

**City of Jacksonville Beach
Minutes of City Council
FY2017 - Budget Workshop
Monday, August 1, 2016**

The Budget Workshop convened at 4:30 P.M.

City Council Members in attendance:

Mayor: Charlie Latham

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 Gossett, City Clerk Laurie Scott, Human Resources Director Ann Meuse, Planning and Development Director Bill Mann, and Assistant City Clerk Catherine Ponson

Everyone present had a copy of the Proposed Budget and Business Plan for FY2017.

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 and Capital Projects Funds.

Mr. Forbes reviewed the priorities, goals and performance measures for the City Manager's Office.

City Clerk's Office

Mr. Forbes reviewed the City Clerk's Office performance measures. Mr. Forbes noted the continued improvement with the lien certificate service with completion in three to five days. Ms. Scott stated the City Clerk's office is in the process of sending surveys electronically to increase responses. She also added after a Local Business Tax Receipt is issued, a survey is sent 30 days later to business owners.

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 Courts, and is assisting candidates during the 2016 municipal elections.

Executive & Legislative (cont'd.)

The City Manager reviewed the funding sources and funding uses by division.

Next, the City Manager addressed the Non-Departmental funding uses. Mr. Forbes reviewed the key areas of this group which are liability insurance, unallocated and internal services.

Minutes of FY2017 Budget Workshop
Monday, August 1, 2016

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. He stated that once the bonds are paid off in 2019, the ½ cent sales tax monies should be earmarked for street and stormwater reconstruction.

The City Manager reviewed the Financial Summaries and the Budget Issues for FY2017.

Finance Department

Mr. Forbes and Finance Officer Karen Nelson reviewed the report stating the objectives, recent accomplishments, and goals for the upcoming 2017 budget for the Finance Department which includes Accounting, Utility Billing, Information Systems, and Purchasing and Procurement.

Glenda Wagner, Utility Billing, gave an update of the utility bill payment methods. She stated that 30% of customers pay by e-bill. She also stated a free online audit promotional program had been received with a great response.

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 first phase of the project implementation, which includes the financial application, will be around \$2 million.

Jason Phitides, Property and Procurement Officer, reported an annual roof and HVAC maintenance program has been implemented which has proven beneficial.

Mr. Forbes reviewed the Financial Summary, Objectives, and Accomplishments, and the Goals for FY2017 for all the divisions of the Finance Department. Karen Nelson explained that a part-time Business Analyst position was added. It is intended that this be a full-time temporary position to last four years, or until the new enterprise software system is implemented. This is crucial because we will need assistance while still operating the current software while converting to the new software. We will also hire a part-time staff assistant position for approximately two years to assist Utility Billing with the new water meter conversion program.

Human Resources

The City Manager reviewed the Human Resources Department Organization, Objectives, and Goals.

Human Resources Director, Ann Meuse, stated that two part-time positions were being converted to one full-time position. She also stated Human Resources would be proposing using a new recruitment software, NEOGOV, that would enable job applicants to apply online.

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

Mr. Forbes continued by reviewing the FY2017 Goals and Performance Measures.

Community Redevelopment Agency

Mr. Forbes presented the Community Redevelopment Agency, as detailed in the report, which consists of two districts: Downtown and South Beach. The Agency receives administrative, engineering and project management support from the City's Planning and Development and Public Works departments.

Planning and Development Director Bill Mann, addressed the FY2016 Accomplishments and FY2017 Goals, as detailed in the report. He stated the kickoff meeting with Dix.Hite + Partners, the company hired to assist the Downtown Action Plan, was held in July. A future workshop will be held for Dix.Hite + Partners to present their conceptual idea and how to implement the Plan to the City Council.

Mr. Forbes reviewed the South Beach Redevelopment District.

Planning & Development Department

Mr. Forbes presented the Planning & Development Department which 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, accomplishments, and goals of all divisions. He also reviewed the performance measures of all divisions.

Mr. Forbes stated the next workshop is for Fire and Police. It is scheduled for Tuesday, August 2, 2016.

The workshop adjourned at 6:10 P.M.

Submitted by: Catherine Ponson
Assistant City Clerk

Approved:



William C. Latham, Mayor

Date:

8/15/16