



**CITY OF JACKSONVILLE BEACH
FLORIDA**

MEMORANDUM TO:

The Honorable Mayor and
Members of the City Council
City of Jacksonville Beach, Florida

Council Members:

The following Agenda of Business has been prepared for consideration and action at a **Special Meeting** of the City Council on **Monday, September 15, 2014, at 6:00 P.M. in the Council Chambers, 11 North Third Street, Jacksonville Beach, Florida.**

Roll Call

CITY MANAGER:

- (a) Approve the City Manager's Decision to Accept Judy Bullock's Resignation, and Removal from the Position of City Clerk, Effective December 31, 2014
- (b) Approve the City Manager's Decision to Appoint Karen Nelson to the Position of Finance Officer, Effective March 1, 2015

ADJOURNMENT

Respectfully submitted,

/s/George D. Forbes
CITY MANAGER

GDF:njp
09/11/14

If a person decides to appeal any decision made by the City Council with respect to any matter considered at any meeting, such person may need a record of the proceedings and, for such purpose, such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk prior to the beginning of the meeting. These forms are available at the entrance of the City Council Chambers for your convenience.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, ext. 10, no later than 12:00 PM, Friday, September 12, 2014.

City of

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6268

Fax: 904.247.6169

www.jacksonvillebeach.org

MEMORANDUM

TO: The Honorable Mayor and Members of the City Council
FROM: George D. Forbes, City Manager
SUBJECT: Accept the City Clerk's Resignation and Removal from the City Clerk Position
DATE: September 4, 2014

ACTION REQUESTED

Approve the City Manager's decision to accept Judy Bullock's resignation and remove her from the City Clerk position, effective December 31, 2014.

BACKGROUND

Judy Bullock has been employed with the City since 1987 and has served as City Clerk since May of 2012. Judy submitted a letter on July 14, 2014 resigning her position as City Clerk effective December 31, 2014.

I have decided to accept Judy's resignation and place her in the position of Administrative Assistant in the City Clerk's Office, effective January 1, 2015.

Pursuant to Chapter II, Section 12 of the City Charter, the City Clerk may be removed by the City Manager, but said removal shall not become effective without the approval of the City Council.

RECOMMENDATION

Approve the City Manager's decision to accept Judy Bullock's resignation, and removal from the position of City Clerk, effective December 31, 2014.





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11 North Third Street
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FL 32250
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July 14, 2014

George D. Forbes
City Manager
11 North 3rd Street
Jacksonville Beach, Florida 32250

Dear Mr. Forbes –

I have been an employee of the City of Jacksonville Beach since December 1987, and have worked in the Office of the City Clerk since the early 1990's.

I have been extremely honored to have the trust and confidence placed in me to carry out the duties and responsibilities of the City Clerk over the past two years.

However, due to ongoing health issues, it is with great sadness, and in my best interest, to resign from the position of City Clerk, effective December 31, 2014.

Upon my resignation, I respectfully request that I be placed in the position of Administrative Assistant, within the City Clerk's Office, which will require fewer responsibilities, while still allowing me to do what I love.

Thank you for your consideration.

Sincerely yours,

Judy L. Bullock

C: Karen Nelson, Human Resources Director



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MEMORANDUM

TO: The Honorable Mayor and Members of the City Council
FROM: George D. Forbes, City Manager
SUBJECT: Appointment of the Finance Officer, Effective March 1, 2015
DATE: September 11, 2014

ACTION REQUESTED

Approve the City Manager's decision to appoint Karen Nelson to the position of Finance Officer, effective March 1, 2015.

BACKGROUND

The City's Finance Officer, Harry Royal, will retire on February 28, 2015. For this reason I have decided to appoint Karen Nelson to the Finance Officer position. Pursuant to Chapter II, Section 14 of the City Charter, the City Finance Officer is appointed by the City Manager, and the appointment must be approved by the City Council before it becomes effective.

Karen was the Jacksonville Beach Accounting Supervisor for 11 years, and Mr. Royal highly recommends her as his successor. Karen has been employed with the City since 2000, serving 11 years in the Finance Department and the last three years as Director of Human Resources. She is a Certified Public Accountant, and a former board member of the local chapter of the Florida Government Finance Officers' Association. Just months after being promoted to Human Resources Director, Karen obtained her certification as a Senior Professional in Human Resources.

Karen also has experience in the private sector. She served for 17 years as the Financial/Operations Manager for the Homestead Restaurant in Jacksonville Beach. I believe she has a positive blend of private and public experience that



makes her ideal for the Financial Officer position. Attached is a letter of recommendation and resume' for your information.

RECOMMENDATION

Approve the City Manager's decision to appoint Karen Nelson to the position of Finance Officer, effective March 1, 2015.



City of
Jacksonville Beach
City Hall
11 North Third Street
Jacksonville Beach
FL 32250
Phone: 904.247.6274

September 8, 2014

George D. Forbes
City Manager

Dear George,

It gives me great pleasure to recommend Karen Nelson for appointment to the position of Finance Officer upon my retirement. I have known Karen for more than twenty years and consider her a person of integrity with superior analytical and interpersonal skills. I hired Karen in September of 2000 as the Accountant and she quickly established herself as a dedicated team player and a major contributor to the Accounting Division. She was promoted after six months to Accounting Supervisor and I witnessed her tremendous growth and development in the area of government finance.

As Accounting Supervisor, Karen reported directly to me and we worked closely together in all areas of financial governance. She excelled in the strategic development of financial policies and processes and I relied greatly on her judgment and vision. When the Human Resources Director position opened in 2011, I recommended Karen without hesitation. I was certain that she would adapt to the new responsibilities with the same dedication and drive that she exhibited in Finance.

Karen is a proven leader and strategic planner who holds herself to a very high standard in terms of work ethic and professionalism. I am confident that she is the right person to assist you in maintaining the financial well-being of the City.

Sincerely,

A handwritten signature in blue ink that reads "Harry Royal". The signature is fluid and cursive, with the first name "Harry" and last name "Royal" clearly distinguishable.

Harry Royal
Finance Officer



Karen W. Nelson, CPA, SPHR

12 Sandra Drive • Jacksonville Beach, FL 32250 • 904.504.8313 • knelson@jaxbchfl.net

EDUCATION AND PROFESSIONAL DEVELOPMENT

- Bachelor of Business Administration (Accounting) - University of North Florida
- Certified Public Accountant (CPA) - Florida State Board of Accountancy
- Senior Professional in Human Resources (SPHR) - HR Certification Institute

EXPERIENCE

Director of Human Resources
City of Jacksonville Beach, Florida

May 2011-Present

Reports directly to the City Manager; plans, coordinates and oversees the full scope of human resources functions for a City with over 400 employees. A departmental staff of 7 performs activities including recruitment, hiring, compensation, payroll, benefits administration, labor relations, employee development and policy development. The director also serves as risk manager, negotiates and maintains contracts for all commercial insurance, and develops and monitors the departmental budget.

Key Accomplishments:

- Converted all employee benefit plans from a fiscal year to a calendar year to allow for more efficient administration.
- Prepared and awarded a Request for Proposals for a benefits broker/agent firm that also provides online enrollment and billing services.
- Successfully awarded contracts for health, dental, life and supplemental insurance, improving employee benefits with minimal increase in costs.
- Prepared and awarded a Request for Proposals for a consulting firm to conduct a position classification and pay plan study.
- Designed and implemented a sustainable and competitive pay plan for all employees that allows for merit increases based on the midpoint within each pay grade.
- Reclassified and upgraded three positions in Human Resources with no increase in departmental costs. These organizational changes enhanced the level of expertise and efficiency of the department without increasing the total number of employees.
- Successfully transferred the pension administration duties to Human Resources and hired a well-qualified individual to serve as plan administrator and oversee payroll functions.
- Successfully negotiated collective bargaining agreements with the City's three labor unions; prepared proposals and contracts; attended mediations and hearings.
- Served on the pension reform committee with the City Manager and Finance Officer. Conducted research and analysis, prepared complex charts and data tables and made recommendations for plan revisions.
- Successfully negotiated with all three labor unions to implement pension reform. The City preserved the defined benefit structure of the three plans while reducing costs and ensuring the sustainability of the plans.

Karen W. Nelson, CPA, SPHR

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EXPERIENCE

Accounting Supervisor
City of Jacksonville Beach, Florida

April 2001-April 2011

Reported to the Finance Officer; supervised and participated in the preparation and maintenance of complex financial records. Planned and supervised the work of one professional and two paraprofessional employees. Required regular communication and collaboration with executive level personnel throughout the City and professional level employees of local, state, and federal agencies.

Key Accomplishments:

- Served on the auditor selection committee; served as liaison to the external auditors.
- Coordinated the financial statement preparation and review, reducing the number of year-end audit adjustments by 80%.
- Developed an electronic chart of accounts for reporting and audit workpaper preparation. Completely automated the monthly financial report preparation, reducing time and chance of human error.
- Served on the operating funds investment committee with the Finance Officer and investment advisors.
- Served on the insurance selection committee with the Human Resources Director and Finance Officer for all employee benefits, including workers' compensation and health insurance.
- Developed a process for reconciling and recording health insurance expenses under a minimum premium arrangement.
- Worked closely with members of Beaches Energy Services, Utility Billing and TECO Partners to implement the natural gas utility. Set up new general ledger accounts, receivable codes and reconciliation schedules.
- Developed a process to reconcile activity in the natural gas and electric utility funds to the general ledger.
- Prepared cash flow projections for the City's operating accounts and pension funds; initiated liquidations from and contributions to investment funds.
- Implemented a payment module to migrate from wire transfers to ACH Transfers, at 10% of the cost.
- Wrote a manual for processing all electronic funds received by the City.
- Standardized the process for entering vendor information to create a global vendor database to be utilized by all departments.
- Worked with payroll personnel, the pension plan administrator and the internal auditor to improve the accounting and records retention processes for DROP.
- Conducted a work flow analysis of the Accounting Division's activities and eliminated or consolidated overlapping duties, resulting in increased efficiency and a more equitable distribution of duties.
- Implemented a cross-training program and wrote employee handbooks for all positions in the division.

Karen W. Nelson, CPA, SPHR

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EXPERIENCE

Accountant

September 2000-April 2001

City of Jacksonville Beach, Florida

Performed professional work in the preparation and maintenance of financial records. Responsibilities included fixed asset management, payroll reporting and reconciliation, tax reporting and compliance monitoring and preparation of supporting schedules for inclusion in the financial statements. Promoted to Accounting Supervisor after six months.

Staff Accountant

February 2000-September 2000

American Heritage Life, Jacksonville, Florida

Prepared and analyzed financial statements for a large insurance company and its various subsidiaries. Responsibilities included general ledger maintenance, spreadsheet development and preparation of consolidated financial statements. Resigned to pursue a career with the City of Jacksonville Beach.

Manager

August 1982-January 2000

The Homestead Restaurant, Jacksonville Beach, Florida

An award-winning restaurant and Jacksonville Beach landmark, the restaurant featured southern food in a renovated log cabin that dates to 1934.

- Hired as a server and assumed management responsibilities within six months.
- Coordinated and performed all aspects of financial management including accounts payable, payroll, tax reporting, purchasing and preparation of financial statements.
- Interviewed, hired and trained personnel.
- Managed restaurant operations including: ordering and control of inventory; maintaining relationships with customers, staff and vendors; evaluating health and safety practices against standards; ensuring provision of service in terms of order accuracy and time management; developing employee customer service skills and practices.

AFFILIATIONS

American Institute of Certified Government Accountants

Government Finance Officers' Association

Florida Government Finance Officers' Association

Northeast Florida Government Finance Officers' Association, *former board member*

Florida League of Cities, Finance, Taxation & Personnel Policy Committee, *committee member*

Society for Human Resources Management

Florida Public Human Resources Association