

**City of Jacksonville Beach
Minutes of City Council
FY2016 - Budget Workshop
Monday, August 3, 2015**

Mayor Latham called the Budget Workshop to order at 4:05 p.m.

City Council members in attendance:

Christine Hoffman	Phil Vogelsang	Keith Doherty
Bruce Thomason	Jeanell Wilson	Lee Buck

Also present were City Manager George Forbes, Deputy City Manager Trish Roberts, Finance Officer Karen Nelson, Budget Officer Ashlie Gosset, City Clerk Laurie Scott, Human Resource Director Ann Meuse, Planning and Development Director Bill Mann, Community Redevelopment Specialist Steve Lindorff, and Nancy Pyatte, Assistant City Clerk.

Everyone present had a copy of the Proposed Budget and Business Plan for FY2016.

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.

Mr. Forbes reviewed the priorities, 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 legislation that could affect the City's future. Mr. Forbes is active with Florida Municipal Power Association and Florida Municipal Electric Association which provides the resources to monitor costs of power and other legislative issues relating to Beaches Energy Services.

City Clerk's Office

Mr. Forbes reviewed the City Clerk's Office performance measures. As shown from their surveys [using Survey Monkey] sent to three groups- Local Businesses, Lien Certificate customers, and City departments - they have achieved high percentages with 'Exceeds' and 'Satisfactory' for customer service.

Mr. Forbes noted the continued improvement with the lien certificate service. He stated Ms. Scott and her staff have streamlined the process to just three steps and completion within five days or less.

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 will be coordinating the upcoming 2016 municipal elections.

Executive & Legislative (cont'd.)

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

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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.

Ms. Wilson and Mr. Vogelsang had questions about the City Attorney and legal expenses. There was a brief discussion and Mr. Forbes explained that the budgeted amount includes the City Attorney and the various attorneys used. They are paid an hourly fee, not a retainer. He said there are some legal services that are funded through the Florida Municipal Power Agency, pension funds, and through our insurance companies.

Next the City Manager addressed the Non-Departmental funding uses and noted the decrease for FY2016. Mr. Forbes reviewed the key areas of this group which are liability insurance, unallocated (for emergencies), internal services, and Retail Strategies for retail recruitment.

The City Manager reviewed the Capital Projects Fund and the projects that are budgeted utilizing the ½ Cent Sales Surtax Fund (Better Jacksonville Beach Fund) and the ½ Cent Sales Surtax Bond Proceeds Fund, which are itemized in the report.

The City Manager reviewed the Financial Summaries and the Budget Issues for FY2016, which are detailed in the report.

Finance Department

The City Manager introduced the Finance Department which includes Accounting, Utility Billing, Information Systems, and Purchasing and Procurement. Staff members present were Karen Nelson - Finance Officer, Ashlie Gosset – Assistant Finance/Budget Officer, Glenda Wagner - Utility Billing, Kent Haines - Information Systems, and Jason Phitides - Property & Procurement.

Mr. Forbes stated a Network Engineer position was added in 2015 to the Information Systems division. The City wants to add a Business Analyst position for 2016. The City relies on information technology and to properly manage and improve network and GIS operations additional manpower is required, especially for the new Enterprise Resource Planning system.

The Finance Officer, Karen Nelson, and Mr. Forbes reviewed the Financial Summary, Objectives and Accomplishments, and the Goals for FY2016 for all the divisions of the Finance Department, as detailed in the report.

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. Staff present was Bill Mann – Planning & Development Director, and Steve Lindorff - Community Redevelopment Specialist. The Senior Planner position has been filled and the new employee, Ms. Heather Ireland, is scheduled to start next week. Also, a new Building Inspector has recently been hired.

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Mr. Forbes reviewed the financial summary noting the proposed budget includes a part-time Community Redevelopment Specialist, which will be funded by the CRA through FY2016.

Mr. Vogelsang questioned the increase in Operating expenses. Mr. Lindorff responded that this is related to anticipated legal fees for work in the Downtown and South Beach Redevelopment Districts.

Mr. Forbes stated there are plans to work with the City of Jacksonville on the drainage projects for the southend of our City, which is outside of the Redevelopment District. The anticipated legal fees are budgeted in the proposed operating expenses.

Community Redevelopment Agency

Mr. Forbes presented the Community Redevelopment Program, as detailed in the report, which consists of two districts: Downtown and South Beach.

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 a Redevelopment Project Engineer position in the Public Work's Department, Water/Sewer Administration Division, funded 75% by CRA, 25% City.

The FY2015 Accomplishments were reviewed by Mr. Lindorff for the Downtown and South Beach Redevelopment Districts, as listed and detailed in the report.

FY2016 Goals for Downtown and South Beach Redevelopment Districts, as listed and detailed in the report, were discussed by Mr. Forbes and Mr. Lindorff. Interviews are scheduled for Professional Services for the Design/Build of the proposed Municipal Skate Park located at South Beach Park. Mr. Lindorff added there has been a lot of community involvement for this project.

Break

The Mayor called for a break at 5:17 PM. The meeting reconvened at 5:24 PM.

Planning & Development Division

The City Manager reviewed the Division's staffing levels, which are now adequate in meeting the increased construction and development activity in the City.

Mr. Forbes reviewed the Financial Summary for the divisions, as detailed in the report. He noted the proposed budget reflects a decrease and this is due to no identified capital outlay for FY2016.

The Planning & Development Director, Bill Mann, addressed the FY2015 Accomplishments and FY2016 Goals, as detailed in the report.

Mr. Forbes reviewed the Performance Measures, referring to the chart showing turn-around time for all Development Plan applications. The majority of applications are getting processed under the 10 day goal.

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.

Mr. Mann reported on the FY2015 Accomplishments as detailed in the report for Building Inspections and Code Enforcement Divisions, and the FY2016 Goals were reviewed.

Human Resources

The City Manager reviewed the Human Resources Department Organization, Objectives, and Goals as listed in the report.

Human Resource Director, Ann Meuse, reviewed the department 2015 Accomplishments for recruiting, employee training, and employee benefits. Since assuming the Pension Administration in October 2014, Ms. Meuse stated she has been working on rewriting the ordinances for the three pension plans – simplifying the language and making them easier to understand. There is a quarterly pension meeting this month and the proposed amended ordinances will be presented for the three Boards to review, then they will go before Council for approval next month.

Mr. Forbes continued from the report reviewing the FY2016 Goals and Performance Measures. There was a brief discussion about the statistics on the customer service surveys. Ms. Meuse stated every time someone submits an application for employment their department sends a survey (via Survey Monkey), so that number of distributed surveys is always higher than the returned responses to the survey.

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

The City Manager expressed satisfaction with the Pension Plans' Performance Measures, noting that the 2014 figures reflect that the plans are funded in the range of 81% to 85%, as shown in the report.

The City Manager talked about Senate Bill 172, effective July 1, 2015, that pertains to the use of Chapter 175 and 185 premium tax monies for use by police and fire personnel. Our City has collective bargaining agreements in place with both police and fire unions and will not be impacted by this bill until those agreements expire in 2017.

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Mr. Forbes addressed House Bill 1309 which will require the City's pension plans to adopt the mortality tables used by the Florida Retirement System. The concern is that these mortality tables could increase the City's pension contributions substantially for all three plans combined. The financial impact of this bill will happen in the FY2017-2018 budget year.

The City Manager stated that the next workshop is for Fire and Police. It is scheduled for 5 p.m., Tuesday, August 4, 2015.

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 17, 2015