

**City of Jacksonville Beach
Minutes of City Council Workshop
FY2016 – Budget Workshop
Monday, August 10, 2015**

Mayor Latham called the Budget Workshop to order at 5:06 PM.

The following City Council Members were in attendance:

Council Members:	Lee Buck	Keith Doherty	Chris Hoffman
	Bruce Thomason	Phil Vogelsang	Jeanell Wilson

Also present were City Manager George Forbes, Deputy City Manager Trish Roberts, Assistant Finance/Budget Officer Ashlie Gossett, and City Clerk Laurie Scott.

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

Staff present from Public Works and Parks & Recreation were Public Works Director Ty Edwards, Parks & Recreation Director Gary Meadors, Distribution & Collection Superintendent Chuck Hernden, Streets Superintendent David McDonald, Pollution Control Plant Supervisor Pam Morgan, and City Engineer Marty Martirone.

Public Works

The City Manager went over the Public Works FY2016 Proposed Budget and Business Plan with a review of their mission statement and the organization of the five divisions – Distribution and Collection, Pollution Control Plant, Water Plant, Streets, and Administration. Mr. Forbes stated a City Engineer position was added to the division in 2015, and the position is filled.

Mr. Edwards reviewed the department’s accomplishments as detailed in the report. Mr. Edwards highlighted the following accomplishments:

- Rebuilt 38 dune walkovers as part of the Downtown Redevelopment District and East of A1A project.
- Completed William Coastal project by Seabreeze Elementary School - Rebuilt and improved the roads and drainage around the school and added additional parking places for the school as part of the South Beach Redevelopment District project.
- Extended reuse water main system to Sunshine Park, South Beach Parkway, and Jacksonville Drive.
- Completed new Utility & Storage Building at Water Plant # 2 as part of the Waste Facility project.
- Completed asphalt rejuvenation of 25 miles of roads and resurfaced/reconstructed 1.3 miles of new roads as part of the Roadway Improvements project.

Mr. Edwards reviewed the upcoming projects and goals for FY2016 and stated they were focusing on the capital outlay projects as detailed in the report.

Mr. Forbes discussed the performance measures for the department noting that due to staffing shortages in 2014, the targets for FY2015 for the multi-year project to operate (replace) water valves was not completed.

Mr. Doherty asked if all the city's stormwater pumps were operational. Discussion ensued on the installation and operations of the pump stations and underground vaults to control flooding in areas throughout the city.

Mr. Forbes reviewed the funding sources and a financial summary as detailed in the report. As shown in the report, the funding source comes from three enterprise utilities and also from the Local Option Gas Tax and the General Fund. He stated the Public Works budget increase is less than one percent, and they are continuing to put funds away for future water and sewer capital projects. Ms. Wilson asked whether the Local Option Gas Tax funds collected from gas sold in our community, would be returned to our community. Mr. Forbes responded the funds collected was for gas sold throughout Duval County. The monies are redistributed based the population. The program extends for another 20 years.

Mr. Forbes reviewed the budget issues and the unfunded mandates by federal and state regulations. He discussed the design is currently underway on the FDOT project to improve drainage for A1A north of Beach Boulevard, with a 2017 construction start planned. He explained the infrastructure improvements program in the Downtown Redevelopment District (south of Beach Boulevard to 13th Avenue South) and extended to 16th Avenue South. He also mentioned that stormwater rates were set in 1990 (25 years ago). The garbage rates were set in 1993 (22 years ago). The water and sewer rates were set in 2012, and the Local Option Gas Tax extends through 2036. He discussed Public Work's plan for implementation of the water meter replacement program.

Distribution and Collection Division

The City Manager reviewed the operations of the Distribution and Collection Division, noting they are responsible for the water mains, the sewer mains, force mains, sewer manholes, fire hydrants, water valves, water services, and sewer services. Ms. Wilson asked why the city had more water services than sewer services. Discussion ensued about the number of homes in the city that currently have septic tanks.

Mr. Forbes discussed the replacement of water mains. Distribution & Collection Superintendent Chuck Hernden demonstrated on a map the water lines systems that were replaced through 2015. Mr. Forbes explained PVC materials will now be used for the lines.

Mr. Forbes reviewed the objectives for the Distribution & Collection division as detailed in the report, which include replacing 2,500 feet of old deteriorated water mains, clean 20,000 feet of sanitary and storm mains, inspect an average of 400 manholes per year, flush 100% of fire hydrants annually, and exercised an average of 663 valves in the water distribution system per year.

Mr. Edwards discussed the capital outlay projects as detailed in the report. He explained funding is used for the three Water Main Projects in addition to financing for the Water Meter Replacement Program (Phase 1). Also, he reported that the City will be preparing an RFP for selection of a consultant who will complete an audit and make recommendations for the Water Meter Replacement program.

Mr. Forbes discussed the operating budget funding for the Water Valve Maintenance Program and the Sanitary Sewer Maintenance Program.

Mr. Vogelsang asked what type of water meters are currently being installed in new construction. Mr. Edwards explained we are continuing to install the Impeller meters. After the consultant has made a

recommendation, and with Council's approval, the older style meters will be replaced with the new meters.

Mr. Forbes reported the budget for the division was slightly down from the previous year mainly due to a lesser amount of capital outlay.

Pollution Control Plant Division

The City Manager stated the division operates and maintains the wastewater transmission system of 38 sewage pump stations and the 4.5 million gallons per day (MGD) capacity sewage treatment facility, with reuse quality effluent.

Mr. Forbes reviewed the division objectives as detailed in the report.

Mr. Forbes reported the budget increase is primarily for capital outlay as detailed in the report.

Mr. Edwards and Ms. Morgan reviewed the capital outlay projects, as described in the report.

Water Plant Division

The City Manager reviewed the Water Plant Division's mission, objectives, and organization. The water system consists of six wells, two water treatment facilities, and three ground and two elevated water storage tanks. The water system has a total production capacity of 7.0 million gallons of water daily, but currently uses an average of 2.5 million gallons per day. This division also operates and maintains the stormwater treatment facilities for the City consisting of 21 ponds, 2 stilling basins each with a weir, the downtown underground stormwater collection vault with 2 sand traps, 8 stormwater pump stations, and the water play feature at Sunshine Park. Mr. Forbes expressed his concern for saltwater intrusion into one of the wells.

Mr. Doherty asked if new construction has an effect on the water pressure in the surrounding areas. Mr. Forbes explained that with the correct size water line run, the pumps working, and water in the two elevated tanks, there would not be a problem with the water pressure in the areas of new construction.

Mr. Forbes reviewed the funding sources and budget as detailed in the report.

Streets Division

The City Manager stated the Streets Division maintains the city's roadways, traffic control signage and markings, sidewalks, and stormwater collection.

Mr. Doherty asked what the process would be to address unsightly dumpster enclosures. Mr. Forbes explained the process in place to address this particular issue. Mr. Edwards followed up by stating he would look into any concerns reported to his office about the dumpsters.

Mr. Forbes reviewed the division's budget issues as detailed in the report. Mr. Forbes expressed his concern for the need to increase the budget for roadway maintenance. He discussed the funding for new sidewalks along 15th Avenue North and design for curbing/sidewalk, drainage along Penman Road commercial area. (12th to 18th Avenue North)

Stormwater Utility Program

The City Manager discussed the budget issues as listed in the report. He noted the change in the budget was due to the reduction in capital outlay in 2016.

Sanitation Utility Program

The City Manager discussed the budget issues as detailed in the report. He stated that the current term of the city's garbage collection contract would end December 2016. He reported the budget increase is for contracted garbage pickup and additional trash collections in the Downtown area on the weekends and holidays.

Mr. Forbes reviewed the operating budget and noted anticipation of annual CPI increase and bi-annual cost adjustments.

Administration

The City Manager discussed the division organization as detailed in the report.

Recess

The Mayor called for a break at 6:15 PM. The workshop reconvened at 6:30 PM.

Parks and Recreation

The City Manager began review of Parks and Recreation Department FY2016 Proposed Budget and Business Plan with a review of the mission statement, the organization, accomplishments and goals as detailed in the report. Mr. Forbes explained the budget increase is attributed to upgrading landscaping maintenance throughout the City.

Recreation Administration

The City Manager reported a part-time staff assistant position was added to the department, with previous Council approval. He said the special events position was filled. He further reported on the recent accomplishments and goals for FY2016 as detailed in the report.

Mr. Forbes discussed the estimated number of participants in the sports programs offered by the city.

Mr. Meadors discussed the survey responses for 2015 as described in the report. He reported he surveyed five football and five softball teams. He noted that the respondents were satisfied with the way the programs are being run. However, the respondents were less satisfied with the conditions of the playing fields.

Mr. Forbes reviewed the performance measures to include ensuring the parks and facilities were cleaned and inspected weekly and monthly playground safety inspections. Mr. Meadors further explained the state requirements for conducting monthly inspections for playground safety.

Mr. Meadors discussed the benefits of using artificial turf at South Beach Park, and possibly at the football fields in Wingate Park. Mr. Forbes said the South Beach project would be a pilot program with Council's approval.

Mr. Forbes discussed the Community Development Block Grant Program. He stated the grant is funded by an Inter-local Agreement with City of Jacksonville, which permits Jacksonville Beach to share a per capita portion of its entitlement funding.

Mr. Forbes discussed the budget issues for the division for FY2016 as detailed in the report. He reviewed the funding of \$100,000 for irrigation repairs, \$50,000 for tree trimming and \$20,000 for cemetery maintenance. He stated the tree trimming program will start downtown and will be done twice a year. The trees on Beach Boulevard, A1A, and South Beach Parkway will be trimmed once a year.

Ocean Rescue

The City Manager reviewed the division responsibilities, recent accomplishments, performance measures, financial summary, budget issues and goals of division as detailed in the report. Mr. Forbes said if the Red Cross cannot provide full coverage on Sundays and holidays, it will significantly increase the city's costs.

Mayor Latham asked how many defibrillators Ocean Rescue currently has and do they need additional units. Mr. Meadors responded that they have four units, one on each of the active rescue vehicles, and one located at the station.

Tennis Center

The City Manager reviewed the division responsibilities, recent accomplishments, performance measures, survey results and budget issues of the division as detailed in the report.

Discussion ensued regarding turning over the operations of the Tennis Center to club management.

Oceanfront Facilities

The City Manager discussed the goals and budget issues for FY2016 as detailed in the report. The budget increase reflects increased hours of operations of facilities at the Oceanfront Park during the

year, a new contract for cleaning and staffing the facilities, and adding a shower tower at 16th Avenue South.

Carver Center

Mr. Meadors discussed the outreach projects in the Carver Center neighborhoods. Mr. Forbes discussed the program goals and performance measures as detailed in the report.

Community Center and Exhibition Hall

The City Manager discussed the various events held at the Community Center. He noted that revenues are currently estimated to cover approximately half of the facility's expenses.

Special Events

The City Manager discussed the funding sources of the special events as detailed in the report. He said the city contributed \$8,000 towards sponsorship of Springing the Blues and security for the surrounding areas of the event. Discussion ensued as to whether the City should continue its sponsorship of the of the Springing the Blues concert. Mr. Forbes stated the City would not move forward on the Jazz concerts until he received direction from Council.

Ms. Hoffman recommended the marketing for the special events focused on targeting the local Jacksonville Beaches area.

Ms. Hoffman questioned the cost increase for the additional movie (from 3 to 4). Mr. Meadors explained that due to scheduling of the extra film, the projection screen would need to be taken down, and then put up again for the 4th movie showing. Ms. Hoffman inquired as to the amount of revenue from the weddings and other events held at the Community Center. Mr. Forbes explained the estimated revenue amount for facility rentals downtown to be \$40,000.

Mr. Doherty asked how the City markets the Jazz events. Mr. Meadors explained that PRI Productions advertises the events on local Comcast Cable TV and 96.1 radio station.

Mr. Forbes discussed upcoming budget issues for funding the Sea & Sky Spectacular held in October 2015. He explained \$60,000 was set aside in the FY2014 year-end budget adjustment. He noted the additional costs for adding a movie for the weekend of the Beaches Opening. He explained the contract with Jax Beach Festivals, Inc. ends in 2015.

Golf Course

The City Manager reviewed the division responsibilities, accomplishments, goals and performance measures and survey results as detailed in the report. Mr. Forbes stated the golf course is operated as an enterprise fund and is intended to generate sufficient revenues to cover operating costs.

Mr. Forbes discussed the funds from Green Fees and Memberships as detailed in the charts in the report. Mayor Latham asked in order to increase fees generated from Cart rentals, would it be advisable to not permit walkers on the golf course. Mr. Meadors discussed the golf course's policy on golfers walking the golf course.

Mr. Forbes discussed the budget issues and detailed the maintenance required on the golf course irrigation lines and replacing the triplex mower.

A discussion ensued on the recommendation of dedicating the groundskeeper to care and maintenance of the golf course.

Mr. Forbes explained that a mid-year budget adjustment of approximately \$200,000 would need to be done to cover the unanticipated repair and maintenance costs at the golf course.

Mr. Forbes and Mr. Meadors discussed reviewing marketing efforts for the golf course to increase attendance.

Mr. Meadors discussed a two-month pilot project of installing eight-inch hole cups on the greens to raise attendance at the golf course [by increasing the pace of play]. Attendees would be asked to take a survey to see if it would be a viable project to consider. City Council Members expressed their concerns and, the City Manager stated we would not pursue enlarging the hole cups.

Discussion ensued recommending redirecting the \$20,000 allocated for marketing the golf course to maintenance improvements of the golf course greens. The City Council did not approve adding this money to the budget.

Grounds Maintenance

The City Manager discussed the responsibilities of the division, recent accomplishments, funding sources chart, allocations and goals for FY2016 as detailed in the report. He explained the budget is up by approximately 7% due to the increased park maintenance and tree replacements [as needed].

The workshop adjourned at 7:53 P.M.

Submitted by: Laurie D. Scott
City Clerk

Approved:

//s/William C. Latham

William C. Latham, MAYOR

Date: September 8, 2015