



POLICE AND FIRE PENSION FUND
ONE WEST ADAMS STREET, SUITE 100
JACKSONVILLE, FLORIDA 32202-3616

"We Serve...and We Protect"

Phone: (904) 255-7373
Fax: (904) 353-8837

July 20, 2018

Ms. Cheryl Brown
Director/Council Secretary
City Hall at St. James, Suite 425
117 West Duval Street
Jacksonville, FL 32202

RE: 2018-2019 Budget

At their regular meeting on May 25, 2018, the Board of Trustees adopted the attached Resolution approving the Operating Budget for the Police and Fire Pension Fund for the 2018-2019 fiscal year beginning October 1, 2018.

As required by Section 121.101(d) of Pension Reform Ordinance 2015-304-E dated June 9, 2015, the budget is submitted to the City Council.

Sincerely,

Timothy H. Johnson
Executive Director – Plan Administrator

TJ/sl

Enclosure

Cc: Mike Weinstein, Director of Finance
Kyle Billy, Council Auditor



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**A RESOLUTION APPROVING THE OPERATING
BUDGET OF THE POLICE AND FIRE PENSION FUND
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018**

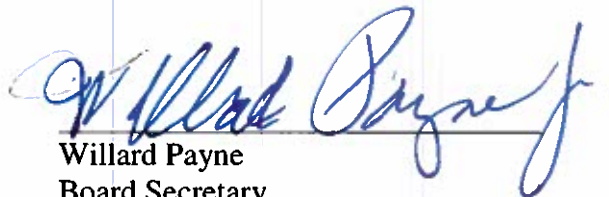
Section 1. The operating budget of the Police and Fire Pension Fund for the fiscal year beginning October 1, 2018 identified as Exhibit A, attached hereto and made part hereof, is approved.

Section 2. The Executive Director – Plan Administrator is directed to file the Resolution with the City Council, as required by Paragraph II of the Retirement Reform Agreement dated June 9, 2015.

Section 3. Adopted by the Board of Trustees on May 25, 2018.



Lt. Chris Brown
Board Chairman



Willard Payne
Board Secretary



Timothy H. Johnson
Executive Director – Plan Administrator

POLICE AND FIRE PENSION FUND
BUDGET FISCAL YEAR 2018-2019
wth Revision

| REVENUES | MBRC | | Budget Adjustments |
|--|-----------------------------|------------------------------|------------------------------|
| | <u>FY 18 Adopted</u> | <u>FY 19 Proposed</u> | <u>FY 19 Adjusted</u> |
| Trust Fund Revenues | \$ 11,542,427 | \$ 11,976,418 | \$ 12,406,498 |
| Building Rental Revenues | \$ 614,518 | \$ 588,663 | \$ 591,971 |
| Parking Revenues | \$ 150,000 | \$ 157,500 | \$ 157,500 |
| Total Revenues Appropriations | <u>\$ 12,306,945</u> | <u>\$ 12,722,581</u> | <u>\$ 13,155,969</u> |
| | | | Schedule AB |
| <u>EXPENDITURES</u> | | | |
| Personnel | \$ 1,093,983 | \$ 1,142,393 | \$ 1,147,724 |
| Professional Services | \$ 752,364 | \$ 496,561 | \$ 496,561 |
| Operating Expenses | \$ 726,780 | \$ 763,119 | \$ 1,191,175 |
| Investments | \$ 9,537,698 | \$ 10,114,583 | \$ 10,114,583 |
| Building Operations | \$ 172,220 | \$ 180,831 | \$ 180,831 |
| Parking Operations | \$ 23,900 | \$ 25,095 | \$ 25,095 |
| Total Expenditures Appropriations | <u>\$ 12,306,945</u> | <u>\$ 12,722,581</u> | <u>\$ 13,155,969</u> |
| | | | Schedule AC |

Note: Budget Adjustments reflect addition of internal services charges and indirect costs

POLICE AND FIRE PENSION FUND
BUDGET FISCAL YEAR 2018-2019

| <u>REVENUES</u> | MBRC | | Budget Adjustments |
|--|----------------------|-----------------------|-----------------------|
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| | | | Schedule AC |

POLICE AND FIRE PENSION FUND

One West Adams Street, Suite 100
Jacksonville, Florida 32202-3616

Phone Number (904) 255-7373
Fax Number (904) 353-8837



MEMORANDUM

TO: Board of Trustees
FROM: Timothy H. Johnson, Executive Director – Plan Administrator
SUBJECT: Proposed FY19 Operating Budget
DATE: May 17, 2018

The proposed operating budget for fiscal year 2019 is \$12,722,581:

| | FY18 Adopted | FY19 Proposed |
|-----------------------|----------------------|-------------------|
| REVENUES | | |
| Trust Fund | 11,542,427 | 11,976,418 |
| Building Rental | 614,518 | 588,663 |
| Parking Rental | <u>150,000</u> | <u>157,500</u> |
| Total Revenues | \$ <u>12,306,945</u> | <u>12,722,581</u> |
| EXPENDITURES | | |
| Personnel | 1,093,983 | 1,142,393 |
| Professional Services | 752,364 | 496,561 |
| Operating | 726,780 | 763,119 |
| Investment | 9,537,698 | 10,114,583 |
| Building | 172,220 | 180,831 |
| Parking | <u>23,900</u> | <u>25,095</u> |
| Total Expenditures | \$ <u>12,306,945</u> | <u>12,722,581</u> |

Notes:

- Building Rental decrease attributed non-renewal of one tenant and normal annual increased rental payments; PACE has given notice to vacate effective July 2019. Revenues reduced 2 months.
- 5% projected increase to total revenues or expenses for Parking Rental, Operating, Building and Parking
- Personnel Services 4.4% increase based on projected salary and benefits; includes 4.5% COJ raise and pro rata steps approved
- Professional Services 34% reduction is due to move of relative consulting and custodial fees to investment cost
- Investment 6% increase includes nominal increase in investment management and the move of consulting and custodial fees to investment cost

Actions:

- Consideration to review and reclassify Records Specialist Job Description
- Intense search to fill PACE rental space

Professional Services Budget

| | <u>FY15</u> | | | | |
|----------------------|---------------|---------------|---------------|---------------|---------------|
| | <u>Actual</u> | <u>FY16</u> | <u>FY17</u> | <u>FY18</u> | <u>FY19</u> |
| Actuary | 142,479 | 145,000 | 140,000 | 140,000 | 140,000 |
| Auditor | 29,465 | 29,465 | 29,465 | 30,000 | 30,000 |
| Investment Advisor | 245,864 | 245,864 | 245,864 | 245,864 | |
| Investment Custodian | 32,500 | 32,500 | 32,500 | 32,500 | |
| Attorney-Legal | 369,066 | 400,000 | 300,000 | 160,000 | 182,561 |
| Investment | 8,057,850 | 8,924,623 | 8,500,000 | 9,537,698 | 10,114,583 |
| Medical | 23,400 | 15,000 | 25,000 | 10,000 | 10,000 |
| Appraiser | 3,500 | 4,000 | 4,000 | 4,000 | 4,000 |
| Consultants | - | - | 100,000 | 50,000 | 50,000 |
| Elections Services | - | - | - | 5,000 | 5,000 |
| Records Digitization | - | - | - | 35,000 | 35,000 |
| Lobbyist | <u>40,000</u> | <u>40,000</u> | <u>40,000</u> | <u>40,000</u> | <u>40,000</u> |
| | 8,944,123 | 9,836,452 | 9,416,829 | 10,290,062 | 10,611,144 |

**Jacksonville Police & Fire Pension Fund
FY2019
Proposed Budget**

Exhibit A

| | <u>FAMIS Index Code</u> | <u>PFPF Budget For 2017-2018</u> | <u>PFPF Budget For 2018-2019</u> |
|--|-------------------------|--|--|
| Revenues: | | | |
| Trust Fund Revenues | JXSF621PF-36812 | \$ 11,542,427 | \$ 12,406,499 |
| Building Rental Revenues | PFPF621BLDG-36203 | \$ 614,518 | \$ 591,970 |
| Parking Revenues | PFPF621PARK-34451 | \$ 150,000 | \$ 157,500 |
| Total Revenues | | \$ 12,306,945 | \$ 13,155,969 |
| Administration: | | | |
| Permanent/Probationary Salaries | PFPF621AD-01201 | \$ 719,430 | \$ 761,595 |
| Permanent/Probationary Salaries-Non Oracle | PFPF621AD-01205 | \$ - | \$ - |
| Terminal Leave | PFPF621AD-01302 | \$ - | \$ - |
| Part-Time Salaries | PFPF621AD-01306 | \$ - | \$ - |
| Salaries Overtime | PFPF621AD-01401 | \$ 500 | \$ 500 |
| Leave Sellback | PFPF621AD-01503 | \$ 7,493 | \$ 8,054 |
| Special Pay | PFPF621AD-01511 | \$ 3,531 | \$ 3,531 |
| Payroll Taxes (FICA) | PFPF621AD-02101 | \$ - | \$ - |
| Medicare Tax | PFPF621AD-02102 | \$ 9,986 | \$ 10,323 |
| Pension Contributions | PFPF621AD-02201 | \$ 264,678 | \$ 280,191 |
| Disability Trust Fund - ER | PFPF621AD-02207 | \$ 2,158 | \$ 2,285 |
| GEPP Defined Contr - DC ER | PFPF621AD-02213 | \$ - | \$ - |
| PFPF Defined Contr - DC ER | PFPF621AD-02214 | \$ - | \$ - |
| Group Dental Plan | PFPF621AD-02301 | \$ 3,615 | \$ 3,615 |
| Group Life Insurance | PFPF621AD-02303 | \$ 2,518 | \$ 2,666 |
| Group Hospitalization | PFPF621AD-02304 | \$ 74,963 | \$ 74,963 |
| Workers Compensation | PFPF621AD-02401 | \$ 5,109 | \$ 7,154 |
| Professional Services | PFPF621AD-03109 | \$ 10,290,062 | \$ 496,561 |
| Professional Services | PFPF621AD-03109 | | \$ 10,114,583 |
| Travel Expense | PFPF621AD-04002 | \$ 10,000 | \$ 10,500 |
| Postage | PFPF621AD-04101 | \$ 4,000 | \$ 4,200 |
| Telephone & Telegraph | PFPF621AD-04102 | \$ 3,000 | \$ 3,150 |
| IS Alloc-ITD NTG S | PFPF621AD-04204 | \$ - | \$ 2,513 |
| IS Alloc-Legal | PFPF621AD-04205 | \$ 160,000 | \$ 260,302 |
| IS Alloc-Copier Consolid | PFPF621AD-04207 | \$ 6,280 | \$ 6,594 |
| IS Alloc-Copy Ctr/Messeng | PFPF621AD-04211 | \$ 50,000 | \$ 56,616 |
| IS Alloc-Fleet Repair | PFPF621AD-04216 | \$ 2,000 | \$ 2,100 |
| IS Alloc-Fleet Parts/Gas | PFPF621AD-04217 | \$ 1,000 | \$ 1,050 |
| IS Alloc-Mailroom Chgs | PFPF621AD-04221 | \$ 42,000 | \$ 28,443 |
| IS Alloc-Computer Sys Main/Security | PFPF621AD-04223 | \$ 100,000 | \$ 267,237 |
| Insurance & Bonds | PFPF621AD-04501 | \$ 30,000 | \$ 31,500 |
| General Liability Insurance | PFPF621AD-04502 | | \$ 3,030 |
| Misc. Insurance | PFPF621AD-04504 | | \$ 24,211 |
| Repairs & Maintenance | PFPF621AD-04603 | \$ 4,500 | \$ 4,725 |
| Building Rental | PFPF621AD-04907 | \$ 258,000 | \$ 258,000 |
| Miscellaneous Services | PFPF621AD-04938 | \$ 15,000 | \$ 15,750 |
| Judgements, Claims, etc. | PFPF621AD-04997 | \$ 5,000 | \$ 5,250 |
| Office Supplies | PFPF621AD-05101 | \$ 11,000 | \$ 11,550 |
| Furniture & Equipment < \$1,000 | PFPF621AD-05208 | \$ 3,000 | \$ 3,150 |
| Employee Training | PFPF621AD-05401 | \$ 10,000 | \$ 10,500 |
| Dues & Subscriptions | PFPF621AD-05402 | \$ 12,000 | \$ 12,600 |
| Indirect Cost | PFPF621AD-05402 | \$ - | \$ 161,050 |
| Total Administrative Expenditures | | \$ 12,110,825 | \$ 12,950,043 |