

OFFICE OF THE COUNCIL AUDITOR

FY 2013/2014 PROPOSED BUDGET

FINANCE COMMITTEE MEMBERS

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Meeting #4
August 16, 2013

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

**PROPOSED BUDGET BOOK – Page # 107-108
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BACKGROUND:

The Finance Department includes the Office of the Director, Accounting, Budget, Treasury, Risk Management and Pension Administration. The Department provides accounting services and financial reports to other city departments, provides support services to general government departments in the development of their budgets, provides efficient administration of risk and insurance analyses and acts as an adviser to city government on insurance related matters. The Department also administers the pension plans to insure retiree benefits are paid.

REVENUE:

Charges for Services:

- This amount represents 10% of Gross Receipts plus \$1,000 per month for rental of the Jacksonville Beach Pier.

EXPENDITURES:

1. Salaries:

- The decrease of \$90,948 is primarily a result of the elimination of five positions valued at \$173,021, which is offset by increases in salaries of \$85,518 for the funding of a new position in the Accounting Division, the restoration of cuts made in FY 2012/13 and other pay adjustments.

2. Employer Provided Benefits:

- The increase of \$162,549 is primarily due to the increase of \$156,314 general employees' pension contribution.

3. Internal Service Charges:

- The \$259,345 increase is primarily due to the increases of \$232,757 in OGC legal charges and net increase of \$50,977 in ITD charges. These increases were somewhat offset by decreases of \$20,600 in copier consolidation allocation charges, \$2,034 in copy center allocation charges and \$1,755 in mailroom allocation 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.

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 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2013/14 BUDGET
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5. Other Operating Expenses:

- The increase of \$77,965 is primarily due to the increases of \$28,306 in employee training for CPE and general accounting classes to increase department knowledge base, \$18,750 in professional services due to an increase in bond arbitrage analysis required by IRS regulations and offset by a reduction in outside professional services, \$16,100 in other operating supplies to cover the increasing cost of MICR toner and replenish check stocks, \$10,000 in banking service charges from Wells Fargo and \$3,700 in repairs and maintenance for software licenses.

6. Extraordinary Lapse:

- The extraordinary lapse that was approved by the City Council Finance Committee in FY 2012/13 has been removed for FY 2013/14.

SERVICE LEVEL CHANGES:

None

DIVISIONAL HIGHLIGHTS:

FINANCE EXPENSES	2012/13 <u>Original</u>	2013/14 <u>Proposed</u>	% Change from FY 13	\$ Change from FY13	
Accounting	\$ 3,746,363	\$ 3,874,621	3.4%	\$ 128,258	A
Budget Office	886,980	992,023	11.8%	105,043	B
Office of the Director	705,000	952,933	35.2%	247,933	C
Treasury	946,672	980,230	3.5%	33,558	
Department Total	<u>\$ 6,285,015</u>	<u>\$ 6,799,807</u>	8.2%	\$ 514,792	

A. The budget for the Accounting Division has increased \$128,258 primarily due to an increase of \$113,685 in pension and healthcare costs, \$53,164 in internal service charges, \$57,739 from the new building cost allocation charge, and \$23,308 in employee training for continuing education classes. These increases were mainly offset by a decrease of \$119,442 in salaries as a result of the elimination of three positions.

B. The budget for the Budget Office has increased \$105,043 primarily due to an increase of \$64,442 in salaries from various pay adjustments and the restoration of cuts made in FY 2012/13, \$45,082 in pension and healthcare costs, and \$16,797 from the new building cost allocation charge. These increases were slightly offset by a reduction of \$20,807 in internal service charges.

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- C. The Office of the Director has increased \$247,933 primarily due to an increase of \$235,007 in OGC Legal Fees related to the ongoing pension issues.

EMPLOYEE CAP CHANGES:

One FY 2012/13 redlined position was eliminated and four positions were eliminated for FY 2013/14.

RECOMMENDATIONS:

None

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 13.88% REDUCTION
 FINANCE DEPARTMENT (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	%
3,775,648	3,641,523	(134,125)	-3.55%

Based on the table above, the Finance Department did not meet the 13.88% cut. However, \$324,353 of the cut shown below is associated with a cost outside of the department's budget.

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

Reductions*		
Dollar impact	Ranking	Description
\$ 108,156	3	Eliminate Manager of Accounting Services - Payroll position
71,236	2	Eliminate Two Account Technician positions
43,623	2	Eliminate Clerical Support Specialist position
324,353	1	Debt Service savings - Treasury
13,400	1	Various Operating expense reductions
<u>\$ 560,768</u>		

*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
RISK MANAGEMENT – SELF INSURANCE (S/F 561)**

**PROPOSED BUDGET BOOK – Page # 109-111
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BACKGROUND:

This fund administers a self-insured Worker's Compensation and General Auto/Liability program for the City and Independent Agencies such as the JEA, Jacksonville Port Authority, Jacksonville Housing Authority and the Jacksonville Aviation Authority. As an internal service fund, revenues are generally billings to other City funds and independent agencies. Exceptions to this rule include interest earnings and monies from the State of Florida for 2nd injury worker's compensation claims.

REVENUE:

1. Charges for Services:
 - The increase of \$2,542,912 is attributable to an increase in billings to Departments and Independent Agencies based on the most recent actuarial report.
2. Miscellaneous Revenue:
 - The decrease of \$246,968 is due to a projected decreases in earnings from escrow deposits (\$138,121) and in investment pool earnings (\$108,847).
3. Transfers from Other Funds:
 - The increase of \$1,393,282 is due to an interfund transfer in from Insured Programs (S/F 581). This transfer was made due to the significant changes in projected interest earnings and administrative expenses. This resulted in the allocations not having to be adjusted to the Departments or Independent Agencies.
4. Transfers in to Pay Debt Service:
 - This transfer in is associated with a receivable within this subfund for money loaned by the City for the Adam's Mark Hotel.
5. Transfers from Fund Balance:
 - The decrease of \$10,832 is due to the elimination of the transfer in from retained earnings.

EXPENDITURES:

1. Salaries:
 - The increase of \$5,489 is due to increases in permanent and probationary salaries (\$3,735) and special pay (\$1,754).
2. Employer Provided Benefits:
 - The increase of \$66,215 is primarily due to increases in GEPP pension contribution (\$58,334), group hospitalization insurance (\$12,716), and GEPP defined contribution (\$5,390). These increases were slightly offset by a decrease in workers compensation insurance (\$11,101).

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COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
RISK MANAGEMENT – SELF INSURANCE (S/F 561)**

**PROPOSED BUDGET BOOK – Page # 109-111
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3. Internal Service Charges:
 - The increase of \$169,686 is primarily due to an increase in OGC legal allocation costs (\$171,229) which is caused by the Workers Compensation side of this subfund being inaccurately budgeted an allocation in the current year.

4. Utilities & Building Maint Allocations:
 - The decrease is associated with Insured Programs (S/F 581) receiving the new building allocation costs for all of Risk Management and the elimination of Building Rental due to the new billing methodology. This subfund receives its proportionate share via the Supervision Allocation from Insured Programs (S/F 581).

5. Other Operating Expenses:
 - The increase of \$3,216,305 is attributable to increases in paid loss (\$1,387,168), miscellaneous insurance (\$943,193), professional services (\$653,998), change in liability (\$303,312) and FOP heart/hypertension medical expense reimbursement (\$25,000). These were slightly offset by a decrease in state fee assessment (\$100,000). The increases to paid loss and change in liability were attributable to the actuarial report. The increase to professional services is attributable to one time savings realized in FY 2012/13 which were the result of built up excess capacity within contracts. The increase to miscellaneous insurance is a result of an increase in the excess workers compensation insurance policy. The increase in the policy is due to the current provider sending cancelation notices to all policy holders in the State of Florida. The new amount is expected to increase drastically.

6. Capital Outlay:
 - The increase of \$174,998 is attributable to an increase in specialized equipment to be used for internet based cameras on City owned property in the Loss Prevention activity.

7. Supervision Allocation:
 - The increase of \$159,962 is mainly due to increased administrative costs within Insured Programs (S/F 581). The cause of the increase is mainly attributable to increased professional services due to the fact that FY 2012/13 was artificially deflated due to use of prior excess capacities. Additionally, the Utilities and Maint Allocations were all billed to Insured Programs (S/F 581) and allocated back with this allocation.

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

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

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COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2013/14 BUDGET
RISK MANAGEMENT – SELF INSURANCE (S/F 561)**

**PROPOSED BUDGET BOOK – Page # 109-111
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EMPLOYEE CAP CHANGES:

There are no changes to the authorized position cap.

SERVICE LEVEL CHANGES:

None.

CAPITAL OUTLAY CARRYFORWARDS:

There is a \$200,000 carryforward on Schedule AF of the Budget Ordinance which is for the space planning and remodeling in the St. James Building.

CONCERN:

We have a concern regarding the practice of transferring revenue from Insured Programs (S/F 581) to this subfund. Even if the practice of transferring funds from Insured Programs is deemed to be permissible, this is a one-time savings that does not address the core issue. This artificially deflates the true cost in the budget for City Departments and Independent Agencies.

RECOMMENDATIONS:

None.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 13.88% REDUCTION
 SELF-INSURANCE (S/F 561)**

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	%
2,110,252	2,170,443	60,191	2.85%

Based on the table above, Self-Insurance (S/F 561) did not meet the 13.88% cut.

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
RISK MANAGEMENT – INSURED PROGRAMS (S/F 581)**

**PROPOSED BUDGET BOOK – Page # 113-115
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BACKGROUND:

This internal service fund administers a Miscellaneous Insurance Program for the City and Jacksonville Port Authority (JPA). Along with other policies, the City maintains property coverage, aviation insurance, a blanket crime policy and a policy covering the Northbank and Southbank River Walks.

REVENUE:

1. Charges for Services:

- The increase of \$1,046,919 is due to increases in the charges to customers (\$846,919) and recoveries of damages (\$200,000). Overall, there is a slight increase in the operating expenses; however, the main cause of the increase of charges to customers is that in FY 2012/13 the amount charged to customers was artificially deflated by a \$743,603 Transfer from Fund balance which was utilized to offset increases in budgeted insurance policies.

2. Miscellaneous Revenue:

- The decrease of \$148,626 is due to a lower assumption on investment pool earnings.

3. Transfers from Fund Balance:

- \$1,393,282 of the transfer from fund balance is being sent to Self-Insurance (S/F 561) to reduce charges to the Departments and Independent Agencies. The remaining \$101,095 is being utilized to reduce charges to the City and JPA in FY 2013/14 in this subfund.

EXPENDITURES :

1. Salaries:

- The increase of \$1,508 is mainly due to an increase in permanent and probationary salaries (\$2,943) which was somewhat offset by a decrease in special pay (\$1,599). The salary of one position budgeted in FY 2012/13 was split between two positions in FY 2013/14. That is why there was not a significant increase with the additional position added to this subfund.

2. Employer Provided Benefits:

- The increase of \$19,382 is primarily due to increases in group hospitalization insurance (\$13,006), FICA (\$4,944), and Medicare (\$878).

3. Internal Service Charges:

- The decrease of \$10,089 is mainly due to a reduction in ITD charges (\$10,164).

4. Utilities & Building Maint Allocations:

- The Administration is proposing to remove and replace two Public Works allocations with internal service charges for Building Maintenance and Utilities. These proposed

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RISK MANAGEMENT – INSURED PROGRAMS (S/F 581)**

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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 net increase of \$381,774 is attributable to increases in professional services (\$240,000) and recoveries from damages payments (\$200,000). The increases were offset by a slight decrease in the amount budgeted for insurance premiums (\$43,351). The increase to professional services is attributable to one time savings in the FY 2012/13 budget created by using excess capacity from prior years. The recoveries from damages is offset by the amount budgeted for recoveries revenues so it is budget neutral.

6. Supervision Allocation:

- The increase of \$159,963 is attributable to increases in administrative costs and the change in how Utilities and Building Maintenance costs are allocated.

7. Indirect Cost:

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

8. Salary & Benefits Lapse:

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

9. Transfers to Other Funds:

- The increase of \$1,393,282 is due to a transfer to Self-Insurance (S/F 561) for FY 2013/14 to reduce the amount charged to the Departments and Independent Agencies for Self-Insurance.

EMPLOYEE CAP CHANGES:

The authorized position cap is increasing by one based on the addition of one new position.

SERVICE LEVEL CHANGES:

None.

RECOMMENDATIONS:

None.

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 COMMENTS AND RECOMMENDATIONS
 13.88% REDUCTION
 INSURED PROGRAMS (S/F 581)**

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	%
1,184,870	1,264,439	79,569	6.72%

Based on the table above, Insured Programs (S/F 581) did not meet the 13.88% cut.

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
 MEDICAL EXAMINER
 GENERAL FUND (S/F 011)**

**PROPOSED BUDGET BOOK - Page # 179-180
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BACKGROUND:

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

REVENUE:

Charges for Services:

- The net decrease of \$146,564 is primarily due to an anticipated decrease in revenues of \$125,547 in autopsy services and an anticipated decrease in revenues of \$24,414 in Counties within District 3. This is offset somewhat with increase in revenues of \$4,650 in cremation services.

EXPENDITURES:

1. Salaries:

- The \$112,029 increase in salaries is mainly due to an increase of \$110,172 in permanent and probationary salaries and an increase of \$4,964 in leave rollback/sellback. This is minimally reduced by a decrease in over-time salaries of \$3,500.

Position	Original Salary	New Salary	Salary Change
Associate Medical Examiner (3)	441,534	510,000	68,466
Autopsy Technician (3)	73,572	93,627	20,055
Forensic Investigator (2)	61,484	68,693	7,209
Forensic Photographer	0	35,026	35,026
Account Technician	29,648	33,395	3,747
Medical Transcriptionist (2)	56,857	69,034	12,177
Forensic Assistant	28,287	0	-28,287
Histopathology Technician	43,944	35,722	-8,222
	Rounded	Difference	\$ 110,171

2. Employer Provided Benefits:

- The increase of \$112,377 is mainly the result of higher pension contributions of \$128,732 and Medicare tax of \$2,353. The reductions in group hospitalization insurance of \$12,480

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MAYOR'S PROPOSED FY 2013/14 BUDGET
MEDICAL EXAMINER
GENERAL FUND (S/F 011)**

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and workers compensation insurance cost of \$5,947 slightly offset the amount of the increase.

3. Internal Service Charges:

- The decrease of \$14,726 is mostly due to a reduction in OGC legal charges of \$6,558, ITD charges of \$5,551, and fleet charges of \$2,291.

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.

5. Extraordinary Lapse:

- There is an extraordinary lapse of \$275,342 for FY 2014.

SERVICE LEVEL CHANGES:

There are no significant service level changes.

EMPLOYEE CAP CHANGES:

There are no changes in the cap.

RECOMMENDATIONS:

None.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 13.88% REDUCTION
 MEDICAL EXAMINER (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	%
1,983,732	1,818,599	(165,133)	-8.32%

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

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

The cut is a \$275,432 extraordinary lapse placed on the Medical Examiner's budget. There was no reduction sheet 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
FIRE & RESCUE
GENERAL FUND (S/F 011)**

**PROPOSED BUDGET BOOK – Page # 127-129
ON SCREEN-Page # 141-143**

BACKGROUND

The Jacksonville Fire and Rescue Department (JFRD) is comprised of six divisions. The divisions are Office of the Director, Emergency Preparedness, Fire Operations/Suppression, Fire Prevention, Fire/Rescue Training, and Emergency Medical Service. The primary mission of JFRD is to preserve and protect the lives, property and environment of our community. JFRD processes calls for emergency assistance quickly and effectively to reduce response times to citizens, administers a community-wide emergency management plan, performs fire and life safety building inspections, reviews new construction plans for fire code compliance, conducts public safety education programs, delivers the highest quality of pre-hospital care, and promotes state of the art training, education and certification to all personnel necessary to ensure that JFRD remains competent and efficient in providing citizens and visitors of Duval County the absolute best delivery of emergency services. The Fire Plan Review Section is funded through the Building Inspections fund (159).

REVENUE

Charges for Services

- The net decrease of \$1,143,724 is primarily due to an increase of \$1,029,551 in rescue transport uncollectible billings and an increase of \$2,039,494 in statutory insurance write-offs. Those amounts are estimated based on actual uncollected billings and write offs for FY2011/12 and FY2012/13. The decreases were somewhat offset by an increase of \$1,748,092 in ambulance service charges caused by an increase in estimated rescue medical transports based on current year's data.

Fines and Forfeits

- The increase of \$1,507 is due to increased revenue for fire code violations found during inspections.

Miscellaneous Revenue

- The increase of \$283,986 is primarily due to increased revenue to be received from Jacksonville Aviation Authority to reimburse the costs of providing fire services for JIA.

EXPENDITURES

Salaries

- The net increase of \$1,633,639 is primarily due to the following increases, which are offset by several decreases as listed below:

Increases:

- Leave rollback/sellback of \$959,691 due to more employees being eligible to and desiring to sell back leave
- Salaries of \$877,038 due to Step increases

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COMMENTS AND RECOMMENDATIONS
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FIRE & RESCUE
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- Pensionable out of class pay of \$347,872 due to increased number of vacancies and the need for personnel to work in a higher classification when personnel are on leave
- Pensionable special pay of \$201,477 due to increased number of personnel eligible for incentive payments

Decreases:

- Overtime of \$458,381 (due to the elimination of all overtime in all areas except for JIA, Rescue and special events overtime which is billed to customers)
- Holiday buyback of \$217,732 (due to due to fewer employees eligible to sell back holidays and/or deciding not to sell back their holidays)
- Terminal leave of \$124,086 (due to less DROP employees)
- Holiday overtime of \$105,011 (due to fewer personnel working on holidays and eligible for holiday overtime)

Salary & Benefit Lapse

- In order to meet the required Departmental reduction a \$14,191,131 lapse has been placed in the Department budget (an extraordinary lapse of \$1,346,662 has also been placed on the department and will be discussed later). This amount includes all of the FY 2012/13 service level reductions totaling \$6,667,090 as well as an additional \$7,524,041 in new service level reduction in FY 2013/14.
 - The FY2012/13 lapse of \$6,667,090 included the following:
 - \$284,217 Reduced staffing for the heavy rescue #4 unit
 - \$284,217 Reduced staffing for the hazmat #21 unit
 - \$368,967 Hold various positions vacant throughout Department
 - \$511,878 Take the brush truck unit out of service for part of the year
 - \$520,752 Reduced staffing for the hazmat #7 unit
 - \$1,684,850 Hold all DROP positions vacant through FY 2013
 - \$3,012,209 Hold 40 firefighter positions vacant
 - The FY2013/14 proposed lapse of \$7,524,041 anticipates the following:
 - Placing out of service the following units: Engine #2, Marine #1, Engine #5, Ladder #9, Engine #24, Rescue #24, Ladder #31, Engine #37, Engine #41, Engine #46, Rescue #46, Engine #59, Engine #11, Engine #12, and Engine #14

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 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2013/14 BUDGET
 FIRE & RESCUE
 GENERAL FUND (S/F 011)**

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Description	Address	Council District Affected
Ladder 9	4560 N. Main St.	7 and 8
Engine 41	985 Gavagan Road	11
Engine 2	1355 N. Main St.	7
Marine 1	469 Trout River Blvd.	7
Engine 5	2433 Forest St.	9 and 14
Engine 37	10151 Busch Drive N	7, 8 and 11
Engine 59	14097 William Davis Parkway	3 and 13
Ladder 31	5527 Hillman Drive	10, 11, 12 and 14
Engine 11*	2732 Talleyrand Ave.	7
Engine 12*	3408 Atlantic Blvd.	2, 4 and 9
Engine 14*	4242 Herschel St.	9 and 14
Rescue 46	610 Oliver St. W	11
Engine 46	610 Oliver St. W	11
Engine 24	9247 Lem Turner Road	8
Rescue 24	9247 Lem Turner Road	8

* - Station #11, Station #12 and Station #14 only have engine units. Once engine unit is placed out of service, those stations will close.

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

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Employer Provided Benefits

- The net increase of \$16,084,410 is mainly driven by increases in Police & Fire pension costs of \$12,563,613 (due to an increase in the City's contribution from 81.91% to 110.85%), an increase in the net workers compensation allocation of \$2,499,798 (based on general increase of 26.9% per annual actuarial study), and an increase in health care costs of \$653,661 (which are generally increasing by 8.8%).

Internal Service Charges

- The net reduction of \$854,522 is mostly being driven by:
 - a decrease of \$1,228,261 in fleet vehicle replacement allocation (due to fleet items being paid off)
 - a decrease of \$224,680 in system development allocation (due to one project being paid off and two more projects that will be paid off during FY 2013-14)
 - a decrease of \$104,251 in telecommunication allocation (due to a lower overall IT costs as a result of a transfer in from another fund)
 - an increase of \$625,519 in fleet repairs allocation (due to deferring the replacement of the fire trucks)
 - an increase of \$248,823 in computer systems maintenance allocation (mostly due to a new agreement for the 911CAD system maintenance).

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.

Other Operating Expenses

- The decrease of \$43,086 is due to insignificant decreases for numerous items with the largest decrease of \$83,080 for professional services (physicals, pulmonary function tests, immunizations). Those decreases were somewhat offset by an increase of \$150,000 in contractual services due to services being previously paid with grant funds.

Capital Outlay

- No capital funding has been provided in FY 2013/14.

Extraordinary Lapse

- The Budget Office has applied an extraordinary lapse amount of \$1,346,662 to the Fire & Rescue budget in order to bring the FY 2013/14 department reduction up to the 13.88%

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 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2013/14 BUDGET
 FIRE & RESCUE
 GENERAL FUND (S/F 011)**

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reduction in controllable expenses as required of the City's executive departments. The Administration has not provided details on how this lapse will be met except to say that it will be met by using no overtime to meet minimum staffing.

Banking Fund Debt Repayment

- The table below compares the FY 2012/13 and FY 2013/14 banking fund debt repayment by project:

Project Title	1,430,683 110,189		1,038,581 55,436		-446,855
	FY13 B4		FY14 Proposed		
	Principal	Interest	Principal	Interest	Change
AutoPulse - CPR/Compression Device	119,980	6,017	79,987	1,245	-44,765
CAD replacement (ord 2009-54-E)	311,264	49,785	311,264	35,821	-13,964
Cardiac Monitor	678,206	38,111	479,733	10,988	-225,596
Compressers for SCBA equipment	44,731	4,409	44,731	2,552	-1,857
Equip for Apparatus - F9 District Chief	1,960	104	1,436	25	-603
Equip for Apparatus-Rescue 25, 49 & 54	27,894	4,586	52,583	2,959	23,062
Fire capital equipment	78,981	4,202	54,854	1,048	-27,281
SCBA Upgrade	153,674	1,595	0	0	-155,269
Thermal Imaging Cameras	13,993	1,380	13,993	798	-582

DIVISIONAL CHANGES:

- The increase of \$605,679 in Fire Administration is partly due to an increases in salaries of \$327,204 (four positions are transferred in from another division and Step increases), in Police & Fire pension contribution of \$77,506, and in General Employees pension contribution of \$68,157
- The increase of \$847,083 in Emergency Preparedness is primarily due to an increases in salaries of \$316,518 (one position is transferred in from another division and Step increases), in the contractual services of \$150,000, and in the utilities allocation of \$374,763
- The increase of \$1,802,967 in Fire Operations is mainly due to an increase of \$7,705,912 in Police & Fire pension contribution that was offset by increases in salaries and benefits lapse of \$6,644,255 (this is in addition to the \$5,992,253 lapse in the current year) and extraordinary lapse of \$1,346,662. Total of 20 positions were transferred to other divisions.
- The increase of \$771,978 in Fire Prevention is mainly due to an increase of \$276,937 in salaries (seven positions are transferred in from another division and Step increases) and an increase of \$370,260 in Police & Fire pension contribution
- The increase of \$97,189 in Fire Training is mainly due to an increase Police & Fire pension contribution of \$189,732 which was offset by decreases in leave sellback of

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\$23,004, in special pay of \$21,920 and in overtime of \$18,000. Total of four positions were transferred to other divisions.

- The increase of \$4,966,826 in Rescue is primarily due to increases in Police & Fire pension contribution of \$4,220,203 and twelve positions being transferred in from another division which was offset by an increase in lapse of \$879,786 (this is in addition to the \$647,837 lapse in the current year)

SERVICE LEVEL CHANGES:

Three Fire Stations are scheduled to close, and various units are scheduled to be placed out of service. Per the department, the response time to emergency calls will definitely increase. Also, per the department, it is quite possible that the insurance premiums for people who live close by to those three stations and for everyone else be negatively impacted.

FOOD AND BEVERAGE EXPENDITURES (subobject 05206):

SF	Indexcode	Amount	Description of each Service/Event that requires the purchase of food/beverage	Explanation that the Service/Event serves a public purpose
011	FRFO011FO	1,000	Food for personnel at extended stay fires (> 4 hours)	Public Safety

AUTHORIZED POSITION CAP

There are no changes to the overall employee cap.

RECOMMENDATION 1: The revenues from the Fire Protection Inspection Fee are budgeted to decrease from \$1,806,719 to \$1,771,235. Based on current year actual revenues, it appears that these revenues were overbudgeted for FY 2012/13 and are overbudgeted for FY 2013/14 as well. We recommend a decrease of \$366,196. This will have a negative impact on the Special Council Contingency.

RECOMMENDATION 2: Based on actual gross ambulance service revenues for the current fiscal year, we recommend a decrease of \$1,139,926 in gross ambulance service revenues. Taking into consideration all contra accounts (uncollectible, statutory write-off, agency fee), there will be a negative impact on the Special Council Contingency of \$448,718.

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CONCERN:

The combination of lapses assigned to the department totals to \$15,537,793 (or 7.83% of the department's total budget) and consists of the following:

1. Lapse of \$6,667,090 assigned to the department for FY 2012-13 and required to be met for the department for the FY 2013-14
2. Additional lapse of \$7,524,041 added for FY 2013-14
3. Extraordinary lapse of \$1,346,662

In addition to the \$15,537,793 of lapses discussed above, the portion of the non-departmental lapse assigned to the department is \$1,006,577.

This combination of lapses is not attainable, in our opinion, and “improbable”, per the department, given that:

- 241 positions will have to be lapsed. However, employees cannot be laid off, per Article 28 of the current union contract.
- Based on the City's quarterly summary financial report for the nine months ended June 30, 2013, the department is projected to have a \$4.3M unfavorable expenditure variance in the current fiscal year. This shows that the department is unable to meet its current year lapse of \$6.6M.
- The department is planning to meet its extraordinary lapse of \$1.3M by reducing overtime. However, the department has already exceeded the approved overtime budget of \$2.4M in the current year, and is projected to spend \$5.2M, per the Budget Office.
- The department is also planning to achieve savings of \$6.6M as part of its total lapse by holding positions vacant. However, the department recently hired 24 new employees in an effort to decrease the usage of overtime.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 13.88% REDUCTION
 FIRE AND RESCUE (011)**

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

Description	FY2013/14 - Controllable Costs Only			
	Mayor's Tentative	Mayor's Proposed	Increase / (Decrease)	
			Dollar	%
Controllable	87,949,114	86,178,088	(1,771,026)	-2.01%
Salaries and Benefits Lapse	(6,667,090)	(14,191,131)	(7,524,041)	112.85%
Controllable with Salaries and Benefits Lapse Adj	81,282,024	71,986,957	(9,295,067)	-11.44%

Based on the table above, Fire and Rescue did not meet the 13.88% cut. Please note that the Department does have a \$14,191,131 Salaries and Benefits Lapse as well as a \$1,346,662 Extraordinary lapse in the Proposed Budget.

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

Reductions*			
Dollar impact	FTE Elim.	Ranking	Description
\$ 6,667,090	106	10	FY 13 positions being held vacant to meet current year lapse. The impact is an escalation in overtime expense, and deteriorating personnel safety and service delivery due to multiple 24 hour shifts being worked by current staff.
7,524,041	135	8	Meeting this FY 14 lapse when added to the FY 13 lapse is improbable given the Department would be required to reduce a total 241 positions. With a no layoff, no demotion clause in the current CBA, expected vacancies only equates to 134 positions. Due to this variance, all discretionary overtime used to meet minimum staffing requirements currently, would also be cut requiring the Department to staff according to the personnel who come to work on a given day. Since known relief factors run around 18% to cover annual leave, job injuries, holiday leave, etc. and the already shortage in relief available to staff Fire Stations, the impact of this additional lapse will be placing these apparatus out of service on a daily basis, rotating these closures around the city. This will result in increased response times to emergency calls and will impact the Insurance Service Organization (ISO) rating of the City, potentially increasing insurance rates for homeowners and businesses.
1,346,662	-	7	The impact of not meeting minimum staffing results in increased response times coupled with an increase in the Insurance Service Organization (ISO) rating, and possibly increased insurance rates for homeowners and businesses.
<u>\$ 15,537,793</u>	<u>241</u>		

*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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PLANNING & DEVELOPMENT
BUILDING INSPECTION (S/F 159)
FIRE PLANS REVIEW**

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BACKGROUND

Fire Plans Review of the Fire & Rescue Department is funded from Building Inspection.

REVENUE

Charges for Services

- The increase of \$106,037 is mainly due to an increase in plans review revenues of \$93,787 and reinspection fees revenues of \$12,150 which is attributed to the turnaround in the construction industry.

Miscellaneous Revenue

- In the past this category included receipts by the tax collector caused by improper posting. This issue has been corrected and the budget removed.

EXPENDITURES

Salaries

- The net increase of \$32,477 is being driven primarily by an increase of \$12,835 in anticipated special assignment pay, an increase of \$8,975 in salaries, and an increase of \$8,729 in overtime.

Employer Provided Benefits

- The net increase of \$23,795 is being driven by a \$16,004 increase in Police & Fire Pension costs and the net workers compensation allocation totaling \$11,281 related to heart hypertension.

Internal Service Charges

- The net increase of \$18,616 is being driven by a \$14,130 increase in fleet vehicle costs and a \$4,073 increase in fleet parts and fuel allocations. One vehicle was reassigned to this area during FY 2012/13 when a vacant position was filled. One of the vehicles will be replaced during FY 2013-14.

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. An allocation of \$11,204 is assigned to this area.

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FIRE PLANS REVIEW**

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Other Operating Expenses

- The net increase of \$6,168 is being driven primarily by increases in other operating supplies of \$3,350 and employee training of \$1,684.

Indirect Cost

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

AUTHORIZED POSITION CAP

No changes. The cap remains at four positions.

RECOMMENDATIONS: None

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COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 13/14 BUDGET
OFFICE OF THE SHERIFF
GENERAL FUND**

**PROPOSED BUDGET BOOK – PAGE #277-279
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BACKGROUND:

The Jacksonville Sheriff's Office mission is to protect the lives and property of the citizens of this community, to preserve the peace and to prevent crime and disorder while constantly guarding personal liberties as prescribed by law.

- In the 2013/2014 Proposed Budget there are 1,603 sworn police officers, 787 correction officers and 643 civilians for a total of 3,033 Sheriff's Office employees in the General Fund.
- The total number of vehicles currently in the Sheriff's fleet is 2,017.
- The average inmate population for the correctional facilities in 2012 was 3,661, which is down from 3,961 in 2011.
- The Sheriff's Office had a vacancy count of 126 as of July 22, 2013, which is broken out as follows; 22 Sworn, 50 Corrections and 54 Civilians.
- The Sheriff's proposed budget is 38% of the General Fund/GSD expenditure budget and 52% of the General Fund/GSD employee cap.

REVENUES:

Charges for Services:

- The decrease of \$418,307 is primarily due to:
 - A reduction in the Home Detention Fee of \$109,500 due to a decrease in the inmate population. This is a \$15/day fee if placed in this program. The judge does have the ability to waive the fee.
 - A decrease of \$63,749 in Off Duty Reimbursement which is more in line with current year actuals.
 - Prisoner's Board – Work furlough is decreasing by \$105,177 due to the decrease of the inmate population. This is also a \$15/day fee. The inmate is allowed to leave during the day for a job and must return for the night.
 - Interfund Service Charges is decreasing by \$53,208 but the budgeted amount of \$1,796,997 is overstated by \$76,888. This is the reimbursement of call taker salaries from the 911 Emergency User Fee (sub-fund 171).

Fines and Forfeits:

- Fines and Forfeits includes three revenue line items based on fees collected on traffic infractions and one line item based on alarm citations. The decrease of \$144,849 is primarily due to a decrease on the fees collected on traffic infractions. The budgeted amounts are more in line with actual collections. There has been a continued decline in revenue collections since fiscal year 07/08.

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Miscellaneous Revenue:

- The reduction of \$99,439 is due to:
 - A decrease in Miscellaneous Sales and Charges of \$38,466 which is in line with current year actuals.
 - A decrease in Instructor's Fees of \$24,500 is due to changes in staffing levels.
 - A decrease of \$37,127 for Overtime Reimbursement Charges which is the reimbursement from Federal Agencies for investigative activities.

EXPENDITURES:

Salaries:

- The decrease of \$83,849 is primarily due to the following factors:
 - There is an increase of \$182,562 in Permanent and Probationary Salaries. Some of the impacts to salary for fiscal year 2013/2014 include the step impact of \$951,688, which is a reduction of \$483,886 from this current year's step impact of \$1,435,574, and the reduction of 9 civilian positions. Also, 10 police officers under the COPS grant will be absorbed by the General Fund in March of fiscal year 2013/2014.
 - There is a decrease of \$409,429 in Terminal Leave which reflects a decreased number of DROP participants for fiscal year 2013/2014.
 - Part-Time Salaries has a decrease of \$236,971 which is primarily due to a decrease of \$765,945 in Court Protection because of staffing changes at the courthouse and an increase of \$527,719 in Health Services due to loss of a staffing agency for nurses and having a hard time keeping full time staff.
 - There is a decrease of \$679,915 in Overtime Salaries due to shift changes and scheduling changes.
 - Leave Rollback/Sellback is increasing by \$958,009 which is primarily due to eligible employees not taking as much leave and being more inclined to rollback or sellback some of their leave balances.

Lapse:

- The imposed Salary Lapse for fiscal year 2013/2014 is \$2,993,289 which is an increase of \$1,866,422. This amount is based on the City's average turnover model.

Employer Provided Benefits:

- The increase of \$22,098,359 is primarily due to the following factors:
 - There is an increase of \$1,573,243 in General Employee's Pension Contribution. The City's contribution went from 20.81% to 28.21%.
 - An increase of \$14,159,073 for the City's Contribution into Police and Fire Pension going from \$69,143,668 to \$83,302,741.

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- There is an increase of \$3,249,232 for the Correction Officer Pension Contribution. The City's contribution went from 39.11% to 49.93%.
- Worker's Compensation for the Sheriff's Office includes \$6,568,323 for all other claims and \$3,489,894 for Heart and Hypertension claims which is a net increase of \$2,178,965.

Internal Service Charges:

- The decrease of \$568,844 is primarily due to the following factors:
 - There is a decrease of \$593,487 in Fleet Repairs and Maintenance.
 - A decrease of \$775,506 in Fleet Parts, Oil and Gas.
 - The decreases are offset by an increase of \$706,658 in Fleet Vehicle Rental for current and previous years' purchases.

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 for the individual City Departments' budgets.

Other Operating Supplies:

- The increase of \$831,067 is primarily due to the following factors:
 - Professional Services has an increase of \$97,403. This line item appears to be over budgeted by \$134,000.
 - There is a decrease of \$267,235 in Security/Guard Service which is attributable to a decline in the inmate population and renegotiated rates for courthouse security.
 - There is a decrease for the Contract Food Services – Jail of \$312,471 due to the decline in the inmate population.
 - There is a new expense of \$180,000 for Other Rent which will be used to lease a warehouse facility for storage of specialty equipment. The current building on Wilson Blvd. is unsafe especially during storms.
 - The allocation for General Liability Insurance is increasing by \$186,239.
 - It appears as though Out of State Auto Liability Policy is double budgeted and will need to be reduced by \$30,300.
 - The increase of \$200,746 in Hardware/Software Maintenance and Licenses is due to required maintenance on hardware/software purchased during this current fiscal year and for maintenance not covered by grants.
 - The increase of \$241,794 for Miscellaneous Services and Charges is primarily due to a re-class of expense into this line item.

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- There is an increase of \$206,154 for Clothing, Uniforms and Safety Equipment for the purchase of ammunition, which was cut this current fiscal year, and uniforms and body armor.
- There is an increase of \$116,386 for Other Operating Supplies due to a re-class of expense from Repairs and Maintenance.
- Employee Training is increasing by \$312,781 for agency wide training for new hires.

Capital Outlay:

- There is no capital items budgeted for the Sheriff's Office for fiscal year 2013/2014.

Extraordinary Lapse:

- The \$29,553,475 represents an additional lapse imposed on the Sheriff's Office.

Banking Fund Debt Repayment:

- The Banking Fund principal payment amount is \$435,508, which has decreased by \$1,043,941 and the interest payment amount is \$22,076, which has decreased by \$56,174. These payments are for prior year's borrowing. There is no new borrowing for computers and other equipment for fiscal year 2013/2014.

SERVICE LEVEL CHANGES:

The Office of the Sheriff will discuss in detail.

EMPLOYEE CAP CHANGES:

- The Sheriff's Office cap has decreased by eleven (11) positions. Two (2) Correction Sergeants were on the Redline List for this current year and the positions were eliminated when they retired. Nine (9) civilian positions will be eliminated in fiscal year 2013/2014 and they are all vacant.

RECOMMENDATIONS:

1. We recommend that Interfund Services Charges revenue be reduced by \$76,888 since it appears to be overstated and Professional Services expense be reduced by \$134,000 since it appears to be over budgeted. The net savings of \$57,112 will be applied to the Extraordinary Lapse. This will have no impact to Special Council Contingency.
2. It appears as though the Out of State Auto Liability Policy was budgeted twice. We recommend that \$30,300 be removed from the Sheriff's Budget and the savings be applied to the Extraordinary Lapse. This will have no impact to Special Council Contingency.

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3. Just recently two Transfer Directives (TDs) were approved for the Sheriff's Office. These TDs have de-appropriated fiscal year 2012/2013 Salaries to purchase items that will be used in fiscal year 2013/2014. Therefore, the Sheriff's Office fiscal year proposed 2013/2014 budget can be reduced by \$682,645 and the savings applied to the Extraordinary Lapse. This will have no impact to Special Council Contingency.
4. The Sheriff has requested that three (3) vacant positions be eliminated from the proposed budget. The vacant positions are a Correction Lieutenant with budgeted salaries and benefits of \$90,283, a Corrections Sergeant with budgeted salaries and benefits of \$77,721 and a Police Photographer with budgeted salaries and benefits of \$45,026. Therefore, the total salaries and benefits requested to be cut from the proposed budget will be \$213,030 and the savings can be applied to the Extraordinary Lapse. This will have no impact to Special Council Contingency.
5. The Sheriff's Office has requested that 104 vehicles be removed from the 2013/14 Proposed Vehicle Replacement List (Schedule B4c which is attached) and the number of months budgeted to be billed for the new vehicles be adjusted from eight to six months to more properly align with the delivery of the vehicles. The savings in charges from Fleet Vehicle Replacement (S/F 512) will be \$759,331 in FY 2013/14. This will require corresponding adjustments within Fleet Vehicle Replacement (S/F 512) and the Banking Fund (S/F 592) due to the decreased borrowing and purchasing requirements.

By removing the 104 vehicles from the FY 2013/14 replacement list, there will be an increase in charges from Fleet Management (S/F 511) for Parts (\$125,000) and Labor (\$75,000) for a total amount of \$200,000. This will require corresponding changes with Fleet Management Operations (S/F 511) for the increased revenues and costs.

The net savings of \$559,331 can be applied against the Extraordinary Lapse. These changes will require an amendment to Schedule B and Schedule B4c.

FY 13-14 VEHICLE REPLACEMENTS

	Capital	Payment
Pay-As-You-Go (pay-go):	6,329,500	1,191,322
Borrowing (Banking Fund):	<u>2,871,000</u>	<u>554,846</u>
	9,200,500	1,746,168

This schedule contains the exact vehicle numbers that will be replaced in FY14 as determined by Fleet Management. In order to receive the replacement vehicle the "old vehicle" as stated here by vehicle number must be turned in. Any changes to the vehicle cap are detailed above. There are also vehicle swaps on this list. This schedule gives Fleet Management the authority to make said swap as detailed here. Any changes to this schedule will have a financial impact in FY14.

Indexcode	Old Vehicle	Replacement Group / Description	Replacement Cost	FY 13 Payment
			9,200,500	1,746,168
RCAH1F6AS	8906-10	21 Passenger Bus	102,000	12,546
RCAH1F6AS	8907-10	21 Passenger Bus	102,000	12,546
RCAH1F6AS	8908-10	21 Passenger Bus	102,000	12,546
EREQ127AQAPC	3003-20	4x4 Crew Cab Pick-up (replaced SUV)	24,000	3,936
FRFP159FI	8300-10	Full Size Sedan	19,500	3,198
JEJE411ENF	3130-20	Pick Up Truck	24,000	3,936
OPIT534RM	8596-10	4x4 Pick Up Truck	25,000	4,100
PDBZ159BI	3205-20	Pick Up Truck	21,500	3,526
PDBZ159BI	3211-20	Pick Up Truck	21,500	3,526
PDBZ159BI	3212-20	Pick Up Truck	21,500	3,526
PDBZ159BI	3519-20	Pick Up Truck	21,500	3,526
PDBZ159BI	8025-10	Pick Up Truck	21,500	3,526
PDBZ159BI	8066-10	Pick Up Truck	21,500	3,526
PDBZ159EI	3527-10	Pick Up Truck	21,500	3,526
PDBZ159EI	3870-20	Pick Up Truck	21,000	3,444
PDBZ159EI	4229-20	Extended Cab Pick Up Truck	21,000	3,444
PDBZ159EI	8598-10	Pick Up Truck	21,500	3,526
PWGM461SW	3350-20	Crew Cab Dump Truck	95,000	11,685
PWGM461SW	3357-20	Crew Cab Dump Truck	95,000	11,685
PWSW441CODC	3103-20	Pick Up Truck	21,500	3,526
PWSW441CORC	3714-20	Pick Up Truck	21,500	3,526
SEEL011	3612-20	Crew Cab Pick-up (replaced SUV)	28,000	4,592
SHCO011JLPT	2824-30	SUV - Fugitive Transport	34,000	5,576
SHCO011JLPT	2832-20	SUV - Fugitive Transport	34,000	5,576
SHCO011JLPT	2835-30	SUV - Fugitive Transport	34,000	5,576
SHCO011PRMC	2961-30	Van	24,000	3,936
SHIN011DE	2380-20	Mid Size Sedan	19,500	3,198
SHIN011DE	2407-20	Full Size Sedan	19,500	3,198
SHIN011DE	2409-30	Full Size Sedan	19,500	3,198
SHIN011DE	2425-20	Full Size Sedan	19,500	3,198
SHIN011DE	2565-20	Full Size Sedan	19,500	3,198
SHIN011DE	2573-20	Full Size Sedan	19,500	3,198
SHIN011DE	2582-20	Full Size Sedan	19,500	3,198
SHIN011DE	2740-20	Full Size Sedan	19,500	3,198
SHIN011DE	2992-20	Full Size Sedan	19,500	3,198
SHIN011DE	3006-20	Full Size Sedan	19,500	3,198
SHIN011DE	3053-30	Full Size Sedan	19,500	3,198
SHIN011DE	3054-30	Full Size Sedan	19,500	3,198
SHIN011DE	3119-20	Full Size Sedan	19,500	3,198
SHIN011DE	3133-20	Full Size Sedan	19,500	3,198

Indexcode	Old Vehicle	Replacement Group / Description	Replacement Cost	FY 13 Payment
SHIN011DE	3191-20	Full Size Sedan	19,500	3,198
SHIN011DE	3207-30	Full Size Sedan	19,500	3,198
SHIN011DE	3226-30	Full Size Sedan	19,500	3,198
SHIN011HSNV	1281-20	Patrol Car - Full Size Sedan	26,000	5,130
SHIN011HSNV	1288-20	Patrol Car - Full Size Sedan	26,000	5,130
SHIN011HSNV	2118-20	Mid Size Sedan	19,500	3,198
SHIN011HSNV	2336-20	SUV - Bomb Squad	32,500	5,330
SHIN011HSNV	2442-30	SUV - Bomb Squad	24,000	3,936
SHIN011HSNV	2466-30	Van	24,000	3,936
SHIN011HSNV	2541-20	Van	24,000	3,936
SHIN011HSNV	2590-20	SUV - Bomb Squad	26,500	4,346
SHIN011HSNV	2591-30	SUV - SWAT	24,000	3,936
SHIN011HSNV	2592-20	SUV - SWAT	24,000	3,936
SHIN011HSNV	2594-20	Pick Up Truck	21,500	3,526
SHIN011HSNV	2595-20	Full Size Sedan	19,500	3,198
SHIN011HSNV	2597-20	Mid Size Sedan	19,500	3,198
SHIN011HSNV	2732-20	Full Size Sedan	19,500	3,198
SHIN011HSNV	2735-30	Full Size Sedan	19,500	3,198
SHIN011HSNV	2745-20	4x4 Pick Up Truck	25,000	4,100
SHIN011HSNV	2938-20	Pick Up Truck	21,500	3,526
SHIN011HSNV	3417-20	Mid Size Sedan	19,500	3,198
SHIN011HSNV	3424-20	Mid Size Sedan	19,500	3,198
SHIN011HSNV	3507-20	Full Size Sedan	19,500	3,198
SHIN011HSNV	3547-20	SUV - SWAT	24,000	3,936
SHIN011HSNV	4480-20	Mid Size Sedan	19,500	3,198
SHPO011PTAD	0018-30	Harley Davidson Motorcycle	16,500	6,006
SHPO011PTAD	0019-30	Harley Davidson Motorcycle	16,500	6,006
SHPO011PTAD	0020-30	Harley Davidson Motorcycle	16,500	6,006
SHPO011PTAD	0021-30	Harley Davidson Motorcycle	16,500	6,006
SHPO011PTAD	0022-30	Harley Davidson Motorcycle	16,500	6,006
SHPO011PTAD	0023-30	Harley Davidson Motorcycle	16,500	6,006
SHPO011PTAD	0024-40	Harley Davidson Motorcycle	16,500	6,006
SHPO011PTAD	0025-30	Harley Davidson Motorcycle	16,500	6,006
SHPO011PTAD	0034-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0222-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0266-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0333-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0499-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0511-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0609-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0668-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0756-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0759-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0773-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0806-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0813-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0818-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0824-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0825-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0828-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0832-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0833-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0835-40	Patrol Car - Full Size Sedan	26,000	5,130

Indexcode	Old Vehicle	Replacement Group / Description	Replacement Cost	FY 13 Payment
SHPO011PTAD	0837-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0840-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0841-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0843-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0848-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0855-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0856-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0861-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0865-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0867-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0870-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0872-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0874-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0877-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0878-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0882-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0884-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0895-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0898-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0900-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0903-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0906-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0927-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0932-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0933-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0937-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0938-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0940-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0946-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0948-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0954-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0956-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0960-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0962-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0972-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0976-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0979-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0984-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0985-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0995-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	0999-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1001-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1004-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1015-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1017-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1019-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1035-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1041-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1042-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1043-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1047-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1049-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1050-30	Patrol Car - Full Size Sedan	26,000	5,130

Indexcode	Old Vehicle	Replacement Group / Description	Replacement Cost	FY 13 Payment
SHPO011PTAD	1053-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1057-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1062-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1063-40	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1065-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1067-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1070-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1073-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1076-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1077-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1085-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1087-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1090-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1094-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1117-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1120-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1132-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1146-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1149-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1151-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1152-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1153-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1172-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1176-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1180-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1192-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1198-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1212-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1240-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1241-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1242-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1254-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1259-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1260-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1262-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1266-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1274-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1278-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1285-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1289-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1310-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1315-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1317-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1326-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1329-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1333-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1335-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1343-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1351-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1353-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1365-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1368-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1369-30	Patrol Car - Full Size Sedan	26,000	5,130

Indexcode	Old Vehicle	Replacement Group / Description	Replacement Cost	FY 13 Payment
SHPO011PTAD	1569-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1571-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1575-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1580-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1582-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1588-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1593-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1598-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1601-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1608-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1609-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1617-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1622-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1634-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1635-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1643-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1644-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1646-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1651-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1663-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1664-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1667-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1668-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1679-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1681-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1683-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1687-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1689-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1690-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1691-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1693-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1695-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1783-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1787-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1792-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1800-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1858-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1877-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	1898-20	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	2092-20	4x4 Crew Cab Pick-up (replaced SUV)	32,500	5,330
SHPO011PTAD	2298-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	2313-20	4x4 Crew Cab Pick-up (replaced SUV)	32,500	5,330
SHPO011PTAD	2414-20	Mid Size Sedan	19,500	3,198
SHPO011PTAD	2427-30	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	2902-20	Mid Size Sedan	19,500	3,198
SHPO011PTAD	2933-30	Crew Cab Pick Up Truck	28,000	4,592
SHPO011PTAD	3025-30	Full Size Sedan	19,500	3,198
SHPO011PTAD	3240-20	Patrol Car (replaced SUV)	26,000	5,130
SHPO011PTAD	3550-20	SUV - Crossover	24,000	3,936
SHPO011PTAD	8850-10	4x4 Crew Cab Pick-up (replaced SUV)	32,500	5,330
SHPO011PTAD	JSO wreck	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	JSO wreck	Patrol Car - Full Size Sedan	26,000	5,130
SHPO011PTAD	JSO wreck	Patrol Car - Full Size Sedan	26,000	5,130

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 13.88% REDUCTION
 OFFICE OF THE SHERIFF (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	%
210,028,386	181,487,943	(28,540,443)	-13.59%

Based on the table above, the Office of the Sheriff did essentially meet the 13.88% cut.

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

The cut is being met by the \$29,553,475 extraordinary lapse placed on the Office of the Sheriff'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 2013/2014 BUDGET
OFFICE OF THE SHERIFF
911 EMERGENCY USER FEE (SF 171)**

**PROPOSED BUDGET BOOK – PAGE #281-282
ON SCREEN – PDF PAGE #295-296**

BACKGROUND:

Pursuant to Florida Statutes Section 365.172 the City established the 911 Emergency User Fee sub-fund. All counties are eligible to receive two separate distributions, one based on the total number of wireless service identifiers in each county, and a second based on the total number of nonwireless service identifiers in each county. According to Section 365.172(9)(b) of the Florida Statutes, “all costs directly attributable to the establishment or provision of E911 service and contracting for E911 services are eligible for expenditure of moneys derived from imposition of the authorized fee.”

REVENUES:

Miscellaneous Revenue:

- The decrease of \$34,378 is due to a projected reduction in Investment Pool Earnings based on a lower assumed interest rate.

Transfers from Fund Balance:

- A transfer from Fund Balance is not budgeted for fiscal year 2013/2014.

Charges for Services:

- Charges for services includes the landline fee paid each month of \$0.44 with a budgeted amount of \$1,750,595 and a wireless fee of \$0.50 paid each month with a budgeted amount of \$2,292,209.
- The decrease of \$242,372 includes decreases of:
 - \$114,906 for the revenue collected on landlines due to more people moving away from the use of landlines.
 - \$127,466 for the revenue collected on wireless phones due to the increase in usage of prepaid cell phones that are not charged the wireless fee.

EXPENDITURES:

Employer Provided Benefits:

- The increase of \$16,124 is primarily due to the increase in the General Employee's Pension contribution rate going from 20.81% to 28.21%.

Other Operating Expenses:

- The decrease of \$356,571 is due to the following:
 - The reimbursement amount of \$2,014,266 for Police and Fire call taker salaries has decreased by \$81,895.
 - There is a decrease of \$166,288 for Repairs and Maintenance due to the use of grant funds appropriated by Ordinance 2011-670-E for the phone equipment maintenance only for fiscal year 2013/2014.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED 2013/2014 BUDGET
OFFICE OF THE SHERIFF
911 EMERGENCY USER FEE (SF 171)**

**PROPOSED BUDGET BOOK – PAGE #281-282
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- Miscellaneous Services and Charges have decreased by \$142,099. The Beaches call taker salaries reimbursement amount of \$314,700 is included in this line item and has decreased by \$106,100.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATIONS:

1. The department has requested an increase in the budgeted salary and benefits for the Information Systems Coordinator for the salary to be competitive. This would be a net increase of \$9,253 for salaries and benefits to be taken out of Miscellaneous Services and Charges expense. This will have no impact to Special Council Contingency.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED 2013/2014 BUDGET
OFFICE OF THE SHERIFF
SHERIFF'S TRUSTS (64A)**

**PROPOSED BUDGET BOOK – PAGE #283-284
ON SCREEN – PDF PAGE #297-298**

BACKGROUND:

This sub-fund includes many small trust accounts for the Sheriff's Office. The primary trust account is the Inmate Welfare Trust Fund in which the net profits from the commissary operations is received and used only for the overall welfare of the inmates pursuant to Municipal Code Section 111.300. Other trust accounts under sub-fund 64A include the Domestic Battery Surcharge, Special Law Enforcement, Police Explorer Trust, Motor Vehicle Safety Program, Teen Driver Special Revenue Fund, Police Accident Reports and the Criminal Justice Training Trust Fund.

This is an all-years fund. Since there is still available spending capacity within the Inmate Welfare Trust Fund part of the proposed budgeted amount will be de-appropriated. We will also be removing the proposed Special Law Enforcement Trust Fund budget since the Sheriff's Office intends to bring the appropriation through the normal legislative process.

RECOMMENDATIONS:

1. The Sheriff's Office requested that the proposed budget of \$635,573 for the Special Law Enforcement Trust Fund be removed. The funds will be appropriated as needed through the legislative process. This will have no impact to Special Council Contingency.
2. We recommend that the net salary budgeted at \$133,803 and the net benefits budgeted at \$18,516 not be appropriated for the Inmate Welfare Trust Fund for fiscal year 2013/2014. Since this is an all years fund and there is a total current spending capacity of \$368,829 for the salary and benefits as of June 30, 2013. This will have no impact to Special Council Contingency.

NOTE:

See the next page for the Proposed Budget after Adjustments based on the recommendations above.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED 2013/2014 BUDGET
 OFFICE OF THE SHERIFF
 SHERIFF'S TRUSTS (64A)**

**PROPOSED BUDGET BOOK – PAGE #283-284
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	FY 2012/13 Adopted	FY 2013/14 Proposed Before Adjustments	Council Auditor's Office All Years Adjustment	FY 2013/14 Proposed After Adjustments
REVENUE				
OFFICE OF THE SHERIFF				
Charges for Services	-	-	-	-
Fines and Forfeits	714,939	40,000	-	40,000
Miscellaneous Revenue	1,530,000	1,392,169	(635,573)	756,596
TOTAL REVENUE	2,244,939	1,432,169	(635,573)	796,596
EXPENDITURES				
NON-DEPARTMENTAL / FUND LEVEL ACTIVITIES				
Transfers to Other Funds	552,000	-	-	-
	552,000	-	-	-
OFFICE OF THE SHERIFF				
Salaries	619,913	135,113	(133,803)	1,310
Employer Provided Benefits	261,006	65,888	(18,516)	47,372
Other Operating Expenses	412,020	(760,105)	152,319	(607,786)
Capital Outlay	400,000	1,838,773	(483,073)	1,355,700
Grants, Aids and Contributions	-	152,500	(152,500)	-
TOTAL EXPENDITURES	2,244,939	1,432,169	(635,573)	796,596

REVENUE:

Fines and Forfeits:

- The budgeted amount of \$40,000 is for the Domestic Battery Surcharge which is in line with current year collections. The City receives \$115 of the \$201 surcharge. The decrease of \$674,939 is due to appropriating excess revenues from the Domestic Battery Surcharge to reduce the Office of the Sheriff's salary lapse that was budgeted for fiscal year 2012/2013. Therefore, overall fine revenue is staying constant at \$40,000.

Miscellaneous Revenue:

- The revised budgeted amount of \$756,596 is for Concession Sales deposited into the Inmate Welfare Trust Fund. The decrease of \$773,404 is due to appropriating \$510,000 of excess revenue over budget for fiscal year 2012/2013. Overall, the revenue from

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED 2013/2014 BUDGET
 OFFICE OF THE SHERIFF
 SHERIFF'S TRUSTS (64A)**

**PROPOSED BUDGET BOOK – PAGE #283-284
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Concession Sales is going from \$1,020,000 to \$756,596, which is in line with current year collections

EXPENDITURES:

Salaries:

- The salaries budgeted include one (1) position and the allocation of five (5) other positions for the management of the Inmate Welfare Trust Fund. Funding of only \$1,310 remains for fiscal year 2013/2014 based on excess capacity within salaries.

Employer Provided Benefits:

- The benefits budgeted are for the positions that manage the Inmate Welfare Trust Fund.

Other Operating Expenses:

- Other Operating Expenses includes \$40,000 in Trust Fund Authorized Expenditures for the Domestic Battery Surcharge and a revised transfer of (\$648,260) to Capital Outlay for the purchase of Specialized Equipment within the Inmate Welfare Trust Fund.

Capital Outlay:

- The Inmate Welfare Trust Fund includes a budgeted capital amount of \$1,355,700 for Specialized Equipment listed below:

Description	Amount
Wi-Fi Facility Array for PDF	\$100,000
Wi-Fi Facility Array for MCC	\$60,000
Wi-Fi Facility Array for CTC	\$40,000
23 Barcode Scanners (\$5,900/Unit)	\$135,700
Security Software Upgrades	\$40,000
4 Body Orifice Security Scanner (BOSS) Chairs	\$80,000
SecurePASS Body Scanner (PDF)	\$300,000
SecurePASS Body Scanner (MCC)	\$300,000
SecurePASS Body Scanner (CTC)	\$300,000
Total	\$1,355,700