

**City of Jacksonville Beach  
Minutes of City Council  
FY 2013 - Budget Workshop  
Tuesday, August 13, 2013 – 6:00 PM**

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Mayor Pro-Tem Tom Taylor called the Budget Workshop to order at 6:02pm.

City Council members in attendance:

Keith Doherty	Steve Hartkemeyer	Christine Hoffman
Phil Vogelsang	Jeanell Wilson	Mayor Charlie Latham – <i>Arrived at 7:30pm</i>

Also present were City Manager George Forbes, Budget Officer Trish Roberts, Director of Parks and Recreation Gary Meadors, Director of Beaches Energy Services Roy Trotter, and Cathy Martinich, City Clerk's Office.

Mr. Forbes announced that the first reading for the Budget Adoption is September 4, 2013 at 6:00 p.m. and second reading is September 9, 2013 at 6:00 p.m. He said the City had received a call from a women's rights group, asking about a permit for a public demonstration on Jacksonville Beach, Sunday, August 25, 2013. The women are protesting equal rights between men and women, and are planning to go topless, except for covering their nipples. Mr. Forbes explained that this question is being researched, and that first amendment rights are sensitive issues. Another request was made to conduct an Art Walk under the Beach Boulevard Bridge by the marina. This request will also require research as the property does not belong to the City, and available parking is an issue.

### **PARKS AND RECREATION**

Mr. Forbes began with the Recreation divisions, introducing the following employees in attendance:

- Jimmy Wilkins, Recreation, Ocean Rescue Superintendent and Oceanfront Restroom Facilities
- Jim Watford, Huguenot Tennis Center Professional
- Dan Rineberg, Golf Course Superintendent
- Sandy Suckling, Head Golf Professional
- Lieutenant Taylor Anderson sitting in for Lieutenant Tom Wright, Ocean Rescue Department
- LaToya Thomas, Supervisor, Carver Recreation Center.

Parks & Recreation is responsible for the City's 18-hole Golf Course that operates year-round, and the Grounds Maintenance Division maintains the City's parks, golf course, grounds, and cemeteries. The mission of the department is to provide safe and enjoyable leisure opportunities for all citizens. He noted that Mr. Meadors has worked diligently to reduce costs, is reducing two positions, and has reduced 10 full-time positions since 2010, keeping the budget the same.

### **Recreation Administration**

Mr. Meadors gave an overview of the organization, accomplishments, goals, and performance measures of the Parks and Recreation Department. He reviewed the department's accomplishments (as listed) for the surf camps, City events, parade, Easter egg hunts, and adult and youth sports programs.

Performance Measures were reviewed by Mr. Meadors, noting these are tracked monthly and annually by the customer's satisfaction surveys when they participate in the programs. He reviewed the monthly safety program, explaining all the play equipment being replaced and rubber mulch placed under the play equipment at Sunshine Park. Mr. Forbes and Mr. Meadors reviewed the Community Development Block Grant Program, noting the costs and how the funds are obtained and used. Mr. Forbes explained that because most of the employees in Administration are part-time, Mr. Meadors has changed one part time secretary position to full time, due to the work increase in special events and work on the cemetery records.

### **Ocean Rescue**

Mr. Forbes talked about the City's obligation for the safety of people visiting the beaches in the winter months, as well as summer months. Monetary assistance is given by Jacksonville for the lifeguard services. Mr. Meadors stated the lifeguards provide outstanding service for the City and all beach goers. Mr. Meadors reviewed the American Red Cross physical and medical training for lifeguards and the daily in-service training schedule. Lieutenant Anderson reported on the training regimen all guards participate in. Ocean Rescue strives to ensure ocean and beach safety at all times, not only for the public but for the lifeguards too.

Mr. Forbes reviewed the accomplishments of the division providing community safety lectures and distributing brochures to the public. The department's goals were reviewed, noting the number one goal is zero drownings while on duty. Community programs, training, accreditations, and certifications are also goals. Mr. Forbes explained that there was one drowning case this summer. A participant in the Never Quit event had a heart attack and did not survive. He complimented the rescue services and added that a tremendous amount of first aid is provided to beach goers by the lifeguard and rescue personnel throughout the year. The professionalism of the lifesaving personnel is outstanding.

Mr. Forbes reviewed the financial summary for the department, explaining the replacement of the pickup truck and adding an addition of a four-wheel drive vehicle for emergency runs. The vehicle is full response ready; able to maneuver through tight crowds and visibility from the vehicle is excellent. Mr. Meadors explained the different vehicles and the driving training all personnel are required to complete annually.

### **Tennis Center**

The recent accomplishments, goals, and budget issues were presented by Mr. Forbes. Mr. Meadors discussed the recent accomplishments and performance of the Tennis Center stating that Mr. Watford provides excellent programs and camps for all age groups. There is one full time employee and two part time assistants that provide successful programs, as reflected in the surveys. Mr. Meadors said that improvements were made to the courts and lights would soon be added to the number seven court. There are plans to increase revenue by providing a brochure for distribution. Mr. Watford uses the internet media, Facebook, and our website to advertise the Tennis Center.

### **Oceanfront Restrooms**

Mr. Forbes reviewed the objectives, accomplishments, and goals for this division. He stated that restroom facilities are located at 5<sup>th</sup> Avenue North and a new facility at 2<sup>nd</sup> Avenue North. Two additional showers were added at the Beach Boulevard end zone as part of the Downtown Vision Plan. Port-a-Potties are located at 6<sup>th</sup> Avenue South and 19<sup>th</sup> Avenue North and are serviced three times a week. The hours of operation decrease November through February. The cleaning schedule is contracted to a commercial cleaning company. Mr. Meadors explained some of the challenges with break-ins, vandalism, and general deterioration of shower mechanisms due to the elements. Mr. Doherty and Mr. Vogelsang discussed their concern that the City should consider a permanent restroom at the oceanfront park.

### **Carver Center**

Mr. Meadors reviewed the division objectives and recent accomplishments, stating the focus is on the kids – getting them from school to the center, homework, and reading assistance, and making sure they all pass to their next grade level. He said that Ms. Thomas has done an excellent job working with the children to improve and maintain grades, helping to improve their self-esteem, helping the children grow and head down a better life-path. Ms. Thomas works closely with several local agencies to assist:

- United Transport provides a Christmas dinner and bicycles for the children.
- Ocean City Church shares their bus for transporting to the different events.
- St. Andrews shares their bus for transporting to the different events.
- Palms Presbyterian Church provide food.
- YMCA for swimming lessons in Palm Valley
- Mackenzie Wilson Foundation
- The TPC (Tournament Players Club)
- Mr. Watford and Mr. Suckling provide summer events for the children.

Ms. Thomas has also been able to coordinate a bus stop in front of the Center, as many young children, approximately thirty, had to walk to Seabreeze Elementary School on busy roads.

Mr. Forbes talked about the rebuilding of the park at Carver Center and the basketball court that needs work. Mr. Meadors explained the work on the basketball court and that a grant application will be made to the City of Jacksonville for assistance.

### **Community Center & Exhibition Hall**

Mr. Forbes reviewed the objectives, accomplishments, and goals (as listed) for the Community Center and Exhibition Hall, which is marketed on the internet and locally. Mr. Forbes stated the City has been very successful with this facility. Mr. Meadors explained the Conference Room is used by Weekly Business Networking groups, Home Owners Associations, for school graduations, for wedding receptions and for Christmas parties, and other organizations on a regular basis.

### **Special Events**

Mr. Forbes reviewed the objectives, funding sources and uses. This includes Springing the Blues, two Jazz Concerts, three Moonlight Movies, 4<sup>th</sup> of July Fireworks, and the Opening of the Beaches Parade. The Air Show will be at the beach again in 2015. The Special Events are funded from the bed tax. Discussion ensued regarding sponsorships for the funding of special events. The Mother's Day Pops Concert will not be held this year.

Mr. Meadors outlined several more special events that are held, the different organizations of charity runs, sporting events, and many are repeat customers. Mr. Forbes said that in addition to the City-sponsored events, all the events require large amounts of man-hours to staff and support. Logistic support includes site set up, trash collection, traffic management, securing event route and many other tasks. Discussion ensued about the various special events that could be held in the City. Several Council Members suggested that we consider contracting out special events.

### **Golf Course Division**

Mr. Forbes reviewed the division objectives, recent accomplishments, and the goals for FY2014. He noted the survey results are favorable, stating that customer service is great and the course is well maintained and with good playing conditions.

The funding sources and revenues for the golf course were discussed and Mr. Forbes noted the 2014 revenues are expected to slightly exceed expenses. There have been positions eliminated and reduced operating costs. He explained several advertising resources used to capture new play and generate revenue, while keeping expenditures down for operating costs. He said that the membership could increase with the expected closure of Selva Marina and the smaller course at Sawgrass. Mr. Meadors reviewed the maintenance needs, explaining the Irrigation Main Line replacement of rusty fittings, replacement of the Triplex Greens mower, purchase of a walking greens mower and rebuilding hole #14 bulkhead.

### **Grounds Maintenance Division**

Mr. Meadors reviewed the objectives, accomplishments, and goals (as listed) for the division. He said that the facilities are properly maintained, which includes all the parks/cemeteries/grounds as well as all of the City facilities. Mr. Meadors discussed the Water Play and the Safety Surface at South Beach Park, and improvements that have been completed at Tall Pines Park, Gonzales Park, Penman Park, Huguenot Park, and Cradle Creek. This division also assists with construction projects and special events as needed.

Mr. Meadors said grounds maintenance is provided to the City buildings. He reviewed the projected Budget Issues and said one of the biggest challenges would be the Downtown Destination Street Landscape. This will be a year-round contracted maintenance expense for the sprinkler system as well as the landscaping. Mr. Forbes and Mr. Meadors talked about the convention tax and how it is divided up between various areas of the City for the landscaping and other needs. Grounds maintenance includes irrigation repairs of the many sprinkler heads in the downtown area. The Tree Protection Funds are used to add or replace trees throughout the City.

Mr. Meadors answered questions and discussed the planned improvements for the Warren Smith Cemetery. Mr. Forbes explained the maintenance for the cemeteries is included the general fund, and not supported by any other source. Mr. Forbes explained the need to bring the cemetery records up to date, and scan/computerize all the records. The software they are considering is GIS capable, allows for accurate genealogy research and location of gravesites. Mr. Meadors noted that the City of Winter Park just completed recording their cemetery records with similar software, which was a five-year project. Mr. Taylor said that the cemetery has come a long way, but is in need of work. Mr. Meadors explained that gravesites were sold without a maintenance trust fund.

Mr. Forbes discussed the dog park and the necessary maintenance that will be scheduled. This will take approval of a year-end budget modification to get it done and done correctly. The project includes replacing a storm water pond, correct erosion problems by placing Fabriform, then a concrete cap around it.

### **Beaches Energy Services**

Mr. Forbes introduced staff supervisors in attendance, which included Diana Pratt, Building Maintenance Supervisor for all City properties, lease facilities and garage maintenance; Mary Kay Cummings, Accountant/Analyst for Beaches Energy Services, Sam Thomas, Superintendent Electric Utilities, day-to-day operations/maintenance Substations, Meter Division and SCADA, (System Control and Data Acquisition), Don Cuevas Electrical Engineering Supervisor, Matt Campbell, Relay Substation Supervisor.

The City Manager began with the Beaches Energy service area, which covers Neptune Beach to Guana State Park. The Mission is to provide reliable energy services at a competitive price with superior customer service, “Above and Beyond the Expected.” They are responsible for maintaining electric service and managing natural gas service in Jacksonville Beach, Neptune Beach, Ponte Vedra Beach, and Palm Valley.

Mr. Forbes reviewed the nine authorized positions noting, due to upcoming retirements, there is a temporary, over-hire in the Relay/Substation and Systems Operations in anticipation of the retirement of a NERC (North American Electric Reliability Corporation) Certified Systems Operator. Two Construction and Maintenance positions were eliminated.

Roy Trotter, Director of Beaches Energy Services, reviewed the department’s accomplishments for the past year, as listed in the report. He said that the department is rated one of the most reliable in the state, which he is very proud of that accomplishment. Mr. Trotter reported they have replaced wood poles with concrete poles, and installed overhead to underground conversions. The Sawgrass area feeder has new switchgear installed, Palm Valley Road phase three is complete, and concrete poles have been installed on A1A to the roundabout, a key part in the storm-hardening program. Mr. Trotter also discussed the cable replacements throughout the south end. He discussed the NERC (North American Electric Reliability Corporation), Audit that the City goes through every three years.

Mr. Forbes reviewed the System Reliability chart, noting that BES performs at a high standard. Mr. Forbes stated Beaches Energy’s reliability is many times better than the average utility company.

Mr. Forbes reviewed the customer service standards, and acknowledged the excellent customer survey results by the Energy Audit employees, as well as Utility Billing customer service. Mr. Forbes discussed the cost of services and said that our residential rates are very competitive and below the State average.

The Energy Efficiency and Conservation programs are performing very well in our community. Mr. Forbes reported we were the first in the state to provide CFLs (Compact Florescent Lamp) to our customers and we continue to provide conservation information and services. He discussed the City's Energy Auditor and the positive customer service he provides to business owners and citizens.

The department goals for FY2014 were reviewed by Mr. Forbes, as listed in the report. Mr. Forbes stated we continue to ensure the highest level of system reliability and customer service. He noted that the energy loss is less than 4%, an excellent goal to have reached as industry system losses range between 3 and 6%.

Mr. Forbes next reviewed the Performance Measures for cost, service, and reliability, drawing attention to the cost section of the chart where it details the number of customers per employee, as reported by the American Public Power Association (APPA).

The Funding Sources for the projected revenue for FY2014 were discussed. Mr. Forbes was asked to explain the City's policy on commercial deposits, which states that deposits are estimated at two months of the prior utility bills. The option of paying the deposits in installments was discussed.

The Financial Summary for electric and natural gas was discussed and Mr. Forbes stated the proposed budget for FY2014 reflects an overall decrease due to lower fuel costs.

Mr. Trotter reported on the FMPA (Florida Municipal Power Agency) and the cost of power generation for community owned electric utilities, such as our City. Jacksonville Beach is one of fourteen All Requirements Members. The cost of natural gas was discussed, anticipating a possible rise in its cost. The generation resources include more than 76% of clean burning natural gas. The long-range projection studies indicate that FMPA (Florida Municipal Power Agency) has adequate generation resources for the next 10 years. Conservation, energy efficiency, and demand response programs have been very successful and continually benefit customers.

Regulatory issues continue with NERC (North American Electric Reliability Corporation) and FRCC (Florida Reliability Coordinating Council), regarding compliance standards which to continue to evolve. Mr. Forbes discussed the Open Access Transmission Tariff. The government continues to increase measures and standards with rules for compliance, especially in the area of cyber security. This results in heightened security measures along with increased costs. As a transmission owner, Beaches Energy Services is obligated to comply with these standards or be subject to fines. He said that he and Mr. Trotter are always open to ways of modernizing the grid. Mr. Trotter talked about modernizing the distribution and automation portion of communications and operating devices used remotely to resolve outages quicker.

Mr. Forbes reviewed the Capital Projects for 2014 and introduced a new chart of residential rates for the Council to review.

He gave a map of wooden and concrete poles and underground upgrades. He explained we are the only City in the State that has a policy to place all power lines east of A1A underground. He reviewed the list of projects and talked about the map showing the Capital Improvements Projects.

The BES Natural Gas Service area was reviewed by Mr. Forbes noting the potential future extensions along with the current gas line customers. There is a large project scheduled for the TPC (Tournament Players Championship) for gas lines. Mr. Forbes explained the chart showing 2012 Data for Florida Public Gas Systems.

He said that as a member of the FMPA (Florida Municipal Power Agency), All Requirements Project, the City can only purchase power from them. He outlined the power projects, the City's ownership in the organization, and the nuclear St. Lucie project.

Mr. Forbes discussed the Property Management division of Beaches Energy. He explained that bi-annual inspections are done on all City facilities and gave an overview of their recent accomplishments and their goals. He emphasized that the importance of customer service toward employees is just as important as for citizens, as shown from the results of their internal customer service survey. Mr. Forbes reviewed the performance measures, recent accomplishments and complimented the team. The City's facilities property maintenance employees keep the buildings in very good condition.

### **Budget True-Up**

Mr. Forbes reviewed the Capital Outlay Detail, with revisions. He explained that cyber-security is a very important need and securing and providing requirements from NERC (North American Electric Reliability Corporation) are necessary to implement within the next six months. Mr. Forbes discussed the true up numbers. He explained that the pension budget would be approved tomorrow at the quarterly meeting. The budget has been reviewed by Harry Royal and Karen Nelson. Revisions in the revenues and expenditures were made. (See attached true-up worksheet.) Mr. Forbes summarized the department budgets and said the true up numbers will be included in the September budget for final approval.

The Workshop adjourned at 8:30pm.

Submitted by: Cathy Martinich  
City Clerk's Office

Approved:

/s/William C. Latham  
William C. Latham, Mayor

Date: September 3, 2013