OFFICE OF THE COUNCIL AUDITOR

FY 2013/2014 PROPOSED BUDGET

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Meeting #3
August 15, 2013

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COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
TAX COLLECTOR (S/F 017)

PROPOSED BUDGET BOOK – Page # 383-385
ON SCREEN-Page # 397-399

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

REVENUES:
NON-DEPARTMENTAL
1. Miscellaneous Revenue:
   - The decrease of $31,193 is attributable to lower investment pool earnings.

2. Transfers from Other Funds:
   - The transfer from the general fund of $3,682,081 is used to fund the disparity between budgeted revenues and expenses.

3. Transfers from Fund Balance:
   - This is a one-time appropriation of retained earnings of $350,000.

TAX COLLECTOR
4. Licenses and Permits:
   - The increase of $2,000 is due to the issuance of more JEA temporary permits.

5. Charges for Services:
   - The net decrease of $633,818 is mainly attributable to decreases in driver's license renewal fees of $497,000, tax redemption fees of $275,000, tag registrations of $50,000, and St. Johns River Water Management District fees of $30,000. These decreases are slightly offset by increases in delinquent tax sales of $150,000, e-commerce fees of $29,000, miscellaneous revenue of $25,000, and a new source of revenue from Florida birth certificate fees of $22,500.

EXPENDITURES:
NON-DEPARTMENTAL
1. Salaries and Benefits Lapse:
   - The lapse of $352,822 was calculated by the Budget Office based on employee turnover history within the Tax Collector's Office.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
TAX COLLECTOR (S/F 017)

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TAX COLLECTOR

2. Salaries:
   - The net decrease of $139,759 is mainly due to the elimination of one (1) position and the unfunding of six (6) positions resulting in a decrease of $140,254 in permanent and probationary salaries. An additional decrease of $8,760 in leave rollback/sellback was offset by a net increase of $9,255 in special pay and special pay – pensionable.

3. Employer Provided Benefits:
   - The net increase of $482,109 is mainly due to a net increase in pension contributions of $474,909. In addition, an increase in hospitalization insurance of $39,221 was offset by a decrease in workers' compensation insurance of $27,892.

4. Internal Service Charges:
   - The net decrease of $125,109 is mainly due to a new allocation method resulting in decreases in charges from ITD of $86,268. In addition to other small decreases, there is a decrease in copier consolidation of $15,037, net decrease in fleet charges of $12,461 and a decrease in mailroom charges of $5,725.

5. Utilities & Building Maintenance Allocations
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

6. Extraordinary Lapse:
   - The lapse of $1,258,739 was calculated by the Budget Office based on a reduction of 13.88 percent in the controllable costs of the Tax Collector's Office.

SERVICE LEVEL CHANGES:
Per the Tax Collector's Office: The only way to meet the proposed budget is by laying-off nearly a quarter of their workforce. Due to their requirement as Tax Collector to meet state obligations and the lack of staff, the Tax Collector would be forced to stop processing city transactions that are not mandated by State Statute.

EMPLOYEE CAP CHANGES:
The employee cap has been reduced by one (1) position: Local Business Tax Inspector.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
TAX COLLECTOR (S/F 017)

PROPOSED BUDGET BOOK – Page # 383-385
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CAPITAL OUTLAY CARRYFORWARDS:
Per Schedule AF, there is a net capital carryforward of $2,070,752 which includes $1,683,152 for archiving and surveillance projects, and office equipment as well as $387,600 for the Mandarin Branch relocation build-out. However, currently there is only a net capital carryforward of $1,991,915 available for projects.

RECOMMENDATIONS:

1. We recommend Schedule AF be changed to reflect the current available balance for the capital carryforward regarding archiving and surveillance projects by reducing the balance by $78,837 from $1,683,152 to $1,604,315.

2. Budgeted revenues from charges for services appear to have been overstated by approximately $341,554. Due to the extraordinary lapse imposed, the Tax Collector says they are unable to reduce their budget any further.

   We recommend the revenues from the tax redemption fees – tax sale be reduced by $320,554 to $1,829,446. We also recommend the revenues from delinquent tax sales be reduced by $21,000 to $329,000. This will have a negative effect on Special Council Contingency of $341,554, increasing the General Fund contribution to $4,023,635.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
13.88% REDUCTION
TAX COLLECTOR (017)

Reductions in Controllable Costs from Mayor's Tentative Budget to Proposed Budget:

FY2013/14 - Controllable Costs Only			
Mayor's Tentative Budget	Mayor's Proposed Budget	Increase / (Decrease) in Controllable Costs	
		Dollar	%
9,068,725	7,825,324	(1,243,401)	-13.71%

Based on the table above, the Tax Collector did essentially meet the 13.88% cut based on the Extraordinary Lapse placed in the Tax Collector's budget by the Administration. This does not mean the Tax Collector agrees with the reduced budget amount.

Please note the transfer from the General Service District was reduced by $209,896 and Tax Collector is budgeting to use $350,000 of fund balance.

13.88% Reductions as Represented by the Department/Budget Office:
The cut is being met by the $1,258,739 extraordinary lapse placed on the Tax Collector's budget.

Recommendations Related to Mayor's Reductions:
We recommend that the City Council review the above reductions to determine whether any or all of the above items should be funded in FY 2013/14.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PROPERTY APPRAISER (S/F 015)

PROPOSED BUDGET BOOK – Page # 321-323
ON SCREEN-Page # 335-337

BACKGROUND:
The Property Appraiser is a constitutional officer within the consolidated City of Jacksonville. As established in Article 10 of the Jacksonville Charter, the Property Appraiser is responsible for assessing all real and personal property in Duval County. The Property Appraiser's Office is governed by the Florida Statutes and the Jacksonville Municipal Code. Pursuant to Section 193.1142 of the Florida Statutes, the Department of Revenue is responsible for reviewing and approving the Property Appraiser's assessment roll on a yearly basis. However, funding for the Property Appraiser's Office is mainly through a General Fund Contribution.

The Property Appraiser's Office is divided into seven (7) departments which include: Administration, Commercial, Field Operations, Land Records, Personal Records (Tangible Personal Property), Records Management (Customer Services) and Residential.

REVENUES:
JACKSONVILLE CITYWIDE ACTIVITIES
1. Charges for Services:
   - The net decrease of $3,691 is mainly attributable to decreases of $9,683 in St. Johns River Water Management District fees and $1,008 in FL. Inland Navigation District fees. Per FL. Statute 192.091(1)(a), the amount of these fees is dependent upon the size of the Property Appraiser's annual budget. The decrease is somewhat offset by an increase of $7,000 from the Community Development District fees which are based on actual revenues.

2. Miscellaneous Revenue:
   - The decrease of $2,200 is due to a decrease in investment pool earnings.

3. Transfers from Other Funds:
   - The decrease of $1,432,802 in transfers from the general fund is due to the decrease in proposed budgeted expenses.

4. Transfers from Fund Balance:
   - This is a one-time appropriation of retained earnings of $650,000.

EXPENDITURES:
NON-DEPARTMENTAL
1. Salary & Benefit Lapse:
   - The lapse of $140,233 is calculated by the Budget Office based on employee turnover history with the Property Appraiser.

PROPOSED BUDGET BOOK – Page # 321-323
ON SCREEN-Page # 335-337

PROPERTY APPRAISER

2. Salaries:
   - The net increase of $6,475 is due to increases in part-time salaries of $6,300, permanent and probationary salaries of $3,910, and special pay – pensionable of $2,672. These increases are somewhat offset by a decrease in leave rollback/sellback of $6,407.

3. Employer Provided Benefits:
   - The net increase of $447,523 is mainly due to a net increase in pension contributions of $401, 167 and an increase in hospitalization insurance of $54,265. These increases were slightly offset by a decrease of $6,796 in workers' compensation insurance.

4. Internal Service Charges:
   - The net decrease of $170,591 is mainly due to decreases of $145,509 in OGC legal charges, ITD charges of $22,825 and mailroom charges of $2,495. The Property Appraiser has indicated that they may not have sufficient capacity within legal charges for expert witnesses.

5. Utilities & Building Maintenance Allocations
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

6. Other Operating Expenses:
   - The net decrease of $359,398 is mainly due to a net decrease of $278,598 in professional services. The primary reduction in professional services is a $287,391 decrease in the aerial photography and analysis contract which is procured and paid for every other year. In addition, repairs and maintenance expenses decreased by $117,735 due to the restructuring of an agreement to provide maintenance to CAMA software. These decreases were slightly offset by increases in postage of $17,788, travel expense of $9,045, and employee training of $7,636.

7. Extraordinary Lapse:
   - The lapse of $806,346 was calculated by the Budget Office based on a reduction of 13.88% in the controllable costs of the Property Appraiser's Office.

SERVICE LEVEL CHANGES:
See concern below.

CAPITAL OUTLAY CARRYFOWARD:
None

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PROPERTY APPRAISER (S/F 015)

PROPOSED BUDGET BOOK – Page # 321-323
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EMPLOYEE CAP CHANGES:
There are no changes to the employee cap.

CONCERN:
In the FY 2013/14 Mayor's Proposed Budget, an extraordinary lapse of $806,346 was placed in the Property Appraiser's Budget as part of the 13.88% reductions needed to balance the budget. The Property Appraiser's budget has been reviewed and tentatively approved by the Florida Department of Revenue (DOR) and is now before the City Council for funding approval. The DOR's final budget approval takes place on August 15, 2013. The Property Appraiser's Office is mainly funded with a General Fund contribution. The Property Appraiser has indicated that the extraordinary lapse will have an impact on operations. The Property Appraiser has the ability to appeal to the State if they feel their budget is not adequately funded. Per Florida Statute Section 195.087, the Governor may hear budgetary appeals from the Property Appraiser and/or the County Commissioners if the budget is considered unreasonable in light of the workload of the Property Appraiser's Office. Any amendments to the budget shall become the operating budget of the Property Appraiser.

(Please refer to the attached spreadsheet showing a budgetary comparison of the Mayor's Original 2012/13 budget, the Department of Revenue's (DOR) tentatively approved budget for FY 2013/14, and the Mayor's Proposed FY 2013/14 budget).

If the Council decides to fund the Property Appraiser based on the level in which the DOR approved funding, the major increases/decreases to the Mayor's proposed budget are as follows:

Major Increases to the Mayor's Proposed Budget if the DOR Budget is approved by Council	Increase (Decrease)
Restoration of Extraordinary Lapse	$ 806,346
OGC Legal*	145,509
ITD charges*	19,807
Salaries and Salaries Lapse ($71,602 is marked for a 2% merit pool)	78,320
Hospitalization Insurance	8,052
Pension Contributions	(13,809)
Various other line items	6,055
	$1,050,280

* Because these are internal service charges, if City Council wanted to restore these funds, they would need to do so in each internal service fund then allocate costs to the Property Appraiser.

RECOMMENDATIONS:
None

COUNCIL AUDITOR'S OFFICE
BUDGETARY COMPARISON OF THE PROPERTY APPRAISER

	FY 12-13	FY 13-14			
	Approved Mayor's Budget	Department of Revenue (DOR) Approved Budget		Mayor's Proposed Budget	Dollar Change in Mayor's Proposed vs. DOR
REVENUE					
NON-DEPARTMENTAL / FUND LEVEL ACTIVITIES					
Charges for Services	$ 280,804	$ 286,828		$ 277,113	$ 9,715
Miscellaneous Revenue	$ 20,543	$ 18,343		$ 18,343	$ -
Transfers (Combined)	$ 8,609,432	$ 8,867,195	a	$ 7,826,630	$ 1,040,565
	$ 8,910,779	$ 9,172,366		$ 8,122,086	$ 1,050,280
TOTAL REVENUE	**$ 8,910,779**	**$ 9,172,366**		**$ 8,122,086**	**$ 1,050,280**
EXPENDITURES					
NON-DEPARTMENTAL / FUND LEVEL ACTIVITIES					
Salary & Benefit Lapse	$ (107,654)	$ -		$ (140,233)	$ 140,233
	$ (107,654)	$ -		$ (140,233)	$ 140,233
PROPERTY APPRAISER					
Salaries	$ 5,145,613	$ 5,093,775		$ 5,152,088	$ (58,313)
Employer Provided Benefits	$ 2,003,805	$ 2,444,007		$ 2,451,328	$ (7,321)
Internal Service Charges	$ 803,961	$ 631,090		$ 633,370	$ (2,280)
Utilities & Building Maint Allocations	$ -	$ 125,987		$ 126,223	$ (236)
Other Operating Expenses	$ 1,065,049	$ 877,507		$ 705,651	$ 171,856
Capital Outlay	$ 5	$ -		$ 5	$ (5)
Extraordinary Lapse	$ -	$ -		$ (806,346)	$ 806,346
	$ 9,018,433	$ 9,172,366		$ 8,262,319	$ 910,047
TOTAL EXPENDITURES	**$ 8,910,779**	**$ 9,172,366**		**$ 8,122,086**	**$ 1,050,280**

a Transfer required to fill the revenue gap.

HISTORICAL BUDGETARY DIFFERENCES IN EXPENDITURES

	FY 12-13	FY 11-12	FY 10-11	FY 09-10
City Council Approved Budget	$ 8,914,529	$ 8,898,836	$ 8,787,888	$ 9,320,275
DOR Approved Budget	$ 9,165,663	$ 8,955,090	$ 8,792,587	$ 9,414,120
Budgetary Differences:	$ (251,134)	$ (56,254)	$ (4,699)	$ (93,845)

FY 13-14 OVERALL DIFFERENCE IN BUDGETS

DOR FY 13-14 Approved Budget	$ 9,172,366
Mayor's FY 2013/14 Proposed	$ 8,122,086
Difference	**$ 1,050,280**

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
13.88% REDUCTION
PROPERTY APPRAISER (015)

Reductions in Controllable Costs from Mayor's Tentative Budget to Proposed Budget:

FY2013/14 - Controllable Costs Only			
Mayor's Tentative Budget	Mayor's Proposed Budget	Increase / (Decrease) in Controllable Costs	
		Dollar	%
5,809,409	5,037,941	(771,468)	-13.28%

Based on the table above, the Property Appraiser did essentially meet the 13.88% cut based on the Extraordinary Lapse placed in the Property Appraiser's budget by the Administration. This does not mean the Property Appraiser agrees with the reduced budget amount.

It is important to note that the Transfer from the General Service District was decreased by $1,432,802. This was realized by the Property Appraiser's Transfer from Fund Balance of $650,000 and the extraordinary lapse of $806,346 placed on the budget.

13.88% Reductions as Represented by the Department/Budget Office:
The cut is being met by the $806,346 extraordinary lapse placed on the Property Appraiser's budget.

Recommendations Related to Mayor's Reductions:
We recommend that the City Council review the above reductions to determine whether any or all of the above items should be funded in FY 2013/14.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
SUPERVISOR OF ELECTIONS
GENERAL FUND (011)

PROPOSED BUDGET BOOK- Page #379-381
ON SCREEN- PDF Page #393-395

BACKGROUND

The Supervisor of Elections Office registers all voters in Duval County, educates voters with State and local laws and how to vote, staffs early voting sites prior to an election, staffs call center prior to an election, processes absentee ballots prior to an election and conducts State and local elections of Duval County in accordance with the elections laws of Florida. In FY 2012/13, there was one county-wide election and there will be only one county-wide election in FY 2013/14 (Primary Election).

REVENUES:

1. This revenue is generated by fees charged to political candidates and the public for reports, studies, and copies.

EXPENDITURES:

1. Salaries:
   - The increase of $247,345 is mainly due to increases in part-time salaries of $148,880 and overtime of $74,834 due to the number of additional days for early voting. The SOE can authorize up to six (6) additional early voting days and has consequently budgeted 14,720 additional part time hours.

2. Salary & Benefits Lapse:
   - The estimated salary and benefit lapse of $159,493 has been placed in the Supervisor of Elections budget based on historical averages of excess capacity within salaries and benefits.

3. Employer Provided Benefits:
   - The net increase of $128,081 is primarily attributable to increases in pension of $121,487, medicare tax of $3,586, and group health insurance of $7,948. It is partially offset by a reduction of $4,906 in workers' compensation insurance.

4. Internal Service Charges:
   - The net increase of $55,004 is mainly the result of increases in ITD charges of $18,410, copy center of $13,983, legal of $10,801, and copier consolidation of $4,670.

5. Utilities and Building Maintenance Allocations:
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption,

applicable debt service, and building maintenance in the individual City Departments' budgets.

6. Other Operating Expenses:
   - The net increase of $357,071 is mainly the result of increases in postage of $235,289, printing of $54,872, office supplies-other of $34,835, miscellaneous services & charges of $17,542 and repairs and maintenance of $15,875. These increases are caused by the additional days for early voting, increase of 25,500 registered voters and an increase in the number of precincts.

7. Extraordinary Lapse:
   - This lapse is associated with the 13.88% reduction in controllable costs. The majority of the lapse is expected to come from negotiations for a new lease for the election center. Currently, there are three (3) competing bills in committee relating to potential leases for the election center in FY 2013/14. The lapse will be partially offset by a decrease in overtime of $44,550.

8. Banking Fund Debt Repayment:
   The table below compares the FY 2012/13 and FY 2013/14 banking fund debt repayment by project.

	565,502	73,761	330,449	69,965	
	FY13 B4		FY14 Proposed		-238,849
Project Title	Principal	Interest	Principal	Interest	Change
Automark Voter Assistance Terminals	355,621	8,159	17,875	340	-345,565
Relia Vote - Absentee Ballot System	10,542	219	0	0	-10,761
Sch B4b - Gateway Offices for SOE (a)	0	0	215,042	68,850	283,892
Voting Machines	199,339	65,383	97,532	775	-166,415

(a) Debt service related to Gateway moved from Citywide CIP repayment into the Department budget

FOOD AND BEVERAGES EXPENDITURE:

Indexcode	Amount	Description of each Service/Event that requires the purchase of food/beverage	Explanation that the Service/Event serves a public purpose
SEEL011	$1,680	Elections for FY 2013/14	food for Election Day workers, who are not able to leave for lunch (140 employees at $12 per person)

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
SUPERVISOR OF ELECTIONS
GENERAL FUND (011)

PROPOSED BUDGET BOOK- Page #379-381
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EMPLOYEE CAP CHANGES:
There are no cap changes. There was an increase in part-time hours of 14,720 for elections work due to changes in early voting laws.

SERVICE LEVEL CHANGES:

Florida Law HB7013/2013-57 changed the early voting law to allow the Supervisor of Elections to provide up to six (6) additional days of early voting. The law now allows for the Supervisor of Elections to provide early voting for 8 to 14 days.

CONCERN:

Currently three (3) early voting locations are on the proposed library closure list. If these locations are closed the funding for this department may have to be changed.

RECOMMENDATION:

None.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
13.88% REDUCTION
SUPERVISOR OF ELECTIONS (011)

Reductions in Controllable Costs from Mayor's Tentative Budget to Proposed Budget:

FY2013/14 - Controllable Costs Only			
Mayor's Tentative Budget	Mayor's Proposed Budget	Increase / (Decrease) in Controllable Costs	
		Dollar	%
4,233,458	3,645,857	(587,601)	-13.88%

Based on the table above, the Supervisor of Elections did meet the 13.88% cut based on the Extraordinary Lapse placed in the Supervisor of Election's budget by the Administration. This does not mean the Supervisor of Elections agrees with the reduced budget amount.

13.88% Reductions as Represented by the Department/Budget Office:
The cut is being met by the $587,604 extraordinary lapse placed on the Supervisor of Elections' budget.

Recommendations Related to Mayor's Reductions:
We recommend that the City Council review the above reductions to determine whether any or all of the above items should be funded in FY 2013/14.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
CLERK OF THE COURTS – OPERATIONS (S/F 016)

PROPOSED BUDGET BOOK – Page # 403-405
ON SCREEN-Page # 417-419

BACKGROUND:
Pursuant to Article 5 of the of the Florida Constitution and Section 28 of the Florida Statutes, the Clerk of the Circuit Court is the official recorder of all instruments that may, by law, be recorded in the county. Examples of these instruments included deeds, marriage licenses, documentary stamps, etc. A fee of $10 for the first page and $8.50 for each additional page is charged each time a document is recorded with the Clerk of the Court. The County side of the Clerk (S/F 016) receives $5.00 for the first page and $4.00 for each additional page. The rest of the fee goes into various other accounts.

Distributed to/Used for	1st Page	Each Add'l Page	Subfund
Clerk of the Court (Clerk of Court County Related Duties)	$ 5.00	$ 4.00	016 - Clerk of Court
Clerk of the Court (Public Records Modernization Trust Fund - County Related IT Needs Except Salaries)	1.00	0.50	
Clerk of the Court (Public Records Modernization Trust Fund - Court Related IT Needs Including Salaries)	1.90	1.90	
Florida Association of Court Clerks and Comptrollers Inc.	0.10	0.10	
City of Jacksonville (Technology for State Trial Courts, State Attorney, and Public Defender)	2.00	2.00	15U - Recording Fees Technology
Total Fee	$ 10.00	$ 8.50	

REVENUE:
1. Charges for Services:
   - The net increase of $1,052,778 is primarily the result of increases in Recording and Document Stamp revenue. This appears reasonable based on the increase in actual revenue collection for Recording Fees and Document Stamp revenue in FY 2012/13 which is tied to recording of deeds and mortgages.

2. Miscellaneous Revenue:
   - The decrease of $350 is the result of a decrease for Court Cost Compliance.

3. Non-Departmental Miscellaneous Revenue:
   - The increase of $14,403 is for investment earnings due to the fund having a positive balance.

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4. Transfers from Other Funds:
   - The transfer of $129,257 from the General Fund – GSD is not needed due to the projected excess revenues over expenses in FY 2013/14.

EXPENDITURES:

Clerk of the Court

1. Salaries:
   - The decrease of $50,419 is mainly attributable to the salary reduction that resulted from transitioning employees into the correct funding source. This includes moving employees from the State to County funding and vice versa so that the job function was more consistent with the day to day duties of the employees.

2. Employer Provided Benefits:
   - The net increase of $56,064 is mainly attributable to increases of $43,281 in pension and $15,150 in group health insurance. This is slightly offset with decreases in workers' compensation and medicare tax.

3. Internal Service Charges:
   - The net decrease of $37,060 is primarily attributable to decreases in offsite storage of $59,210 and in mailroom charges of $14,781. This is offset somewhat with an increase in telecommunication charges of $37,176. The decreases are based on reductions in actual usage and the increase to telecommunication is based on correcting the inventory.

4. Utilities and Building Maintenance Allocations:
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

5. Other Operating Expenses:
   - The decrease of $162,293 is mainly attributable to a decrease in rentals (land & buildings) of $155,824 due to not having the Beach Blvd. branch location for any part of FY 2013/14.

6. Supervision Allocation:
   - This is an allocation for the Clerk of the Courts administrative staff time paid for by the State that needs to be billed to the City.

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7. Indirect Cost:
   - This is an allocation calculated by the City's independent consulting firm as part of the full cost allocation plan study. The decrease is associated with the Public Works costs that were moved to the Utilities and Building Maintenance Allocations.

8. Extraordinary Lapse:
   - There was not a need for an extraordinary lapse that was in the FY 2012/13 budget.

Non-Departmental

9. Salary and Benefit Lapse:
   - This reflects an estimated salary and benefit lapse based on the average turnover ratio and estimated number of vacancies in FY 2013/14.

10. Cash Carryover:
    - The remaining available funding has been placed in a cash carryover.

EMPLOYEE CAP CHANGES:
The employee cap has not changed.

SERVICE LEVEL CHANGES:
The number of documents and pages needing to be recorded has drastically increased over the past 12 months.

RECOMMENDATIONS:
1. The Clerk of the Courts is asking that $140,921 in Office Equipment be carried forward to the FY 2013/14. This is for the customer queuing system that was approved by Ordinance 2013-293. This item needs to be added to Schedule AF within the Budget Ordinance. This has no impact to the Special Council Contingency
2. The Supervision Allocation from the Clerk of the Courts needs to be moved to the correct activity and increased from $180,581 to $246,833. This will result in the cash carryover needing to be decreased by $66,252. This has no impact to the Special Council Contingency.
3. The Clerk of the Courts requests $48,956 to fund 5,200 hours for part-time employees to assist with the Recording of documents due to the increase in activity. This will require Part-Time hours to be increased by 5,200 hours. This will result in the cash carryover needing to be decreased by $48,956. This has no impact to the Special Council Contingency.
4. The Clerk of the Courts requests $74,484 to fund two full-time employees to assist with the increase workload in the Recording area. This will require the employee cap to be increased by two. This will result in the cash carryover needing to be decreased by $74,484. This has no impact to the Special Council Contingency.

PROPOSED BUDGET BOOK – Page # 403-405
ON SCREEN-Page # 417-419

5. There are several corrections that need to occur within the Clerk of the Courts budget so that the activities are consistently represented and budgeted at the proper amount. Within the Clerk of the Courts county operations activity, the following items need to be changed:
    a. Decrease Contractual Services - $464
    b. Decrease Lease-Purchase - $3,287
    c. Decrease Miscellaneous Services and Charges - $579
    d. Increase Equipment Rentals - $850
    e. Increase Postage $1,608
    f. Increase Copier/Printer Lease and Maintenance $4,775
    g. Increase Printing and Binding $6,634

    Within the Clerk of the Courts county support of court-related activities area Miscellaneous Services and Charges needs to be decreased by $856.

    The net result is that cash carryover needs to be decreased by $8,681. This has no impact to the Special Council Contingency.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
COURTS
GENERAL FUND (S/F 011)

PROPOSED BUDGET BOOK-Page #387-388
ON SCREEN-Page #401-402

BACKGROUND:
The Courts' budget includes the Circuit Court and County Court expenses exclusive of the cost of Judges and other State employees. Also included in the budget are certain costs associated with the operation of the Court Administrator's Office. Due to Revision 7 to Article 5 of the State Constitution, the County is now responsible for paying expenses related to certain court-related functions. The County is responsible for providing facilities, maintenance, utilities, security, communications, existing radio systems and the existing Multi-Agency Criminal Justice Information System (CJIS) to the Courts.

EXPENDITURES:
1. Internal Service Charges:
   - The decrease of $19,493 is primarily attributable to the wrongful allocation of ITD internal service charges to the Recording Fees Technology (S/F 15U). The appropriate adjustment will be provided on the Recording Fees Technology (S/F 15U) handout.

2. Utilities & Building Maintenance Allocations:
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

3. Other Operating Expenses:
   - The net decrease of $257,360 is primarily attributable to the elimination of $307,193 in rentals (land and buildings) due to Courts moving to the new Courthouse. This was offset by increases of $22,418 in general liability insurance and $18,444 in lease-purchases (equipment agreements).

EMPLOYEE CAP CHANGES:
There are no employees in the General Fund part of the Courts.

SERVICE LEVEL CHANGES:
None.

RECOMMENDATIONS:
None.

Reductions in Controllable Costs from Mayor's Tentative Budget to Proposed Budget:

FY2013/14 - Controllable Costs Only			
Mayor's Tentative Budget	Mayor's Proposed Budget	Increase / (Decrease) in Controllable Costs	
		Dollar	%
151,239	153,354	2,115	1.40%

Based on the table above, the Courts Administration did not meet the 13.88% cut. However, pursuant to Article V, the City has a responsibility to cover Facility, Construction, Maintenance, Utility, Security, and Communication Services. This is the portion that is paid directly from the General Fund.

13.88% Reductions as Represented by the Department/Budget Office:

Reductions*		
Dollar impact	Ranking	Description
$ 4,992	2	Reduction in Other Operating Supplies
16,000	1	Reduction in Office Furniture
$ 20,992		

*The reductions list was prepared by the Department and Budget Office. We received the listing from the Budget Office and summarized it for simplicity. The rankings are per the Department with one being the least impact to service levels.

Recommendations Related to Mayor's Reductions:

We recommend that the City Council review the above reductions to determine whether any or all of the above items should be funded in FY 2013/14.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
COURTS
DUVAL COUNTY LAW LIBRARY (15B)

PROPOSED BUDGET BOOK – Page #389-390
ON SCREEN-Page #403-404

BACKGROUND:
The Duval County Law Library is for all judges, trial court law clerks, attorneys, courthouse personnel and the general public. As of July 1, 2004, a $65 fee was imposed pursuant to Florida Statute 939.185 and Ordinance 2004-609 on felony, misdemeanor or criminal traffic offenses of which 25% is used to fund personnel and legal materials for the public as part of a law library.

REVENUE:
1. Charges for Services
   - The decrease of $20,000 is due to lower revenues from the $65 fee based on historical actuals.

EXPENDITURES:
1. Employer Provided Benefits
   - The net increase of $1,640 is due primarily to an increase of $3,451 in group health insurance. This is offset somewhat with a decrease of $2,064 in workers' compensation.

2. Other Operating Expenses
   - The net decrease of $1,745 is mainly attributable to decreases of $816 in installment purchases, $664 in repairs and maintenance and $500 in employee training. This is offset somewhat with an increase in office supplies-other.

3. Library Materials
   - There is a decrease of $24,969 due to less fee revenue being available to spend on library materials.

4. Indirect Cost
   - This is an allocation calculated by the City's independent consulting firm as part of the full cost allocation plan study.

EMPLOYEE CAP CHANGES:
There are no cap changes.

SERVICE LEVEL CHANGES:
None

RECOMMENDATIONS:
None

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
COURTS
JUVENILE DRUG COURT (15L)

PROPOSED BUDGET BOOK – Page #391-392
ON SCREEN-Page #405-406

BACKGROUND

As of July 1, 2004, a $65 fee was imposed pursuant to Florida Statute 939.185 and Ordinance 2004-609 on felony, misdemeanor or criminal traffic offenses of which 25% is used to fund juvenile assessment and other juvenile alternative programs. This is an "all years" subfund, which means once dollars are appropriated, the appropriation stays in place from year to year rather than lapsing. A schedule that shows the "all years" adjustments is attached.

REVENUE

1. Charges for Services
   - The decrease of $247,826 is due to an adjustment of $227,826 to an "all years" subfund and a decrease of $20,000 in revenues from the $65 fee based on historical actuals. The amount budgeted to be collected in FY 2013/14 is actually $250,000 compared to $270,000 in FY 2012/13.

2. Miscellaneous Revenue
   - The increase of $63,003 is primarily due to an "all years" adjustment for the budgeted revenue. The amount expected to be earned in FY 2013/14 is $5,539 compared to $10,989 in FY 2012/13.

EXPENDITURES

1. Salaries
   - The increase of $42,734 is primarily due to a transfer of one (1) position of $94,080 from Judicial Support (subfund 15Q) and a salary increase of $17,440. This was offset by an "all years" adjustment which decreased salaries by $69,052. The salary expected to be paid in FY 2013/14 is actually $277,716 compared to $165,930 in FY 2012/13.

2. Employer Provider Benefits
   - The net increase of $46,207 is primarily attributable to increases of $40,847 in pension and $6,640 in group health insurance, in part due to the addition of one position and a salary increase.

3. Internal Service Charges
   - The net decrease of $4,729 is mainly attributable to a decrease in ITD charges.

PROPOSED BUDGET BOOK – Page #391-392
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4. Other Operating Expenses
   - The net decrease of $352,450 is mainly due to an **"all years"** adjustment to contractual services. The actual Other Operating Expenses for FY 2013/14 is $119,078 compared to $123,658 in FY 2012/13.
5. Cash Carryover
   - The net increase of $83,415 is because the budget for FY 2012/13 used cash carryover from the prior year, which is not occurring in the FY 2013/14 budget.

EMPLOYEE CAP CHANGES:
The employee cap was increased by one (1) position transferred from Judicial Support.

SERVICE LEVEL CHANGES:
None

CAPITAL OUTLAY CARRYFORWARDS:
None

CONCERN:
The position that is being transferred to subfund 15L is being funded by excess salaries that were not expended in prior years. This is the equivalent of using one-time money to pay for current year expenses. A large portion of the expenditures in this subfund will be funded from the "all years" balance, which might not be available in future years once these balances are depleted.

RECOMMENDATIONS:
None

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
COURTS
JUVENILE DRUG COURT (15L)

PROPOSED BUDGET BOOK – Page #391-392
ON SCREEN-Page #405-406

	FY 12-13 Adopted	FY 13-14 Proposed Before Adjustments	Budget Office All Years Adjustment	FY 13-14 Proposed
REVENUE				
COURTS				
Charges for Services	270,000	250,000	(227,826)	22,174
NON-DEPARTMENTAL				
Miscellaneous Revenues	10,989	5,539	68,453	73,992
TOTAL REVENUE	**280,989**	**255,539**	**(159,373)**	**96,166**
EXPENDITURES				
COURTS				
Salaries	165,930	277,716	(69,052)	208,664
Employer Provided Benefits	69,121	115,328	-	115,328
Internal Service Charges	5,695	966	-	966
Other Operating Expenses	123,658	119,078	(347,870)	(228,792)
	364,404	513,088	(416,922)	96,166
NON-DEPARTMENTAL				
Cash Carryover	(83,415)	-	-	-
TOTAL EXPENDITURES	**280,989**	**513,088**	**(416,922)**	**96,166**

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
COURTS
COURT INNOVATIONS-JUDICIAL SUPPORT (15Q)

PROPOSED BUDGET BOOK – Page #393-394
ON SCREEN-Page #407-408

BACKGROUND:
As of July 1, 2004, a $65 fee was imposed pursuant to Florida Statute 939.185 and Ordinance 2004-609-E on felony, misdemeanor or criminal traffic offenses of which 25% is used for Court Innovations which funds Judicial Support. This revenue is the result of the revision to Article 5 of the State Constitution.

REVENUE:
1. Charges for Services
    - The decrease of $20,000 is due to lower revenues from the $65 fee based on historical actuals.

EXPENDITURES:
1. Salaries
    - The decrease of $93,980 is mainly attributable to the transfer of a Court Hearing Officer position to subfund 15L (Juvenile Drug Court).

2. Employer Provided Benefits
    - The net decrease of $11,465 is mainly due to a decrease of $7,428 in pension costs, $2,170 in payroll taxes, and $1,364 in Medicare tax due to the transfer of one position to Juvenile Drug Court.

3. Other Operating Expenses
    - The net increase of $85,275 is primarily attributable to an increase of $112,182 in professional services due to excess expenditure capacity made available from moving a position to subfund 15L. Professional services expected to be paid during FY 2013/14 are actually $18,415 which is level with FY 2012/13. This is offset somewhat with a decrease of $26,200 in contractual services.

EMPLOYEE CAP CHANGES:
The cap was reduced by one (1) position. This position was transferred to Juvenile Drug Court.

SERVICE LEVEL CHANGES:
None

CAPITAL OUTLAY CARRYFORWARDS:
None

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
COURTS
COURT INNOVATIONS-JUDICIAL SUPPORT (15Q)

PROPOSED BUDGET BOOK – Page #393-394
ON SCREEN-Page #407-408

RECOMMENDATIONS:

1. We recommend that Professional Services be decreased by $112,182 and Contractual Services be increased by $15,042 to reflect actual expenditures to be incurred by the department. This will be offset by decreasing the $65 fee revenue by $97,140 which will reduce the negative balance from prior year revenue shortfalls. This will not impact the Special Council Contingency.
2. We recommend that several "all years" adjustments be made to this subfund so that budgeted revenue and expenses can be more consistent with actual revenues and expenses so that revenue shortfalls can be addressed. The following amounts need to be increased:
    - Water Billing Expense – $18,520
    - Telephone Internal Service Charges – $11,899
    - Copy Center/Messenger – $2,032
    - Copy Center – $3,121
    - Mailroom Charge – $1,632

    The following items need to be decreased:
    - Court Costs Revenue – $77,868
    - Contractual Services – $97,132
    - Travel Expense – $6,657
    - Local Mileage – $3,200
    - Equipment Rentals – $24
    - Installment Purchases – $3
    - Office Supplies – Other – $1,302
    - Membership Dues –$2,381
    - ITD/NTG Support – $1,008
    - Installment Purchases – $3,077
    - Repairs and Maintenance – $93
    - Miscellaneous Services and Charges – $12
    - Office Supplies – $183

The impact of Recommendations 1 and 2 to this funds budget can be seen in the following chart:

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
COURTS
COURT INNOVATIONS-JUDICIAL SUPPORT (15Q)

PROPOSED BUDGET BOOK – Page #393-394
ON SCREEN-Page #407-408

	FY 2012/13 Adopted	FY 2013/14 Proposed	CAO All Years Adjustment	FY 2013/14 Revised
REVENUE				
COURTS				
Charges for Services	$ 270,000	$ 250,000	$ (175,008)	$ 74,992
NON-DEPARTMENTAL / FUND LEVEL ACTIVITIES				
Miscellaneous Revenues	-	-	-	-
TOTAL REVENUE	**$ 270,000**	**$ 250,000**	**$ (175,008)**	**$ 74,992**
EXPENDITURES				
COURTS				
Salaries	$ 171,080	$ 77,100	$ -	$ 77,100
Employer Provided Benefits	44,176	32,711	-	32,711
Internal Service Charges	-	170	14,599	14,769
Other Operating Expenses	54,744	140,019	(189,607)	(49,588)
TOTAL EXPENDITURES	**$ 270,000**	**$ 250,000**	**$ (175,008)**	**$ 74,992**

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
COURTS
COURT COST COURTHOUSE TRUST (15T)

PROPOSED Budget Book – Page #395-396
ON SCREEN – PDF Page # 409-410

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

REVENUE:
1. Charges for Services
   - The increase of $186,319 is attributable to an "all years" adjustment of $542,882 made in FY 2012/13. This was offset by an expected decrease of $356,563 in fee revenues from the $30 fee based on historical actuals. The amount budgeted to be collected in FY 2012/13 is actually $2,750,000 compared to $2,393,437 in FY 2013/14.

2. Miscellaneous Revenue
   - The decrease of $91,784 is primarily due to an expected decrease in investment returns based on historical actuals.

3. Transfer from Other Funds
   - The decrease of $94,408 is due to the fact that a transfer from the General Fund is not needed to supplement the costs of the fund in the FY 2013/14. However, this account will be affected by a recommendation made below.

EXPENDITURES:
Courts:
1. Utilities & Building Maintenance Allocations
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

2. Other Operating Expenses
   - This expenditure has been removed and allocated through the Utilities & Building Maintenance Allocations.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
COURTS
COURT COST COURTHOUSE TRUST (15T)

PROPOSED Budget Book – Page #395-396
ON SCREEN – PDF Page # 409-410

Transfers-Non Departmental:

1. Debt Service
   - The increase of $1,399,072 is primarily due to the first debt service payment of principal associated with the 2011A Sepcial Revenue – Courthouse bond issue.

2. Cash Carryover
   - The increase of $62,826 is attributable to an "all years" adjustment made in FY 2012/13.

Public Works:

1. Internal Service, Other Operating Expenses, Charges, and Capital Outlay
   - These expenditures have been removed and allocated through the Utilities & Building Maintenance Allocations.

State Attorney:

1. Other Operating Expenses
   - This expenditure has been removed and allocated through the Utilities & Building Maintenance Allocations.

EMPLOYEE CAP CHANGES:
There are no employees in this subfund.

SERVICE LEVEL CHANGES:
None

RECOMMENDATIONS:
We recommend that Utilities & Building Maintenance Allocations for Courts be increased by $359,830 to be in compliance with Section 634.102 of the Municipal Code which requires no less than 25% of each fee to be designated exclusively to maintenance. Based on projected fee revenues of $2,393,437, the budget for this subfund should have at least $598,359 in Maintenance cost. This will be offset with an increase of the Transfer-in from the General Fund of $359,830 by moving this amount from the Courts budget to the Court Cost Trust Fund. This will not impact the Special Council Contingency.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
COURTS
TEEN COURT PROGRAMS TRUST (15V)

PROPOSED Budget Book – Page # 397-398
ON SCREEN – PDF Page # 411-412

BACKGROUND:
This program provides Duval County youth with an alternative to a conviction record by diverting them into programs where they are subject to peer group involvement as part of the rehabilitation process, and/or exposure to community service work, positive role models, law students, and the judicial system. In addition, a second program, the Teen Court Truancy Program, was developed in an effort to reduce truancy. These programs are funded by a $3 fee charged pursuant to Florida Statute 938.19 to Fund Teen Court Programs.

REVENUE:
1. Fines and Forfeits
   - The decrease of $45,000 is due to lower fine revenues based on actual collections in recent years.

2. Miscellaneous Revenue:
   - The decrease of $1,868 is due to lower expected investment earnings.

3. Transfer from Fund Balance
   - The decrease of $43,720 is a result of a decrease in budgeted expenses.

EXPENDITURES:
1. Salaries
   - The net decrease of $11,947 is mainly due to $14,400 in employee salaries being allocated to the Substance Abuse - Mental Health Services Administration Grant (SAMHSA).

2. Internal Service Charges
   - The net decrease of $7,168 is primarily attributable to a decrease in ITD charges.

3. Other Operating Expenses
   - The net decrease of $72,423 is mainly attributable to decreases of $53,686 in contractual services, $8,800 in local mileage, $5,799 in travel and $3,300 in office supplies. A portion of these expenditures will be paid by the SAMHSA Grant.

CONCERN:
This subfund has transferred money from fund balance several times in the last several years to balance the budget. If this pattern continues the remaining fund balance will be depleted. The projected year end fund balance is approximately $200,000. Teen Court is including in their budget a transfer from Fund Balance of $49,602 in FY2013/14. Therefore, the remaining balance will be approximately $150,000. In addition, Teen Court obtained a one year grant of $199,961 from the Substance Abuse – Mental Health Service Administration, which temporarily allows

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PROPOSED Budget Book – Page # 397-398
ON SCREEN – PDF Page # 411-412

Teen Court to shift some of their expenses to another funding source. Teen Court is not balancing the budget by cutting cost; instead it is using transfers from Fund Balance or allocating costs to grants that may not provide funding in future years. In the future, if revenues do not increase, then Teen Court will need to reduce its budgeted expenditures.

EMPLOYEE CAP CHANGES:
There are no employee cap changes.

SERVICE LEVEL CHANGES:
None

RECOMMENDATIONS:
None

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
JUDICIAL - VARIOUS
RECORDING FEES TECHNOLOGY (S/F 15U)

PROPOSED BUDGET BOOK – Page #407-408
ON SCREEN-Page #421-423

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

REVENUE:
1. Charges for Services:
   - The increase of $525,691 is attributable to higher revenues from the $2 recording fee based on actual collections in FY 2012/13. This revenue is tied to the recording of deeds and mortgages.

2. Transfer from Other Funds:
   - The $861,883 elimination is due to a reduction in the transfer from the General Fund needed to cover budgeted expenses in excess of revenues. This is possible due to the increase in revenue collection.

3. Transfer from Fund Balance:
   - The $332,572 transfer from fund balance is to cover budgeted expenses in excess of revenues. The reason this is possible is that the revenue collection in FY2012/13 is greater than the budgeted amount.

EXPENDITURES:
Courts:
1. Internal Service Charges:
   - The net increase of $72,723 is attributable to $50,407 being erroneously allocated to this subfund and an increase of $22,316 in ITD charges primarily due to new computers that were obtained during the prior fiscal year and due to the pool allocation used for computer system maintenance.

2. Other Operating Expenses:
   - The net increase of $8,523 is primarily due to an increase of $15,839 in repairs and maintenance, $8,218 in hardware/software maintenance & licenses, and $1,740 in lease. This is offset somewhat with a decrease of $17,274 in equipment rentals.

Public Defender:
1. Internal Service Charges:
   - The net decrease of $30,643 is primarily due to fact that the department paid off all the new computers that have been purchased.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
JUDICIAL - VARIOUS
RECORDING FEES TECHNOLOGY (S/F 15U)

PROPOSED BUDGET BOOK – Page #407-408
ON SCREEN-Page #421-423

State Attorney:

1. Internal Service Charges:
   - The net decrease of $58,923 is mainly due to an overall decrease in ITD cost and due to a reduction in the use of helpdesk and desktop services by the department.

EMPLOYEE CAP CHANGES:
There are no employees in this fund.

SERVICE LEVEL CHANGES:
None.

RECOMMENDATIONS:

1. The Proposed Budget has this subfund funding the maintenance costs of computer equipment for the Juvenile Alternative Program (S/F 15L), the Teen Court Program (S/F 15V) and the Guardian Ad Litem (S/F 011). These costs should be funded in their individual subfunds and indexcodes. This will result in a reduction in internal service allocations within this subfund and corresponding increases in the Juvenile Alternative Program ($4,480), the Teen Court Program ($6,721), and the Guardian Ad Litem ($39,205). The Juvenile Alternative Program will offset this increase in costs with a decrease in Other Contractual Services of $4,480 and the Teen Court Program will have an increase in Transfer from Fund Balance of $6,721. This reduction in costs within this subfund will be offset with an increase in costs in the General Fund. This will have a negative impact of $39,205 on the Special Council Contingency.

2. Section 111.388 of the Municipal Code requires the three areas sign an agreement before funds are disbursed from this subfund. This MOU should be signed after the committee takes action on the above recommendations.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PUBLIC DEFENDER
GENERAL FUND (S/F 011)

PROPOSED BUDGET BOOK – Page # 399-400
ON SCREEN-Page # 413-414

BACKGROUND:
The Public Defender Office is an agency of the State of Florida. Chapter 29.008 of the Florida Statutes requires that the Public Defender's office be provided with such office space, utilities, maintenance, security, transportation, and communication services as may be necessary for the proper and efficient functioning of their offices.

EXPENDITURES:
1. Internal Service Charges
   - The net decrease of $18,572 is mainly attributable to decreases of $10,766 in copier consolidation based on historical actuals, $5,575 in offsite storage, and $2,178 in mailroom charges.

2. Other Operating Expenses
   - The net increase of $132,091 is mainly attributable to increases of $95,201 in rentals (land and buildings) for the Godbold Building and $38,453 in civil defense-guard services.

     $1,332,800 in rentals (land & buildings) was placed in the budget intentionally until it is determined whether the funding source for the purchase of the Jake Godbold Building, as mandated in ordinance 2013-0187-E, will be a separate bonding issue or banking fund debt. The amount budgeted currently represents the 12% increase in the lease cost that took effect on May 1st, 2013. Pursuant to 2013-187-E, the debt payment is supposed to mirror the amount that would have been paid for rent.

EMPLOYEE CAP CHANGES:
There are no City funded positions.

SERVICE LEVEL CHANGES:
None

CAPITAL OUTLAY CARRYFORWARDS:
None

RECOMMENDATIONS:
We recommend adding $128,237 in Utilities and Building Maintenance Allocations that were erroneously budgeted in the State Attorney instead of the Public Defender. Utilities and Building Maintenance Allocations for the State Attorney should also be reduced by $128,237. This will not impact the Special Council Contingency.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
STATE ATTORNEY
GENERAL FUND (S/F 011)

PROPOSED BUDGET BOOK - Page #401-402
ON SCREEN-Page #415-416

BACKGROUND:
Chapter 29.008 of the Florida Statutes requires the City of Jacksonville to provide the State Attorney with office space, utility, 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 $16,850 is attributable to increases of $23,129 in offsite storage. This is offset somewhat with a decrease of $6,279 in ITD and mailroom charges.

2. Utilities & Building Maintenance Allocations
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

     $128,237 in Utilities and Building Maintenance cost from the Public Defender was erroneously allocated to the State Attorney. The proper correction will be addressed in the Public Defender handout.

EMPLOYEE CAP CHANGES:
There are no City funded positions.

SERVICE LEVEL CHANGES:
None

CAPITAL OUTLAY CARRYFORWARDS:
None

RECOMMENDATIONS:
None

Reductions in Controllable Costs from Mayor's Tentative Budget to Proposed Budget:

FY2013/14 - Controllable Costs Only			
Mayor's Tentative Budget	Mayor's Proposed Budget	Increase / (Decrease) in Controllable Costs	
		Dollar	%
4,798	4,135	(663)	-13.82%

Based on the table above, the Department did essentially meet the 13.88% cut. However, pursuant to Article V, the City has a responsibility to cover Facility, Construction, Maintenance, Utility, Security, and Communication Services. This is the portion that is paid directly from the General Fund.

13.88% Reductions as Represented by the Department/Budget Office:

Reductions*		
Dollar impact	Ranking	Description
$ 666	1	Reduce/eliminate funding for bottled water
$ 666		

*The reductions list was prepared by the Department and Budget Office. We received the listing from the Budget Office and summarized it for simplicity. The rankings are per the Department with one being the least impact to service levels.

Recommendations Related to Mayor's Reductions:

We recommend that the City Council review the above reductions to determine whether any or all of the above items should be funded in FY 2013/14.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PARKS AND RECREATION
GENERAL FUND (011)

PROPOSED BUDGET BOOK – Page # 287-288
ON SCREEN – Page # 301-302

BACKGROUND

The Parks and Recreation Department consists of three divisions: Office of the Director, Recreation and Community Programming, and Waterfront Management and Programming. The Office of the Director includes Administration, the Cooperative Extension Office, and Grant Compliance. The Parks and Recreation Department is responsible for city parks, preserves, entertainment venues, pools, marinas, waterfront facilities, and programs administered through partnerships, liaisons and city staff. The department also oversees the park maintenance activities of the City.

During FY 2012/13, SMG was awarded a facilities management contract for the Ritz Theatre, which was previously under the Parks and Recreation Department. The facilities management contract is managed by the Office of Economic Development. All revenues and expenditures related to the Ritz Theatre are budgeted in subfund 4H0 in FY 2013/14.

REVENUE

1. Charges for Services
   - The net decrease of $166,000 is primarily due to decreases of $131,000 in revenues attributable to the Ritz Theatre, $27,000 in organized event charges within Playgrounds and Centers, and $10,500 in summer camps.

2. Miscellaneous Revenue
   - The net increase of $10,500 is due to an increase of $50,000 in overtime reimbursement charges due to the City now billing the Jacksonville Landing for parks maintenance at that location. This increase is offset by the elimination of $39,500 in Ritz Theatre miscellaneous revenues.

EXPENDITURES

1. Salaries
   - The net decrease of $1,336,107 is primarily due to the elimination of 32 positions for FY 2013/14 and a decrease of $440,232 in part time salaries. These decreases are due to reductions in programs and services.

2. Employer Provided Benefits
   - The increase of $36,258 is primarily due to an increase of $270,695 in pension contributions, which is partially offset by decreases of $127,819 in workers' compensation, $88,418 in group hospitalization insurance, and $15,841 in medicare.

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3. Internal Service Charges
   - The net increase of $826,607 is primarily due to increases of $793,282 in fleet allocation charges associated with the transfer of park maintenance vehicles from Public Works and $111,943 in OGC legal allocation charges that are being reallocated from the Special Services Department. These increases were somewhat offset by decreases of $61,054 in ITD charges, and $17,479 in copier consolidation charges.

4. Utilities and Building Maintenance Allocations
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

5. Other Operating Expenses
   - Other Operating Expenses are decreasing by $29,400. However, contractual services are increasing by $467,208 due to the transfer of contracts for parks restroom janitorial service and limb disposal from the Public Works Department. This increase is offset by decreases in expenditures related to reductions in programs and services.

6. Extraordinary Lapse
   - The extraordinary lapse of $500,000 represents a reduction in order to meet the Department's budget reduction target for FY 2013/14.

SERVICE LEVEL CHANGES:
Service level changes and proposed reductions are summarized on the attached handout.

FOOD AND BEVERAGE EXPENDITURES:

Indexcode	Amount	Description of each Service/Event that requires the purchase of food/beverage	Explanation that the Service/Event serves a public purpose
RPCM011PG	$600	Spring Play Day	Spring camp playday for approx. 700 children
RPCM011PG	$600	Club Rec Open House	700 children and their families
RPCM011PG	$2,500	Fall Festival (19 sites)	Fall playday and festival, open to the public at each staffed community center
RPCM011PG	$2,500	Joseph Lee Day	Summer playday for approx.1,200 kids
RPOD011CEXT	$3,000	Family & Consumer Sciences program & Food & Nutrition program	All items are used in educational programming for teaching purposes only.

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EMPLOYEE CAP CHANGES:
Thirty-two (32) positions are proposed to be eliminated: twenty six (26) positions within Playgrounds and Centers, five (5) within the Ritz Theatre, and one (1) within Waterfront Parks. Of the five positions eliminated within the Ritz Theatre, two employees were absorbed by SMG, two were transferred to other departments, and one position was vacant.

The position within Waterfront Parks was eliminated in error by the Budget Office. The position is currently filled. The Administration has not identified a funding source to restore this position, which is budgeted at approximately $68,126.

DIVISION CHANGES:

- The decrease in the Office of the Director is mostly due to a reduction of $848,103 attributable to moving the budget for the Ritz Theatre to subfund 4H0 in FY 2013/14. This decrease was partially offset by the addition of utilities and building maintenance allocations of $448,418.
- The increase in Recreation and Community Programming is mostly due to the addition of utilities and building maintenance allocations ($4,636,832), fleet internal service charges for parks maintenance vehicles ($791,911), and contractual services for parks janitorial services ($467,208). These increases were partially offset by a decrease in salaries ($1,001,751) and an extraordinary lapse ($500,000).
- The decrease in Waterfront Management and Programming is due to a decrease in salaries from the elimination of one position ($47,250), which was partially offset by increases in utilities and building maintenance allocations ($20,358) and civil defense – guard service ($20,276).

RECOMMENDATIONS:

1. We recommend eliminating 4,400 part time hours budgeted within the Ritz Theatre. The Ritz Theatre is now budgeted under subfund 4H0. This will have no impact on Special Council Contingency.

2. We recommend reducing part time hours within Aquatics by 62,477 and also within Playgrounds and Centers by 22,990 hours due to proposed service reductions.

3. The revenues as budgeted do not take into account the proposed service reductions. If funding for the summer camp program is eliminated, Summer Camps revenue should be reduced by $107,500. This will have a negative impact of $107,500 on Special Council Contingency.

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MAYOR'S PROPOSED FY 2013/14 BUDGET
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4. We recommend reducing overtime reimbursement revenue by $50,000. The City's current contract with the Jacksonville Landing does not allow the City to bill that location for park maintenance. Given that an amendment to the contract has not been approved, we recommend that this revenue be eliminated. This will have a negative impact of $50,000 on Special Council Contingency.

Reductions in Controllable Costs from Mayor's Tentative Budget to Proposed Budget:

FY2013/14 - Controllable Costs Only			
Mayor's Tentative Budget	Mayor's Proposed Budget	Increase / (Decrease) in Controllable Costs	
		Dollar	%
15,768,530	13,608,572	(2,159,958)	-13.70%

Based on the table above, the Department did essentially meet the 13.88% cut.

13.88% Reductions as Represented by the Department/Budget Office:

Reductions*		
Dollar impact	Ranking	Description
$ 17,207	4	Eliminate Contract for Technical Assistance for Waterfront Management
35,000	4	Reduce Repairs and Maintenance Supplies for Parks Maintenance
10,907	4	Reduce Other Operating Supplies for Parks Maintenance
40,000	4	Reduce Repairs and Maintenance for Parks Maintenance
40,000	4	Reduce Contractual Services for Parks Maintenance
500,000	3	Close 50% of outdoor (16) pools and their associated activities.
150,016	2	Elimination of Summer Night Lights which keeps lights on at select parks until midnight during the summer
98,003	2	Reduce Summer Camp Programs
1,303,214	2	Close 72% of staffed Community Centers, eliminate after school, spring break, and holiday blast programs.
50,000	1	Bill Landing for Park Maintenance. (Revenue)
$ 2,244,347		

*The reductions list was prepared by the Department and Budget Office. We received the listing from the Budget Office and summarized it for simplicity. The rankings are per the Department with one being the least impact to service levels.

Recommendations Related to Mayor's Reductions:

We recommend that the City Council review the above reductions to determine whether any or all of the above items should be funded in FY 2013/14.

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COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PARKS AND RECREATION
HUGUENOT PARK (1D1)

PROPOSED BUGET BOOK – Page 289-290
ON SCREEN – PDF Page 303-304

BACKGROUND:
The Huguenot Park Trust Fund is funded by entrance fees, annual pass fees, camper rentals, miscellaneous sales and charges, and commissions, as well as a subsidy from the General Fund.

REVENUE:
1. Transfers From Other Funds:
   - The decrease of $3,768 is due to a reduction in the transfer from the General Fund. The FY 2013/14 proposed General Fund subsidy is $339,335.

2. Charges for Services:
   - The decrease of $16,500 is due to a reduction of $15,000 in entrance fees and $1,500 in annual pass fees. These projections are based on current year actuals.

EXPENDITURES:
1. Salary and Benefit Lapse:
   - Although salaries remained relatively the same, there is a proposed salaries/benefits lapse of $27,577. This reflects an estimated salary and benefit lapse based on the average turnover ratio and estimated number of vacancies in FY 14.

2. Employer Provided Benefits:
   - The net increase of $10,574 is mainly due to an increase of $19,670 in pension contributions. This is somewhat offset by reductions of $4,613 in workers' compensation insurance and $4,534 in group hospitalization insurance.

3. Internal Service Charges:
   - The net decrease of $13,623 is primarily due to decreases of $6,728 in mailroom charges, $4,894 in fleet parts/oil/gas and $4,636 in fleet repairs and maintenance. These are somewhat offset by an increase of $2,771 in fleet vehicle rental charges.

4. Utilities & Building Maintenance Allocations:
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PARKS AND RECREATION
HUGUENOT PARK (1D1)

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5. Indirect Cost:
   - This is an allocation calculated by the City's independent consulting firm as part of the full cost allocation plan study. Indirect costs have decreased by $39,886.

SERVICE LEVEL CHANGES:
There are no significant service level changes.

EMPLOYEE CAP CHANGES:
There are no changes to the employee cap.

RECOMMENDATIONS:
The entrance fees do not cover the cost of the services provided resulting in a transfer from the General Fund into the Hugenot Park subfund. Pursuant to Code Section 106.112, City fees are to be reviewed annually and adjusted if necessary. We recommend incorporating the fees collected by Subfund 1D1 into the annual fee review as stated in the Code.

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COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PARKS AND RECREATION
KATHRYN A. HANNA PARK (1D2)

PROPOSED BUDGET BOOK – Page 291-292
ON SCREEN - PDF Page 305-306

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

REVENUE:
Non-Departmental/Fund Level Activities:
1. Transfers from Other Funds:
   - The increase of $240,273 is due to a higher subsidy from the General Fund. The FY 2013/14 proposed General Fund subsidy is $661,333.

EXPENDITURES:
Non-Departmental/Fund Level Activities
1. Salary and Benefit Lapse:
   - There is a proposed salaries/benefits lapse of $18,892. This reflects an estimated salary and benefit lapse based on the average turnover ratio and estimated number of vacancies in FY 14.

2. Employer Provided Benefits:
   - The net increase of $13,856 is mainly due to an increase of $24,097 in pension contribution costs. This is somewhat offset by a decrease of $5,936 in workers' compensation insurance and $4,874 in group health insurance.

3. Internal Service Charges:
   - The net decrease of $9,657 is mainly due to reductions of $6,724 in mailroom charges, and $5,120 in copier consolidation charges. These are somewhat offset by the addition of $1,600 in copy center charges.

4. Utilities & Building Maintenance Allocations:
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PARKS AND RECREATION
KATHRYN A. HANNA PARK (1D2)

PROPOSED BUDGET BOOK – Page 291-292
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5. Indirect Cost:
   - This is an allocation calculated by the City's independent consulting firm as part of the full cost allocation plan study. Indirect costs have decreased by $135,319.

SERVICE LEVEL CHANGES:
There are no significant service level changes.

EMPLOYEE CAP CHANGES:
There is no change in authorized positions.

CONCERN:
As of June 30, 2013, the Hanna Park subfund has a negative cash position of over $100,000. This has been an ongoing concern which we have noted during the past three years of budget review. The Administration needs to address the financial stability of this subfund, and adjust expenditures or service level to a financially sustainable level.

RECOMMENDATIONS:
1. We recommend reducing Camper Rentals revenue by $45,000 and increasing the transfer in from the General Fund by the same amount to align the revenue more closely with the prior year actuals. This will have a negative impact of $45,000 on Special Council Contingency.

2. The entrance fees do not cover the cost of the services provided resulting in a transfer from the General Fund into the Hanna Park subfund. Pursuant to Code Section 106.112, City fees are to be reviewed annually and adjusted if necessary. We recommend incorporating the fees collected by Subfund 1D2 into the annual fee review as stated in the Code.

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COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PARKS AND RECREATION
METROPOLITAN PARK MAINTENANCE (1D4)

PROPOSED BUDGET BOOK – Page 293-294
ON SCREEN - PDF Page 307-308

BACKGROUND:
The Metropolitan Park Maintenance Trust receives all revenue in connection with admissions fees for special events, rentals, dock slip rentals, equipment and service charges or other funds from activities and events conducted or authorized by the City in Metropolitan Park. Expenses from the fund are utilized for the maintenance, improvements and support of operations at the park. Subfund 1D4 is an all-years subfund that is not annually budgeted. However, it is included in the FY 2013/14 Mayor's proposed budget in order to appropriate funds from subfund 1D4 that will be used to fund the proposed Capital Improvement Project described below.

REVENUE:
1. Miscellaneous Revenue:
   - This represents rental of city facilities revenue of $125,000.

EXPENDITURES:
1. Transfers To Other Funds:
   - This represents a transfer of $125,000 to the 2014 Authorized Capital Projects fund (SF 32C) to cover the expenses for a proposed capital project. The Parks and Recreation Department seeks to replace the tent at Metropolitan Park and conduct a sound study to determine the best placement of speakers and other outdoor concert materials. This will improve compatibility with surrounding neighborhoods while preserving the value of the park to the city as a recreational venue. The total estimated cost of the project is $2,525,165.

EMPLOYEE CAP CHANGES:
There are no authorized employees in this subfund.

RECOMMENDATIONS:
None.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
FLORIDA BOATER IMPROVEMENT PROGRAM (S/F 1D8)

PROPOSED BUDGET BOOK – Page # 295-296
ON SCREEN-Page # 309-310

BACKGROUND:
Pursuant to Section 110.413 of the Municipal Code, this trust fund was established to provide boat-related activities (including recreational channel marking and public launching facilities), removal of floating structures deemed a hazard to public safety and health, and manatee and marine mammal protection. Revenues are derived from recreational vessel registration fees paid in accordance with Florida Statute 328.72.

REVENUES:
1. Miscellaneous Revenue:
   - There is an increase of $5,000 in projected investment earnings in FY 2013/14.

2. Charges for Services:
   - The decrease of $5,000 is due to a projected reduction in vessel registration fees.

EXPENDITURES:
3. Other Operating Charges:
   - There are no changes for FY2013/14.

SERVICE LEVEL CHANGES:
No significant change in service level.

EMPLOYEE CAP CHANGES:
There are no authorized positions in this subfund.

RECOMMENDATIONS:
None.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
13.88% REDUCTION
FLORIDA BOATER IMPROVEMENT (S/F 1D8)

Reductions in Controllable Costs from Mayor's Tentative Budget to Proposed Budget:

FY2013/14 - Controllable Costs Only			
Mayor's Tentative Budget	Mayor's Proposed Budget	Increase / (Decrease) in Controllable Costs	
		Dollar	%
160,000	160,000	-	0.00%

Based on the table above, the Florida Boater Improvement subfund did not meet the 13.88% cut. Please note that there is no contribution from the General Fund to this subfund; however, since it was included on the 13.88% reduction list included with the tentative budget we are including it here.

13.88% Reductions as Represented by the Department/Budget Office:
There was no reduction information provided.

Recommendations Related to Mayor's Reductions:
We recommend that the City Council review the above reductions to determine whether any or all of the above items should be funded in FY 2013/14.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PARKS AND RECREATION
CECIL FIELD COMMERCE CENTER (1DA)

PROPOSED BUDGET BOOK – Page # 297-298
ON SCREEN-Page # 311-312

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

REVENUE
1. Non-Departmental/Fund Level Activities
    a. Transfers from Other Funds
        - The decrease of $275,465 is due to a reduction in the transfer from the General Fund. The FY 2013/14 proposed General Fund subsidy is $1,084,788.

    b. Transfers From Fund Balance
        - There is a proposed transfer from fund balance of $200,000.

EXPENDITURES
1. Non-Departmental/Fund Level Activities
    a. Salary and Benefit Lapse
        - There is a proposed salaries and benefits lapse of $23,652, which is based on the average turnover ratio and estimated number of vacancies in FY 2013/14.

2. Parks and Recreation
    a. Salaries
        - The net decrease of $2,076 is primarily due to a decrease of $4,870 in leave rollback/sellback, which is partially offset by an increase of $2,648 in permanent and probationary salaries.

    b. Employer Provided Benefits
        - The net increase of $3,706 is mostly due to an increase of $11,528 in pension contributions, which is partially offset by decreases of $4,809 in workers' compensation and $2,831 in group hospitalization insurance.

    c. Internal Service Charges
        - The net increase of $1,996 is mainly due to increases of $3,016 in mailroom charges and $639 in copy center charges. These are partially offset by a decrease of $1,546 in ITD charges.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PARKS AND RECREATION
CECIL FIELD COMMERCE CENTER (1DA)

PROPOSED BUDGET BOOK – Page # 297-298
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d. Utilities & Building Maintenance Allocations
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

e. Other Operating Expenses
   - The net decrease of $149,500 is mostly due to decreases of $144,092 in Contractual Services-SMG and $3,534 in miscellaneous insurance. Contractual services-SMG is the management fee paid to SMG for the operation of the Cecil Field Commerce Center and is budgeted at $411,621 in FY 2013/14.

FOOD AND BEVERAGE EXPENDITURES:

Indexcode	Amount	Description of each Service/Event that requires the purchase of food/beverage	Explanation that the Service/Event serves a public purpose
RPCM1DACF	$100	Summer Enrichment Camp	End of the summer celebration/Joseph Lee Day
RPCM1DACF	$100	Homeschool Sports & Fitness Program	End of the year celebration - Recognize Accomplishments
RPCM1DACF	$250	Community Special Events	Quarterly family night out events in Aquatic Center/ Community Center
RPCM1DACF	$300	Mommy and Me Toddler Program	Weekly time for parents and toddlers to participate in a structured program
RPCM1DACF	$350	Senior Time Out Program	Bi-weekly social time for neighborhood seniors

SERVICE LEVEL CHANGES:
There are no significant service level changes.

EMPLOYEE CAP CHANGES:
There are no changes to the authorized employee cap.

CONCERN:
Subfund 1DA's fund balance will be significantly reduced after the proposed transfer of $200,000 and it is unlikely that a transfer from fund balance will be possible after FY 2013/14.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PARKS AND RECREATION
CECIL FIELD COMMERCE CENTER (1DA)

PROPOSED BUDGET BOOK – Page # 297-298
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RECOMMENDATION:
We recommend eliminating the projected investment pool earnings of $6,910. The proposed transfer from fund balance will reduce the fund balance to a level that will not accrue any sizable interest earnings during FY 2013/14. We recommend increasing the transfer from fund balance by the same amount to offset the reduced revenue. This will have no impact on Special Council Contingency.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
13.88% REDUCTION
CECIL FIELD COMMERCE CENTER (S/F 1DA)

Reductions in Controllable Costs from Mayor's Tentative Budget to Proposed Budget:

FY2013/14 - Controllable Costs Only			
Mayor's Tentative Budget	Mayor's Proposed Budget	Increase / (Decrease) in Controllable Costs	
		Dollar	%
534,777	534,774	(3)	0.00%

Based on the table above, the Department did not meet the 13.88% cut; however, the General Fund Contribution did drop by $275,465.

13.88% Reductions as Represented by the Department/Budget Office:
There was no reduction information provided by the Department.

Recommendations Related to Mayor's Reductions:
We recommend that the City Council review the above reductions to determine whether any or all of the above items should be funded in FY 2013/14.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
SPECIAL SERVICES
GENERAL FUND (011)

PROPOSED BUDGET BOOK – Page # 367-369
ON SCREEN – Page # 381-383

BACKGROUND
The Special Services Department is comprised of three divisions: Behavioral and Human Services, Senior Services, and the Office of the Director. The Special Services Department is responsible for providing many human and social services to the City of Jacksonville, including programs and events targeted specifically toward seniors, programs for victims of crime, and overseeing an array of mandated substance abuse and mental health services.

REVENUE:
1. Miscellaneous Revenue
   - The decrease of $15,000 is due a projected reduction of $15,000 in welfare reimbursement received from the Social Security Administration.

EXPENDITURES:
1. Salaries
   - The net decrease of $31,541 is due to reductions of $5,749 in permanent salaries, $33,202 in part-time salaries (three custodian positions that are currently vacant) and $3,575 in overtime salaries. The decreases were partially offset by increases of $4,300 in special pay, $3,250 in leave rollback/sellback, and $3,435 in pensionable special pay.

2. Employer Provided Benefits
   - The net increase of $162,102 is mainly due to increases of $146,743 in pension contribution and $37,076 in group hospitalization insurance. The increases were partially offset by a decrease of $22,501 in workers compensation insurance.

3. Internal Service Charges
   - The net decrease of $137,430 is primarily due to reductions of $132,880 in legal charges. Funding for legal charges previously budgeted within Office of the Director has been reallocated to the Parks and Recreation Department in FY 2013/14 per the departments' request.

4. Utilities and Building Maintenance Allocations
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

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COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
SPECIAL SERVICES
GENERAL FUND (011)

PROPOSED BUDGET BOOK – Page # 367-369
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5. Other Operating Expenses
   - The decrease of $1,027,725 is due to reductions of $634,917 in professional services (Sexual Assault Response Center, mental health, homeless services, and substance abuse programs), $177,650 in building rentals (error by the Budget Office described in recommendation #3), $122,987 in miscellaneous services and charges (rent and utility assistance provided to individuals) and $85,238 in non-departmental expenditures (Baker Act funding).

6. Grants, Aids and Contributions
   - The decrease of $388,988 is due to a reduction in the General Fund contribution to the Jacksonville Senior Services Program. The FY 2013/14 General Fund contribution is budgeted at $2,522,315 ($95,685 match and $2,426,630 overmatch).

7. Extraordinary Lapse
   - The department's extraordinary lapse was eliminated for FY 2013/14.

FOOD AND BEVERAGE EXPENDITURES:

Indexcode	Amount	Description of each Service/Event that requires the purchase of food/beverage	Explanation that the Service/Event serves a public purpose
RCAH011CC	$4,500	Meals provided for more than 700 seniors at the Mayor's BEST meetings. Two BEST meetings are held annually allowing seniors to meet with the Mayor and to discuss current issues and concerns.	More than 700 seniors throughout the community (Senior Centers, Senior residences, church groups, neighborhood associations, etc) are invited to these meetings.
RCBH011VC	$500	The Victim Assistance Fund provides emergency assistance to help reduce the financial hardship incurred as a direct result of the crime. Food assistance is given via food card purchases from Winn Dixie.	Food Assistance - Used to assist the crime victim or family member as a direct result of their victimization.

SERVICE LEVEL CHANGES:
Service level changes and proposed reductions are summarized on the attached handout.

EMPLOYEE CAP CHANGES
There are no proposed changes to the employee cap. There are 51 authorized positions.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
SPECIAL SERVICES
GENERAL FUND (011)

PROPOSED BUDGET BOOK – Page # 367-369
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DIVISION CHANGES:

- The decrease in the Behavioral and Human Services Division is mostly due to reductions in funding for homeless, mental health, and substance abuse professional services ($283,835), eliminating funding for the Sexual Assault Response Center ($194,264) and child forensic exams ($130,750), funding for temporary rent and utility assistance ($122,776) and funding for Baker Act services ($85,238). Proposed funding for the United Way 2-1-1 hotline is also being decreased by $1,680 to a total of $22,320 (this program is also budgeted to receive a public service grant of $82,289 in FY 2013/14).
- The decrease in the Office of the Director Division is mostly due to eliminating funding for legal internal service charges ($130,047), which have been reallocated to the Parks and Recreation Department's Office of the Director.
- The increase in the Senior Services Division is mostly due to the addition of utilities and building maintenance allocation charges ($391,051) and an increase in pension contributions ($58,994), which were partially offset by decreases in the General Fund match for the senior meals federal grant ($388,988) and salaries ($35,851).

RECOMMENDATIONS

1. Funding for the Sexual Assault Response Center (SARC) was eliminated in the Mayor's proposed budget. However, State reimbursement revenue associated with the SARC and several related expenditures were not eliminated. To correct these errors, we recommend decreasing Reimbursement-Victim Services revenues by $110,000, Repairs and Maintenance by $1,000, and Other Operating Supplies by $16,200 all within Victim Services. The net effect will have negative impact of $92,800 on Special Council Contingency.

2. We recommend reducing Welfare Reimbursement revenue from $60,000 to $25,000 to align the projection with current year actuals and the Department's estimate. This will have a negative impact of $35,000 on Special Council Contingency.

3. Funding for building rentals within the General Assistance office of the Behavioral and Human Services Division is incorrectly budgeted as a negative $52,525 instead of zero. This office leases space at 1809 Art Museum Drive and funding for the lease was submitted as a proposed elimination in an effort to meet the Administration's budget reduction targets. We recommend correcting this error and bringing this expense to zero. This will have a negative impact of $52,525 on Special Council Contingency. However, there will still be no dollars budgeted for occupancy for the 18 employees of this activity after the lease is terminated.

Reductions in Controllable Costs from Mayor's Tentative Budget to Proposed Budget:

FY2013/14 - Controllable Costs Only			
Mayor's Tentative Budget	Mayor's Proposed Budget	Increase / (Decrease) in Controllable Costs	
		Dollar	%
10,330,029	9,537,702	(792,327)	-7.67%

Based on the table above, the Department did not meet the 13.88% cut.

13.88% Reductions as Represented by the Department/Budget Office:

Reductions*		
Dollar impact	Ranking	Description
Senior Services		
$ 310,170	8	Reduction in over match of Federal Grant for Senior Services Program which provides transportation to and meals at Senior Citizen Centers. (Breakfast would be reduced from one per week to zero and lunch from five to three times per week.)**
115,198	7	Closing of 3 low-attendance senior centers (Hammond, Longbranch, Louis Dinah)**
53,620	6	Reduction in transportation to Senior Centers**
33,201	5	Reduction in three part-time custodians at Senior Centers
$ 512,189	Subtotal Senior Services	

Behavioral Services		
$ 84,808	9	Reduction in substance abuse program funding (State Mandate)
70,766	9	Reduction in mental health service funding (State Mandate)
85,239	9	Reduction in Baker Act emergency/crisis stabilization funding (State Mandate)
152,649	4	Reduction in homeless assistance funding to I.M. Sulzbacher Center
181,500	3	Give up lease space at Art Museum Drive (Actual Lease $128,975 Incorrectly cut $181,500)
325,014	2	Discontinue the Sexual Assault Response Center (SARC) and eliminate funding for child protection forensic exams.
1,680	1	Reduction in United Way 2-1-1 hotline
$ 901,656	Subtotal Behavioral Services	

$ 1,413,845	Total Reductions

*The reductions list was prepared by the Department and Budget Office. We received the listing from the Budget Office and summarized it for simplicity. The rankings are per the Department with one being the least impact to service levels.
**Please note if these items are restored they would result in an increase of $90,000 over the FY 2012/13 budget.

Recommendations Related to Mayor's Reductions:

We recommend that the City Council review the reductions to determine whether any or all of the above items should be funded in FY 2013/14.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
ALCOHOLIC REHABILITATION PROGRAM (S/F 157)

PROPOSED BUDGET BOOK – Page # 371-372
ON SCREEN-Page # 385-386

BACKGROUND:
Section 111.205 of the Municipal Code created the Special Alcoholic Rehabilitation Trust Fund. Funds deposited into this trust fund represent money received by the City as fines imposed for alcohol-related offenses under the Florida Statutes Sections 316.193, 856.011, 860.03 and 860.13. Seventy percent of alcohol-related fines collected by the City are deposited into the trust.

In accordance with Section 111.205 of the Municipal Code, 86% of the 70% of alcohol-related fines collected are to be paid to Gateway Community Services, which offers treatment for both alcohol and drug abuse.

The City is not obligated to fund the alcoholic rehabilitation program beyond the amount of fines received for alcohol-related offenses under the Florida Statues.

REVENUES:

Non-Departmental

1. Miscellaneous Revenue:
   - This decrease of $1,662 is attributable to lower investment pool earnings.

2. Transfers from Other Funds:
   - The funding of $225,000 received from the General Fund remains unchanged from FY 2012/13.

Special Services

3. Fines and Forfeits:
   - The trust receives 70% of revenues paid for DUI fines. Revenues from fines and forfeits have decreased by $31,613 to $175,000.

EXPENDITURES:

4. Grants, Aides and Contributions:
   - The $402,224 represents a grant to Gateway Community Services for alcoholic rehabilitation programs. This is a 7.6% decrease from FY 2012/13.

SERVICE LEVEL CHANGES:
The 7.6% decrease in revenues for this trust fund will result in less funding for the alcoholic rehabilitation program.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
ALCOHOLIC REHABILITATION PROGRAM (S/F 157)

PROPOSED BUDGET BOOK – Page # 371-372
ON SCREEN-Page # 385-386

EMPLOYEE CAP CHANGES:
There are no authorized positions in this subfund.

CONCERNS:
Per Municipal Code Section 111.205, 86% of revenues from alcohol-related fines collected (after deducting the amount already allocated to the Police and Fire Pension Fund of 30%) are to be deposited into the Alcoholic Rehabilitation Trust Fund, with the remaining 14% staying within the General Fund. However, it has been the City's practice since the FY 1998/99 to instead remit 14% of revenues to the Alcoholic Rehabilitation Trust Fund, rather than 86%.

All fine amounts, including alcohol related offenses, are remitted by the Clerk of Courts to the City's General Fund as one combined revenue source. Therefore, the fine revenue specifically imposed for alcohol related offenses under Florida Statutes 316.193, 856.011, 860.03, and 860.13 is pooled together with revenue from other miscellaneous fines. Due to this pooling of revenues, the Clerk of Courts is unable to determine the fine revenue solely related to the four statute violations that are supposed to be deposited into the Alcoholic Rehabilitation Trust Fund. The Budget Office has been working with the Clerk of Courts to determine the amount of revenues collected from alcohol-related fines.

RECOMMENDATIONS:
We recommend the Budget Office continue working with the Clerk of Courts to determine the total revenue received by the City in FY 2012/13 as fines imposed for alcohol-related offenses under Florida Statutes 316.193, 856.011, 860.03, and 860.13. Once determined, the City will be able to transfer precisely 86% of said revenue from fines (less the amount already allocated to the Police and Fire Pension Fund) to the Alcoholic Rehabilitation Trust Fund and be able to better project the proposed FY 2013/14 revenue in the Alcoholic Rehabilitation Trust Fund.

If the Budget Office working together with the Clerk of Courts is unable to determine this total, we recommend the City Council work with the Office of the General Counsel to revise Municipal Code Section 111.205 in a manner where the intent of the program would be met while the City would be in compliance with the Municipal Code.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
SPECIAL SERVICES
LEGAL AID (15R)

PROPOSED BUDGET BOOK – Page #373-374
ON SCREEN-Page #387-388

BACKGROUND:
These funds are to be used to support Jacksonville Area Legal Aid, which provides services that support access of the poor and indigent to the legal system. As of July 1, 2004, a $65 fee was imposed pursuant to Florida Statute 939.185 and Ordinance 2004-609-E on felony, misdemeanor or criminal traffic offenses, of which 25% is used to support Legal Aid.

REVENUE:
1. Charges for Services
   - The decrease of $20,000 is due to lower revenues from the $65 fee based on historical actuals.
   - Additionally, in the FY 2012/13, Legal Aid received Public Service Grant funding of $135,085. In the FY 2013/14, there is no Public Service Grant funding budgeted.

EXPENDITURES:
1. Other Operating Expenses
   - The direct payment to Jacksonville Area Legal made through the authorized trust fund expenditures will decrease by $20,000 in FY 2013/14 due to less revenue being projected from the $65 fee.

EMPLOYEE CAP CHANGES:
There are no authorized positions in this subfund.

SERVICE LEVEL CHANGES:
None

CONCERN:
This subfund is projected to have a negative fund balance at the beginning of fiscal year 2013/14 of almost $180,000. This negative fund balance has been caused by revenue shortfalls and the fact that the total authorized trust fund expenditures amount in prior years was sent to Jacksonville Area Legal Aid at the beginning of the fiscal year before the revenue was actually received. To prevent this from occurring in future years, language was added to the Budget Ordinance in FY 2011/12 that only allows payments to JALA after the revenue is actually collected. This same language is included in the FY2013/14 budget ordinance. However, to our knowledge, the administration has not addressed the existing negative fund balance issue related to years prior to FY 2011/12.

RECOMMENDATIONS:
None

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
DRIVER EDUCATION SAFETY TRUST FUND (S/F 1HA)

PROPOSED BUDGET BOOK – Page # 375-376
ON SCREEN-Page # 389-390

BACKGROUND:
The Driver Education Safety Trust was authorized by Ordinance 2002-1165-E. Funding is provided by an additional $3 levy on each civil traffic penalty. The funding is used for driver education programs in public and non-public schools. The expenditures budgeted are managed by the Duval County School System.

REVENUES:
1. Miscellaneous Revenue:
   - The increase of $50,000 in investment pool earnings is being utilized to correct a previous years' transfer from Fund Balance that was made in error.

2. Transfers from Fund Balance:
   - The one-time transfer represents a correction to a previous years' transfer from Fund Balance that was made in error.

3. Charges for Services:
   - The reduction of $25,000 represents a projected reduction in traffic court criminal and civil service charges.

EXPENDITURES:
4. Grants, Aides and Contributions:
   - The reduction of $25,000 is a result of the reduction in revenue described above.

SERVICE LEVEL CHANGES:
Driver education safety programs will experience a reduced contribution in FY 2013/14 from this subfund.

EMPLOYEE CAP CHANGES:
There are no authorized positions in this subfund.

RECOMMENDATIONS:
None.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PLANNING & DEVELOPMENT
GENERAL FUND (011)

PROPOSED BUDGET BOOK – Page #307-309
ON SCREEN – Page # 321-323

BACKGROUND

The Planning and Development Department manages existing and future development within the City of Jacksonville. Matters pertaining to zoning, the comprehensive plan, concurrency, land use, various trades inspections and building codes fall within the purview of this department.

The general fund portion of the Planning and Development Department consists of the Office of the Director, Community Planning Division, Current Planning Division, and Development Services Division.

REVENUE

1. Charges for Services
   - The net decrease of $87,247 is primarily due to decreases in historical actuals of $102,211 in zoning and rezoning fees and $63,511 comprehensive/amendment fee. These were offset by an increase of $66,215 in subdiv regulation - plat fees and an increase of $12,260 in certificates of use. These projected revenues are based on anticipated increased activity within the Divisions and proposed fee increases. The fee increases are summarized below:

Community Planning Division	Current	Proposed	%
Land Use Amendment-small scale	$2,500	$3,225	29.0%
Land Use Amendment-large scale	$4,000	$4,848	21.2%
Dri review	$4,500	$5,129	14.0%
Notice of proposed change	$3,465	$3,715	7.2%
Certificates of Appropriateness - relocations	$280	$362	29.3%
Certificates of Appropriateness - demolitions	$490	$610	24.5%

Current Planning Division Zoning and Rezoning Fees			
Application for zoning exception (commercial/industrial)	$900	$927	3.0%
Application for zoning variance/waiver (commercial/industrial)	$900	$927	3.0%
Interpretation - Written	$800	$1,000	25.0%
Interpretation - Appeal	$1,000	$1,245	24.5%

PROPOSED BUDGET BOOK – Page #307-309
ON SCREEN – Page # 321-323

Development Services division- General Fund, Zoning Counter and review group

Zoning Confirmation Letters (per Parcel)	$60	$67	11.7%
Certificate of Use - New or relocation of business	$105	$112	6.7%
Certificate of Use - Name Change of Business	$65	$67	3.1%
Right of way Permits - Residential (excluding fee exempt)	$95	$111	16.8%
Right of Way Permits - Commercial (excluding fee exempt)	$150	$170	13.3%

2. Fines and Forfeits
   - The decrease of $250 is attributable to reduced civil fines and forfeits revenues.

3. Miscellaneous Revenue
   - Revenue from Right of Way permits is expected to decrease by $73,000 as a result of a more accurate calculation of current activity.

EXPENDITURES

1. Salaries
   - The net decrease of $160,797 is due to the transfer of two (2) positions to subfund 159, the transfer of two (2) positions to subfund 112 and the proposed elimination of three (3) positions, all of which totaled approximately $300,000. These were partially offset by a $4,007 increase in leave rollback, the funding of the Chief of Community Planning position (vacant) at $90,000, which was placed below the line in FY 2012/13, and the addition of one position at $59,993 in the proposed budget.

2. Employer Provided Benefits
   - The net increase of $136,908 is primarily due to increases of $159,498 in GEPP pension contribution and $8,513 group hospitalization insurance costs. These were offset by a decrease of $32,380 in workers' compensation insurance costs.

3. Internal Service Charges
   - The net decrease of $8,299 is primarily due to reductions of $13,277 in copier consolidation and copy center charges. These we slightly offset by an increase of $4,323 in fleet charges.

4. Utilities & Building Maintenance Allocations
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

PROPOSED BUDGET BOOK – Page #307-309
ON SCREEN – Page # 321-323

5. Other Operating Expenses
   - The net decrease of $101,799 is primarily due to the decreases of $90,000 in contractual services and $13,133 in office supplies. The contractual services decrease represents the Annual Manatee Protection Plan study. A new source of funding has yet to be determined.

6. Supervision Allocation
   - The Supervision Allocation of $85,349 accounts for the cost of three (3) individuals who perform a percentage of their work in subfunds 112 (Concurrency Management) and 159 (Building Inspection).

EMPLOYEE CAP CHANGES
The net decrease of six (6) positions is due to the transfer of two (2) positions to subfund 159, two (2) positions to subfund 112, the elimination of three (3) full time positions, which is offset by the hiring of one (1) Bicycle / Pedestrian Coordinator. The Director expects to fill this position in FY 2012/13.

SERVICE LEVEL CHANGES:

None

RECOMMENDATION:

None

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
13.88% REDUCTION
PLANNING AND DEVELOPMENT (011)

Reductions in Controllable Costs from Mayor's Tentative Budget to Proposed Budget:

FY2013/14 - Controllable Costs Only			
Mayor's Tentative Budget	Mayor's Proposed Budget	Increase / (Decrease) in Controllable Costs	
		Dollar	%
3,553,465	3,228,946	(324,519)	-9.13%

Based on the table above, the Department did not meet the 13.88% cut.

13.88% Reductions as Represented by the Department/Budget Office:

Reductions*		
Dollar impact	Ranking	Description
$ 76,304	9	Eliminate one City Planner II
61,096	8	Eliminate one Vacant Project Inspector
50,854	7	Eliminate one Vacant Clerical Support Aide III
9,455	6	Reduce Zoning Administrator Salary 10%
5,000	5	Reduce Office Supplies
1,646	4	Reduce funding for zoning code updates
63,814	3	Transfer one Historic Preservation Code Inspector to Building Inspection S/F 159
75,895	2	Transfer one Engineering Technician Sr. to Building Inspection S/F 159
154,690	1	Transfer two City Planner II to S/F 112 Concurrency/Mobility
$ 498,754		

*The reductions list was prepared by the Department and Budget Office. We received the listing from the Budget Office and summarized it for simplicity. The rankings are per the Department with one being the least impact to service levels.

Recommendations Related to Mayor's Reductions:

We recommend that the City Council review the above reductions to determine whether any or all of the above items should be funded in FY 2013/14.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PLANNING & DEVELOPMENT
CONCURRENCY MANAGEMENT SYSTEM (112)

PROPOSED BUDGET BOOK – Page #311-313
ON SCREEN-Page #325-327

BACKGROUND

The City of Jacksonville implemented the Concurrency and Mobility Management System Office to ensure the availability of public facilities, except traffic circulation and mass transit, and the adequacy of those facilities at adopted levels of service concurrent with the impacts of development and to provide traffic circulation and mass transit public facilities at the adopted performance standards consistent with the 2030 Mobility Plan. It provides the local structure for administering the state law, Chapter 163, Part II, Florida Statutes.

This purpose is implemented by means of a Concurrency and Mobility Management System (CMMS) which measures the potential impact of a proposed development on the adopted minimum levels of service for all public facilities, except traffic circulation and mass transit, and manages the collection of mobility fees pertaining to traffic circulation and mass transit public facilities consistent with the 2030 Mobility Plan, as established in the 2030 Comprehensive Plan, when an application for a final development order or final development permit is submitted. The CMMS ensures that the adopted levels of service and performance standards are not degraded by the issuance of a final development order, or a final development permit.

REVENUE

Non-Departmental / Fund Level Activities

1. Transfers from Fund Balance
   - A transfer from fund balance is not necessary to support concurrency operations in FY 2013/14.

Planning and Development

2. Charges for Services
   - The increase of $557,201 is attributable to favorable increases of $545,211 in concurrency management fees and $11,990 in mobility plan management fees. Based on passage of Ordinance 2013-94-E the division anticipates an increase in mobility fees as the ordinance incentivizes early application.

EXPENDITURES

Non-Departmental / Fund Level Activities

1. Transfers to Other Funds
   - Previously transfers were made to the General fund to cover salaries for employees whose costs were budgeted in the General Fund, but worked in subfund 112 for part of their time. This is now being done via the Supervision Allocation.

PROPOSED BUDGET BOOK – Page #311-313
ON SCREEN-Page #325-327

2. Cash Carryover
   - The increase of $170,744 is due to an excess of anticipated revenues over budgeted expenditures

3. Salaries
   - The increase of $106,489 is primarily due to the transferring of two (2) full time employees from The Planning Department / Community Planning Division in the General Fund to this subfund.

4. Employer Provided Benefits
   - The increase of $68,063 is primarily due to an increase of $44,869 in pension contribution costs and $21,467 increase in group hospitalization insurance associated with the transfer of two (2) full time employees from the Planning Department, as well as an increase in the cost of group hospitalization.

5. Internal Service Charges
   - The decrease of $1,868 is primarily due to a reduction of $1,735 in mailroom charges.

6. Utilities & Building Maintenance Allocations
   - The decrease of $6,741 is primarily due to the $17,575 reduction in building rental (in house); however, this is offset by $10,834 increase in building cost allocation.
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets.

7. Supervision Allocation
   - The increase of $20,667 is due to the addition of the supervision allocation to account for three (3) individuals who are paid from the General Fund, but perform a percentage of their work in this subfund.

8. Indirect cost
   - This is an allocation calculated by the City's independent consulting firm as part of the full cost allocation plan study. The increase of $47,025 is the result of this study.

EMPLOYEE CAP CHANGES

The cap was increased by two (2) full time positions that where transferred from Community Planning Division, in the Planning Department, as part of the budget process.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PLANNING & DEVELOPMENT
CONCURRENCY MANAGEMENT SYSTEM (112)

PROPOSED BUDGET BOOK – Page #311-313
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SERVICE LEVEL CHANGES:

None.

RECOMMENDATION:

None.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PLANNING & DEVELOPMENT
BUILDING INSPECTION (159)

PROPOSED BUDGET BOOK – Page #314-318
ON SCREEN-Page #328- 332

BACKGROUND

The Building Inspection Subfund accounts for the finances of the Building and Inspection Division within the Planning and Development Department and to a lesser degree the finances of the Fire Plans Review Section of the Jacksonville Fire and Rescue Department. The Building Inspection Division is responsible for ensuring that existing and future developments and construction comply with the Florida Building Code and local ordinances. The Division's primary roles are to ensure the safety of buildings and related landscapes by performing inspections and enforcing building, electrical, plumbing, mechanical, and other related city codes. In addition, the Division performs reviews of various permit applications and plans examination.

REVENUE

Fire and Rescue

- This portion of the subfund will be discussed during the Fire and Rescue Department budget meeting.

Planning and Development

1. Charges for Services
   - The increase of $1,621,866 is primarily due to increases of $827,000 in building inspections fees, $335,000 in plumbing inspection fees, $215,000 in electrical inspection fees, $129,850 in re-inspection fees, and $35,000 in mechanical inspection fees. These increases are based on increases in historical actual revenues.

2. Fines and Forfeits
   - The decrease of $10,440 is primarily due to reductions of $10,500 in code violation fees.

3. Miscellaneous Revenue
   - The decrease of $51,100 is due to a decrease of $55,600 in miscellaneous sales and charges. This is offset by an increase of $4,500 in sale of books, maps & regulations fees.

EXPENDITURES

Fire and Rescue

- This portion of the subfund will be discussed during the Fire and Rescue Department budget meeting.

PROPOSED BUDGET BOOK – Page #314-318
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Non-Departmental / Fund Level Activities

Cash Carryover

- No cash carryover amount has been budgeted in FY 2013/14. Instead the anticipated excess revenue over expenditures has been applied to paying down existing banking fund debt as seen below in the Banking Fund Debt Repayment detail.

Planning and Development

1. Salaries
   - The increase of $273,809 is primarily due to increases of $265,934 in permanent and probationary salaries, $7,000 salaries overtime charges, and $6,984 in special pay - pensionable. The permanent and probationary salary increase is primarily comprised of the transfer of two (2) employees from the Planning Department in the General Fund budget at $95,298 and five (5) new hires at $166,215. These were slightly offset by a decrease of $6,109 in leave rollback/sellback charges.

2. Employer Provided Benefits
   - The increase of $291,626 is primarily due to increases of $285,484 in GEPP pension contribution and $66,593 group hospitalization insurance premiums. These were slightly offset by a decrease of $68,671 in workers compensation insurance premiums.

3. Internal Service Charges
   - The decrease of $10,631 is primarily due to decreases of $8,532 in data center and $1,567 in tech refresh ITD charges.

4. Utilities & Building Maintenance Allocation
   - The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed internal service charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets. The increase of $93,335 is primarily due to an increase of $171,553 in building cost allocation-Ed Ball. This is offset by a decrease of $78,218 in building rental (in house) costs.

5. Other Operating Expenses
   - The increase of $257,095 is primarily due to increases of $200,000 in professional services to upgrade the City of Jacksonville (Building Inspections Division) BID system, $36,293 in security/guard service due to a threat against a BIDs inspector, and $16,800 in other operating supplies. These were partially offset by a decrease of

$1,050 in clothing, clean, shoe/transfer allowance and $1,018 in dues subscriptions & memberships.

6. Capital Outlay
   - The increase of $50,985 is primarily due to increases of $19,993 in computer equipment & software (queuing system for customers) and $30,993 in specialized equipment (microfiche machine and flatbed printer).

7. Supervision Allocation
   - The increase of $64,682 is to account for time spent by individuals in the Director's Office (General Fund) in activities relating to this subfund.

8. Indirect Costs
   - This is an allocation calculated by the City's independent consulting firm as part of the full cost allocation plan study. The decrease of $63,815 is based on the movement of utilities to the Utilities & Building Maintenance allocations.

9. Banking Fund Debt Repayment
   - The table below compares the FY 2012/13 and FY 2013/14 banking fund debt repayment by project. The excess revenue over expenses has been applied to an additional principal payment for the banking fund project below.

	1,283,671	221,628	577,090	1,419,571	155,673	
	FY13 B4		FY14 Proposed			647,035
Project Title	Principal	Interest	FY14 Principal	Additional Principal Payment (a)	Interest	Change
Building Inspection Capital Repayment (ord 2009-445-E)	1,283,671	221,628	577,090	1,419,571	155,673	647,035

(a) Additional principal payment in added to budget equaling the value of excess revenue over expenses.

EMPLOYEE CAP CHANGES

The overall authorized position cap increased by seven (7) in the Building Inspection Division due to the transfer of one (1) employee from Development Services Division and one (1) employee from Community Development Division, both of which came from the Planning Department's General Fund budget. In addition the department will hire three (3) additional construction trades inspectors and two (2) building plans examiners in order to cover increased workload demands due to increasing construction market activities.

COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
PLANNING & DEVELOPMENT
BUILDING INSPECTION (159)

PROPOSED BUDGET BOOK – Page #314-318
ON SCREEN-Page #328- 332

SERVICE LEVEL CHANGES:

None

COMMENT:

The Building Inspection Division has included funding of $200,000 for upgrades to one of its computerized systems. This appears to be a project that should be handled by the City's Information Technology Division, rather than being directly procured by Building Inspections. This seems contrary to the City's overall consolidation model.

RECOMMENDATION:

None