

# **CITY OF JACKSONVILLE, FLORIDA**

## **ADVISORY AND REGULATORY BOARDS**

### **Asian Commission**

The commission is a liaison between the Asian community and city government as a means of obtaining information, guidance, and comprehensive studies in order to effectively recognize the concerns and support diversity in the community.

### **Civil Service Board**

The board hears appeals of permanent civil service employees in proposed disciplinary actions. It also hears grievances of hiring practices and promotions that cannot be resolved by the head of Human Resources. All other types of permanent employee grievances are heard by the board when they cannot be resolved at the department level through the four-step grievance procedure.

### **Construction Trade Qualifying Board**

The board administers regulations in Chapters 62 and 342 of the Ordinance Code. It provides for the preparation, administration and grading of examinations of tradesmen or contractors working the fields of electrical, heating/air-conditioning/refrigeration, plumbing, water treatment installations, irrigation, natural gas, vinyl siding, apartment maintenance, above ground pool, pool sub-contractors and carpentry sub-contractors meet the qualifications required by law. The board regulates and certifies general, building, and residential contractors who were registered with the state of Florida prior to Sept. 17, 1973; commercial pool, residential pool and pool servicing contractors, registered prior to Apr. 15, 1985; roofing contractors, registered prior to Aug. 4, 1987; and sheet metal contractors, prior to July 1, 1993.

### **Hispanic American Advisory Board**

The board acts as a liaison between the Hispanic community and city government to provide a forum for recognizing the concerns and desires of Hispanic citizens.

### **Mayor's Commission on the Status of Women**

The commission promotes the status of women. It also holds a conference once a year.

**Mayor's  
Asian  
Commission**

**Construction  
Trade  
Qualifying  
Board**

**Mayor's  
Commission  
On Status of  
Women**

**Hispanic  
American  
Advisory Board**

**Civil  
Service  
Board**

# CITY OF JACKSONVILLE, FLORIDA

## ADVISORY BOARDS

<b>EXPENDITURES BY DIVISION</b>	<b>FY 09 Actual</b>	<b>FY 10 Budget</b>	<b>FY 11 Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
MAYOR'S ADVISORY BOARD					
OPERATING EXPENSES	1,521	0	0	0	
DIVISION TOTAL	1,521	0	0	0	
MAYOR'S ASIAN COMMISSION					
OPERATING EXPENSES	7,115	845	1,004	159	18.8%
DIVISION TOTAL	7,115	845	1,004	159	18.8%
CIVIL SERVICE BOARD					
PERSONNEL EXPENSES	148,058	152,375	153,105	730	0.5%
OPERATING EXPENSES	45,504	41,269	33,331	-7,938	-19.2%
DIVISION TOTAL	193,562	193,644	186,436	-7,208	-3.7%
CONST. TRADES QUALIFYING BOARD					
PERSONNEL EXPENSES	158,909	165,969	159,981	-5,988	-3.6%
OPERATING EXPENSES	96,038	56,049	52,236	-3,813	-6.8%
CAPITAL OUTLAY	0	1	1	0	0.0%
DIVISION TOTAL	254,947	222,019	212,218	-9,801	-4.4%
MAYOR'S HISPANIC COMMISSION					
OPERATING EXPENSES	3,089	2,700	2,297	-403	-14.9%
DIVISION TOTAL	3,089	2,700	2,297	-403	-14.9%
MAYOR'S COMMISSION ON STATUS OF WOMEN					
OPERATING EXPENSES	2,098	5,802	2,113	-3,689	-63.6%
DIVISION TOTAL	2,098	5,802	2,113	-3,689	-63.6%
<b>TOTAL EXPENDITURES</b>	<b>462,333</b>	<b>425,010</b>	<b>404,068</b>	<b>-20,942</b>	<b>-4.9%</b>

<b>AUTHORIZED POSITIONS</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>Change</b>
CIVIL SERVICE BOARD	2	2	2	0
CONST. TRADES QUALIFYING BOARD	3	3	3	0

<b>PART TIME HOURS</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>Change</b>
MAYOR'S ADVISORY BOARD	750	0	0	0

## **CITY OF JACKSONVILLE, FLORIDA**

**DEPARTMENT :** Advisory and Regulatory Board

**DIVISION:** Asian Commission

### **FUNCTION:**

The Mayor's Asian American Advisory Board (MAAAB) acts as a liaison between the Asian Community and the City Government. It provides a means by which the City may obtain information, guidance, and on-going comprehensive studies relating to citizens of Asian descent, in order to effectively recognize the concerns and desires of its Asian citizens to support the diversity in the community.

### **HIGHLIGHTS:**

- The Mayor's Asian American Advisory Board (MAAAB) has been successful in networking efforts, educating the community and participating in various community functions. Celebration of the "Asian Pacific American Heritage Month" is held each May, which includes academic scholarship awards to several deserving Jacksonville students and high profile speakers who motivate and inspire the Asian community.
- The MAAAB sponsors quarterly Local Asian Leaders' Summits that have included topics such as partnering with local Asian groups in compiling a database of translators to assist Asian senior citizens, promoting an opportunity for Asians to participate in the 2010 Census as well as providing information from JSO on crime prevention.

### **ANALYSIS:**

#### Operating Expenses

There is a net increase of \$159 due primarily to increases in printing and binding costs as well as copier consolidation charges.

## CITY OF JACKSONVILLE, FLORIDA

**DEPARTMENT :** Advisory and Regulatory Board

**DIVISION:** Civil Service Board

### **FUNCTION:**

The Civil Service Board hears appeals of permanent Civil Service employees who choose to appeal a proposed disciplinary action. They also hear grievances of Civil Service employees and prospective employees when Human Resources cannot satisfactorily resolve their grievances insofar as promotion and hiring are concerned. The Board hears other types of permanent Civil Service employee grievances when they cannot be resolved at the department level through the four-step procedure.

### **ANALYSIS:**

#### Personnel Expenses

There are no significant changes in personnel expenses.

#### Operating Expenses

The net reduction of \$7,938 is due primarily to reductions in telecommunication charges of \$4,726, ITD data center service of \$1,712 and OGC legal of \$1,577.

## CITY OF JACKSONVILLE, FLORIDA

<b>DEPARTMENT:</b>	Advisory and Regulatory Board
<b>DIVISION:</b>	Construction Trade Qualification Board

### FUNCTION:

The CTQB administers the Construction Trades Regulations as set forth in Chapters 62 and 342 of the Ordinance Code. It protects the citizens of Duval County by ensuring that the tradesmen or contractors, working in the fields of general, residential, building, pool categories, sheet metal, roofing, non-structural siding, non-electrical signs, electrical, heating/air-conditioning/refrigeration, plumbing, water treatment installations, irrigation, natural gas, apartment maintenance, above ground pools and carpentry sub-contractors meet the qualifications required by law. It provides for the preparation, administration and grading of professional examinations for those trades.

### HIGHLIGHTS:

- For FY 10, Construction Trade Qualification Board has added Garage Door, Low Voltage and Awning contractors to those that must meet qualifications required by law.
- Additionally CTQB is working with the Information Technology Department to make more applications and other forms accessible online. This will create efficiencies by reducing processing time and resources, thus saving tax payer dollars.

### ANALYSIS:

#### Personnel Expenses

The net decrease of \$5,988 is primarily due to reductions in group hospitalization of \$2,544, salaries of \$2,338, workers compensation of \$2,273 and pension contribution of \$652, partially offset by increases in salaries/benefits lapse of \$1,461 and GEPP disability of \$367.

#### Operating Expenses

The net decrease of \$3,813 is primarily due to reductions in telecommunications of \$3,319, ITD data center services of \$2,569 and copier consolidation of \$536, partially offset by an increase in OGC legal of \$2,654.

## **CITY OF JACKSONVILLE, FLORIDA**

<b>DEPARTMENT :</b>	Advisory and Regulatory Board
<b>DIVISION:</b>	Hispanic American Advisory Board

### **FUNCTION:**

The Hispanic American Advisory Board provides a means by which the City may obtain information, guidance and on-going comprehensive studies relating to its citizens of Hispanic descent, in order to effectively recognize the concerns and desires of the growing Hispanic community and promote city services. The Board advises the Mayor and his staff on specific needs within the Hispanic community.

### **HIGHLIGHTS:**

- During FY 11, the Hispanic American Advisory Board will continue to perform outreach in the Hispanic Community to educate and create an awareness of opportunities.

### **ANALYSIS:**

#### Operating Expenses

The decrease of \$403 is primarily due to reductions in travel expenses of \$300, miscellaneous services and charges of \$50 and printing and binding charges of \$50.

## **CITY OF JACKSONVILLE, FLORIDA**

<b>DEPARTMENT :</b>	Advisory and Regulatory Board
<b>DIVISION:</b>	Mayor's Commission on the Status of Women

### **FUNCTION:**

The Commission's purpose is to develop a public consciousness of the talents of women, regardless of race, color or creed, as equal partners in the private, business and civic community; to encourage women to become actively involved in matters pertaining to the community; to work toward utilization of capable women in roles of leadership; and to serve as a source of information for women on legal and human rights, economic equality, health, and discrimination.

### **ANALYSIS:**

#### Operating Expenses:

The decrease of \$3,689 is primarily due to reductions in travel expenses of \$1,150, miscellaneous services and charges of \$800, printing and binding of \$600 employee training of \$600 and telecommunication of \$472.