

**City of Jacksonville Beach
Minutes of City Council
FY2019 - Budget Workshop
Monday, August 6, 2018**

The Budget Workshop convened at 4:00 P.M.

City Council Members in attendance:

Mayor Charlie Latham

Lee Buck

Christine Hoffman

Bruce Thomason

Phil Vogelsang

Jeanell Wilson

Keith Doherty (*late*)

Also present were George Forbes and Karen Nelson with the City Manager's Office, Chief Financial Officer Michael Nadeau, Budget Officer Ashlie Gossett, Property and Procurement Officer Luis Flores, City Clerk Laurie Scott, Human Resources Director Ann Meuse and Planning and Development Director Bill Mann.

Everyone present had a copy of the Proposed Budget and Business Plan for FY2018/2019.

City Manager

George Forbes of the City Manager's Office reviewed the Proposed Budget and Business Plan stating the City is in excellent financial condition.

Executive & Legislative Department

Mr. Forbes reviewed the priorities, goals and performance measures for the City Manager's Office.

Mr. Forbes suggested adding a possible new position in the future for a Communication Specialist to assist with the City's social media presence.

City Clerk's Office

City Clerk, Laurie Scott stated the goals for the City Clerk's office is to continue to work with the Granicus software program which would allow the City Clerk's Office to better link meeting agendas, minutes and live streaming videos together in one location, on the City's Website.

Ms. Scott stated the department staff would continue to train in customer service. Ms. Scott also stated old Local Business Tax Receipts had been updated in the system.

Executive & Legislative (cont'd.)

Mr. Forbes reviewed the funding sources and funding uses by division. Mr. Forbes explained the slight budget increases are primarily for payroll-related costs. He also stated that the City Attorney division budget increased because the hourly rate for legal services changed from \$175 to \$200.

Mr. Forbes addressed funding uses, and Non-Departmental funding uses. Mr. Forbes also reviewed the Capital outlays and transfers from the General Fund to the General Capital Projects fund. Mr. Forbes

stated the Capital Projects Funds include ½ Cent Sales Surtax (also known as the Better Jacksonville Beach Fund). Mr. Forbes explained the General Capital Projects including the replacement of rusted fuel tanks and upgrades to IT hardware and software.

Mr. Forbes reviewed the Financial Summaries and the Budget Issues for FY2019.

Human Resources

Mr. Forbes reviewed the Human Resources Department Organization, Objectives, and Goals.

Human Resources Director, Ann Meuse summarized the following goals for FY2019:

- Secure quality insurance coverage for property, liability and employee benefits
- Perform a wage and compensation study for City positions
- Negotiate a three-year collective bargaining agreement with the LIUNA (general employees) labor union and the IAFF (Fire) labor union.
- Implement a new time, attendance and payroll system
- Recruitment for City Manager and Police Chief

Mr. Forbes reviewed the Performance Measures, Funding Sources and Financial Summary for Personnel Services, Insurance/Risk Management, Workers' Compensation, Health Insurance Benefits, and Pension Plans.

Planning & Development Department

Mr. Forbes presented the Planning & Development Department, which consists of three divisions: Planning & Development, Building Inspection, and Code Enforcement. This department also provides administrative support to the Community Redevelopment Agency for the Downtown and South Beach Redevelopment Districts, and works with the appointed Planning Commission and Board of Adjustment.

Mr. Forbes reviewed the financial summary, accomplishments, and goals of all divisions.

Director of Planning & Development, Bill Mann explained a staff change within the department. He stated the Part-Time Permit Specialist was made into a Full-Time position. Mr. Mann stated the current staffing change is not a budget increase. Mr. Forbes stated if the City of Jacksonville Beach's Fire Department is contracted out to the City of Jacksonville, the Fire Marshal position would remain in-house and fall under the Planning & Development Department. Mr. Forbes made note of the small increase of 0.7% in the Planning & Development Department budget.

Mr. Mann reviewed the department's goals for FY2019 including:

- Updating the land development code
- Encouraging development regarding the Downtown Action Plan goals and objectives
- Maintain the standard of distributing development plans to reviewing departments within two working days of receipt
- Continue to provide support to the Community Redevelopment Agency

Mr. Forbes and Mr. Mann explained the possibility of creating an ordinance that would require a vacation rental to be registered with the City.

Mr. Forbes reviewed the Building Inspection and Code Enforcement Division performance measures.

Mr. Forbes compared the permit fees and building inspection divisions' personnel and operating expenses. It was mentioned the City of Jacksonville Beach's permit fees are below market value. Mr. Mann stated a proposed fee schedule amendment to raise the fees would be created and presented to the Council at an upcoming meeting.

Community Redevelopment Agency

Mr. Forbes discussed the Community Redevelopment Agency, as detailed in the report, which consists of two districts: Downtown and South Beach. The Agency receives administrative, engineering and project management support from the City's Planning and Development and Public Works department.

Mr. Forbes reviewed FY 2019 budget issues including:

- One of the largest public infrastructure improvement projects involving a near-total reconstruction of the City's water, sewer and stormwater system in the Downtown Community Redevelopment District (the total project is east of A1A, from Beach Blvd. to 16th Ave. S.)

Mr. Forbes reviewed the Financial Summaries as well as the recent program accomplishments and goals for the following:

- Downtown Community Policing Initiative (Downtown CAPE)
- South Beach Redevelopment District

Finance Department

Mr. Forbes and Chief Financial Officer Michael Nadeau reviewed their departmental objectives, recent accomplishments, and goals for the upcoming 2019 budget for the Finance Department - which includes Accounting, Utility Billing, Information Systems, and Purchasing and Procurement.

Mr. Forbes stated there are not three additional positions in the Finance Department. During 2018, three storeroom personnel positions now report to the Property & Procurement Officer. Personnel costs remain in the Beaches Energy Services Department.

Mr. Forbes reviewed the funding sources and expenditures of the Finance Department. Mr. Nadeau reviewed the Objectives and the Goals for FY2019 for all the divisions of the Finance Department.

Mr. Forbes reviewed the recent accomplishment of the Finance Department including:

- Automated Metering Infrastructure (AMI)
- New E-Welcome letter to all new customers applying for utility service
- Upgraded free e-check program for utility customers

Mr. Nadeau reviewed the details of the City's Geographic Information Systems (GIS) and the process of the second stage of the project.

Mr. Forbes reviewed the recent accomplishments for the Property Management Division including:

Minutes of FY2019 Budget Workshop
Monday, August 6, 2018

- Upgraded emergency generator capacity for City Hall and the Police Department
- Assisted leadership with the Enterprise Resource Planning project
- Conducted scrap wire and surplus item sale
- Executed leases at the industrial park
- Recovered unleaded gasoline and diesel fuel overpayments
- Repairs from hurricane damages

Property Management goals and performance measures for FY2019 were reviewed by Mr. Forbes.

The workshop adjourned at 5:38 P.M.

Submitted by: Jodilynn Byrd
Administrative Assistant

Approved:



William C. Latham, Mayor

8/20/18

Date