Control	00111-126003-000000-00000000-00000-0000000	4563-20	Sedan - Mid Size	25,677	1,734
Pay-Go	FRFP Fire Prevention Administration - Fire Control	00111-126003-000000-00000000-00000-0000000	4946-20	Sedan - Mid Size	25,677	1,734
Pay-Go	FRFP Fire Prevention Administration - Fire Control	00111-126003-000000-00000000-00000-0000000	4953-20	Pickup Truck	52,000	3,511
Pay-Go	FRRS Rescue and First Aid - Ambulance and Rescue Services	00111-125004-000000-00000000-00000-0000000	3526-30	JFRD - Rescue Unit	350,000	0
Pay-Go	FRRS Rescue and First Aid - Ambulance and Rescue Services	00111-125004-000000-00000000-00000-0000000	8221-20	JFRD - Rescue Unit	350,000	0
Pay-Go	FRRS Rescue and First Aid - Ambulance and Rescue Services	00111-125004-000000-00000000-00000-0000000	8222-20	JFRD - Rescue Unit	350,000	0
Pay-Go	FRRS Rescue and First Aid - Ambulance and Rescue Services	00111-125004-000000-00000000-00000-0000000	8314-10	Trailer	20,000	1,350
Pay-Go	FRRS Rescue and First Aid - Ambulance and Rescue Services	00111-125004-000000-00000000-00000-0000000	FS66 Rescue	JFRD - Rescue Unit	350,000	0
Pay-Go	FRRS Rescue and First Aid - Ambulance and Rescue Services	00111-125004-000000-00000000-00000-0000000	FS76 Rescue	JFRD - Rescue Unit	350,000	0
Pay-Go	IHHS Narcotics & Vice	00111-521101-000000-00000000-00000-0000000	1276-30	SUV	38,500	2,599
Pay-Go	IHHS Narcotics & Vice	00111-521101-000000-00000000-00000-0000000	1337-30	Sedan - Full Size	25,000	1,688
Pay-Go	IHHS Narcotics & Vice	00111-521101-000000-00000000-00000-0000000	1372-30	Pickup Truck	45,000	3,038
Pay-Go	IHHS Narcotics & Vice	00111-521101-000000-00000000-00000-0000000	1374-30	Pickup Truck	45,000	3,038
Pay-Go	IHHS Narcotics & Vice	00111-521101-000000-00000000-00000-0000000	1379-40	Pickup Truck	45,000	3,038
Pay-Go	IHHS Narcotics & Vice	00111-521101-000000-00000000-00000-0000000	5491-30	SUV	38,500	2,599
Pay-Go	IHIN Major Case	00111-522101-000000-00000000-00000-0000000	0775-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	IHIN Major Case	00111-522101-000000-00000000-00000-0000000	1293-30	Pickup Truck	45,000	3,038

Funding	Center Title	[subfund-center-project-activity-interfund-future]	Old Vehicle	Description of Vehicle To Be Purchased	Replacement Cost	FY 23 Payment
Pay-Go	IHIN Major Case	00111-522101-000000-00000000-00000-0000000	1320-40	Sedan - Full Size	25,000	1,688
Pay-Go	IHIN Major Case	00111-522101-000000-00000000-00000-0000000	1321-30	Sedan - Full Size	25,000	1,688
Pay-Go	IHIN Major Case	00111-522101-000000-00000000-00000-0000000	1380-40	SUV	38,500	2,599
Pay-Go	IHIN Major Case	00111-522101-000000-00000000-00000-0000000	1462-40	Sedan - Full Size	25,000	1,688
Pay-Go	IHIN Major Case	00111-522101-000000-00000000-00000-0000000	2594-30	SUV	38,500	2,599
Pay-Go	IHIN Major Case	00111-522101-000000-00000000-00000-0000000	5271-30	Sedan - Mid Size	25,000	1,688
Pay-Go	IHIN Major Case	00111-522101-000000-00000000-00000-0000000	5303-30	Sedan - Mid Size	25,000	1,688
Pay-Go	PDBI Electrical Inspection - Protective Inspections	15104-142004-000000-00000000-00000-0000000	3738-30	Pickup Truck	36,000	36,000
Pay-Go	PDBI Mechanical Inspection - Protective Inspections	15104-142006-000000-00000000-00000-0000000	New FTE 4	Pickup Truck	36,000	36,000
Pay-Go	PDBI Plumbing Inspection - Protective Inspections	15104-142008-000000-00000000-00000-0000000	3743-30	Pickup Truck	36,000	36,000
Pay-Go	PDDS Development Services Division Building Inspection - Comprehensive Planning	15104-143004-000000-00000000-00000-0000000	New FTE 1	Pickup Truck	36,000	36,000
Pay-Go	PDDS Development Services Division Building Inspection - Comprehensive Planning	15104-143004-000000-00000000-00000-0000000	New FTE 2	Pickup Truck	36,000	36,000
Pay-Go	PDDS Development Services Division Building Inspection - Comprehensive Planning	15104-143004-000000-00000000-00000-0000000	New FTE 3	Pickup Truck	36,000	36,000
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0033-40	JSO - Harley Motorcycle	32,000	5,361
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0035-40	JSO - Harley Motorcycle	32,000	5,361
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0041-40	JSO - Harley Motorcycle	32,000	5,361
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0047-50	JSO - Harley Motorcycle	31,000	5,194
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0050-40	JSO - Harley Motorcycle	31,000	5,194
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0052-40	JSO - Harley Motorcycle	31,000	5,194
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0055-40	JSO - Harley Motorcycle	31,000	5,194
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0057-30	JSO - Harley Motorcycle	31,000	5,194
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0058-40	JSO - Harley Motorcycle	31,000	5,194
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0105-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0184-40	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0220-40	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0309-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0328-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0342-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0360-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0392-40	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0395-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0411-40	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0413-40	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0414-40	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0416-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0427-40	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0438-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0440-20	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0442-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0443-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0457-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0544-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0548-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0553-20	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0555-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0558-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0563-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	0575-30	JSO - Patrol SUV	50,000	4,209

Funding	Center Title	[subfund-center-project-activity-interfund-future]	Old Vehicle	Description of Vehicle To Be Purchased	Replacement Cost	FY 23 Payment
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2269-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2301-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2315-20	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2327-20	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2361-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2386-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2420-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2459-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2473-40	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2482-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2584-20	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2686-20	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2792-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2823-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2887-20	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	2925-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	3007-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PEPS Specialized Patrol	00111-533101-000000-00000000-00000-0000000	3062-30	JSO - Patrol SUV	50,000	4,209
Pay-Go	PPHR Human Resources	00111-541201-000000-00000000-00000-0000000	1088-30	Pickup Truck	45,000	3,038
Pay-Go	PPHR Human Resources	00111-541201-000000-00000000-00000-0000000	1106-30	Pickup Truck	45,000	3,038
Pay-Go	PRCM Playgrounds & Centers	00111-166105-000000-00000000-00000-0000000	3105-20	Trash Truck	175,000	0
Pay-Go	PRCM Playgrounds & Centers	00111-166105-000000-00000000-00000-0000000	3450-20	Pickup Truck	25,000	1,688
Pay-Go	PRCM Playgrounds & Centers	00111-166105-000000-00000000-00000-0000000	3637-20	Tractor - Loader	120,000	8,102
Pay-Go	PRCM Playgrounds & Centers	00111-166105-000000-00000000-00000-0000000	3984-20	Mobile Stage / Platform	150,000	10,128
Pay-Go	PRCM Playgrounds & Centers	00111-166105-000000-00000000-00000-0000000	4167-20	Van / Box Truck	42,000	2,836
Pay-Go	PRCM Playgrounds & Centers	00111-166105-000000-00000000-00000-0000000	4367-20	Utility Body Truck	65,000	4,389
Pay-Go	PRCM Playgrounds & Centers	00111-166105-000000-00000000-00000-0000000	4596-20	Pickup Truck	47,000	3,173
Pay-Go	PRCM Playgrounds & Centers	00111-166105-000000-00000000-00000-0000000	4837-20	Utility Body Truck	65,000	4,389
Pay-Go	PRCM Playgrounds & Centers	00111-166105-000000-00000000-00000-0000000	4848-20	Pickup Truck	35,000	2,363
Pay-Go	PRCM Playgrounds & Centers	00111-166105-000000-00000000-00000-0000000	4873-20	Golf Cart / ATV	15,000	1,013
Pay-Go	PRCM Playgrounds & Centers	00111-166105-000000-00000000-00000-0000000	8696-10	Van / Box Truck	39,000	2,633
Pay-Go	PRCM Playgrounds & Centers	00111-166105-000000-00000000-00000-0000000	8870-10	Pickup Truck	44,000	2,971
Pay-Go	PRNM Hanna Park - Parks and Recreation	11302-165104-000000-00000000-00000-0000000	8897-10	Backhoe / Bobcat	110,000	7,427
Pay-Go	PRNM Natural and Marine Resources - Parks and Recreation	00111-165103-000000-00000000-00000-0000000	3878-20	Pickup Truck	44,000	2,971
Pay-Go	PROD Office of the Director - Parks and Recreation	11304-161101-000000-00000697-00000-0000000	4597-20	Golf Cart / ATV	15,000	1,013
Pay-Go	PROD Office of the Director - Parks and Recreation	11304-161101-000000-00000697-00000-0000000	4598-20	Golf Cart / ATV	15,000	1,013
Pay-Go	PROD Office of the Director - Special Recreation Facilities	00111-161102-000000-00000000-00000-0000000	3582-20	Tractor	70,000	4,726
Pay-Go	PRSE Adult Services Grants - Other Human Services	11406-162107-010461-00000000-00000-0000000	3440-20	SUV	30,000	2,026
Pay-Go	PRSE Adult Services Grants - Other Human Services	11406-162107-010461-00000000-00000-0000000	3981-20	Bus - Turtletop	175,000	0
Pay-Go	PRSE Adult Services Grants - Other Human Services	11406-162107-010461-00000000-00000-0000000	8530-10	Sedan - Full Size	23,000	1,553
Pay-Go	PWEN Supervision - Engineering - Other Transportation Services	00111-153001-000000-00000000-00000-0000000	4866-20	Pickup Truck	40,000	2,701
Pay-Go	PWML Mowing And Landscape Maintenance - Other Physical Environment	00111-154005-000000-00000000-00000-0000000	4193-20	Pickup Truck	40,000	2,701
Pay-Go	PWRS R-O-W And Stormwater Maintenance - Road and Street Facilities	00111-156007-000000-00000000-00000-0000000	4153-20	Tractor - Loader	210,000	14,179
Pay-Go	PWRS Stormwater Services - Conservation and Resource Management	44101-156002-000000-00000000-00000-0000000	3560-10	Excavator	50,000	3,376
Pay-Go	PWRS Stormwater Services - Conservation and Resource Management	44101-156002-000000-00000000-00000-0000000	3860-20	Tractor - Loader	250,000	16,879
Pay-Go	PWRS Stormwater Services - Conservation and Resource Management	44101-156002-000000-00000000-00000-0000000	4154-20	Tractor - Loader	210,000	14,179
Pay-Go	PWRS Stormwater Services - Conservation and Resource Management	44101-156002-000000-00000000-00000-0000000	4680-20	Backhoe / Bobcat	100,000	6,752
Pay-Go	PWSW Collection - Residential - Garbage&Solid Waste Control Services	43101-157008-000000-00000000-00000-0000000	4867-20	Trash Truck - Packer	320,000	0

Funding	Center Title	[subfund-center-project-activity-interfund-future]	Old Vehicle	Description of Vehicle To Be Purchased	Replacement Cost	FY 23 Payment
Pay-Go	PWSW Sanitary Services-Litter Pickup - Garbage&Solid Waste Control Services	00111-157005-000000-00000000-00000-0000000	4843-20	Pickup Truck	45,000	3,038
Pay-Go	PWTE Traffic Engineering - Road and Street Facilities	00111-158001-000000-00000000-00000-0000000	4683-30	Pickup Truck	45,000	3,038
Pay-Go	SHAD Administration	00111-511101-000000-00000000-00000-0000000	1373-40	Pickup Truck	45,000	3,038
Pay-Go	SHAD Administration	00111-511101-000000-00000000-00000-0000000	5260-30	Sedan - Mid Size	25,000	1,688
Pay-Go	TCBA Tax Collector Branch Operations-Financial and Administration	00193-710001-000000-00000000-00000-0000000	4629-20	Van / Box Truck	39,000	2,633
Pay-Go	TCCD Tax Collector Taxes-Financial and Administration	00193-720001-000000-00000000-00000-0000000	4845-20	Van / Box Truck	39,000	2,633
Pay-Go	TCSG Tax Collector Gen Operations-Financial and Administration	00193-730001-000000-00000000-00000-0000000	3231-20	SUV	32,500	2,194

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FINANCE AND ADMINISTRATION
COPY CENTER (FUND 52101)**

PROPOSED BUDGET BOOK - Page # 126 - 127

BACKGROUND:

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

REVENUE:

1. Charges for Services:
 - This amount of \$2,755,263 represents costs billed to customers and is directly related to the budgeted expenditures in this fund.
2. Transfers From Fund Balance:
 - The fund balance transfer of \$14,584 is to offset the cost of capital detailed below.

EXPENDITURES:

1. Salaries:
 - The increase of \$8,828 is primarily due to the impact of collective bargaining increases.
2. Professional and Contractual Services:
 - This is made up of the consolidated copier contract (\$1,400,000) and courier service (\$44,986).
3. Other Operating Expenses:
 - The increase of \$20,000 is primarily due to an increase in printing costs associated with a Hurricane Guide printing project for the Jacksonville Fire and Rescue Department.
4. Capital Outlay:
 - The \$14,585 is to replace an automatic paper folder.
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.
6. Contingencies:
 - A contingency of \$13,458 from FY2021/22 was eliminated with the funds going towards the one-time capital improvement detailed above.

EMPLOYEE CAP CHANGES:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
FINANCE AND ADMINISTRATION
COPY CENTER (FUND 52101)**

PROPOSED BUDGET BOOK - Page # 126 - 127

SERVICE LEVEL CHANGES:

None.

RECOMMENDATIONS:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
GENERAL EMPLOYEES PENSION FUND (FUND 65101)**

PROPOSED BUDGET BOOK – Page # 146-148

BACKGROUND:

The General Employees' Pension Fund is the City's defined benefit pension fund for general employees which was closed to new employees starting October 1, 2017. This fund records both employee and employer contributions, investment earnings, benefit payments, and administrative expenses for the General Employees' Pension Fund. Only administrative costs and enough revenue to offset the administrative costs are budgeted. For FY 2022/23, the employers' pension contribution for all participants is \$83,607,476. This plan also covers employees at JEA, Jacksonville Housing Authority, and the North Florida Transportation Planning Organization. The City's portion of the required contribution is \$38,389,815.

REVENUE:

1. Pension Fund Contributions:

- The revenue amount of \$17,515,392 represents the amount of revenue needed to balance the administrative budget.

EXPENDITURES:

1. Salaries:

- The increase of \$80,429 is mainly due to the impact of collective bargaining increases and the reclassification of two positions.

2. Pension Costs:

- The increase of \$16,157 is mainly the impact of employee turnover and the personnel changes noted above.

3. Employer Provided Benefits:

- The increase of \$23,613 is mainly due to changes in employee elections for health insurance.

4. Internal Service Charges:

- The net increase of \$94,935 is mainly due to increases of \$90,370 in computer costs related to corrections and updates for the retiree website.

(Continued on Next Page)

**COUNCIL AUDITOR’S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR’S PROPOSED FY 2022/23 BUDGET
 GENERAL EMPLOYEES PENSION FUND (FUND 65101)**

PROPOSED BUDGET BOOK – Page # 146-148

5. Professional and Contractual Services:

- The decrease of \$1,296,700 is mostly due to the following decreases:
 - \$1,053,857 in money managers’ fees related to changes in managers and repositioning of funds resulting in lower fees paid.
 - \$254,411 in custodial fees due to a new contract at a lower cost. The cost is also now being split with the City as the custodial fees include work for the general operating portfolio.
 - \$49,680 in outside legal counsel due to a decrease in anticipated usage.
- Below is a breakdown of the professional service contracts.

Services	FY 2021/22 Approved	FY 2022/23 Proposed	Dollar Change	Percent Change
Money Managers	\$16,400,476	\$15,346,619	(\$1,053,857)	-6.43%
Portfolio Consultant	187,510	202,961	15,451	8.24%
Actuarial Services	182,580	177,200	(5,380)	-2.95%
Outside Legal	182,580	132,900	(49,680)	-27.21%
Custodial Fees	365,161	110,750	(254,411)	-69.67%
Scanning/Backfiling	18,258	35,440	17,182	94.11%
Pension Education for Board Members	-	26,580	26,580	N/A
Investment Manager Performance Tracking	23,279	22,372	(908)	-3.90%
Disability Exams	18,258	17,720	(538)	-2.95%
Death Monitoring	-	8,860	8,860	N/A
Total	\$17,378,102	\$16,081,402	(\$1,296,700)	-7.46%

6. Other Operating Expenses:

- The decrease of \$4,300 is mainly due to decreases of \$2,200 in employee training and \$1,500 in travel expenses due to decreases in anticipated usage.

7. Supervision Allocation:

- This amount represents the administrative costs of the Pension Administration activity, which are allocated to the Correctional Officers’ Pension Fund (Fund 65103).

8. 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:

None.

EMPLOYEE CAP CHANGES:

None.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2022/23 BUDGET
 GENERAL EMPLOYEES PENSION FUND (FUND 65101)**

PROPOSED BUDGET BOOK – Page # 146-148

GENERAL EMPLOYEES RETIREMENT PLAN FUNDING PROGRESS:

Unfunded Actuarial Accrued Liability (UAAL) at October 1, 2021 (Per Memorandum from the General Employees Retirement Plan Actuary dated May 13, 2022)

Plan Participants	Actuarial Accrued Liability (AAL)	Actuarial Value of Assets	UAAL	Funded Ratio
	(a)	(b)	(a-b)	(b/a)
COJ	\$1,788,426,964	\$1,073,830,572	\$714,596,392	60.04%
JEA	1,689,909,729	1,014,677,574	675,232,155	60.04%
JHA	45,801,799	27,500,912	18,300,887	60.04%
NFTPO	5,295,103	3,179,355	2,115,748	60.04%
Total Plan	\$3,529,433,595	\$2,119,188,413	\$1,410,245,182	60.04%

Does not reflect the present value of the Sales Tax revenue attributable to the plan of \$688,126,591, which if included would bring the funding ratio to 79.54%.

RECOMMENDATION:

None.

**COUNCIL AUDITOR’S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR’S PROPOSED FY 2022/23 BUDGET
 CORRECTIONAL OFFICERS’ PENSION FUND (FUND 65103)**

PROPOSED BUDGET BOOK – Page # 149-150

BACKGROUND:

The Correctional Officers’ Pension Fund was established to provide pension benefits for the correctional officers of the City of Jacksonville. The employer contribution amount for FY 2022/23 is \$17,185,973.

REVENUE:

1. Pension Fund Contributions:

- The revenue amount of \$2,166,385 represents the amount of revenue needed to balance the budget.

EXPENDITURES:

1. Professional and Contractual Services:

- The increase of \$411,158 is due to an increase in the value of the portfolio as the cost of professional services contracts is prorated based on the asset values of the investments between this plan and the General Employees’ Pension Fund (Fund 65101). Below is a breakdown of the professional service contracts funded by this plan.

Services	FY 2021/22 Approved	FY 2022/23 Proposed	Dollar Change	Percent Change
Money Managers	\$1,564,733	\$1,974,621	\$409,888	26.20%
Portfolio Consultant	17,890	26,115	8,225	45.98%
Actuarial Services	17,420	22,800	5,380	30.88%
Outside Legal	17,420	17,100	(320)	-1.84%
Custodial Fees	34,839	14,250	(20,589)	-59.10%
Scanning/Backfiling	1,742	4,560	2,818	161.77%
Pension Education for Board Members	-	3,420	3,420	N/A
Investment Manager Performance Tracking	2,221	2,879	658	29.63%
Disability Exams	1,742	2,280	538	30.88%
Death Monitoring	-	1,140	1,140	N/A
Total	\$1,658,007	\$2,069,165	\$411,158	24.80%

2. Supervision Allocation:

- This amount represents the administrative costs of the activity which are charged to this fund by the General Employees’ Pension Fund (Fund 65101). The increase of \$31,663 is due to an increase in the value of the portfolio.

EMPLOYEE CAP CHANGES:

There are no positions in this fund. All positions reside in the General Employees’ Pension Fund (Fund 65101).

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2022/23 BUDGET
 CORRECTIONAL OFFICERS' PENSION FUND (FUND 65103)**

PROPOSED BUDGET BOOK – Page # 149-150

CORRECTIONAL OFFICERS' PENSION FUND FUNDING PROGRESS:

Unfunded Actuarial Accrued Liability (UAAL) at October 1, 2021 (Per Correctional Officer's Pension Fund Actuarial Valuation Report)

Actuarial Accrued Liability (AAL)	Actuarial Value of Assets	UAAL	Funded Ratio
(a)	(b)	(a-b)	(b/a)
\$503,742,335	\$255,558,542	\$248,183,793	50.73%

Does not reflect the present value of the Sales Tax revenue attributable to the plan of \$120,179,855, which if included would bring the funding ratio to 74.59%.

RECOMMENDATION:

None.

**COUNCIL AUDITOR’S OFFICE
 COMMENTS AND RECOMMENDATIONS
 2022/23 PROPOSED BUDGET
 POLICE & FIRE PENSION ADMINISTRATION (FUND 65106)**

(Not in Budget Book)

BACKGROUND:

The Police and Fire Pension Fund is not included in the Mayor’s Proposed Budget because the Police and Fire Pension Fund is governed by an appointed Board of Trustees. Pursuant to Sections 5.07, 14.01 and 14.02 of the City Charter and Section 121.101 (d) of the Ordinance Code, the Board is required to submit its budget to the City Council for approval. This fund was closed to new employees starting October 1, 2017. The employer contribution amount for FY 2022/23 is \$156,993,838.

The Proposed Police and Fire Pension Fund (PFPF) budget is divided into Administrative Expenditures (\$13,813,954), Building Operations (\$234,650) and Parking Garage Operations (\$47,100) for a total budget of \$14,095,704 which is an increase of \$226,885 from the prior year budget of \$13,868,819.

ADMINISTRATIVE EXPENDITURES:

Administrative Expenditures	FY 2021/22 Adopted	FY 2022/23 Proposed	Dollar Change	Percent Change	
Personnel Services	\$1,241,897	\$1,275,886	\$33,989	2.74%	(A)
Other Operating Expenses	1,029,062	915,546	(113,516)	-11.03%	(B)
Professional Services – Investments	10,880,000	11,030,000	150,000	1.38%	(C)
Professional Services – Other	411,500	517,522	106,022	25.76%	(D)
Capital Outlay	75,000	75,000	-	0.00%	
Total	\$13,637,459	\$13,813,954	\$176,495	1.29%	

- (A) The increase in Personnel Services is mainly due to an increase of \$35,064 due to salary increases.
- (B) The decrease in Other Operating Expenses is due to a decrease of \$97,671 in computer costs for work performed in FY 2021/22 and a decrease of \$10,981 in payments for excess pension contributions. However, the proposed budget for computer costs will be increased based on a recommendation to match the costs to the revenue in the budget for the Information Technologies Division.
- (C) The increase in Professional Services - Investments is due to increases in expected money manager fees based on average portfolio holdings.
- (D) The increase in Professional Services - Other is mostly due to the following increases:
 - \$54,522 for commissions paid to the real estate manager to find new tenants.
 - \$25,000 for a consultant to review maintenance contracts, service contracts and billing to streamline processes and accept bids for services.
 - \$17,000 for auditing services due to an anticipated increase in fees resulting from the ongoing solicitation for a new auditor.

(Continues on Next Page)

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 2022/23 PROPOSED BUDGET
 POLICE & FIRE PENSION ADMINISTRATION (FUND 65106)**

(Not in Budget Book)

Professional Services - Investments

Investment Services	FY 2021/22 Adopted	FY 2022/23 Proposed	Dollar Change	Percent Change	
Money Managers	\$10,560,000	\$10,710,000	\$150,000	1.42%	(E)
Investment Advisor	290,000	290,000	-	0.00%	
Investment Custodian	30,000	30,000	-	0.00%	
Total	\$10,880,000	\$11,030,000	\$150,000	1.42%	

(E) The increase is due to increases in expected money manager fees based on average portfolio holdings.

Professional Services – Other Services

	FY 2021/22 Adopted	FY 2022/23 Proposed	Dollar Change	Percent Change	
Outside Legal	125,000	125,000	-	0.00%	
Actuary	95,000	95,000	-	0.00%	
Real Estate Commissions	20,000	74,522	54,522	272.61%	(F)
Consultants	60,000	60,000	-	0.00%	
Building Services	48,000	50,000	2,000	4.17%	
Auditor	33,000	50,000	17,000	51.52%	(G)
Contract Maintenance	-	25,000	25,000	N/A	(H)
Records Digitization	18,000	18,000	-	0.00%	
Medical	3,000	10,000	7,000	233.33%	(I)
Elections Services	5,000	5,000	-	0.00%	
Appraiser for Buildings - Real Estate Investments	4,500	5,000	500	11.11%	
Total	\$411,500	\$517,522	\$106,022	25.76%	

(F) The increase is due to commissions paid to the real estate manager to find additional new tenants.

(G) The increase is due to an anticipated increase in fees resulting from the ongoing solicitation for a new auditor.

(H) The increase is due to the addition of a consultant to review maintenance contracts, service contracts and billing to streamline processes and accept bids for services.

(I) The increase is due to a new medical services contract at a higher amount.

(Continues on Next Page)

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 2022/23 PROPOSED BUDGET
 POLICE & FIRE PENSION ADMINISTRATION (FUND 65106)**

(Not in Budget Book)

BUILDING OPERATIONS:

The Police and Fire Pension Fund owns and operates the building located at One West Adams Street in which the administrative staff of the Fund is housed. The Fund leases out additional office space in the building.

	FY 2021/22 Adopted	FY 2022/23 Proposed	Dollar Change	Percent Change	
Revenues	\$661,218	\$635,282	(\$25,936)	-3.92%	(J)
Operating Expenses	200,260	234,650	34,390	17.17%	(K)
Surplus/(Deficit)	\$460,958	\$400,632	(\$60,326)	-13.09%	

(J) The decrease is due to the loss of rental revenue during the search for new tenants and buildout of tenant spaces.

(K) The increase is due to a new cleaning contract for enhanced cleaning services.

PARKING GARAGE OPERATIONS:

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

	FY 2021/22 Adopted	FY 2022/23 Proposed	Dollar Change	Percent Change	
Revenues	\$183,710	\$190,040	\$6,330	3.45%	
Operating Expenses	31,100	47,100	16,000	51.45%	(L)
Surplus/(Deficit)	\$152,610	\$142,940	(\$9,670)	-6.34%	

(L) The increase is due to an increase in repairs and maintenance for striping the garage and painting doors and stairwells.

EMPLOYEE CAP CHANGES:

None.

POLICE AND FIRE PENSION PLAN FUNDING POSITIONS:

Unfunded Actuarial Accrued Liability (UAAL) at October 1, 2021 (Per PFPF Actuarial Valuation Report)

Actuarial Accrued Liability (AAL)	Actuarial Value of Assets	UAAL	Funded Ratio
(a)	(b)	(a-b)	(b/a)
\$4,574,333,575	\$2,198,634,746	\$2,375,698,829	48.06%

Does not reflect the present value of sales tax attributable to the plan of \$1,129,798,018, which if included would bring the funding ratio to 72.76%.

**COUNCIL AUDITOR’S OFFICE
COMMENTS AND RECOMMENDATIONS
2022/23 PROPOSED BUDGET
POLICE & FIRE PENSION ADMINISTRATION (FUND 65106)**

(Not in Budget Book)

RECOMMENDATIONS:

1. We recommend removing and replacing Schedule AB and AC with REVISED Schedule AB and REVISED Schedule AC in order to perform the following:
 - a. We recommend increasing “Personnel” by \$126,353 on Schedule AC in order to accurately reflect the pension costs and employee provided benefits costs as determined by the budget office. This will be offset by increasing “Trust Fund Revenues” by \$126,353 on Revised Schedule AB in order to balance the budget.
 - b. We recommend increasing “Operating Expenses” by \$114,098 on Schedule AC in order to accurately reflect the internal service allocations as determined by the budget office. This will be offset by increasing the “Trust Fund Revenues” by \$114,098 on Revised Schedule AB in order to balance the budget.
 - c. We recommend removing the “Adopted FY 22” amounts from the schedule. We also recommend adding a subtotal for administrative costs and other formatting changes as depicted on Revised Schedule AB and AC based on all of these recommendations.

These adjustments will have no impact on Special Council Contingency.

**POLICE AND FIRE PENSION FUND
BUDGET FISCAL YEAR 2022-2023**

<u>REVENUES</u>	<u>FY 22 Adopted</u>	<u>FY 23 Proposed</u>	<u>Year Change 2022 to 2023</u>
Trust Fund	\$ 13,023,891	\$ 13,270,382	\$ 246,491
Building Rental	\$ 661,218	\$ 635,282	\$ (25,936)
Parking	\$ 183,710	\$ 190,040	\$ 6,330
Total Revenues	\$ 13,868,819	\$ 14,095,704	\$ 226,885

Schedule AB

<u>EXPENDITURES</u>			
Personnel	\$ 1,241,897	\$ 1,275,886	\$ 33,989
Operating Expenses	\$ 1,029,062	\$ 915,546	\$ (113,516)
Professional Services	\$ 411,500	\$ 517,522	\$ 106,022
Investments	\$ 10,880,000	\$ 11,030,000	\$ 150,000
Capital Outlay	\$ 75,000	\$ 75,000	\$ -
Building Operations	\$ 200,260	\$ 234,650	\$ 34,390
Parking Operations	\$ 31,100	\$ 47,100	\$ 16,000
Total Expenditures	\$ 13,868,819	\$ 14,095,704	\$ 226,885

Schedule AC

**POLICE AND FIRE PENSION FUND
JACKSONVILLE, FLORIDA
BUDGET FISCAL YEAR 2022/2023**

REVISED SCHEDULE AB

ESTIMATED REVENUES

Trust Fund Revenues	\$	13,510,833
HQ Building Operations		635,282
Parking Garage Operations		190,040
Total Estimated Revenues	\$	14,336,155

REVISED SCHEDULE AC

APPROPRIATIONS

<u>Administration</u>		
Personnel Services	\$	1,402,239
Operating Expenses		1,029,644
Professional Services - Investments		11,030,000
Professional Services - Other		517,522
Capital Outlay		75,000
Total Administration	\$	14,054,405
<u>Rental</u>		
HQ Building Operations	\$	234,650
Parking Garage Operations		47,100
Total Rental	\$	281,750
Total Appropriations	\$	14,336,155

**Authorized Full-Time Positions - 8
Part - Time Hours - 1,500**

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
HUMAN RIGHTS COMMISSION
GENERAL FUND/GENERAL SERVICES DISTRICT (S/F 00111)**

PROPOSED BUDGET BOOK – Page 167-168

BACKGROUND:

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

REVENUES:

1. Intergovernmental Revenue:

- The budgeted amount of \$39,000 is the projected reimbursement from the Equal Employment Opportunity Commission for employment discrimination investigations.

EXPENDITURES:

1. Salaries:

- The increase of \$18,502 is mainly due to the impact of collective bargaining increases.

2. Pension Costs:

- The decrease of \$11,719 is mainly due to employee turnover.

3. Internal Service Charges:

- The decrease of \$11,435 is mainly due to a decrease of \$19,092 in computer allocation charges related to the JHRC Case Management system. The decrease was partially offset by an increase of \$7,944 in St. James Building allocation based on recent actual costs.

4. Professional and Contractual Services:

- The decrease of \$31,800 is mainly due to the elimination of a contractor who was working through the case backlog that has now been addressed.

5. Other Operating Expenses:

- The decrease of \$20,190 is mainly due to a decrease of \$41,900 in other operating supplies that was one time funding added for study circles in FY 2021/22. That was partially offset by an increase of \$21,085 to paint their office.

EMPLOYEE CAP CHANGES:

There are no changes to the overall employee cap.

SERVICE LEVEL CHANGES:

None.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
OFFICE OF ETHICS, COMPLIANCE, & OVERSIGHT (FUND 00111)**

PROPOSED BUDGET BOOK - Page #215 - 216

BACKGROUND:

The Office of Ethics, Compliance, and Oversight addresses citywide ethics, compliance, and oversight challenges.

REVENUES:

1. Contributions From Local Units:

- This represents revenue from various Independent Authorities (JEA – agreement pending, JAA, JPA, JTA, JHA, and Police and Fire Pension Fund) for ethics training provided by the office.

EXPENDITURES:

1. Salaries:

- The increase of \$22,507 is mainly due to the impact of collective bargaining increases.

2. Pension Costs:

- The increase of \$18,318 is the result of the allocation of the defined benefit pension costs.

3. Employer Provided Benefits

- The net decrease of \$3,142 is mainly due employee election changes.

4. Internal Service Charges

- The net increase of \$3,219 is mainly due to a slight increase of \$3,357 related to the overall building cost allocation of the St. James Building.

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
OFFICE OF INSPECTOR GENERAL
GENERAL FUND / GENERAL SERVICES DISTRICT (00111)**

PROPOSED BUDGET BOOK – Pages #225 - 226

BACKGROUND:

The independent Office of Inspector General provides increased accountability, integrity, and oversight of the executive branch, legislative branch, constitutional officers, and independent authorities of the City of Jacksonville, to assist in promoting economy and efficiency, improving agency operations, and deterring and identifying waste, fraud, and abuse.

REVENUE:

1. Contribution from Local Units:

- This revenue represents contributions made to the Office of Inspector General from JAA, JEA, JHA, JPA, JTA, and PFPF pursuant to an interlocal agreement. See **Comment and Recommendation** below.

EXPENDITURES:

1. Salaries:

- The increase of \$103,059 is mainly due to the impact of collective bargaining increases, reclassification of positions, and merit increases.

2. Pension Costs:

- The increase of \$43,313 is mainly due to employee turnover and the personnel changes noted above.

3. Employee Provided Benefits

- The net decrease of \$7,896 is mainly due to employee election changes.

4. Internal Service Charges:

- The net increase of \$13,689 is mainly due to an increase of \$8,299 for vehicle replacement, maintenance, and fuel costs for a vehicle that was transferred to this area from Risk Management. There was also an increase of \$5,457 related to the overall building cost allocation of the Yates Building.

SERVICE LEVEL CHANGES:

None.

EMPLOYEE CAP CHANGES:

None.

Continues on Next Page

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
OFFICE OF INSPECTOR GENERAL
GENERAL FUND / GENERAL SERVICES DISTRICT (00111)**

PROPOSED BUDGET BOOK – Pages #225 - 226

COMMENT:

In recent years there have been contributions from various independent agencies of the City based on interlocal agreements. Although \$145,000 is budgeted, there are no executed agreements currently in place for FY 2022/23. The City will need to decide whether to continue to have independent agencies directly contribute or if the City should just cover the cost in the General Fund/General Services District.

RECOMMENDATION:

We recommend eliminating the \$145,000 in contribution from local units revenue for the Inspector General due to there being no executed interlocal agreements at this time. This will have a negative impact of \$145,000 on Special Council Contingency.

**COUNCIL AUDITOR’S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR’S PROPOSED FY 2022/23 BUDGET
 MILITARY AFFAIRS AND VETERANS DEPARTMENT
 GENERAL FUND/GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK – Page # 183 - 184

BACKGROUND:

The Military Affairs and Veterans Department focuses its efforts to advocate for our local military personnel and veterans and works closely with military, business, community, and elected leaders at the local, state, and national levels to deliver a compelling message that Jacksonville is the most military-friendly city in the United States. Also, the department oversees and maintains the Jobs-For-Vets website, an initiative designed to connect job seeking Veterans to Veteran-Friendly employers in the Jacksonville region.

EXPENDITURES:

1. Salaries:
 - The increase of \$105,881 is due to the impact of collective bargaining, staff turnover and other salary increases. Additionally, there is a \$12,025 increase in part time hours for clerical assistance.
2. Employer Provided Benefits:
 - The increase of \$3,610 is mostly due to personnel changes noted above.
3. Internal Service Charges:
 - The net increase of \$13,252 is primarily due to an increase in building costs across the St. James Building.
4. Grants, Aids & Contributions:
 - This category consists of the cost for the Active Military Combat Duty Grant Program, which provides assistance for the families and homes of qualified military personnel that have served in combat duty.

FOOD AND BEVERAGE EXPENDITURES:

Amount	Description of each Service/Event that requires the purchase of food/beverage	Explanation that the Service/Event serves a public purpose
\$200	Bottled Water-Memorial Day and Purple Heart events.	Serves approximately 3,000 attendees at the Memorial Day Observance in May and at the Purple Heart Trail Walk in August.
\$200	Three (once every 4th month) Working Lunch Meetings with Base Commanding Officers.	Serves approximately 20 attendees each at the Quarterly Area Base Commanding Officers Luncheons.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2022/23 BUDGET
 MILITARY AFFAIRS AND VETERANS DEPARTMENT
 GENERAL FUND/GENERAL SERVICES DISTRICT (FUND 00111)**

PROPOSED BUDGET BOOK – Page # 183 - 184

SCHEDULE B1 GRANTS:

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

\$1,580,000 \$0 \$0 3 0

Grantor	Grant Name	Grant Description	Estimated Grant Award	Total Match Requested	In Kind Contribution	FTE Positions	Part Time Hours
Department of Economic Opportunity	Defense Infrastructure Grant	Funding is utilized along with DOD funding to purchase development easement rights for properties around Duval County Navy bases and airfields. The development rights easements are acquired from willing sellers and secure Duval County Navy bases and airfields from encroachment.	\$500,000	\$0	\$0	0	0
Department of Economic Opportunity	Defense Infrastructure Grant - Florida Defense Support Task Force	Funding is utilized along with DOD funding to purchase development easement rights for properties around Duval County Navy bases and airfields. The development rights easements are acquired from willing sellers and secure Duval County Navy bases and airfields from encroachment.	\$750,000	\$0	\$0	0	0
Department of Economic Opportunity	Defense Reinvestment Grant Program	Military Base and Mission Advocacy - Provide federal advocacy for the growth of the military investment in Duval County. The grant secures a federal advocacy firm that lobbies Congress and the Pentagon for increased investment in Duval County military bases and missions.	\$100,000	\$0	\$0	0	0
United States Department of Labor Veterans Education and Training Service	Homeless Veterans Stand Down	Fund a two day resource and career fair that provides services and nutrition for homeless and at-risk Veterans. The event provides, clothing, medical care, dental, mental health, food, haircuts and VA assistance.	\$10,000	\$0	\$0	0	0
Jacksonville Jaguar Foundation	Jacksonville Foundation Veterans Resource and Reintegration Center	Funding for a one-stop Veterans resource and reintegration center. The center is managed by MAV Department and enhances the ability to provide social services, housing assistance, career related services and financial assistance to Veterans and transitioning military.	\$200,000	\$0	\$0	3	0
United Way Worldwide	United Way Worldwide Veterans - Rent and Utilities	Provides rent and utility assistance for Duval County veterans. The city provides case management and up to \$500 in assistance per client for rent and utilities for those facing eviction and/or utility disconnection.	\$20,000	\$0	\$0	0	0

**COUNCIL AUDITOR’S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR’S PROPOSED FY 2022/23 BUDGET
 MILITARY AFFAIRS AND VETERANS DEPARTMENT
 GENERAL FUND/GENERAL SERVICES DISTRICT (FUND 00111)**

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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
United States Department of Labor Veterans Education and Training Service	Homeless Veterans Reintegration Program	Funding to provide case management, job training, transitional housing assistance and social supports to homeless Veterans. Additionally, the grant provides funding for job training through the Clara White Mission and life skills training and homeless shelter case management through Sulzbacher Center and funds the Annual Homeless Veterans Stand-down and Resource fair that provides clothing, medical care, dental, mental health, food, haircuts and VA assistance as well as a career fair.	\$243,000	\$30,000	\$0	\$30,000	\$0	3	1,040

SERVICE LEVEL CHANGES:

An increase in part-time hours will allow for additional clerical support to assist those using the office’s services and prevent long wait times for visitors.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATION:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2022/23 BUDGET
NON-DEPARTMENTAL/FUND LEVEL ACTIVITIES
EMERGENCY RESERVE (FUND 00119)**

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BACKGROUND:

This fund is the City's Emergency Reserve Fund. It was moved to a separate fund pursuant to Ordinance 2005-807-E which established section 106.106 of the Municipal Code. Section 106.106 sets the targeted level for the Emergency Reserve as between 5% and 7% of the Operating Budget.

The fund's actual cash balance as of June 30, 2022 is \$66,148,755, which is not sufficient to meet the targeted level of 5% to 7% of the Operating Budget.

REVENUES:

1. Investment Pool/Interest Earnings:
 - The \$673,464 in investment pool earnings is based on expected investment pool earnings in FY 2022/23.
2. Transfers from Other Funds:
 - There is a proposed transfer from the General Fund/GSD of \$26,800,758, which is intended to bring the Emergency Reserve to 6% of the General Fund/GSD Operating Budget.
3. Transfers from Fund Balance:
 - The \$66,206,486 represents the estimated cash balance at year end for FY 2021/22.

EXPENDITURES:

1. Cash Carryover:
 - The \$93,680,708 represents the estimated FY 2022/23 ending cash balance.

EMPLOYEE CAP CHANGES:

There are no employees associated with this fund.

RECOMMENDATION:

None.