



# Office of Mayor-Elect Lenny Curry

Transition Task Force (Budget)

June 17, 2015

City Hall, Mayor's Conference Room, 117 West Duval Street, Jacksonville FL 32202

## IN ATTENDANCE:

### **Transition Team**

Sam Mousa

Mike Weinstein

Shari Shuman

Kirk Wendland

Ashton Hudson

Kevin Stork

Beth Mangold

### **Council Auditor's Office**

Robert Campbell

### **Budget Office**

Angela Moyer

**Department: Mayor's Office** - Chris Hand, Chief of Staff; David DeCamp, Director of Communications; Carol Wells, Administrative Aide; A.J. Souto, Budget Analyst

Chris Hand gives an overview of the Mayor's office budget. He is presenting the 2015 budget which is made up entirely of people. The budget was just under \$3.6 million of which \$87,000 were operating costs which were not internal services or personnel charges. Less than 2.5% of budget is discretionary spending outside of internal services or personnel.

One challenge of their budget was a Council imposed \$483,546 extra-ordinary lapse and restricted the ability to transfer money in and out of the Mayor's budget without going through Council. So they started the fiscal year with a projected deficit in the amount of the lapse. In trying to manage this deficit as best they could, their current projected deficit is \$135,632. That reflects personnel savings of just over \$300,000. They are proud of this feat.

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Mr. Hand brings this to the Transition Team's attention because the Mayor's Office feels that as a policy matter, this restriction should not apply to the new administration so they are filing legislation to repeal this restriction. CM Yarborough is introducing this legislation as an emergency.

#### 2016 Issues

Mayor's Office consists of three areas: Mayor's Office, Public Affairs Office, and the Education Commissioner's Office for a total of 35 positions. The Education Commissioner is an executive on loan from JU and not a city employee. The position in this office--Education Manager--is an unfunded position which is paid for with private dollars. In 2015 it was budgeted for \$54,000 and put in the 2016 budget at \$40,000 and they are asking that it be reduced to \$0.

Mr. Hand explains the Mayor's Education Initiative Trust Fund – Ordinance 2012-444-E. This fund initially had an appropriation of \$87,000 and additional funds have been contributed. Private dollars are donated to this fund for educational program initiatives. It is a self-appropriating trust fund and has been approved by Council.

The 2015 budget contained a travel fund in the amount of \$40,000; \$38,000 was in a travel expense line item and \$2,000 was in an employee training line item. They have asked that each of these line items be reduced by 10% in the proposed budget.

There is a \$45,000 discretionary spending line item usually used for promotional and marketing costs. They are recommending a flat budget for these items in 2016.

Mr. Mousa would like for Ms. Moyer and Ms. Begue to craft the Mayor's Budget and come back to the Budget Review Committee.

There was no auto allowance in the budget. There are two vehicles assigned to the Mayor's Office. Mr. Mousa would like for Ms. Begue to find out how many and what the Mayor's vehicles are.

**TRANSITION BUDGET TASK FORCE  
MAYOR'S OFFICE PRESENTATION  
JUNE 17, 2015**

**I. OVERVIEW OF MAYOR'S OFFICE BUDGET**

- This is a budget made almost entirely of people.
- To put it in perspective, the final Council-approved \$3,575,498.00 Mayor's Office budget for Fiscal Year 2015 had only \$ 87,926 in operating costs that were not internal service charges or personnel.
- In other words, less than 2.5% of our budget relates to costs other than internal service charges or personnel.

**II. REVIEW OF FISCAL YEAR 2015 BUDGET**

- City Council imposed \$483,546 extraordinary lapse on Mayor's Office budget.
- Council also restricted ability to transfer funding into/out of Mayor's Office for FY2015.
- As a result, the projected end of fiscal year deficit for FY16 was (\$483,546)
- Despite those actions, the Mayor's Office has managed the FY15 budget to a projected deficit of (\$135,632).
  - As of June 5 payroll, our projected salary savings for FY15 are approximately \$300,000.
- **Recommendation:** Legislation to repeal transfer restriction. CP Yarborough has agreed to introduce on 6/23.

**III. ISSUES FOR FISCAL YEAR 2016 BUDGET**

**A. Positions**

- Total Position Count: 35 (23 Mayor's Office, 11 Public Affairs Office, 1 Education Office – UF )
- Current Vacancies: 8 (4 Mayor's Office, 3 Public Affairs Office, 1 Education Office -- UF)
- Budget system funded a currently UF position at \$70K + benefits. Possible reduction opportunity.

**B. Office of the Education Commissioner**

- Education Commissioner is an Executive-on-Loan from Jacksonville University.
- Education Program Manager has been funded with private funding. Currently vacant.
- Self-Appropriating Mayor's Education Initiative Trust Fund established in 2012-444-E.

**C. Travel**

- Based on Mayor-elect's pledge, travel-related line-items have been reduced by 10% each.

**D. Other Discretionary Spending**

- Approximately \$45K in Mayor's Office/Public Affairs Office. Recommend flat budget in FY16.

**E. Executive Operating Contingency**

- Council reduced from \$100K to \$50K in FY2015. Recommend flat budget in FY16.

17 106.304 (a) (4).

18 \* \* \*

19 Section 10.10. Sunset Section 10.9. Section 10.9 of this  
20 Ordinance, providing for a limitation on the Mayor's transfer  
21 authority in or out of the Mayor's Office, specifically  
22 106.304(a) (4), shall sunset, be repealed, and be of no further  
23 effect September 30, 2015, unless reenacted in subsequent  
24 legislation. The Ordinance Code's codifiers shall note this sunset  
25 provision in the notes to the Code at Section 106.304.

26 Section 10.11 Temporary Moratorium Imposed.

27 The Council hereby imposes a temporary moratorium on the  
28 authorization of the Mayor to make transfers for capital

1 Introduced by Council President Yarborough:  
2  
3

4 **ORDINANCE 2015-**

5 AN ORDINANCE REPEALING SECTION 10.10 OF  
6 ORDINANCE 2014-466-E, WHICH PROVIDED THAT  
7 SECTION 10.9 OF SAID ORDINANCE, LIMITING THE  
8 MAYOR'S TRANSFER AUTHORITY IN OR OUT OF THE  
9 MAYOR'S OFFICE, WOULD SUNSET, BE REPEALED, AND  
10 BE OF NO FURTHER EFFECT SEPTEMBER 30, 2015,  
11 UNLESS REENACTED IN SUBSEQUENT LEGISLATION;  
12 REQUESTING EMERGENCY PASSAGE UPON  
13 INTRODUCTION; PROVIDING FOR AN EFFECTIVE DATE.  
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15 **BE IT ORDAINED** by the Council of the City of Jacksonville:

16 **Section 1. Repeal of Section 10.10 of Ordinance 2014-466-**  
17 **E.** Section 10.10 of Ordinance 2014-466-E (the "Budget Ordinance")  
18 is hereby repealed. Said section provided that Section 10.9 of the  
19 Budget Ordinance, limiting the Mayor's transfer authority in or out  
20 of the Mayor's Office, would sunset, be repealed, and be of no  
21 further effect September 30, 2015, unless reenacted in subsequent  
22 legislation.

23 **Section 2. Requesting emergency passage upon introduction**  
24 **pursuant to Council Rules 4.901 Emergency.** Emergency passage of  
25 this legislation upon introduction is requested so that this matter  
26 can be resolved in advance of the fiscal year 2016 budget  
27 submittal.

28 **Section 3. Effective Date.** This ordinance shall become  
29 effective July 1, 2015.  
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1 Form Approved:

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4 Office of General Counsel

5 Legislation prepared by: James R. McCain, Jr.

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1 Introduced by the Council President at the request of the Mayor and  
2 amended by the Finance Committee:



3  
4 Attach.tif

5 **ORDINANCE 2012-444-E**

6 AN ORDINANCE APPROPRIATING \$87,711 IN  
7 CONTRIBUTIONS FROM PRIVATE SOURCES TO THE  
8 LEARN2EARN SUMMER PROGRAMS AT JACKSONVILLE  
9 UNIVERSITY AND THE UNIVERSITY OF NORTH  
10 FLORIDA; AMENDING CHAPTER 111 (SPECIAL REVENUE  
11 AND TRUST ACCOUNTS), PART 8 (EDUCATION,  
12 LIBRARY AND CHILDREN), *ORDINANCE CODE*, SO AS  
13 TO CREATE A NEW SECTION 111.860 (MAYOR'S  
14 EDUCATION INITIATIVE TRUST FUND) TO PROVIDE  
15 FUNDS FOR PROMOTING, ENRICHING AND ENHANCING  
16 EDUCATIONAL OPPORTUNITIES IN DUVAL COUNTY;  
17 PROVIDING AN EFFECTIVE DATE.

18  
19  
20 **BE IT ORDAINED** by the Council of the City of Jacksonville:

21 **Section 1. Appropriation.** For the 2011-2012 fiscal year,  
22 within the City's budget, there are hereby appropriated the  
23 indicated sum(s) from the account(s) listed in subsection (a) to  
24 the account(s) listed in subsection (b):

25 (B.T. 12-094 attached hereto as **Exhibit 1** and incorporated herein  
26 by this reference)

27 (a) Appropriated from:

28 See B.T. 12-094 \$87,711

29 (b) Appropriated to:

30 See B.T. 12-094 \$87,711

1           **Section 2.           Purpose.**       The purpose of the appropriation  
2 in Section 1 is to provide funding for the Learn2Earn Summer  
3 Programs at Jacksonville University and the University of North  
4 Florida.

5           **Section 3.           Amending    Section    Chapter    111,    Part    8,**  
6 **Ordinance Code.**    Part 8 (Education, Library and Children) of  
7 Chapter 111 (Special Revenue and Trust Accounts), *Ordinance Code*,  
8 is hereby amended to create a new Section 111.860, Mayor's  
9 Education Initiative Trust Fund, and, as amended, shall read as  
10 follows:

11  
12                           **CHAPTER 111.    SPECIAL REVENUE AND TRUST ACCOUNTS.**

13                                           \*   \*   \*

14           **Section 111.860.           Mayor's Education Initiative Trust Fund.**

15           There is hereby created within the General Trust and Agency  
16 Fund a trust fund account to be known as the *Mayor's Education*  
17 *Initiative Trust Fund*, hereinafter the *Fund*, into which shall be  
18 deposited all donations, contributions of money, gifts and related  
19 sponsorships received by the City for use toward achieving the  
20 goals and purposes of the Fund, which goals and purposes shall be  
21 the promotion, enrichment and enhancement of educational  
22 opportunities in Duval County. All sums placed into the Fund shall  
23 be accounted for separately within the Fund. All sums placed into  
24 the Fund, which shall include all interest earned or accrued  
25 thereon, are hereby appropriated and shall carry over fiscal years  
26 to be used to achieve the goals and purposes described herein. The  
27 Director of Finance, or his or her designee, is authorized and  
28 directed to make disbursements from the Fund upon the written  
29 requisition of the Education Program Manager and the prior review  
30 and approval of the Chief Financial Officer, subject to the  
31 availability of funds in the Fund.

1           **Section 4.       Effective.**       This ordinance shall become  
2 effective upon signature by the Mayor or upon becoming effective  
3 without the Mayor's signature.

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5 Form Approved:

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7             /s/ Steven E. Rohan      

8 Office of General Counsel

9 Legislation prepared by: James R. McCain, Jr.

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