

# **OFFICE OF THE COUNCIL AUDITOR**

## **FY 2022/2023 PROPOSED BUDGET**

### **FINANCE COMMITTEE MEMBERS**

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



**Meeting #3**  
**August 18, 2022**

**COUNCIL AUDITOR'S OFFICE  
TABLE OF CONTENTS  
MEETING #3**

|   |    |
|---|----|
| Supervisor of Elections .....                             | 3  |
| Tax Collector .....                                       | 5  |
| Clerk of Courts.....                                      | 7  |
| Courts.....   | 10 |
| Court Cost Courthouse Trust .....                         | 12 |
| Teen Court Programs Trust.....                            | 13 |
| Court Costs \$65 Fee.....                                 | 15 |
| Recording Fees Technology .....                           | 18 |
| Public Defender .....                                     | 22 |
| Parks, Recreation and Community Services Department ..... | 23 |
| Huguenot Park .....                                       | 32 |
| Kathryn A. Hanna Park.....                                | 34 |
| Florida Boater Improvement.....                           | 36 |
| Cecil Field Commerce Center.....                          | 37 |
| Equestrian Center - NFES Horse .....                      | 39 |
| Special Events .....                                      | 40 |
| City Venues - City .....                                  | 44 |
| City Venues - ASM.....                                    | 48 |
| City Venues Surcharge .....                               | 50 |
| City Venues – Debt Service.....                           | 52 |
| Sports Complex Capital Maintenance .....                  | 54 |
| Veterans Memorial Arena Trust .....                       | 57 |
| Self-Insurance .....                                      | 58 |
| Insured Programs .....                                    | 60 |
| Finance and Administration.....                           | 62 |
| Driver Education Safety Trust .....                       | 67 |
| Motor Vehicle Inspection .....                            | 68 |

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

---

**PROPOSED BUDGET BOOK - Page # 335 - 337**

**BACKGROUND:**

The Supervisor of Elections Office registers all voters in Duval County, educates voters on State and local laws and how to vote, staffs early voting sites prior to an election, staffs the call center prior to an election, processes absentee ballots, and conducts State and local elections of Duval County in accordance with the elections laws of Florida. In FY 2021/22 there was one county-wide election (1 Primary Election) included in the original budget. In FY 2022/23 there will be three county-wide elections (1 General Election and 2 Local Duval County Elections).

**REVENUE:**

1. Miscellaneous Revenue:

- This revenue is related to election services being offered to candidates and private organizations such as petition verifications and record requests. The increase of \$25,000 is based on current and prior year actuals.

**EXPENDITURES:**

1. Salaries:

- The increase of \$2,926,233 is mostly due to an increase of \$2,725,292 in part time salaries due to the additional elections in FY 2022/23, \$105,585 in permanent and probationary salaries mainly due to the impact of collective bargaining increases, and overtime by \$97,648 based on the number of elections.

2. Employer Provided Benefits:

- The increase of \$44,285 is primarily due to an increase in Medicare tax based on salary increases noted above.

3. Internal Service Charges:

- The increase of \$71,006 is mostly due to the following increases of:
  - \$33,072 in charges for OGC based on recent actual billings.
  - \$14,072 in utilities due to an overall increase in the costs of utilities.
  - \$12,738 in fleet parts/oil/gas allocation due to higher projected fuel prices.

4. Insurance Costs and Premiums:

- The increase of \$15,247 is mostly due an increase of \$12,053 in general liability insurance based on the increase in salaries for the additional elections.

**Continued on Next Page**

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

---

**PROPOSED BUDGET BOOK - Page # 335 - 337**

5. Professional and Contractual Services:

- The decrease of \$36,960 is mainly due to the removal of a one-time enhancement of \$100,000 in other professional services in FY 2021/22 for personal protective equipment (Note - There is \$75,000 provided in American Rescue Plan Funding 2022-513). This is partially offset by an increase of \$57,839 in security guard service due to the additional elections in FY 2022/23.

6. Other Operating Expenses:

- The net increase of \$840,839 is mainly due to the additional elections in FY 2022/23. This is partially offset due to the removal of one-time expenses based on the redistricting reapportionment that occurred in FY 2021/22.

7. Capital Outlay

- The amount of \$825,002 is to be used for the purchase of additional Expressvote units (ballot marking devices). These will be used to assist voters with disabilities to vote independently and will be placed into early voting sites to speed up the early voting process for all voters.

**FOOD AND BEVERAGES EXPENDITURE:**

| Amount  | Description of each Service/Event that requires the purchase of food/beverage                                      | Explanation that the Service/Event serves a public purpose  |
|---------|--|---|
| \$9,000 | Food for Election staff on election day, Canvasing Board deliberations, and senior citizen voter education events. | Food for Election staff on election day, Canvasing Board deliberations, and senior citizen voter education events.                              |
| \$500   | Food and beverage for visits from foreign delegations  | To provide light refreshments during tours given for the purpose of informing foreign delegates of how elections are conducted in Duval County. |

**SERVICE LEVEL CHANGES:**

In FY 2022/23 there will be three county-wide elections (1 General Election and 2 Local Duval County Elections). In FY 2021/22 there was one county-wide election (1 Primary Election) in the original budget.

**EMPLOYEE CAP CHANGES:**

No employee cap changes. Part-time hours are increasing by 164,624 hours from 103,456 hours in FY 2021/22 to 268,080 hours in FY 2022/23 due to the increase in the number of elections.

**RECOMMENDATION:**

None.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
TAX COLLECTOR (FUND 00193)**

---

**PROPOSED BUDGET BOOK - Page # 339-341**

**BACKGROUND:**

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

**REVENUES:**

1. Charges for Services:
  - The net decrease of \$173,366 is mainly attributed to the following decreases to better align with recent actuals:
    - \$105,000 in Collection Fees for Concealed Weapon Licenses.
    - \$100,000 in fees related to tag renewals processed by the State but printed and mailed by the Tax Collector.
    - \$86,208 in Collection Fees for Delinquent Tax Sales.
  - This is somewhat offset by increases of \$53,500 in Tag Registration Fees and \$47,000 in Driver License Renewal Fees based on recent actuals.
2. Investment Pool/Interest Earnings:
  - The decrease of \$10,196 is based on anticipated earnings based upon the available cash balance and the projected interest rate.
3. Transfers from Other Funds:
  - The increase of \$2,463,825 is an increase in the transfer from the General Fund/General Services District (00111) which is what balances revenue and expenditures in this fund. The proposed General Fund/General Services District (00111) subsidy is \$12,483,183.

**EXPENDITURES:**

1. Salaries:
  - The net increase of \$1,556,475 is mainly due to an increase of \$1,437,678 in permanent and probationary salaries. The increase is due to the impact of collective bargaining increases, the addition of 8 full-time positions, raising all starting salaries to a minimum of \$17 per hour and making corresponding percentage increases for civil service positions.
2. Pension Costs:
  - The increase of \$370,066 is due to the personnel changes noted above.
3. Employer Provided Benefits:
  - The increase of \$121,319 is mainly due to an increase in health insurance due to health plan election changes by employees and the addition of 8 full-time positions.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
TAX COLLECTOR (FUND 00193)**

---

**PROPOSED BUDGET BOOK - Page # 339-341**

4. Internal Service Charges:

- The net increase of \$193,622 is mainly due to increases of:
  - \$51,695 in ITD Replacements for network equipment and one computer refresh.
  - \$37,468 in Utilities Allocation due to increasing utility rates and usage.
  - \$30,366 in Yates Building Cost Allocation due to increased electricity rates and contractual janitorial services.
  - \$23,719 in Computer Systems Maintenance and Security.
  - \$23,329 in City-Wide Building Maintenance due to an increase in actuals.

5. Insurance Costs and Premiums - Allocations:

- The increase of \$28,574 is due to an increase in recent claims.

6. Professional and Contractual Services:

- The increase of \$25,000 is due to new rules requiring account validation for online e-check payments, causing an increase to the contract with the tax collection payment processing vendor.

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

The employee cap is increasing by 8 positions from 246 to 254 full-time positions. There was an increase of 7 Revenue Collector Seniors and 1 Revenue Collector Supervisor.

**RECOMMENDATION:**

None.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
CLERK OF THE COURTS – OPERATIONS (FUND 00192)**

**PROPOSED BUDGET BOOK – Page # 355 - 357**

**BACKGROUND:**

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

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

**REVENUES:**

1. Charges for Services:

- The net increase of \$762,000 is primarily due to increases based on recent collections in recording fees of \$200,000, in tax deeds fees and mail fees of \$150,000, in passport application fees of \$112,000, and in document stamps revenue of \$200,000.

2. Investment Pool/Interest Earnings:

- The amount of \$40,206 is the projected investment pool earnings based on anticipated interest rates for FY 2022/23.

3. Transfers from Fund Balance:

- The transfer of \$710,491 from fund balance is to balance the budget.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
CLERK OF THE COURTS – OPERATIONS (FUND 00192)**

---

**PROPOSED BUDGET BOOK – Page # 355 - 357**

**EXPENDITURES:**

1. Salaries:
  - The net increase of \$517,365 is driven by an increase in permanent and probationary salaries mainly due to the impact of collective bargaining and other salary increases. Additionally, there is an increase of \$162,084 in part-time salaries primarily due to the need to add 7,800 part-time hours to keep up with the current volume of work in Recording.
2. 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 2022/23.
3. Pension Costs:
  - The net increase of \$53,695 is primarily due to the salary increases above.
4. Employer Provided Benefits:
  - The net increase of \$13,792 is primarily driven by salary increases noted above and related to employee health care plan elections.
5. Internal Service Charges:
  - The increase of \$701,755 is driven by an increase of \$274,328 in the courthouse building cost allocation due to an increase in total building expenses. Additionally, there is an increase of \$236,410 in ITD replacements to replace 235 computers in FY 2022/23 and an increase of \$203,983 in computer systems maintenance and security related to increased IT charges associated with the implementation of 1Cloud, Office 365, and the Time and Attendance application. **See Recommendation.**
6. Other Operating Expenses:
  - The net increase of \$34,531 is primarily due to an increase of \$21,569 in software licensing and maintenance costs driven by an increase in software costs associated with the Acclaim Recording, Passports and Marriage License system which increased due to a 3% contractual increase in software price and due to the need for additional reporting services to enable appropriate management of workflow.
7. Supervision Allocation:
  - This is an allocation for the Clerk of the Courts administrative staff time paid for by the State to this fund.



**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
CLERK OF THE COURTS – OPERATIONS (FUND 00192)**

---

**PROPOSED BUDGET BOOK – Page # 355 - 357**

8. Indirect Cost:

- This is an allocation of costs to operate central services of the City (e.g., Finance and Administration, Employee Services, and City Council) as calculated by the City's independent consulting firm.

9. Cash Carryover

- There was a cash carryover in the prior year as a result of revenue exceeding expenditures.

**SERVICE LEVEL CHANGES:**

Clerk of the Courts is planning on extending office passport hours to include extended weeknight hours and some Saturdays throughout the year to meet increased demand.

**EMPLOYEE CAP CHANGES:**

The authorized position cap is unchanged. Part-time hours were increased by 7,800 hours to keep up with the current volume of work in recording services.

**FOOD AND BEVERAGES EXPENDITURES:**

| FY22/23 Proposed | Description of each service / event that requires the purchase of food and/or beverages     | Explanation that the service / event serves a public purpose  |
|------------------|---|---|
| \$500            | Food and water for staff/customers on passport fair days or during extended passport hours. | We plan to open throughout the year on Saturdays and several extended weeknight hours to offer passports outside normal business hours to make it more convenient for the public and manage increased demands for this service. |

**RECOMMENDATION:**

We recommend reducing internal service allocation from Information Technologies (53101) for computer maintenance and security by \$156,798 to correct the billing amount. This will be offset within the Clerk's budget with the reduction of the transfer from fund balance by \$156,798. This will be offset within the Information Technologies Fund (53101) with an increase to the transfer from fund balance by \$156,798. This will have no impact on Special Council Contingency.

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

---

**PROPOSED BUDGET BOOK – Page # 343 - 344**

**BACKGROUND:**

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

**REVENUES:**

1. Debt Funding: Debt Management Fund
  - FY 2021/22 was the final year of a three-year project to replace the audio/visual equipment at the Courthouse Complex. There is no proposed debt funding for FY 2022/23.

**EXPENDITURES:**

1. Salaries
  - The net increase of \$23,550 is driven by an increase in permanent and probationary salaries mainly due to the impact of collective bargaining increases.
2. Pension Costs
  - The net increase of \$2,829 is mainly due to the impact of salary changes noted above.
3. Employer Provided Benefits
  - The net decrease of \$3,885 is primarily due to a decrease of \$4,305 in group hospitalization insurance caused by changes to employee health care plan elections.
4. Internal Service Charges
  - The increase of \$1,184,201 is primarily due to an increase of \$1,099,769 in allocated Courthouse building costs, which is caused by an increase in total building costs. There is also an increase of \$71,631 in computer system maintenance and security due to costs being shifted from the Recording Fees Technology Fund (Fund 15203) to the General Fund (Fund 00111) to better align costs.
5. Insurance Costs and Premiums
  - The decrease of \$9,387 is mainly due to decrease in recent claim experience.
6. Other Operating Expenses
  - The increase of \$77,160 is driven by an increase of \$79,160 in furniture and equipment under \$1,000 for a replacement of 100 Attorney chairs in the courtrooms, 120 Bailiff chairs, and 10 podiums for use by attorneys in the courtroom.

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

**PROPOSED BUDGET BOOK – Page # 343 - 344**

7. Capital Outlay – Debt Funded

- FY 2021/22 was the final year of funding for the audio/visual equipment in the Courthouse Complex. There is no proposed debt funded capital outlay for FY 2022/23.

8. Debt Management Fund Repayments

- The \$91,300 represents repayment of the funds borrowed to purchase the audio/visual equipment in the Courthouse Complex.

**SCHEDULE B1 GRANTS:**

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

|  |                                       |  | \$792,936                                  | \$0                   | \$0                  | 0             | 0               |
|--|---------------------------------------|--|--|-----------------------|----------------------|---------------|-----------------|
|  |                                       |  | 2022-504-E Schedule of Continuation Grants |                       |                      |               |                 |
| Grantor                                  | Grant Name                            | Grant Description  | Estimated Grant Award                      | Total Match Requested | In Kind Contribution | FTE Positions | Part Time Hours |
| Dept of Health & Human Services - SAMHSA | SAMHSA - Adult Drug Court Enhancement | Expand and enhance the quality and/or intensity of services, implement evidence based treatment modalities, increase available bed days for adult residential treatment, increase the use of medication assisted treatment, and provide random, observed drug and alcohol testing. | \$398,800                                  | \$0                   | \$0                  | 0             | 0               |
| Dept of Health & Human Services - SAMHSA | SAMHSA - Family Treatment Drug Court  | This funding will expand and enhance the quality and/or intensity of services - increase the use of medication assisted treatment, increase available bed days for adult residential treatment and provide random, observed drug and alcohol testing.                              | \$394,136                                  | \$0                   | \$0                  | 0             | 0               |

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

None.

**RECOMMENDATION:**

None.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
COURTS  
COURT COST COURTHOUSE TRUST (FUND 15202)**

---

**PROPOSED BUDGET BOOK – Page # 345 -346**

**BACKGROUND:**

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

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

**REVENUE:**

1. Charges for Services:
  - This amount reflects the anticipated court facilities surcharge revenue of \$2,870,070. The projected decrease is based on recent actuals.

**EXPENDITURES:**

1. Internal Service Charges:
  - The costs for maintaining the courthouse complex reside in the public buildings internal service fund and part of the cost is allocated to this fund via an internal service charge. This fund covers the debt service below with the remaining being utilized to cover maintenance costs. The rest of the maintenance costs are billed to General Fund / General Services District (Fund 00111).
2. Debt Service:
  - This amount represents the FY 2022/23 debt service costs associated with the portion of the courthouse funded by this fund.

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

None.

**RECOMMENDATION:**

None.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
COURTS  
TEEN COURT PROGRAMS TRUST (FUND 15204)**

---

**PROPOSED BUDGET BOOK – Page # 347 - 348**

**BACKGROUND:**

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

**REVENUE:**

1. Charges for Services:
  - This amount reflects the revenue received from the \$3 fee. The decrease of \$31,945 is based on recent actual collections.
2. Transfers from Other Funds:
  - This \$104,710 is a transfer from the General Fund / General Services District. \$55,000 is for the Neighborhood Accountability Board and the additional \$49,710 is to fund enhanced services noted below.
3. Transfers from Fund Balance:
  - This transfer is used to balance the budget.

**EXPENDITURES:**

1. Salaries:
  - The increase of \$9,928 is due to an increase in permanent and probationary salaries driven by collective bargaining increases
2. Pension Costs:
  - The increase of \$9,785 is mainly due to the allocation of defined benefit costs.
3. Professional and Contractual Services:
  - The increase of \$43,750 is mainly for increased professional services to provide certified family coaches who work with youth and their families in both virtual and in home settings with the goal of increasing familial harmony. An anticipated 30 families will be supported by this increase.
  - Additionally, \$55,000 is for the Neighborhood Accountability Board.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
COURTS  
TEEN COURT PROGRAMS TRUST (FUND 15204)**

---

**PROPOSED BUDGET BOOK – Page # 347 - 348**

4. Other Operating Expenses:

- The increase of \$5,960 is due to an increase of \$2,900 in office supplies due to the anticipated increase in program participants and an increase of \$2,160 in other operating supplies for additional supplies to ensure program compliance by participants associated with the enhancements.

**SERVICE LEVEL CHANGES:**

The increased funding from the General Fund (Fund 00111) will allow an additional 30 families to participate in the Teen Court programs.

**EMPLOYEE CAP CHANGES:**

None.

**RECOMMENDATION:**

None.

**Court Costs \$65 Fee FS: 939.185**  
**SUBFUND -- 15213**

|                                       | <b>FY 21-22<br/>ADOPTED</b> | <b>FY 22-23<br/>PROPOSED</b> | <b>CHANGE FROM PR YR</b> |                          |
|---------------------------------------|-----------------------------|------------------------------|--------------------------|--------------------------|
|                                       |                             |                              | <b>PERCENT</b>           | <b>DOLLAR</b>            |
| <b>REVENUE</b>                        |                             |                              |                          |                          |
| <b>COURTS</b>                         |                             |                              |                          |                          |
| Charges for Services                  | \$ 732,030                  | \$ 535,416                   | (26.9%)                  | \$ (196,614)             |
| Miscellaneous Revenue                 | 39,300                      | 39,000                       | (0.8%)                   | (300)                    |
|                                       | <u>\$ 771,330</u>           | <u>\$ 574,416</u>            | <u>(25.5%)</u>           | <u>\$ (196,914)</u>      |
| <b>Finance and Administration</b>     |                             |                              |                          |                          |
| Charges for Services                  | \$ 244,010                  | \$ 178,472                   | (26.9%)                  | \$ (65,538)              |
|                                       | <u>\$ 244,010</u>           | <u>\$ 178,472</u>            | <u>(26.9%)</u>           | <u>\$ (65,538)</u>       |
| <b>Jax Citywide Activities</b>        |                             |                              |                          |                          |
| Investment Pool / Interest Earnings   | \$ 2,188                    | \$ 0                         | (100.0%)                 | \$ (2,188)               |
| Transfers from other funds            | 0                           | 660,343                      | N/A                      | 660,343                  |
| Transfers from Fund Balance           | 98,309                      | 0                            | (100.0%)                 | (98,309)                 |
|                                       | <u>\$ 100,497</u>           | <u>\$ 660,343</u>            | <u>557.1%</u>            | <u>\$ 559,846</u>        |
| <b>TOTAL REVENUE</b>                  | <b><u>\$ 1,115,837</u></b>  | <b><u>\$ 1,413,231</u></b>   | <b><u>26.7%</u></b>      | <b><u>\$ 297,394</u></b> |
| <b>EXPENDITURES</b>                   |                             |                              |                          |                          |
| <b>Courts</b>                         |                             |                              |                          |                          |
| Salaries                              | \$ 358,337                  | \$ 376,876                   | 5.2%                     | \$ 18,539                |
| Pension Costs                         | 60,445                      | 71,506                       | 18.3%                    | 11,061                   |
| Employer Provided Benefits            | 83,017                      | 80,960                       | (2.5%)                   | (2,057)                  |
| Internal Service Charges              | 21,695                      | 20,808                       | (4.1%)                   | (887)                    |
| Insurance Costs and Premiums          | 1,795                       | 1,826                        | 1.7%                     | 31                       |
| Professional and Contractual Services | 230,635                     | 280,635                      | 21.7%                    | 50,000                   |
| Other Operating Expenses              | 32,748                      | 318,993                      | 874.1%                   | 286,245                  |
| Library Materials                     | 83,155                      | 83,155                       | 0.0%                     | 0                        |
|                                       | <u>\$ 871,827</u>           | <u>\$ 1,234,759</u>          | <u>41.6%</u>             | <u>\$ 362,932</u>        |
| <b>Finance and Administration</b>     |                             |                              |                          |                          |
| Other Operating Expenses              | \$ 244,010                  | \$ 178,472                   | (26.9%)                  | \$ (65,538)              |
|                                       | <u>\$ 244,010</u>           | <u>\$ 178,472</u>            | <u>(26.9%)</u>           | <u>\$ (65,538)</u>       |
| <b>TOTAL EXPENDITURES</b>             | <b><u>\$ 1,115,837</u></b>  | <b><u>\$ 1,413,231</u></b>   | <b><u>26.7%</u></b>      | <b><u>\$ 297,394</u></b> |

| <b>AUTHORIZED POSITION CAP</b> | <b>FY 21-22<br/>ADOPTED</b> | <b>FY 22-23<br/>PROPOSED</b> | <b>CHANGE</b> |
|--------------------------------|-----------------------------|------------------------------|---------------|
| Authorized Positions           | 9                           | 9                            | 0             |
| Part-Time Hours                | 0                           | 0                            | 0             |

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
COURTS  
COURT COSTS \$65 FEE (FUND 15213)**

---

**PROPOSED BUDGET BOOK – Page # 349 - 350**

**BACKGROUND:**

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

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

**REVENUE:**

Courts

1. Charges for Services:
  - The decrease of \$196,614 is due to better align with current collections. This represents three-fourths of the \$65 fee.
2. Miscellaneous Revenue:
  - The amount of \$39,000 is revenue received by the Duval County Library for copier services for the public and Continuing Learning Education seminars for lawyers.

Finance and Administration

3. Charges for Services:
  - The decrease of \$65,538 is due to an expected decrease in revenue from the \$65 fee based on recent actuals. This represents the one-fourth that is sent to Jacksonville Area Legal Aid (JALA).

Jax Citywide Activities

4. Investment Pool / Interest Earnings:
  - This amount represents anticipated interest earnings for FY 2022/23.
5. Transfers from Other Funds:
  - This \$660,343 represents a transfer from the General Fund / General Services District (Fund 00111) to balance the budget and to fund enhanced services noted below.
6. Transfers from Fund Balance:
  - A fund balance was appropriated in FY2021/22 mainly to cover the funding shortfall in the Juvenile Drug Court activity. It is our understanding that the administration plans for that portion to be a recurring supplement going forward.



**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
COURTS  
COURT COSTS \$65 FEE (FUND 15213)**

---

**PROPOSED BUDGET BOOK – Page # 349 - 350**

**EXPENDITURES:**

Courts

1. Salaries:
  - The increase of \$18,539 is due to an increase in permanent and probationary salaries due to collective bargaining increases.
2. Pension Costs:
  - The increase of \$11,061 is mainly due to the allocation of defined benefit costs.
3. Professional and Contractual Services:
  - The increase of \$50,000 is within the Juvenile Drug Court and is for community-based recovery support services for program participants to increase accountability, participation, and successful rehabilitation. The Court plans on serving at least 20 new participants in FY 2022/23 with these funds.
4. Other Operating Expenses:
  - The increase of \$286,245 is mainly due to a \$197,000 increase within the Duval County Law Library portion for repairs and maintenance to repair the outdated shelving that is needed for patrons to access materials in the library collection. The shelving system is currently non-operational. Repair of the movable shelves will provide law students and other library patrons access to hard copy legal materials contained in those shelves. There is also an additional \$83,000 increase in other operating supplies within the Juvenile Drug Court due to the need to purchase additional reagents and supplies to test participants for illegal drug use and ensure program compliance.

Finance and Administration

5. Other Operating Expenses
  - This amount is decreasing due to the decrease in the \$65 fee. This line is designated for legal aid and is distributed to Jacksonville Legal Aid (JALA).

**SERVICE LEVEL CHANGES:**

The increased funding from the General Fund (Fund 00111) will allow the Juvenile Drug Court programs to handle an additional 20 participants in FY2022/23. Additionally, the Duval County Law Library which is currently closed due to the Pandemic is expected to open back up in FY 2022/23.

**EMPLOYEE CAP CHANGES:**

None.

**RECOMMENDATION:**

None.

**Recording Fees Technology**  
**SUBFUND -- 15203**

|                                     | <b>FY 21-22<br/>ADOPTED</b> | <b>FY 22-23<br/>RECOMMENDED</b> | <b>CHANGE FROM PR YR</b> |                   |
|-------------------------------------|-----------------------------|---------------------------------|--------------------------|-------------------|
|                                     |                             |                                 | <b>PERCENT</b>           | <b>DOLLAR</b>     |
| <b>REVENUE</b>                      |                             |                                 |                          |                   |
| <b>COURTS</b>                       |                             |                                 |                          |                   |
| Charges for Services                | \$ 2,315,290                | \$ 2,459,963                    | 6.2%                     | \$ 144,673        |
|                                     | \$ 2,315,290                | \$ 2,459,963                    | 6.2%                     | \$ 144,673        |
| <b>Jax Citywide Activities</b>      |                             |                                 |                          |                   |
| Investment Pool / Interest Earnings | \$ 2,470                    | \$ 11,984                       | 385.2%                   | \$ 9,514          |
| Transfers from Fund Balance         | 65,720                      | 222,341                         | 238.3%                   | 156,621           |
|                                     | \$ 68,190                   | \$ 234,325                      | 243.6%                   | \$ 166,135        |
| <b>TOTAL REVENUE</b>                | <b>\$ 2,383,480</b>         | <b>\$ 2,694,288</b>             | <b>13.0%</b>             | <b>\$ 310,808</b> |

**EXPENDITURES**

|                                       |                     |                     |              |                   |
|---------------------------------------|---------------------|---------------------|--------------|-------------------|
| <b>Courts</b>                         |                     |                     |              |                   |
| Internal Service Charges              | \$ 185,991          | \$ 143,675          | (22.8%)      | \$ (42,316)       |
| Professional and Contractual Services | 380,000             | 849,000             | 123.4%       | 469,000           |
| Other Operating Expenses              | 212,000             | 204,500             | (3.5%)       | (7,500)           |
| Capital Outlay                        | 130,860             | 130,860             | 0.0%         | -                 |
|                                       | \$ 908,851          | \$ 1,328,035        | 46.1%        | \$ 419,184        |
| <b>Jax Citywide Activities</b>        |                     |                     |              |                   |
| Cash Carryover                        | \$ 0                | \$ -                | N/A          | \$ -              |
|                                       | \$ 0                | \$ -                | N/A          | \$ -              |
| <b>Office of State's Attorney</b>     |                     |                     |              |                   |
| Internal Service Charges              | \$ 367,016          | \$ 261,787          | (28.7%)      | \$ (105,229)      |
| Professional and Contractual Services | 101,716             | 131,363             | 29.1%        | 29,647            |
| Other Operating Expenses              | 123,646             | 61,444              | (50.3%)      | (62,202)          |
| Capital Outlay                        | 191,000             | 310,000             | 62.3%        | 119,000           |
|                                       | \$ 783,378          | \$ 764,594          | (2.4%)       | \$ (18,784)       |
| <b>Public Defender's</b>              |                     |                     |              |                   |
| Internal Service Charges              | \$ 72,572           | \$ 21,718           | (70.1%)      | \$ (50,854)       |
| Professional and Contractual Services | -                   | \$ 105,000          | N/A          | 105,000           |
| Other Operating Expenses              | 563,679             | 472,441             | (16.2%)      | (91,238)          |
| Capital Outlay                        | 55,000              | 2,500               | (95.5%)      | (52,500)          |
|                                       | \$ 691,251          | \$ 601,659          | (13.0%)      | \$ (89,592)       |
| <b>TOTAL EXPENDITURES</b>             | <b>\$ 2,383,480</b> | <b>\$ 2,694,288</b> | <b>13.0%</b> | <b>\$ 310,808</b> |

**AUTHORIZED POSITION CAP**

|                      | <b>FY 21-22<br/>ADOPTED</b> | <b>FY 22-23<br/>PROPOSED</b> | <b>CHANGE</b> |
|----------------------|-----------------------------|------------------------------|---------------|
| Authorized Positions | 0                           | 0                            | 0             |
| Part-Time Hours      | 0                           | 0                            | 0             |

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
JUDICIAL – VARIOUS  
RECORDING FEES TECHNOLOGY (FUND 15203)**

---

**PROPOSED BUDGET BOOK – Page # 358 - 359**

**BACKGROUND:**

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

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

**REVENUES:**

Courts

1. Charges for Services
  - This revenue is from the \$2 recording fee based on recent actuals. This revenue is tied to the recording of deeds and mortgages. The increase is to align with recent actual collections.

Jax Citywide Activities

2. Investment Pool / Interest Earnings
  - This amount represents anticipated interest earnings for FY 2022/23.
3. Transfers from Fund Balance
  - The requested transfer from fund balance of \$222,341 is to balance the requested budget.

**EXPENDITURES:**

Courts

1. Internal Service Charges
  - The net decrease of \$42,316 is due to IT charges related to Network Infrastructure Services being shifted to the General Fund (Fund 00111) in FY2022/23 to better align the costs.
2. Professional and Contractual Services
  - Per the Courts, the net increase of \$469,000 is funding for the functionality requirements that the Supreme Court mandated for the judicial bench viewer. This is part of the Supreme Court's Court Application Processing System requirements, access to justice initiative, consolidated civil case management, and other mandates.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
JUDICIAL – VARIOUS  
RECORDING FEES TECHNOLOGY (FUND 15203)**

---

**PROPOSED BUDGET BOOK – Page # 358 - 359**

Public Defender

2. Internal Service Charges
  - The net decrease of \$50,854 is driven by a decrease of \$62,005 in computer systems maintenance charges due to costs being shifted to the General Fund (Fund 00111) to better align costs. This is offset by an \$11,151 increase in ITD replacements due to an equipment refresh planned in FY 2022/23.
3. Professional and Contractual Services
  - The \$105,000 is to pay for replacement of switches throughout the building.
4. Other Operating Expenses
  - The net decrease of \$91,238 is based on some one-time expenses last year and a reduction in maintenance contracts due to agreements ending.
5. Capital Outlay
  - The decrease of \$52,500 is due to one-time funding needed in FY 2021/22.

**SERVICE LEVEL CHANGES:**

None.

**CAPITAL OUTLAY CARRYFORWARDS:**

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

- \$55,000 for computer equipment for the Public Defender's Office.
- \$124,837 for computer equipment for the State Attorney's Office.

**EMPLOYEE CAP CHANGES:**

There are no authorized positions in this fund.

**RECOMMENDATION:**

We recommend approving the amounts for the Courts and Public Defender shown on page 18. The State Attorney amounts were approved during the Budget Hearing on August 12. All amounts were agreed to by the three parties and are funded by using the proposed cash carry over of \$1,403,148 and a transfer from fund balance of \$222,341.

This has no impact to Special Council Contingency.

**Blank Page**

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

---

**PROPOSED BUDGET BOOK – Page # 351 - 352**

**BACKGROUND**

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

**EXPENDITURES**

1. Internal Service Charges:

- The net increase of \$129,054 is primarily due to an increase of \$97,176 in building costs allocated for the Haverty's Building, which is a result of increased total building costs. There is also an increase of \$61,158 in computer system maintenance and security allocation costs due to several IT charges such as Network Infrastructure Services, WAN Circuit (Wide Area Network), and Enterprise Security services being shifted from the Recording Fees Technology fund (fund 15203) to the Public Defender's Office (General Fund 00111) to better align costs. The increases were offset by a decrease of \$28,516 in ITD replacement cost allocation due to a one-time network equipment refresh being done in FY 2021/22.

2. Other Operating Expenses:

- This consists of parking costs for 11 vehicles in the Library Garage paid for by the City for some Public Defender Employees.

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

None.

**RECOMMENDATION:**

None.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

---

**PROPOSED BUDGET BOOK - Page # 249 - 251**

**BACKGROUND:**

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

**REVENUE:**

1. Charges for Services:
  - The \$356,500 includes revenue from organized events, tennis lessons, summer camps, and docks.
2. Miscellaneous Revenue:
  - The \$552,575 includes revenue from overtime reimbursement, rental of facilities and other miscellaneous charges. The increase of \$35,475 is due to increases of \$18,000 that represents the reinstatement of annual rent and gross revenue percentage payments for Bent Creek Golf Course after a one-year waiver approved in Ordinance 2020-181 and \$14,175 in overtime reimbursement charges due to more rental activity.

**EXPENDITURES:**

1. Salaries:
  - The net increase of \$1,148,873 is mainly due to the following increases.
    - \$790,459 in permanent and probationary salaries mostly due to collective bargaining increases, other salary increases, and other organizational changes including turnover.
    - \$184,398 in salaries overtime due to the salary increases noted above, vacancies from turnover that generate a need for more overtime, and an overall increase in park usage in recent years.
    - \$176,878 in salaries part time mainly due to the collective bargaining increases.
2. Pension Costs:
  - The increase of \$164,113 is mostly the impact of the salary increases noted above.
3. Employer Provided Benefits:
  - The net decrease of \$19,404 is primarily due to changes in employee benefit elections.
4. Internal Service Charges:
  - The net increase of \$1,522,822 is driven by an increase of \$906,932 in utilities mainly due to an increase in the cost of fuel for electricity and additional usage of electricity and water. There were also increases of:
    - \$218,573 in building maintenance city wide.
    - \$171,677 in fleet parts, oil, and gas mostly due to fuel prices.
    - \$94,563 in fleet vehicle replacement mostly due to the full cost of 16 vehicles purchased in FY 2021/22 and the partial year cost of 14 vehicles proposed to be added.
    - \$57,408 in computer maintenance and security.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

**PROPOSED BUDGET BOOK - Page # 249 - 251**

Here is a summary of department vehicles proposed to be replaced in FY 2022/23.

| <b>2022/23 Parks, Recreation &amp; Community Services<br/>Vehicle Replacement Summary</b> |  |                      |                                |  |  |   |
|---|--|----------------------|--------------------------------|--|--|---|
| <b>Unit Description</b>   | <b>Number of<br/>Units to be<br/>Purchased</b> | <b>Average Price</b> | <b>Total Expected<br/>Cost</b> | <b>Average<br/>Monthly<br/>Use in FY<br/>2022/23</b> | <b>Fleet<br/>Replacement<br/>Allocation in<br/>FY 2022/23<br/>(Partial Year)</b> | <b>Fleet<br/>Replacement<br/>Allocation<br/>(Full Year)</b> |
| Golf Cart / ATV   | 1  | \$ 15,000            | \$ 15,000                      | 4  | \$ 1,013   | \$ 3,038  |
| Mobile Stage / Platform   | 1  | \$ 150,000           | \$ 150,000                     | 4  | \$ 10,128  | \$ 30,383   |
| Pickup Truck  | 5  | \$ 39,000            | \$ 195,000                     | 4  | \$ 13,166  | \$ 39,498   |
| Tractor   | 1  | \$ 70,000            | \$ 70,000                      | 4  | \$ 4,726   | \$ 14,179   |
| Tractor - Loader  | 1  | \$ 120,000           | \$ 120,000                     | 4  | \$ 8,102   | \$ 24,306   |
| Trash Truck   | 1  | \$ 175,000           | \$ 175,000                     | 0  | \$ -   | \$ 35,447   |
| Utility Body Truck  | 2  | \$ 65,000            | \$ 130,000                     | 4  | \$ 8,777   | \$ 26,332   |
| Van / Box Truck   | 2  | \$ 40,500            | \$ 81,000                      | 4  | \$ 5,469   | \$ 16,407   |
| <b>Total</b>  | <b>14</b>                                      |                      | <b>\$ 936,000</b>              |  | <b>\$ 51,381</b>   | <b>\$ 189,589</b>   |

5. Insurance Costs and Premiums:

- The increase of \$194,315 is driven by increases of \$116,739 in miscellaneous insurance based on the cost of the property premium and \$77,453 in general liability insurance due to recent claims experience.

6. Professional and Contractual Services:

- The increase of \$210,993 is driven by the following increases:
  - \$116,044 in security guard service due to a new contract.
  - \$88,823 in the contractual agreement for the City's state-mandated in-jail substance abuse education, treatment, and case management services. The current contract is scheduled to end September 30, 2022 and the City is currently in the process of procuring a vendor for FY 2022/23.

7. Other Operating Expenses:

- The net increase of \$187,244 is primarily due to the following increases:
  - \$100,000 in maintenance costs for Friendship Fountain post repair (\$60,000 for general maintenance and \$40,000 specifically for pool chemicals)
  - \$71,240 in large volume disposal container costs due to a new contract January 1, 2022.
  - \$35,000 in event contributions as shown in Division Changes section of the handout for Sports and Entertainment.



**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

**PROPOSED BUDGET BOOK - Page # 249 - 251**

8. Grants, Aids & Contributions:

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

**SCHEDULE B1 GRANTS:**

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

|  |   |  | \$8,884,523                                | \$0                   | \$75,465             | 11            | 832             |
|--|---|--|--|-----------------------|----------------------|---------------|-----------------|
|  |   |  | 2022-504-E Schedule of Continuation Grants |                       |                      |               |                 |
| Grantor  | Grant Name  | Grant Description  | Estimated Grant Award                      | Total Match Requested | In Kind Contribution | FTE Positions | Part Time Hours |
| State Department of Elder Affairs/Elder Source | EHEAP   | Funding to provide crisis assistance to eligible low-income households with at least one individual aged 60 or older experiencing a heating or cooling emergency. The program allows for payments to utility companies, the purchase of blankets, portable heaters and fans, repairs of existing heating or cooling equipment, and the payment of reconnection fees. | \$157,703                                  | \$0                   | \$0                  | 1             | 0               |
| Department of HHS                              | Ending the HIV Epidemic: A Plan for America                           | Funding to reduce the number of new HIV infections with the use of HIV Medical Mobile Units. Grant Ends Feb 2025   | \$1,086,820                                | \$0                   | \$0                  | 1             | 0               |
| Department of HHS                              | Ryan White Part A   | Health Resources and Services Administration - HIV/AIDS Programs   | \$6,000,000                                | \$0                   | \$0                  | 5             | 832             |
| Department of Justice                          | Jacksonville Safety First   | Funding to provide supervised visitation services to protect children affected by domestic violence.   | \$550,000                                  | \$0                   | \$0                  | 0             | 0               |
| Department of Justice                          | Training and Services to end Violence Against women with Disabilities | Training and Services to End Violence Against Women with Disabilities  | \$325,000                                  | \$0                   | \$0                  | 0             | 0               |
| Department of Justice                          | Transitional Housing Program  | Funding to provide transitional housing and supportive services to victims of Domestic Violence, Sexual Assault, Stalking and Human Trafficking who are homeless due to their victimization.   | \$450,000                                  | \$0                   | \$0                  | 0             | 0               |
| DOJ / Office of the Florida Attorney General   | Victims of Crime Act (VOCA)   | Information and Referrals for Crime Victims.   | \$315,000                                  | \$0                   | \$75,465             | 4             | 0               |

**Handout Continues on Next Page**

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

**PROPOSED BUDGET BOOK - Page # 249 - 251**

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

|   |  |   | \$2,063,912           | \$275,926       | \$3,170,565         | \$3,381,982           | \$22,884             | 65            | 7,800           |
|---|--|---|-----------------------|-----------------|---------------------|-----------------------|----------------------|---------------|-----------------|
| 2022-504-E Schedule of Continuation Grants      |  |   |                       |                 |                     |                       |                      |               |                 |
| Grantor   | Grant / Program Name   | Grant / Program Description   | Estimated Grant Award | Match Requested | Overmatch Requested | Total Match Requested | In Kind Contribution | FTE Positions | Part Time Hours |
| Corporation for National and Community Services | Retired and Senior Volunteer Program                         | Funding to encourage and provide opportunities for seniors (age 55+) to be volunteers within the program are trained to read weekly to Duval County Public School pre-k and kindergarten whose families are economically disadvantaged.   | \$76,549              | \$20,715        | \$174,285           | \$195,000             | \$0                  | 3             | 1,300           |
| Corporation of National Community Services      | Foster Grandparent Program of Duval County                   | Volunteer program for seniors 55 and older to tutor and mentor at risk and special needs children.  | \$407,031             | \$71,350        | \$40,000            | \$111,350             | \$22,884             | 3             | 1,300           |
| State Department of Elder Affairs /Elder Source | Jacksonville Senior Service Program (JSSP)                   | Funding to provide activities and programs that promote healthy living for citizens of Duval County 60 years of age and over. Grantor requires match funds. Additional funds needed as local match to support the 56 program staff for 19 Centers; 26 transportation buses for services, and other operating cost within the program.   | \$1,211,779           | \$108,852       | \$2,949,280         | \$3,058,132*          | \$0                  | 57            | 5,200           |
| State Department of Elder Affairs/Elder Source  | RELIEF Project (Respite for Elders Living Everyday Families) | Funding for continued services and expand in-home and group respite services and educational/services seniors, stipends to senior/ low-income volunteers, services through faith-based organizations, evening in-home respite services for caregiver/families.  | \$108,553             | \$10,500        | \$7,000             | \$17,500              | \$0                  | 1             | 0               |
| Americorps Seniors                              | Senior Companion Program                                     | Senior Companion program provides respite care, companion services for low to moderate income seniors. This program provides assistance for seniors aged 60 years and older who have one or more physical, emotional, or mental health limitations and needs assistance to achieve and maintain their high level of independent living. | \$260,000             | \$64,509        | \$0                 | \$0                   | \$0                  | 1             | 0               |

\*Note that the \$3,058,132 match is included in the Senior Services Division Budget

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

The budget proposes to decrease the overall authorized position cap by 3 positions. This is eliminating 5 positions (4 Maintenance Worker positions and 1 Custodian position) that were vacant and adding 2 positions (1 Plumber position and 1 Contract and Administrative Compliance Manager position). The Department needs the Contract and Administrative Compliance Manager to oversee various construction projects resulting from additional funding for capital improvement projects.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

**PROPOSED BUDGET BOOK - Page # 249 - 251**

The additional plumber position is to maintain Friendship Fountain post-repair; the Department previously outsourced the maintenance.

**FOOD AND BEVERAGES EXPENDITURES:**

Total of \$100,010

| <b>FY23<br/>Proposed</b> | <b>Description of each service / event that<br/>requires the purchase of food and/or<br/>beverages</b>   | <b>Explanation that the service / event serves a public<br/>purpose</b>   |
|--------------------------|--|---|
| \$12,000                 | To pay for food and non-alcoholic beverages at the COJ suite during events held at TIAA Bank Field.  | The City's TIAA Bank Field Suite is used to showcase our stadium, our city and to entice business and other opportunities for our city.   |
| \$1,500                  | This account funds supplies for the Family & Consumer Sciences program & partial Expanded Food & Nutrition program educational programming which will generate an annual projected average of 25,000 contacts reaching a range of groups including at-risk youth | All items are used in educational programming for teaching purposes.  |
| \$1,000                  | Food for Council on Elder Affairs Senior Volunteer Awards Program  | Recognizes and rewards Seniors for their Volunteer Services and activities in the Community   |
| \$2,000                  | More than 700 seniors throughout the community (Senior Centers, Senior residences, church groups, neighborhood associations etc) are invited to these meetings. Seniors have raised their families, owned businesses, worked hard over the years; this is a way  | More than 700 seniors throughout the community (Senior Centers, Senior residences, church groups, neighborhood associations etc) are invited to these meetings. Seniors have raised their families, owned businesses, worked hard over the years, this is a way |
| \$500                    | SNL Nutrition program  | Food for annual special events  |
| \$7,600                  | SNL snacks   | Snacks for SNL  |
| \$500                    | Annual special events  | Food for annual special events  |
| \$500                    | Joseph Lee Day   | Summer playday for approximately 500 kids   |
| \$7,000                  | After school & summer program  | Snacks for summer & after school programs   |
| \$50                     | Homeschool Sports and Fitness Program  | End of the year celebration - Recognize Accomplishments   |
| \$100                    | Community Special Events   | Quarterly family night out events in Aquatic Center / Community Center  |
| \$125                    | Senior Time Out Program  | Bi-weekly social time for neighborhood seniors  |
| \$125                    | Summer Enrichment Camp   | End of the summer celebration/Joseph Lee Day  |
| \$200                    | Mommy and Me Toddler Program   | Weekly time for parents and toddlers to participate in a structured program (tumbling, art, etc...)   |
| \$900                    | Recognition/training for Senior Companion Program  | DOEA/ElderSource requires that volunteers are recognized for their services to the program. .   |

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

**PROPOSED BUDGET BOOK - Page # 249 - 251**

| <b>FY23<br/>Proposed</b> | <b>Description of each service / event that<br/>requires the purchase of food and/or<br/>beverages</b>  | <b>Explanation that the service / event serves a public<br/>purpose</b>   |
|--------------------------|---|---|
| \$22,000                 | Senior Prom   | Provides for socialization, physical activity and mental stimulation in addition to a nutritious meal.  |
| \$31,000                 | Mayor's Holiday Festival for Seniors  | Provides for socialization, physical activity and mental stimulation in addition to a nutritious meal.  |
| \$3,000                  | Recognition/training for Foster Grandparent Program   | The Corporation for National & Community Services, funder for the Adult Services Division's Foster Grandparent Program, require senior volunteers be recognized for their service to the program.                   |
| \$1,410                  | Recognition/Training for RELIEF Program   | The funder requires that volunteers are recognized for their services to the program. Volunteers are recognized for their hours of service to the program.  |
| \$1,000                  | RSVP Advisory Council Appreciation Luncheon for Advisory council Volunteers   | RSVP Advisory Council Volunteers represent and support the program in the community and are responsible for raising funds for the Annual RSVP Volunteer Recognition Event.  |
| \$1,450                  | Lunch and drinks are provided for RSVP Tale teller volunteers who attend 3 day-long in-service sessions.  | RSVP Tale Tellers receive on-going training further increase their effectiveness at reading classrooms to pre-k and kindergarten children from low income families.   |
| \$2,050                  | Food and water are provided at the Annual RSVP volunteer recognition event for volunteers and community representatives and smaller events throughout the year to recognize the special efforts of RSVP volunteers. | Food and water are provided at the Annual RSVP volunteer recognition event for volunteers and community representatives and smaller events throughout the year to recognize the special efforts of RSVP volunteers. |
| \$4,000                  | Ryan White Care Act grant   | Provide food for clients and contracted agencies that attend public meetings or events related to the grant program.  |

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

**PROPOSED BUDGET BOOK - Page # 249 - 251**

**DIVISION CHANGES:**

| <b>Parks &amp; Recreation Division Expenses</b>                 | <b>2021/22<br/>Adopted</b> | <b>2022/23<br/>Proposed</b> | <b>\$ Change<br/>from FY 22</b> | <b>% Change<br/>from FY 22</b> |          |
|---|----------------------------|-----------------------------|---------------------------------|--------------------------------|----------|
| Recreation and Community Programming                            | \$ 26,476,574              | \$ 28,919,819               | \$ 2,443,245                    | 9.2%                           | <b>A</b> |
| Disabled Services   | \$ 711,638                 | \$ 778,015                  | \$ 66,377                       | 9.3%                           | <b>B</b> |
| Natural and Marine Resources                                    | \$ 2,038,095               | \$ 2,130,071                | \$ 91,976                       | 4.5%                           | <b>C</b> |
| Parks, Recreation & Community Services - Office of the Director | \$ 2,852,131               | \$ 3,207,650                | \$ 355,519                      | 12.5%                          | <b>D</b> |
| Senior Services   | \$ 6,223,204               | \$ 6,432,920                | \$ 209,716                      | 3.4%                           | <b>E</b> |
| Social Services   | \$ 10,291,719              | \$ 10,570,266               | \$ 278,547                      | 2.7%                           | <b>F</b> |
| Sports and Entertainment  | \$ 921,945                 | \$ 885,521                  | \$ (36,424)                     | -4.0%                          | <b>G</b> |
| <b>Department Total</b>   | <b>\$ 49,515,306</b>       | <b>\$ 52,924,262</b>        | <b>\$ 3,408,956</b>             | <b>6.9%</b>                    |          |

**A** For Recreation and Community Programming the net increase of \$2,443,245 is driven by the following increases:

- \$841,765 in utilities due to an increase in the cost of fuel for electricity and additional usage of electricity and water.
- \$717,754 in salaries driven by the following increases:
  - \$410,383 in permanent and probationary salaries mostly due to collective bargaining increases and other salary increases.
  - \$176,129 in salaries overtime mostly due to due to the salary increases noted above, vacancies from turnover that generate a need for more overtime, and an overall increase in park usage in recent years.
  - \$129,561 in part time salaries mostly due to collective bargaining increases.
- \$287,599 in fleet costs mostly due to:
  - \$163,387 mostly due to the price of fuel, and
  - \$93,396 due to the impact of the replacement of vehicles.
- \$116,044 in security guard service due to contractual increases.
- \$95,235 in building maintenance city wide mostly due to an increase in the overall cost.
- \$68,000 in large volume container-sanitation due to a new contract.
- \$60,000 in repairs and maintenance for the additional recurring cost of general maintenance for Friendship Fountain post repair
- \$53,000 in chemical and drugs for the additional recurring cost of pool chemicals for Friendship Fountain post repair (\$40,000) and an increase in the cost of pool chemicals overall (\$13,000).

**B** For Disabled Services, the net increase of \$66,377 is driven by an increase in employee costs mainly from the impact of collective bargaining increases. There was also an increase of \$10,257 in the building cost allocation for the St. James building due to an increase in the overall cost.

**C** For Natural and Marine Resources, the net increase of \$91,976 is driven by an increase in employee costs mainly from the impact of collective bargaining and other salary increases.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

---

**PROPOSED BUDGET BOOK - Page # 249 - 251**

- D** For the Office of the Director the net increase of \$355,519 is mostly due to the following increases:
- \$197,886 in employee costs mainly from the impact of collective bargaining, one additional position for a Contract and Administrative Compliance Manager, and two other salary increases.
  - \$93,699 in general liability insurance based on recent claims experience
  - \$24,138 in miscellaneous insurance based on the cost of the premium
  - \$45,314 in various internal service allocations, including building costs for Ed Ball (\$14,957), utilities (\$11,981), fleet vehicle replacement (\$10,296), and computer maintenance and security (\$10,274).
- E** For Senior Services the net increase of \$209,716 is driven by the following increases:
- \$109,548 in building maintenance city wide mostly due to an increase in the overall cost
  - \$58,471 in salaries mostly from the impact of collective bargaining increases
  - \$49,876 in utilities due to an increase in the cost of fuel for electricity and additional usage of electricity and water
- F** For Social Services the net increase of \$278,547 is driven by the following increases:
- \$147,217 in employee costs mostly from the impact of collective bargaining increases and other salary increases.
  - \$88,823 in other professional services due to an anticipated increase of 5% in the new contract for in-jail adult substance abuse education, treatment, and case management that will replace the current contract which expires September 30, 2022.
  - \$19,743 in computer maintenance and security
  - \$14,632 in guard service based on increases in the current contestant cost.
- G** For Sports and Entertainment the net decrease of \$36,424 is driven by decreases of \$55,364 in legal costs based on recent claims experience and \$15,000 in advertising and promotion to align the budget with actual costs in FY 2021/21. The decrease was partially offset by an increase of \$35,000 in event contribution as shown in the chart on the next page. Note that for this division the salary increases due to collective bargaining were offset by restructuring.

**Handout Continues on Next Page**

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

---

**PROPOSED BUDGET BOOK - Page # 249 - 251**

| Event Contributions                         | FY 2021-22<br>Approved | FY 2022-23<br>Proposed |
|---|------------------------|------------------------|
| The Players Championship                    | 75,000                 | 140,000                |
| Jacksonville Jaguar Suite Tickets           | 22,500                 | 22,500                 |
| Airstream Ventures-Lucas Oil Motocross      | 15,000                 | 25,000                 |
| Spartan Race – Kids Race                    | 10,000                 | -                      |
| Jacksonville Clay Shoot/Skeet Championships | 5,000                  | -                      |
| Walk-off Charities of Jax, Inc              | 10,000                 | -                      |
| City Marketing Sponsorships                 | 29,500                 | 19,500                 |
| Greenscape Jacksonville (Arbor Day)         | 5,000                  | -                      |
| Total                                       | \$ 172,000             | \$ 207,000             |

**RECOMMENDATION:**

We recommend amending the B1b schedule to include the City match of \$64,509 for the Senior Companion Program in the “Total Match Requested” column. There was an error with the amount not carrying forward to the total. This will require an increase in the contingency for Schedule B1b Grants by \$64,509. This will have a negative impact to Special Council Contingency of \$64,509.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
HUGUENOT PARK (FUND 11301)**

---

**PROPOSED BUDGET BOOK – Page # 255 - 257**

**BACKGROUND:**

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

**REVENUE:**

1. Charges for Services
  - Entrance fees, annual passes and camper rental revenues continue to rise yearly as more people visit the park. This is even when considering an expected decrease to revenue due to the Military Service Members and Veterans receiving half price on the entrance fee. **See Recommendation below regarding Entrance Fees.**
2. Transfers from Other Funds
  - The transfer from the General Fund/GSD of \$241,096 is to balance the fund.

**EXPENDITURES:**

1. Salaries:
  - The increase of \$50,301 is primarily due to the impact of collective bargaining increases and an increase in the base pay amount for some positions.
2. Pension Costs
  - The increase of \$12,670 is mainly the impact of the personnel changes noted above.
3. Employer Provided Benefits
  - The increase of \$12,149 is due to changes in benefit elections by new hires.
4. Internal Service Charges
  - The increase of \$55,369 is primarily due to an increase of \$21,476 in guard services and an increase of \$18,416 for utilities allocations both driven by cost increases and expected increases in park visitors. There is also an increase of \$14,439 in city wide building maintenance allocation, due to increased costs associated with all city buildings.
5. Other Operating Expenses
  - The increase of \$6,225 is primarily due to a \$5,000 increase in credit card fees due to increased number of visitors paying with credit cards.



**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
HUGUENOT PARK (FUND 11301)**

---

**PROPOSED BUDGET BOOK – Page # 255 - 257**

6. Indirect Cost

- This is an allocation of costs to operate central services of the City (e.g. Finance and Administration, Employee Services and City Council) as calculated by the City's independent consulting firm.

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

None.

**RECOMMENDATION:**

We recommend increasing entrance fee revenue by \$50,000 from \$500,000 to \$550,000 to better align with recent collections. This is not a fee increase. This will be offset by a decrease of \$50,000 to the transfer in from and out of the General Fund/GSD.

This will have a positive impact on Special Council Contingency by \$50,000.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
KATHRYN A. HANNA PARK (FUND 11302)**

---

**PROPOSED BUDGET BOOK – Page # 258 - 260**

**BACKGROUND:**

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

**REVENUE:**

1. Charges for Services
  - This represents the entrance fees, annual passes, and camper rental revenues.
2. Miscellaneous Revenue
  - This represents rental and concessions income and is budgeted to increase based on historical numbers.
3. Investment Pool / Interest Earnings
  - The increase of \$10,911 is based on increasing interest rates compared to the rate used in FY 2021/22.

**EXPENDITURES:**

1. Salaries
  - The increase of \$73,460 is mainly due to the impact of collective bargaining increases and an increase in the base pay rate for some positions.
2. Pension Costs
  - The increase of \$9,300 is mainly due to the personnel changes noted above.
3. Employer Provided Benefits
  - The decrease of \$4,013 is primarily due to a decrease in group hospitalization insurance caused by changes in health plan elections by new hires.
4. Internal Service Charges
  - The increase of \$72,592 is primarily due to a \$28,324 increase in utilities and a \$25,681 for security services. These increases are both based on increases in costs for the services as well as the steady rise of visitors to the park each year.
5. Insurance Costs and Premiums
  - The decrease of \$7,928 is primarily due to the decrease of \$9,828 in general liability insurance based on a decrease in recent claims history.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
KATHRYN A. HANNA PARK (FUND 11302)**

---

**PROPOSED BUDGET BOOK – Page # 258 - 260**

6. Other Operating Expenses

- The increase of \$17,381 is mainly due to a \$20,000 increase in credit card fees due to an increase in the number of visitors to the park using credit cards.

7. Indirect Cost

- This is an allocation of costs to operate central services of the City (e.g. Finance and Administration, Employee Services and City Council) as calculated by the City's independent consulting firm.

8. Transfers to Other Funds

- The transfer of \$240,000 is for a capital improvement project for a parking lot at Hanna Park.

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

None.

**RECOMMENDATION:**

None.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
FLORIDA BOATER IMPROVEMENT PROGRAM (FUND 11306)**

---

**PROPOSED BUDGET BOOK – Page # 261-262**

**BACKGROUND:**

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

**REVENUES:**

1. Charges for Services:
  - The amount of \$115,000 represents the anticipated FY 2022/23 revenue for boat registration fees based on current actuals.

**EXPENDITURES:**

1. Professional and Contractual Services:
  - The \$115,463 will be utilized for repairs of city-owned boat ramps or other allowable activities. The decrease of \$4,924 is associated with the decrease in budgeted revenue in this fund.

**EMPLOYEE CAP CHANGES:**

There are no authorized positions in this subfund.

**RECOMMENDATIONS:**

None.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION & COMMUNITY SERVICES  
CECIL FIELD COMMERCE CENTER (FUND 11308)**

---

**PROPOSED BUDGET BOOK - Page # 263-265**

**BACKGROUND:**

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

**REVENUES:**

1. Charges for Services:

- This amount represents estimated revenue for entrance fees and organized event charges. The decrease of \$20,000 is due to decreases of \$10,000 in organized event charges and \$10,000 in summer camp programming to match recent actuals.

2. Miscellaneous Revenue:

- The decrease of \$4,500 is due to a decrease of \$3,000 in overtime reimbursement charges and \$1,500 in miscellaneous sales and charges to match recent actuals.

3. Transfers from Other Funds:

- The amount of \$1,313,736 is a transfer from the General Fund/GSD to balance the fund.

**EXPENDITURES:**

1. Salaries:

- The net decrease of \$1,924 is due to a decrease of \$15,909 in part-time salaries to match recent actuals. This is partially offset by an increase of \$12,823 in salaries due to the impact of collective bargaining increases.

2. Pension Costs:

- The increase of \$11,992 is due to the allocation of the defined benefit plan.

3. Internal Service Charges:

- The net decrease of \$6,628 is mainly due to decreases of \$4,816 in utility costs due to a decrease in usage and \$1,775 in computer system maintenance/security.

4. Professional and Contractual Services:

- This funding is for a maintenance contract for pool, fields, etc. at the Cecil Field Commerce Center.

5. Other Operating Expenses

- The decrease of \$1,800 is due to the following decreases based on recent actuals:
  - \$1,000 in other operating supplies.
  - \$500 in advertising and promotion costs.
  - \$500 in miscellaneous services and charges.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION & COMMUNITY SERVICES  
CECIL FIELD COMMERCE CENTER (FUND 11308)**

---

**PROPOSED BUDGET BOOK - Page # 263-265**

6. Indirect Costs:

- This is an allocation of costs to operate central services of the City (e.g. Finance and Administration, Employee Services and City Council) as calculated by the City's independent consulting firm.

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

None.

**FOOD AND BEVERAGES EXPENDITURES:**

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

**RECOMMENDATION:**

None.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION, AND COMMUNITY SERVICES  
EQUESTRIAN CENTER – NFES HORSE (FUND 45102)**

---

**PROPOSED BUDGET BOOK – Page # 268 – 269**

**BACKGROUND:**

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

**REVENUE:**

1. Investment Pool / Interest Earnings:
  - This is the anticipated interest earnings for FY 2022/23.
2. Transfers from Other Funds:
  - The FY 2022/23 proposed transfers, totaling \$570,421, include \$335,128 from the General Fund/GSD (Fund 00111) and \$235,293 from the Taye Brown Regional Trust Fund (Fund 43303).

**EXPENDITURES:**

1. Professional and Contractual Services:
  - This amount will be paid to the Northeast Florida Equestrian Society to cover the gap between their estimated revenues and estimated expenditures of the Equestrian Center for Fiscal Year 2022/23.
    - Net revenue is budgeted to decrease by \$47,626 primarily due to events that used to be at the Equestrian Center moving to the World Equestrian Center in Ocala, Florida.
    - Expenditures are budgeted to increase by \$58,144 mainly due to an increase in payroll expenses based on the state mandated minimum wage increase and a 2.5% wage increase for employee retention. There is also an increase in professional services due to an external audit of Northeast Florida Equestrian Society being planned to be conducted in FY 2022/23. Per the contract, an external audit report is required to be submitted once every five years, and the most recent audit report submitted was for the year ended December 31, 2017. Therefore, the next audit report is required to be submitted by April 30, 2023, for the year ended December 31, 2022.

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

There are no employees in this fund.

**RECOMMENDATION:**

None.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION & COMMUNITY SERVICES  
SPECIAL EVENTS (FUND 00113)**

---

**PROPOSED BUDGET BOOK - Page # 252-254**

**BACKGROUND:**

Special Events is an activity under the Sports and Entertainment Division within the Department of Parks, Recreation and Community Services.

**REVENUE:**

1. Charges for Services:

- The amount of \$312,000 represents the anticipated revenue from the sale of tickets for the Florida/Georgia game that the City is contractually obligated to purchase. The increase of \$156,000 is due to an increase in expected ticket sales (2,000 tickets, compared to 1,000 in FY 2021/22).

2. Miscellaneous Revenue:

- This amount of \$531,918 includes the reimbursement from the Jaguars for its portion of the temporary seat cost pursuant to Amendment 14 of the agreement with the Jaguars and revenue from permit fees and a chargeback to various event holders for staff overtime work at the events. The net increase of \$258,709 is mostly due to an increase of \$259,209 in the reimbursement. **See Recommendation 1.**

3. Investment Pool / Interest Earnings:

- The amount of \$54,799 is the projected Investment Pool Earnings for FY 2022/23 based on available cash and the interest rate projected by Treasury.

4. Transfer From Other Funds:

- The \$9,982,981 is a transfer from the General Fund/GSD (Fund 00111) to support operations within the Office of Special Events. The increase of \$556,329 results from the contract related to the Florida/Georgia game. Specifically, the event contribution to each school increased by \$250,000 (i.e., \$500,000 in total), from \$1 million per school to \$1.25 million per school (i.e., \$2.5 million in total).

**EXPENDITURES:**

1. Salaries:

- The net increase of \$9,729 in salaries is driven by an increase of \$30,743 in permanent and probationary salaries mainly due to the impact of collective bargaining increases, which is being partially offset with a decrease of \$25,594 in overtime.

2. Pension Costs:

- The increase of \$6,548 is mostly due to the salary increases noted above.

3. Employer Provided Benefits:

- The net decrease of \$9,052 is mostly the impact of employee turnover and benefit election changes.



**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION & COMMUNITY SERVICES  
SPECIAL EVENTS (FUND 00113)**

---

**PROPOSED BUDGET BOOK - Page # 252-254**

4. Internal Service Charges:

- The net increase of \$78,152 is driven by increases of \$65,629 in computer maintenance and security to develop and maintain the Sports & Entertainment pages on the City's website and \$13,794 in radio due to an overall increase in P25 maintenance costs attributed to the addition of debt repayment for the Radio Tower and Back-up System.

5. Insurance Costs and Premiums:

- The increase of \$18,564 is in miscellaneous insurance based on the increased cost of the property premium.

6. Other Operating Expenses:

- The net increase of \$3,299,845 should be offset by the decrease of \$2,447,000 in the category Contingencies, below, which housed \$2,447,000 of the FY 2021/22 funding for operating expenses related to The Florida/Georgia Game until the contract was fully executed on October 27, 2021. Therefore, the true change in this category is a net increase of \$852,845 (\$3,299,845 - \$2,447,000), which was mostly due to the following increases:
  - \$466,500 for the Florida/Georgia game mostly due to a scheduled contractual increase of \$250,000 in the City's contribution to each team (for a total increase of \$500,000).
  - \$250,000 in miscellaneous services & charges for the 4<sup>th</sup> of July and New Years Celebration activities to cover the additional locations that had been covered differently in the past.
  - \$145,000 for the Memorial Wall – Sea and Sky activity due to advanced deposit requirements related to the Air Show scheduled to occur in FY 2023/24.
  - \$74,000 in miscellaneous services & charges for the Mayor's Initiatives activity mostly for holiday display and shuttle service for the Tournament Players Club event.
  - \$50,000 in credit card fees due to the discontinuation of accepting cash payments at various events.

A decrease of \$137,775 that resulted from removing one-time costs for the City's Bicentennial Celebration activities in FY 2021/22 partially offset the increases.

7. Grants, Aids & Contributions:

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

8. Contingencies:

- There is not a proposed contingency for FY 2022/23. The contingency in FY 2021/22 was related to the pending contract for the Florida/Georgia game.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION & COMMUNITY SERVICES  
SPECIAL EVENTS (FUND 00113)**

**PROPOSED BUDGET BOOK - Page # 252-254**

Below is the cost for each proposed event:

| Events                                | Equipment Rentals  | Advertising       | Event Contribution | Miscellaneous Services & Charges | Subsidies & Contributions To Other Governments | Subsidies & Contributions To Private Organizations | FY 2022/2023 Proposed(*) | FY 2021/2022 Totals(*) | Increase/ (Decrease) |
|---------------------------------------|--------------------|-------------------|--------------------|----------------------------------|--|--|--------------------------|------------------------|----------------------|
| 4TH OF JULY AND NEW YEARS CELEBRATION | 12,500             |                   |                    | 298,600                          |  |  | 311,100                  | 61,100                 | 250,000              |
| LIGHT BOAT PARADE                     | 4,500              | 6,000             |                    | 49,500                           |  |  | 60,000                   | 60,000                 | -                    |
| BOB HAYES TRACK                       |                    |                   |                    |                                  |  | 84,875   | 84,875                   | 84,875                 | -                    |
| FLORIDA-GEORGIA GAME                  | 1,540,960          | 121,000           | 3,447,000          | 600,000                          | 470,000  |  | 6,178,960                | 5,712,460              | 466,500              |
| JAX BEACH FIREWORKS                   |                    |                   |                    | 35,000                           |  |  | 35,000                   | 25,000                 | 10,000               |
| JAX HAPPENINGS                        | 1,500              | 4,000             |                    | 8,000                            |  |  | 13,500                   | 14,000                 | (500)                |
| JAZZ FESTIVAL                         | 15,000             | 4,500             |                    | 724,174                          |  |  | 743,674                  | 743,674                | -                    |
| MAYOR'S INITIATIVES                   | 8,000              | 7,000             |                    | 120,000                          |  |  | 135,000                  | 61,000                 | 74,000               |
| MEMORIAL WALL - SEA & SKY             | 134,800            |                   |                    | 310,200                          |  |  | 445,000                  | 300,000                | 145,000              |
| MLK JR ACTIVITIES                     | 5,000              | 5,000             |                    | 46,711                           |  |  | 56,711                   | 56,711                 | -                    |
| MUSIC FESTIVALS                       | 2,500              | 3,000             |                    | 20,000                           |  |  | 25,500                   | 25,500                 | -                    |
| VETERANS DAY PARADE                   | 3,000              | 2,000             |                    | 15,000                           |  |  | 20,000                   | 20,000                 | -                    |
| WORLD OF NATIONS                      | 15,000             | 5,000             |                    | 85,000                           |  |  | 105,000                  | 105,000                | -                    |
| BICENTENNIAL CELEBRATION              |                    |                   |                    |                                  |  |  | -                        | 137,775                | (137,775)            |
| JAX RIVER JAMS CONCERT SERIES         |                    |                   |                    | 500,000                          |  |  | 500,000                  | 500,000                | -                    |
| <b>Total</b>                          | <b>\$1,742,760</b> | <b>\$ 157,500</b> | <b>\$3,447,000</b> | <b>\$ 2,812,185</b>              | <b>\$ 470,000</b>                              | <b>\$ 84,875</b>                                   | <b>\$8,714,320</b>       | <b>\$7,907,095</b>     | <b>\$ 807,225</b>    |

\*Excludes the cost of security.

**FOOD AND BEVERAGE EXPENDITURES:**

| Description of each service / event that requires the purchase of food and/or beverages   | Explanation that the service / event serves a public purpose | FY23 Proposed |
|---|--|---------------|
| City events including: Florida-Georgia Game, Sea and Sky, World of Nations, Jazz Festival, July 4th, Veterans Day Parade, Light Boat Parade | Signature city event - supports volunteers/hospitality       | 34,422        |

**SERVICE LEVEL CHANGES:**

None

**EMPLOYEE CAP CHANGES:**

None

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION & COMMUNITY SERVICES  
SPECIAL EVENTS (FUND 00113)**

---

**PROPOSED BUDGET BOOK - Page # 252-254**

**RECOMMENDATION:**

We recommend reducing Contributions from Private Sources by \$117,930, from \$518,418 to \$400,488, to align the budget for the reimbursement from the Jaguars for its portion of the temporary seat cost pursuant to Amendment 14 of the agreement with the Jaguars with the expected reimbursement amount. This will need to be offset by an increase in the transfer from and out of the General Fund/GSD by a corresponding amount. This will have a negative impact to Special Council Contingency of \$117,930.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
CITY VENUES – CITY (FUND 47101)**

---

**PROPOSED BUDGET BOOK – Page #272 - 274**

**BACKGROUND:**

ASM Global has been retained by the City to manage six public facilities which include TIAA Bank Field, the VyStar Veterans Memorial Arena, 121 Financial Ballpark, Performing Arts Center, Prime Osborn Convention Center, and the Ritz Theatre and Museum. A contract between the City and ASM Global (formerly SMG) was approved by Ordinance 2022-321-E. The contract has a term of October 1, 2022 to September 30, 2027 with one additional five-year renewal period. This fund contains the City's costs related to the venues.

**REVENUE:**

1. Bed / Tourist Development Tax:
  - The increase of \$2,375,000 in Tourist Development Tax is due to the continued recovery from the economic impact of COVID-19 and growth in average hotel occupancy and the average daily room rate.
2. Other Taxes:
  - The budgeted amount of \$2,000,004 is for the State Sales Tax Rebate, which is a distribution from the State for having a professional sports franchise.
3. Miscellaneous Revenue:
  - The budgeted amount of \$4,693,030 includes the following:
    - The Jaguar supplemental rent payment per Amendment #8 of the Jaguar Lease for TIAA Bank Field for fiscal year 2022/2023 is \$3,886,040.
    - The Jumbo Shrimp rent payment for 121 Financial Ballpark for fiscal year 2022/2023 is \$270,122. 80% of the rental fee is deposited into this fund (\$216,098) and 20% is deposited into the Capital Projects – City Venues Surcharge fund (\$54,024).
    - The VyStar naming rights payment for the arena for fiscal year 2022/2023 is \$590,892.
4. Transfers from Other Funds:
  - The transfer of \$21,400,200 is from the General Fund/General Services District to balance revenues and expenditures in this fund. This represents a decrease of \$1,307,321 from fiscal year 2021/2022 mainly due to the increase in Tourist Development Tax noted above.

**EXPENDITURES:**

1. Internal Service Charges:
  - The decrease of \$29,713 is primarily due to the removal of one-time fleet vehicle replacement charges budgeted in fiscal year 2021/22 to purchase two new golf carts.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
CITY VENUES – CITY (FUND 47101)**

---

**PROPOSED BUDGET BOOK – Page #272 - 274**

2. Insurance Costs and Premiums:
  - The increase of \$517,765 is due to an increase in the City's property insurance policy.
3. Professional and Contractual Services:
  - This is the contracted amount the City will pay ASM Global for the management of the facilities. This consists of a fixed fee (\$120,978), incentive fee (\$120,978), and performance fee (\$625,790) pursuant to the new contract. The increase is due to the performance fee, which is budgeted as 2.6% of ASM's total revenue and capped at \$840,000 annually. The performance fee is replacing the concessions services fee which was not budgeted in prior years.
4. Other Operating Expenses:
  - This represents utility expenses for the venues, including electricity, water, and chilled water – AC system. The increase of \$332,840 is due to budgeting these expenditures in line with actual costs.
5. Capital Outlay:
  - Capital Outlay in the amount of \$605,001 is detailed on the following page and includes \$265,000 in Other Heavy Equipment for tangible property for the venues and \$340,000 in Other Construction Costs at the Vystar Veterans Memorial Arena.

(Continued on next page)

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
CITY VENUES – CITY (FUND 47101)**

**PROPOSED BUDGET BOOK – Page #272 - 274**

| <b>Description</b>                           |   | <b>Amount</b>     |
|--|---|-------------------|
| <b><u>TIAA Bank Field</u></b>                |   |                   |
| Furniture, Fixtures & Equipment              | Chair Replacements - FL/GA Seats        | \$ 105,000        |
| <b>Total</b>                                 |   | <b>\$ 105,000</b> |
| <b><u>VyStar Veterans Memorial Arena</u></b> |   |                   |
| Audio/Visual                                 | Digital TV Upgrades                     | \$ 50,000         |
| Interior Finishes                            | Patron Experience Enhancements          | \$ 170,000        |
| Building Systems                             | Variable Frequency Drive (VFD) for HVAC | \$ 100,000        |
| Exterior Finishes                            | Parking Lot Upgrades                    | \$ 60,000         |
| Security                                     | Security Camera System Upgrades         | \$ 10,000         |
| <b>Total</b>                                 |   | <b>\$ 390,000</b> |
| <b><u>121 Financial Ballpark</u></b>         |   |                   |
| Audio/Visual                                 | Production Equipment                    | \$ 10,000         |
| <b>Total</b>                                 |   | <b>\$ 10,000</b>  |
| <b><u>Performing Arts Center</u></b>         |   |                   |
| Furniture, Fixtures & Equipment              | Bike Racks                              | \$ 7,500          |
| Furniture, Fixtures & Equipment              | Dressing Room Furniture                 | \$ 7,500          |
| <b>Total</b>                                 |   | <b>\$ 15,000</b>  |
| <b><u>Prime Osborn Convention Center</u></b> |   |                   |
| Furniture, Fixtures & Equipment              | Ballroom Chair Replacements             | \$ 75,000         |
| <b>Total</b>                                 |   | <b>\$ 75,000</b>  |
| <b><u>Ritz Theatre</u></b>                   |   |                   |
| Furniture, Fixtures & Equipment              | Dressing Room Furniture                 | \$ 10,000         |
| <b>Total</b>                                 |   | <b>\$ 10,000</b>  |
| <b>FY 23 Total Budget</b>                    |   | <b>\$ 605,000</b> |

6. Debt Service:

- The \$8,705,759 is a transfer to the City Venues – Debt fund for TIAA Bank Field bond payments:
  - \$5,515,000 in principal payments and
  - \$3,190,759 in interest payments
  - The decrease is due to refinancing of the Capital Improvement Series 2012 bonds

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
CITY VENUES – CITY (FUND 47101)**

---

**PROPOSED BUDGET BOOK – Page #272 - 274**

7. Transfers to Other Funds:

- The transfer of \$18,848,955 includes the following:
  - \$18,789,866 transfer to the City Venues – ASM fund to balance the budget within that fund, which is an increase of \$1,078,469.
  - \$59,089 transfer to the Veterans Memorial Arena Trust, which represents 10% of the annual naming rights fee paid by VyStar.

**AMERICAN RESCUE PLAN FUNDING PROPOSED – ORDINANCE 2022-513:**

- \$2,297,307 million is proposed to be sent to this fund.

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

There are no City employees associated with this fund.

**RECOMMENDATIONS:**

None

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
CITY VENUES – ASM (FUND 47102)**

---

**PROPOSED BUDGET BOOK – Page #275 - 276**

**BACKGROUND:**

ASM Global has been retained by the City to manage six public facilities which include TIAA Bank Field, the VyStar Veterans Memorial Arena, 121 Financial Ballpark, the Performing Arts Center, Prime Osborn Convention Center, and the Ritz Theatre and Museum. A contract between the City and ASM Global (formerly SMG) was approved by Ordinance 2022-321-E. The contract has a term of October 1, 2022 to September 30, 2027 with one additional five-year renewal period. This fund contains ASM's costs related to the operation and management of the venues.

**REVENUE:**

1. Charges for Services:
  - The increase of \$4,320,518 is primarily due to the budgeting of events to return to pre-COVID levels while fiscal year 2021/2022 was budgeted based on 75% of pre-COVID levels.
2. Miscellaneous Revenue:
  - The increase of \$1,994,289 is primarily due to increases of \$1,010,665 in Rental of City Facilities, \$925,660 in Concession Sales, and \$150,000 in Advertising Fee, all related to an increase in the number of budgeted events.
3. Transfers from Other Funds:
  - The transfer of \$18,789,866 is from the City Venues – City Fund, which is ultimately from the General Fund/GSD and used to balance the budget within this fund.

**EXPENDITURES:**

1. Salaries:
  - The increase of \$1,063,393 includes 4% salary increases (\$298,393). There are also enhancement requests of \$365,000 for six additional full-time positions and \$400,000 for market adjustments for full-time and part-time positions included in the proposed budget. **See recommendation.**
2. Employer Provided Benefits:
  - The increase of \$456,441 is due to health insurance. This is budgeted at a 5% increase over current year actual costs, but a 30% increase over current year budget.
3. Professional and Contractual Services:
  - The increase of \$2,956,912 is primarily due to the following:
    - An increase of \$1,133,000 in Other Professional Services such as security, cleaning, and landscaping based on current year actual costs.
    - An increase of \$1,358,593 in Contractual Services, which is directly related to the increase in the number of budgeted events and event-related revenue.



**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
CITY VENUES – ASM (FUND 47102)**

---

**PROPOSED BUDGET BOOK – Page #275 - 276**

- An increase of \$465,319 for Contractual Services – JSO & JFRD based on JSO's and JFRD's cost estimates and an increase in overtime costs for stadium events.
- 4. Other Operating Expenses:
  - The increase of \$1,196,556 is primarily due to an increase of \$913,885 in Repairs and Maintenance, \$186,200 in Repairs and Maintenance Supplies, and \$118,800 in Dues and Subscriptions to budget these items in line with actual costs.
  - There is an offsetting decrease of \$186,377 in Event Contribution due to lower sponsorships which will cause fulfillment expenses to be lower.
- 5. Capital Outlay:
  - Capital Outlay of \$1,629,830 includes \$50,000 for a new veterans memorial in the Arena or on Arena grounds and an enhancement request of \$1,579,830 for nine additional practice field replacements at the Stadium.

**EMPLOYEE CAP CHANGES:**

There are no City employees associated with this fund.

**RECOMMENDATION:**

We recommend that the salary enhancements of \$765,000 be properly budgeted between salary and benefit line items. This will have no impact to Special Council Contingency.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
CAPITAL PROJECTS – CITY VENUES SURCHARGE (FUND 47103)**

---

**PROPOSED BUDGET BOOK – Page # 277 - 278**

**BACKGROUND:**

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

**REVENUE:**

1. Charges for Services:

- The amount of \$3,408,592 includes:
  - The NFL Ticket Surcharge of \$1,704,000 is increasing by \$52,800 due to the annual adjustment in the surcharge.
  - The Facility Fees (Ticket User Fees) in the amount of \$1,704,592 are from TIAA Bank Field, VyStar Veterans Memorial Arena, 121 Financial Ballpark, and the Performing Arts Center. The increase is mostly due to an anticipated increase in the number of events at the Vystar Veterans Memorial Arena.

2. Miscellaneous Revenue:

- The amount of \$54,024 represents 20% of the annual rental fee for the 121 Financial Ballpark. Pursuant to Ordinance 2018-574-E, 20% of the annual rental fee is to be deposited into this fund to be used for capital maintenance and capital expenditures at the 121 Financial Ballpark.

**EXPENDITURES:**

1. Capital Outlay:

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

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
CAPITAL PROJECTS – CITY VENUES SURCHARGE (FUND 47103)**

**PROPOSED BUDGET BOOK – Page # 277 - 278**

| <b>Description</b>                               |  | <b>Amount</b>       |
|--|--|---------------------|
| <b><u>TIAA Bank Field</u></b>                    |  |                     |
| Building Systems                                 | Data Systems -<br>Upgrades/Replaced/Cleanup/Infrastructure | \$ 1,500,000        |
| Building Systems                                 | Elevators/Escalators (Code mandates/freight repair)        | \$ 351,525          |
| <b>Total</b>                                     |  | <b>\$ 1,851,525</b> |
| <b><u>121 Financial Ballpark</u></b>             |  |                     |
| Waterproofing                                    | Gutter Replacement   | \$ 141,398          |
| <b>Total</b>                                     |  | <b>\$ 141,398</b>   |
| <b><u>VyStar Veterans Memorial<br/>Arena</u></b> |  |                     |
| Building Systems                                 | Ice Plant/R-22   | \$ 200,000          |
| Interior Finishes                                | Patron Experience Enhancements                             | \$ 233,660          |
| Security & Access Control                        | Security Camera System Upgrade                             | \$ 100,000          |
| Audio/Visual                                     | Digital Upgrades (signage/menu boards)                     | \$ 50,000           |
| Network & Computers                              | General ITD Upgrades                                       | \$ 150,000          |
| Building Systems                                 | Misc. Repairs/Contingency                                  | \$ 200,000          |
| <b>Total</b>                                     |  | <b>\$ 933,660</b>   |
| <b><u>Performing Arts Center</u></b>             |  |                     |
| Building Systems                                 | Chiller  | \$ 449,467          |
| <b>Total</b>                                     |  | <b>\$ 449,467</b>   |
| <b>Total Requested Projects</b>                  |  | <b>\$ 3,376,050</b> |
| <b>Administrative Support Costs</b>              |  | <b>\$ 86,566</b>    |
| <b>FY 23 Total Budget</b>                        |  | <b>\$ 3,462,616</b> |

**EMPLOYEE CAP CHANGES:**

There are no City positions associated with this fund.

**RECOMMENDATIONS:**

None.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
CITY VENUES – DEBT SERVICE (FUND 47105)**

---

**PROPOSED BUDGET BOOK – Page # 279 - 280**

**BACKGROUND:**

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

**REVENUE:**

1. Investment Pool/Interest Earnings:
  - The budgeted amount of \$98,736 is the projected Investment Pool Earnings for fiscal year 2022/2023 based on available cash and the interest rate projected by the City's Treasury Division. **See recommendation.**
2. Transfers from Other Funds:
  - The transfer of \$2,370,525 is a transfer from the Sports Complex Capital Maintenance Enterprise Fund to cover the Debt Management Fund repayment for the Amphitheater and Covered Flex Field.
3. Transfer In to Pay Debt Service:
  - The transfer of \$44,345,396 includes:
    - \$32,533,652 from the Better Jacksonville Trust Fund for the VyStar Veterans Memorial Arena and 121 Financial Ballpark debt
    - \$3,105,985 from the Sports Complex Capital Maintenance Enterprise Fund for the Scoreboard electronics and infrastructure debt
    - \$8,705,759 from the City Venues – City Fund for TIAA Bank Field debt

**EXPENDITURES:**

1. Fiscal and Other Debt Fees:
  - The debt service payments include principal and interest costs and fiscal agent fees, which are based on a repayment schedule that was established at the time the bonds were issued. The increase is mostly due to restructuring of payments for Better Jacksonville Plan (BJP) debt to accelerate the retirement of 2012 and 2012A BJP bonds by five years from 2030 to 2026. See the table on the following page for fiscal year 2022/2023 payments. **See recommendation.**
2. Debt Management Fund Repayments:
  - The \$2,370,525 is the principal (\$800,000) and interest (\$1,570,525) payments to the Debt Management Fund for the Amphitheater and Covered Flex Field approved through Amendment #14 of the Jaguar Lease.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
CITY VENUES – DEBT SERVICE (FUND 47105)**

**PROPOSED BUDGET BOOK – Page # 279 - 280**

**TIAA Bank Field**

| <b>Account Title</b>                       | <b>Principal</b> | <b>Interest</b> | <b>Fiscal Agent Fee</b> | <b>Total</b> |
|--|------------------|-----------------|-------------------------|--------------|
| 2017A Special Revenue Bonds                | \$865,000        | \$933,750       | \$0                     | \$1,798,750  |
| 2021A Special Revenue Bonds                | 865,000          | 452,350         | 1,000                   | 1,318,350    |
| 2022A Special Revenue Bonds                | 5,515,000        | 3,226,400       | 0                       | 8,741,400    |
| Short-term Debt - Scoreboard (Electronics) | 0                | 0               | 1,000                   | 1,000        |
| Total                                      | \$7,245,000      | \$4,612,500     | \$2,000                 | \$11,859,500 |

**VyStar Veterans Memorial Arena**

| <b>Account Title</b>  | <b>Principal</b> | <b>Interest</b> | <b>Fiscal Agent Fee</b> | <b>Total</b> |
|---|------------------|-----------------|-------------------------|--------------|
| 2012A Better Jacksonville Sales Tax Revenue Refunding Bonds | \$0              | \$170,500       | \$0                     | \$170,500    |
| 2022 Better Jacksonville Sales Tax Revenue Refunding Bonds  | 22,888,887       | 2,797,124       | 0                       | 25,686,011   |
| Total   | \$22,888,887     | \$2,967,624     | \$0                     | \$25,856,511 |

**121 Financial Ballpark**

| <b>Account Title</b>  | <b>Principal</b> | <b>Interest</b> | <b>Fiscal Agent Fee</b> | <b>Total</b> |
|---|------------------|-----------------|-------------------------|--------------|
| 2012A Better Jacksonville Sales Tax Revenue Refunding Bonds | \$0              | \$45,000        | \$0                     | \$45,000     |
| 2022 Better Jacksonville Sales Tax Revenue Refunding Bonds  | 6,047,204        | 738,995         | 0                       | 6,786,199    |
| Total   | \$6,047,204      | \$783,995       | \$0                     | \$6,831,199  |

|   |                     |                    |                |                     |
|---|---------------------|--------------------|----------------|---------------------|
| <b>Total Debt Payments for City Venues*</b> | <b>\$36,181,091</b> | <b>\$8,364,119</b> | <b>\$2,000</b> | <b>\$44,547,210</b> |
|---|---------------------|--------------------|----------------|---------------------|

\*Includes recommendation

**EMPLOYEE CAP CHANGES:**

There are no City positions associated with this fund.

**RECOMMENDATION:**

We recommend increasing Investment Pool Earnings by \$103,078 to agree with the projected interest earnings for this fund by the Treasury Division and increasing Bond Interest Payments by the same amount to agree with the amortization schedules. This has no impact on Special Council Contingency.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
SPORTS COMPLEX CAPITAL MAINTENANCE ENTERPRISE FUND (FUND 46101)**

---

**PROPOSED BUDGET BOOK – Page #270 - 271**

**BACKGROUND:**

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

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

**REVENUES:**

1. Bed / Tourist Development Tax:
  - The increase of \$2,188,620 in Conventional Development Tax is due to the recovery from the economic impact of COVID-19 and growth in average hotel occupancy and the average daily room rate. (Note – This revenue is partially shared with the Beaches and Baldwin which is why \$8,813,620 is budgeted instead of \$9,600,000 like the Tourist Development Tax).

**EXPENDITURES:**

1. Capital Outlay:
  - The increase of \$2,311,479 in Capital Outlay is due to the fund having excess revenue available, after debt service payments have been budgeted, to fund capital improvement projects for fiscal year 2022/2023 at the Sports Complex. Capital funding for each of the venues is listed in detail on the following page. Consistent with prior years, an expense for Administrative Support Costs is included at an amount of \$83,428. The Administrative Support Costs are 2.5% of the total available funds and are used by ASM to hire a contract employee to manage projects.

(Continued on next page)

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
SPORTS COMPLEX CAPITAL MAINTENANCE ENTERPRISE FUND (FUND 46101)**

**PROPOSED BUDGET BOOK – Page #270 - 271**

| <b>Description</b>                           |  | <b>Amount</b>       |
|--|--|---------------------|
| <b><u>TIAA Bank Field</u></b>                |  |                     |
| Building Systems                             | Cooling Tower Repair/Refurbish                         | \$ 350,000          |
| Building Systems                             | Lighting Controls (Sports Lights)                      | 300,000             |
| Building Systems                             | Bowl Audio   | 250,000             |
| Exterior Finishes                            | Roof Replacements                                      | 200,000             |
| Exterior Finishes                            | Waterproofing  | 400,000             |
| Building Systems                             | Control Room Upgrades, Computers, Servers & Components | 175,000             |
| Exterior Finishes                            | Paint/Coating Steel/Concourse                          | 277,577             |
| Security                                     | Security Screening Detectors (Evolve)                  | 250,000             |
| Food Service                                 | Food Service Equipment                                 | 75,000              |
|  | Subtotal   | <u>\$ 2,277,577</u> |
| <b><u>Vystar Veterans Memorial Arena</u></b> |  |                     |
| Waterproofing                                | Roof Restoration                                       | \$ 650,000          |
| Building Systems                             | Building Automation System                             | 214,810             |
|  | Subtotal   | <u>\$ 864,810</u>   |
| <b><u>121 Financial Ballpark</u></b>         |  |                     |
| Building Systems                             | Plumbing (Boiler Replacement, Mixing Valves)           | \$ 100,000          |
| Building Systems                             | Misc./Contingencies for Aging Systems                  | 11,295              |
|  | Subtotal   | <u>\$ 111,295</u>   |
| <b>Total Budget for Projects</b>             |  | <b>\$ 3,253,682</b> |
| <b>Administrative Support Costs</b>          |  | <b>\$ 83,428</b>    |
| <b>Total FY 2022/2023 Budget</b>             |  | <b>\$ 3,337,110</b> |

2. Debt Service:

- The \$3,105,985 is a transfer to the City Venues – Debt fund (47105) for the scoreboard electronics and infrastructure debt service.

3. Transfers to Other Funds:

- The transfer of \$2,370,525 is a transfer to the City Venues – Debt fund (47105) for the principal and interest payments to the Debt Management Fund for the Amphitheater and Covered Flex Field approved through Amendment #14 to the Jaguar Lease.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
SPORTS COMPLEX CAPITAL MAINTENANCE ENTERPRISE FUND (FUND 46101)**

---

**PROPOSED BUDGET BOOK – Page #270 - 271**

**EMPLOYEE CAP CHANGES:**

There are no City employees associated with this fund.

**RECOMMENDATIONS:**

None.



**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
PARKS, RECREATION AND COMMUNITY SERVICES  
VETERANS MEMORIAL ARENA TRUST (FUND 11518)**

---

**PROPOSED BUDGET BOOK – Page #185 - 186**

**BACKGROUND:**

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

**REVENUE:**

1. Transfers from Other Funds:
  - The budgeted amount of \$59,089 represents ten percent of the fiscal year 2022/2023 license fee pursuant to the VyStar Arena Naming Rights Agreement.

**EXPENDITURES:**

1. Other Operating Expenses:
  - The budgeted amount of \$39,998 represents funding requested by the VCDC for grant awards. **See recommendation below to match the requested amount.**

| <b>Grant Awardee – August 3, 2022 Letter from VCDC</b>                | <b>Amount</b> |
|---|---------------|
| Support Committee Jacksonville National Cemetery, Inc.                | \$3,150       |
| JAX Chapter of the Women's Army Corps                                 | \$7,462       |
| Veterans Association Friends of Jacksonville Veterans Treatment Court | \$7,462       |
| Northeast Florida Women Veterans                                      | \$7,462       |
| Air Force Sergeants Association, Chapter 559                          | \$3,000       |
| Vietnam Veterans of America, Chapter 1046                             | \$3,000       |
| Marine Corps League, Detachment, 059                                  | \$6,462       |

**Total    \$37,998**

2. Contingencies:
  - The residual amount of \$19,091 has been placed into a contingency line pending funding recommendations from the VCDC and future appropriation.

**EMPLOYEE CAP CHANGES:**

There are no City positions associated with this fund.

**RECOMMENDATION:**

We recommend that Trust Fund Authorized Expenditures be reduced by \$2,000 and the Contingency needs to be increased by the same amount. The above listing of recipients needs to be added to the Budget Ordinance pursuant to Ordinance Code Sec. 111.255. This has no impact on Special Council Contingency.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
RISK MANAGEMENT DIVISION  
SELF-INSURANCE (FUND 56101)**

---

**PROPOSED BUDGET BOOK - Page #140-142**

**BACKGROUND:**

This internal service fund administers a self-insured Worker's Compensation and General Auto/Liability program for the City and independent agencies such as JEA, Jacksonville Port Authority, Jacksonville Housing Authority, and Jacksonville Aviation Authority. As an internal service fund, revenues are generally billings to other City funds and independent agencies.

**REVENUE:**

1. Charges for Services:
  - This represents funding received from workers' compensation excess insurance reimbursements, workers' compensation overpayments, workers' compensation subrogation, and workers' compensation 2<sup>nd</sup> injury.
2. Charges for Services: Insurance Premiums:
  - This represents the insurance premiums billings to all the participants. The increase of \$7,714,838 is due to increases in the total costs of workers compensation and general/auto liability programs.
3. Internal Service Revenue:
  - The \$52,914 represents the costs for ergonomic assessment and equipment being billed back to each using agency.
4. Transfer From Fund Balance:
  - This represents the amount needed to fund ergonomic assessment costs net of billings to customers.

**EXPENDITURES:**

1. Salaries:
  - The increase of \$98,768 is mainly due to the impact of collective bargaining salary increases.
2. Pension Costs:
  - The increase of \$42,404 is the result of the allocation of the defined pension costs.
3. Internal Service Charges:
  - The increase of \$493,942 is mainly due to an increase in OGC legal costs based on an increase in the agreed upon billing amount.
4. Insurance Costs and Premiums:
  - The increase of \$7,040,813 in insurance costs and premiums is due to an increase in workers' compensation (including heart & hypertension) for the JSO and JFRD based on actuarial projections.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
RISK MANAGEMENT DIVISION  
SELF-INSURANCE (FUND 56101)**

---

**PROPOSED BUDGET BOOK - Page #140-142**

5. Insurance Costs and Premiums – Allocations:
  - The increase of \$292,291 is due to increases in stop-loss insurance premiums for the general/auto liability and workers compensation insured programs driven by changes in the market.
6. Professional and Contractual Services:
  - The decrease of \$40,750 in other professional services is based on current year actuals.
7. Other Operating Expenses:
  - The decrease of \$122,672 is mainly due to a decrease in State Fee Assessment cost based on current year actuals.
8. Supervision Allocation:
  - This amount represents the cost of the administrative staff housed in the Insured Programs (Fund 56301) that is allocated to this fund.
9. Indirect Costs:
  - This is an allocation of costs to operate central services of the City (e.g., Finance and Administration, Employee Services and City Council) as calculated by the City's independent consulting firm.

**AMERICAN RESCUE PLAN FUNDING PROPOSED – ORDINANCE 2022-513:**

- \$10 million is proposed to be sent to the Self-Insured Fund

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

There are no changes to the employee cap.

**RECOMMENDATIONS:**

None.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
RISK MANAGEMENT DIVISION  
INSURED PROGRAMS (FUND 56301)**

---

**PROPOSED BUDGET BOOK - Page # 143-145**

**BACKGROUND:**

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

**REVENUE:**

1. Charges for Services:
  - This represents the recovery of damages and loss deductible customer billings.
2. Charges for Services: Insurance Premiums:
  - This represents the billings to using agencies. The increase is due to an overall increase in the costs of the insurance policies.
3. Investment Pool / Interest Earnings:
  - The increase of \$28,692 in interest earnings is based on the anticipated increase in the rate of return in FY 2022/23.
4. Transfers from Fund Balance:
  - This transfer from fund balance is to fund a line item of \$500,000 to cover any loss deductibles and \$23,456 to cover the cost of drive cams.

**EXPENDITURES:**

1. Salaries:
  - The increase of \$93,125 is mainly due to the impact of collective bargaining increases and position reclassifications.
2. Pension Costs:
  - The increase of \$32,953 is the result of the salary increases noted above.
3. Internal Service Charges:
  - The increase of \$33,702 is mainly due to an increase of \$23,927 in building cost allocation due to an overall increase in maintenance costs of the St. James building and an increase in office space allocated to this fund. This is also due to an increase of \$6,778 in ergonomic assessment & equipment to bill back for these costs related to this area.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
RISK MANAGEMENT DIVISION  
INSURED PROGRAMS (FUND 56301)**

---

**PROPOSED BUDGET BOOK - Page # 143-145**

4. Insurance Costs and Premiums:

- The net increase of \$2,761,048 is mainly due to the increases shown on the table below to better align with the actual costs of the policies in FY 2021/22 and to account for anticipated increases in FY 2022/23.

| <b>Expense</b>   | <b>FY 2021/22<br/>Actual</b> | <b>FY 2021/22<br/>Approved<br/>Budget</b> | <b>FY 2022/23<br/>Proposed<br/>Budget</b> | <b>Dollar<br/>Budget<br/>Change</b> | <b>%<br/>Budget<br/>Change</b> |
|------------------|------------------------------|---|---|-------------------------------------|--------------------------------|
| Property         | \$ 8,194,877                 | \$ 7,596,223                              | \$ 9,553,792                              | \$1,957,569                         | 26%                            |
| Cyber Liability  | \$ 336,251                   | \$ 170,000                                | \$ 421,305                                | \$ 251,305                          | 148%                           |
| Excess WC Policy | \$ 1,560,617                 | \$ 1,569,589                              | \$ 1,770,359                              | \$ 200,770                          | 13%                            |
| Aviation         | \$ 264,598                   | \$ 111,381                                | \$ 279,112                                | \$ 167,731                          | 151%                           |
| GL, Auto Policy  | \$ 898,987                   | \$ 1,004,839                              | \$ 1,097,077                              | \$ 92,238                           | 9%                             |

5. Other Operating Expenses:

- The decrease of \$250,874 is mainly due to a decrease in the number of drive cams to be purchased. Only 32 drive cams are expected to be purchased in FY 2022/23 compared to 338 drive cams planned for purchase in FY 2021/22.

6. Supervision Allocation:

- This amount represents the cost of the administrative staff housed in this fund which are allocated to the Self-Insurance Fund (56101).

7. Indirect Costs:

- This is an allocation of costs to operate central services of the City (e.g. Finance and Administration, Employee Services and City Council) as calculated by the City's independent consulting firm.

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

There are no changes to the employee cap.

**RECOMMENDATIONS:**

None.

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

---

**PROPOSED BUDGET BOOK - Page # 109 - 111**

**BACKGROUND:**

The General Fund/General Services District portion of the Department houses the Office of the Director (which includes the Grants and Contract Compliance Office and the Gateway Customer Service Center), Accounting, the Budget Office, Treasury, and Procurement (including Buying and Administration, the Equal Business Opportunity Office, and the Office of the Ombudsman).

**REVENUES:**

1. Miscellaneous Revenue:

- This revenue represents payroll fees for child support deductions and union/police charity deductions as well as accounting service charges related to the Tourist Development Council.

2. Contribution from Local Units:

- This revenue is generated by the Equal Business Opportunity Office for training provided to independent authorities.

**EXPENDITURES:**

1. Salaries:

- The increase of \$483,585 is mainly due to the impact of collective bargaining increases and other salary increases. There is also an increase associated with adding two positions. One is in the Accounting Division to provide the City with 1Cloud training, and one is within the Office of Grants and Contract Compliance to manage a new microgrant/apprenticeship program pursuant to Ordinance 2022-234-E.

2. Pension Costs:

- The increase of \$107,919 is mainly the impact of the personnel changes noted above.

3. Employer Provided Benefits:

- The increase of \$28,887 is mainly due to an increase in health insurance resulting from employee election changes and personnel changes noted above.

4. Internal Service Charges:

- The net decrease of \$325,823 is mainly due to a decrease of \$343,597 in legal charges based on recent actuals.

5. Professional and Contractual Services:

- The net increase of \$93,397 is mainly due to an increase of \$200,946 to provide training for Jacksonville small and emerging businesses. This was offset by a decrease of \$50,000 for actuaries and bond counsel based on recent usage and a decrease of \$43,500 related to 1Cloud training in FY21/22.

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

**PROPOSED BUDGET BOOK - Page # 109 - 111**

6. Other Operating Expenses:

- The net decrease of \$26,062 is mainly due to a decrease of \$13,453 in software maintenance and licenses from a decrease in costs for software associated with the Mayor's Cure Violence Program, and a decrease of \$12,175 in travel expenses based on recent actuals.

7. Debt Service:

- This line item represents the funding for banking service charges of the City.

**DIVISIONAL CHANGES:**

| <b>Division</b>           | <b>FY 2021/22<br/>Original</b> | <b>FY 2022/23<br/>Proposed</b> | <b>Dollar<br/>Change</b> | <b>Percent<br/>Change</b> |     |
|---------------------------|--------------------------------|--------------------------------|--------------------------|---------------------------|-----|
| Accounting                | \$14,682,097                   | \$14,774,902                   | \$92,805                 | 0.6%                      | (A) |
| Budget Office             | 1,259,524                      | 1,088,199                      | (171,325)                | -13.6%                    | (B) |
| Office of the Director    | 3,281,340                      | 3,099,117                      | (182,223)                | -5.6%                     | (C) |
| Procurement and Supply    | 3,273,707                      | 3,673,061                      | 399,354                  | 12.2%                     | (D) |
| Treasury                  | 1,214,614                      | 1,437,631                      | 223,017                  | 18.4%                     | (E) |
| <b>Total Expenditures</b> | <b>\$23,711,282</b>            | <b>\$24,072,910</b>            | <b>\$361,628</b>         | <b>1.5%</b>               |     |

A) The increase of \$92,805 for Accounting is mainly due to:

- An increase of \$154,944 in salaries mainly due to increases pursuant to collective bargaining agreements, the addition of an Accounting Systems Training Coordinator position to assist with 1Cloud assistance, and the adjustment to the base pay rates of some positions.
- An increase of \$30,669 due to an overall increase in building costs associated with the St. James Building.
- These increases were partially offset by:
  - A decrease of \$43,050 in professional services due to a one-time expense in the previous year regarding 1Cloud training.
  - A decrease of \$39,208 in overtime salaries based on recent actuals.
  - A decrease of \$15,000 in contractual services due to a document imaging service for a project in FY21/22.

B) The decrease of \$171,325 for the Budget Office is mainly due to:

- A decrease of \$116,358 in salaries from transitioning out a full-time position to another Division in the Department offset by collective bargaining increases, restructuring, and employee turnover.
- A decrease of \$24,453 in net pension costs caused by a decrease in the contribution to the defined benefit plan due to the employee transfer.
- A decrease of \$21,455 in group hospitalization insurance due to the transferring out a full-time position and elective changes for health insurance by employees.

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

---

**PROPOSED BUDGET BOOK - Page # 109 - 111**

- C) The decrease of \$182,223 for the Office of the Director is mainly due to:
- A decrease of \$326,441 in OGC legal costs due to a decrease in recent actuals.
  - A decrease of \$50,000 in professional and contractual services for actuarial studies and bond counsel is based on actual usage.
  - A decrease of \$13,202 for hardware-software maintenance licenses associated with a decrease in costs for the NASPO Software used for the Mayor's Cure Violence Program.
  - A decrease of \$11,500 in travel expense based on actual usage.
  - These decreases were partially offset by:
    - An increase of \$161,784 in salaries related to restructuring, collective bargaining and other salary increases. There is also the new position to oversee the microgrant/apprenticeship program.
    - An increase of \$26,273 in pension costs associated with the personnel changes noted above.
- D) The increase of \$399,354 for Procurement is mainly due to:
- An increase of \$200,946 in professional and contractual services to provide funding to ensure the JSE B program is funded at a minimum \$500,000 excluding cost of staffing, as required by Section 126.605 of the Municipal Code.
  - An increase of \$129,523 in salaries is mainly due to the impact of collective bargaining increases, employee turnover, and other salary increases.
  - A net increase of \$61,956 in pension costs mainly due to the impact of the personnel changes noted above.
  - An increase of \$22,386 for part time hours for administrative support necessary due to vacancies.
- E) The increase of \$223,017 for Treasury is mainly due to:
- An increase of \$158,727 in salaries related to salary adjustments, promotions, and the transfer of a full-time position from another Division in the Department.
  - A net increase of \$56,099 in pension costs mainly due to the personnel changes noted above.
  - An increase of \$26,579 in group hospitalization insurance due to turnover and changes in employee elections.

**(Continues on Next Page)**



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

**PROPOSED BUDGET BOOK - Page # 109 - 111**

**SCHEDULE B1 GRANTS:**

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

| Grantor               | Grant Name  | Grant Description   | Estimated Grant Award | Total Match Requested | In Kind Contribution | FTE Positions | Part Time Hours |
|-----------------------|---|---|-----------------------|-----------------------|----------------------|---------------|-----------------|
| Department of Justice | Edward Byrne Memorial – Justice Assistant Grant 10/1/19-09/30/23  | Grant funding appropriate on 2021-846-E. Positions authorized through 9/30/23 and listed here for transparency.   | \$0                   | \$0                   | \$0                  | 0             | 0               |
| Department of Justice | Edward Byrne Memorial – Justice Assistance Grant 10/1/20-09/30/24 | Grant funding appropriated on 2022-168-E. Positions authorized through 9/30/24 and listed here for transparency.  | \$0                   | \$0                   | \$0                  | 5             | 0               |
| Department of Justice | Edward Byrne Memorial – Justice Assistance Grant 10/1/22-09/30/25 | To provide funding directly to fire departments to help them maintain the number of trained, "front line" firefighters available and enhance their ability to comply with NFPA 1710/1720. New three year grant. | \$460,184             | \$0                   | \$0                  | 5             | 0               |

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

The employee cap increased by two positions, from 109 positions to 111 positions. This will add one position to the Grants and Contract Compliance Office and one to the Accounting Division. Part time hours were reduced by 260.

**RECOMMENDATION:**

We recommend a correction to the Schedule B1a regarding the Edward Byrne Memorial – Justice Assistance Grant to correct the grant name, period, and description. The grant information should be changed to reflect the information on the following page. There is no impact to Special Council Contingency.

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

**PROPOSED BUDGET BOOK - Page # 109 - 111**

| Grantor               | Grant Name  | Grant Description  | Estimated Grant Award | Total Match Requested | In Kind Contribution | FTE Positions | Part Time Hours |
|-----------------------|---|--|-----------------------|-----------------------|----------------------|---------------|-----------------|
| Department of Justice | Edward Byrne Memorial – Justice Assistance Grant<br>10/1/21-9/30/25 | Developing Adults With Necessary Skills (DAWN) To provide funding for crime reduction and improvement of public safety in Duval County. Programs funded by this grant serve violent and non-violent criminals, provide for crime prevention as well as create opportunities for adult and juvenile offenders and ex-offenders. | \$460,184             | \$0                   | \$0                  | 5             | 0               |

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
FINANCE AND ADMINISTRATION  
DRIVER EDUCATION SAFETY TRUST (FUND 11507)**

---

**PROPOSED BUDGET BOOK – Page # 112 - 113**

**BACKGROUND:**

Pursuant to Section 111.390 of the Municipal Code, funding for the Driver Education Safety Trust Fund 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, with expenditures being budgeted and managed by the Duval County School Board. This is an “all years” fund, which means once dollars are appropriated, the appropriation stays in place from year to year rather than lapsing.

**REVENUES:**

1. Fines and Forfeits:
  - The amount of \$324,000 represents anticipated traffic court civil service fines to be received for FY 2022/23.
2. Investment Pool/Interest Earnings:
  - The amount of \$11,528 represents projected investment pool earnings based on anticipated interest rates for FY 2022/23.

**EXPENDITURES:**

1. Grants, Aids & Contributions:
  - The amount of \$335,528 is a pass-through of 100% of the revenue to the Duval County School System.

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

There are no authorized positions in this subfund.

**RECOMMENDATION:**

None

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2022/23 BUDGET  
FINANCE AND ADMINISTRATION  
MOTOR VEHICLE INSPECTION (FUND 42101)**

---

**PROPOSED BUDGET BOOK - Page #116-117**

**BACKGROUND:**

The Fleet Management Division manages inspection stations for school buses and city vehicles.

**REVENUES:**

1. Charges for Services:
  - The amount is estimated revenue for inspection charges and wrecker application fees.
2. Transfers from Fund Balance:
  - The transfer of \$21,711 from fund balance is to balance the budget in this fund.

**EXPENDITURES:**

1. Salaries:
  - The net increase of \$418 is due to the impact of the collective bargaining increases and other raises. The increases were offset by the elimination of one position.
2. Pension Costs:
  - The increase of \$7,934 is due to an increase in the allocation of defined benefit cost to this area.
3. Employer Provided Benefits:
  - The decrease of \$10,321 is mainly due to a decrease in group hospitalization insurance caused by employee election changes.
4. Insurance Costs and Premiums – Allocations:
  - The increase of \$317 is due to an increase in City's property insurance policy.
5. Indirect Costs:
  - This is an allocation of costs to operate central services of the City (e.g., Finance and Administration, Employee Services and City Council) as calculated by the City's independent consulting firm.

**EMPLOYEE CAP CHANGES:**

The employee cap is decreasing by one position from five positions to four positions.

**SERVICE LEVEL CHANGES:**

None.

**RECOMMENDATION:**

None.