

**City of Jacksonville Beach
Minutes of City Council
FY2015 - Budget Workshop
Monday, August 4, 2014**

Mayor Latham called the Budget Workshop to order at 4:00 p.m.

City Council members in attendance:

Keith Doherty	Steve Hartkemeyer	Christine Hoffman
Tom Taylor	Phil Vogelsang	Jeanell Wilson

Also present were City Manager George Forbes, Finance Officer Harry Royal, Budget Officer Trish Roberts, City Clerk Judy Bullock, Human Resource Director Karen Nelson, Planning and Development Director Steve Lindorff, and Nancy Pyatte, City Clerk's Office.

Everyone present had a copy of the Proposed Budget and Business Plan for 2015.

Executive & Legislative Department

The City Manager stated the Executive and Legislative Department consists of four General Fund divisions- City Council, City Attorney, City Clerk, and Non-Departmental. This also includes the City Manager Internal Service Fund, Convention Development Fund, and Capital Projects Funds.

There is an increase of one position in the upcoming budget year – Deputy City Manager. Mr. Forbes stated this position has not been funded for the past 5 years. He further explained that his plans are to hire from within the City's current staff.

Mr. Forbes reviewed the goals and performance measures for the City Manager's Office, as listed in the report. He stated that a lot of his time is spent on Intergovernmental Relations monitoring Federal, State, and Local issues that could affect the City's future. Mr. Forbes is also active with Florida Municipal Power Association and Florida Municipal Electric Association which provides the resources to monitor costs of power and other legislative issues.

City Clerk's Office

The City Clerk, Judy Bullock, stated the Clerk's office is staffed with 3 full-time and one part-time employee. The department is responsible for the City's records management and retention, Optiview scanning and document search, attending and transcribing minutes for all City public meetings, administering the Local Business Tax and Special Permits, issuance of City lien certificates, recording legal documents with the Clerk of Court, and coordinating municipal elections.

Ms. Bullock reviewed the services, goals, and performance measures for the City Clerk's Office. The City Clerk revised and improved the lien certificate process starting last December. Council member Wilson commented that the turn-around time is much quicker now.

There was a brief discussion about customer service surveys. The City Clerk reviewed the survey responses received for lien certificates, local business tax, and staff/internal services.

Executive & Legislative (cont'd.)

The City Manager reviewed the funding sources and funding uses, by division, as noted in the report.

Mr. Forbes said the City has been reducing its budgets for several years. There is an increase in this division's proposed FY2015 Budget which Mr. Forbes stated is due to reauthorization of a Deputy City Manager position. The City continues to address staff reductions, wages, increasing pension and health insurance costs, unions, ad valorem tax limits for local governments, stormwater regulations, interlocal agreements, natural gas costs and regulations.

There was a brief discussion about the Non-Departmental expenses relating to contract services, liability insurance, unanticipated/emergency uses, and roads and drainage projects.

Next the City Manager stated that several projects have been budgeted from the Better Jacksonville Beach Fund (1/2 cent sales surtax). The 10th Street South Industrial Park Area Improvements and the Skateboard Park are two large General Capital Projects being planned.

Discussion ensued about the Skateboard Park. The City Manager stated that the \$250,000 is a starting point to establish a budget. Mr. Forbes explained that the first step will be to confirm the costs for the land/location, then decide the type of design for the skate park, and lastly, prepare a preliminary site plan with proposed costs.

The City Manager reviewed the Financial Summaries and the Budget Issues for 2015. Mr. Forbes said reauthorizing a Deputy City Manager and a Building Codes Inspector, adding 1 part-time Community Redevelopment Specialist, and 1 Engineer, and 1 GIS/Network Administrator are of critical importance to the City in order to meet workload demands.

Finance Department

Finance Officer Harry Royal reviewed the report stating the objectives, recent accomplishments, and goals for the upcoming 2015 budget for the Finance Department which includes Accounting, Utility Billing, Information Systems, and Purchasing and Procurement.

Mr. Royal said there is an increase in staff to add a GIS/Network Administrator to the Information Systems division. The City relies on information technology and to properly manage and improve network and GIS operations additional manpower is required. Also the City is planning now for future costs of the migration of SunGard IBM iSeries server to a Windows-based server. SunGard will have completed their testing by 2016.

Mr. Forbes reviewed the performance measures for all the divisions of the Finance Department. After reviewing the Financial Summary Mr. Forbes noted the budget increase is due to funding a new network administrator position and funding future equipment purchases.

The Finance Officer introduced his staff that was present: Accounting – Ashlie Gossett; Utility Billing – Glenda Wagner; Information Systems – Kent Haines

Human Resources

The City Manager reviewed the HR department organization, objectives, and goals as listed in the report. Mr. Forbes stated the Pension Plans Performance Measures are showing an upward trend as reflected in the percentage funded for each of the three plans.

Human Resource Director, Karen Nelson, reviewed the department accomplishments for employment recruiting, employee training, and employee benefits. Ms. Nelson introduced Ann Meuse, the City's Payroll/Benefits Administrator. Ms. Meuse joined the department October 1, 2014 when Human Resources assumed the Pension Administration.

Mr. Forbes continued with the report and reviewed the Financial Summary for Personnel Services, Insurance/Risk Management, and Pension Plans.

Mr. Forbes announced that he is planning to appoint Karen Nelson as Finance Officer when Harry Royal retires next year. Also, Mr. Forbes stated that he will appoint Trish Roberts, Assistant Finance/Budget Officer, for the Deputy City Manager position. Both Trish and Karen will participate and be available in the transition process for their replacements.

Planning & Development Department

The City Manager stated this department 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 noting the decrease for FY2015 and explained that this is due to how the tax increment revenues are budgeted for capital projects. Reserved funds are committed to projects when they are in the final design stage.

Personal Services and Operating expenses reflect an increase with the addition of a part-time Redevelopment Coordinator, activating the unfunded Building Code Inspector position, and adding a new Redevelopment Project Engineer. This is due to the increase in development and construction activity.

Planning & Development Division

Steve Lindorff, Planning & Development Director, reviewed the department's recent accomplishments as listed in the report.

Under division goals, Mr. Lindorff reviewed the standards for development plan distribution to all reviewing departments. Development and construction is on the rise and closely monitored. Mr. Lindorff works with North FL Transportation Planning Organization on Beaches transportation, and continues evaluation of the land development code for managing future growth and development of the City.

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Building Inspection & Code Enforcement Divisions

The City Manager reviewed the organization and the recent accomplishments for these divisions as listed in the report. The Building Code Inspector job description has been revised to include general code enforcement duties.

The City Manager reviewed the performance measures charts reflecting the number of permits and inspections and total value of these permits. This activity is steadily increasing. Next, Mr. Forbes reviewed the comparison chart showing permit fees and operating expenses. In 2006 the Florida legislature passed a bill that local governments must use funds from permit fees to support the jurisdiction's personnel and operating costs, as reflected in this chart.

Mr. Forbes reviewed the average initial review time for permits, by type, as shown on the chart. Mr. Lindorff reviewed the division goals and performance measures, as detailed in the report.

Community Redevelopment Program

Mr. Forbes presented the Community Redevelopment Program, as detailed in the report, which consists of two districts: Downtown and South Beach. The FY2013 accomplishments were reviewed for the Downtown District, including the Vision Plan implemented in 2007, as listed in the report.

Program revisions were addressed by the City Manager. Mr. Forbes spoke about the part-time Community Redevelopment Coordinator position, CRA funding 25% of the current City Engineer's salary for work performed on CRA projects, and creation of a new Redevelopment Project Engineer position in the Public Work's Department, Water/Sewer Administration Division, to be funded 75% by CRA, 25% City.

The City Manager stated that Mr. Lindorff, after retirement, is going to be the new part-time Community Redevelopment Coordinator. Mr. Forbes said that he and Trish Roberts are currently pursuing certification as Redevelopment Administrators. This will provide for a smooth transition for the City when the new Planning and Development Director is selected.

Mr. Lindorff covered the CRA accomplishments as listed in the report. There was a brief discussion about how great the downtown area looks and how well the parking program is working with Lanier.

Mr. Forbes reviewed the FY2015 goals for Downtown Redevelopment, including the downtown community policing initiative and developing a vision plan for a hospitable downtown Jacksonville Beach. He then reviewed the accomplishments and goals for South Beach Redevelopment as shown in the report.

Mr. Lindorff reported on the South Beach budget issues and Capital Improvements Plan. He reviewed Phase I construction, then addressed the future Phases 2 through 7, as detailed in the report.

The City Manager stated that the next workshop is for Fire and Police. It is scheduled for 6 p.m., Tuesday, August 5, 2014.

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The workshop adjourned at 5:45 p.m.

Submitted by: Nancy J. Pyatte
Assistant City Clerk

Approved:

/s/William C. Latham

William C. Latham, Mayor

Date: August 18, 2014