

**City of Jacksonville Beach  
Minutes of City Council  
FY 2017 - Budget Workshop  
Tuesday, August 2, 2016 – 5:00 PM**

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Mayor Latham called the Budget Workshop to order at 5:00 P.M.

The following City Council Members were in attendance:

Mayor: Charlie Latham

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

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Staff in attendance:

City Manager George Forbes, Deputy City Manager Trish Roberts, Budget Officer Ashlie Gossett, Finance Officer Karen Nelson, City Clerk Laurie Scott, Fire Chief David Whitmill, Police Chief Pat Dooley and Administrative Assistant Jodilynn Byrd.

**Fire Department**

The City Manager provided an overview of the Proposed Budget and Business Plan for the Fire Department. The Fire Department is staffed and equipped to respond to one single serious fire or EMS event or three simultaneous emergency calls. We have automatic mutual aid agreements with City of Jacksonville and St. Johns County. The department is in charge of all emergency disaster training, and the City's radio system.

Chief Whitmill went over the department's accomplishments. He stated there were no fire deaths in the past year. He also stated that the department's response time is near four minutes and lowering the response time was one of the main reasons the second fire station on the south end was built. The Chief also stated that all structure fires responded to were confined to the area involved. He reported that 888 fire safety surveys were completed in the past year, and 383 high hazard [restaurants, churches, schools] inspections were completed. Mr. Vogelsang asked if the inspections sites were selected by the department or if they were conducted on a yearly basis. Chief Whitmill answered that each business is inspected once every two years, and that allows the department to show commitment to fire prevention. Ms. Wilson asked if the department inspects the sprinkler systems in the condo buildings. The Chief stated that those buildings are inspected and are included in the high hazard criteria.

Chief Whitmill commented on the department having over 8,515 hours of in-service training which includes a tremendous amount of ALS and BLS training, as 70% of the service calls received by the department are for medical causes.

Another popular program is the child safety seat program. The department installed and educated 273 families on proper installation of child safety seats in 2015. The City is one of few

organizations in Duval County offering this service. Chief Whitmill also stated that an important departmental accomplishment is that the City improved its ISO protection to a Class 2.

Mr. Forbes stated the Fire Department's FY2017 goals are consistent with the FY2016-year goal with zero fire-related deaths a top priority.

Mr. Thomason asked what the maximum reachable height is with the department's current fire ladder truck. The Chief responded by explaining that the ladder reaches a maximum of 77 feet (4-5 stories high). Mr. Thomason asked what would happen if there was a fire in a building that stood higher than 77 feet. The Chief explained that the firefighters would then enter the building and fight the fire from inside. Mr. Forbes added that buildings over five stories are part of the routine fire inspection process. He further added that if there was to be a fire of that caliber, that the City has a mutual aid agreement with St. John's County and the City of Jacksonville.

Mr. Forbes discussed the department's performance measures highlighting that the average response time is under four minutes for 70% of the time and under six minutes 94% of the time. Mr. Forbes also added that 71% of the department's call are medical related, and 27% of the calls are regarding hazardous conditions.

Mr. Forbes stated that the Fire Department is primarily funded through the General Fund. The radio system is funded by the Radio Communications Special Revenue Fund.

Mr. Forbes discussed the Firefighter Auxiliary Program and advised that there are no members currently. Ms. Wilson asked why there are currently no members in this program. Chief Whitmill clarified that it is very labor intensive to train one person for the program. Ms. Wilson asked if the department was fully staffed at this time and also how long would it take to fill a vacancy should one arise. The Chief stated that the department is currently fully staffed and that the department has the capability to fill an open position immediately should one become available.

Mr. Forbes stated that the budget had increased less than 1% from last year. Mr. Forbes also stated that there is \$10,000 in the Radio Fund that is targeted for emergency repairs. Mr. Forbes stated that \$75,000 had been budgeted for the Fire Apparatus Replacement Program for the purchase of a new fire truck. However, this replacement has been put on hold pending a decision regarding the department joining with the City of Jacksonville.

Mr. Doherty asked how the shifts are scheduled for the department. Chief Whitmill explained that the department works three shifts of 24 hours on and 24 hours off, ending with four days off.

Mr. Forbes discussed the emergency preparedness of the department including hurricane/tropical storm preparedness.

Mr. Forbes discussed the Comparison Survey (on file) showing calls for service, cost per call, cost per \$1 million of protected property and firefighters per 1,000 population.

Mr. Forbes concluded the overview of the Fire Department's budget by stating that the members of the Fire Department are extremely dedicated and do a great job.

## **Police Department**

The City Manager provided an overview of the Proposed Budget and Business Plan for the Police Department.

Chief Pat Dooley reviewed the factors that influence the crime rate such as social economics, the courts, state attorney and the jail system.

Chief Dooley stated that the Patrol Division handled 63,386 calls last year. Many of those calls required a response by two or more officers. Mr. Vogelsang asked if the Police Department had cost comparison charts including information from other cities to show. Chief Dooley stated that he did not have that information prepared, but he could gather the information from surrounding cities and have the charts created for review. Chief Dooley stated that the Traffic Division consists of a total of three officers when it is fully staffed. Currently, the department has two patrol officers and the position for DUI enforcement officer is currently vacant. The K-9 Unit consists of two officers and two K-9s. The Part-Time Officer Program currently has two officers and one reserve officer.

Chief Dooley discussed the Detective Division which includes the General Investigations Team, Community Response Team, Community Assisted Policing Effort, and the Downtown CAPE program.

Chief Dooley explained the numerous sections of the Services Division to include the Ancillary Services Section, Communication Section, Records Sections, Property/Evidence Section, Accreditation Unit, Animal Control Officer, Paid Parking/Security Unit and the Volunteer Programs. Ms. Wilson asked if the corporals and the sergeants of the different CAPE programs cross over and work in both areas. Chief Dooley responded by stating that during the busy summer months, the sergeant and corporals do work in both areas but during the other times of the year, they will mostly work in their regularly assigned areas. Ms. Wilson asked if the City gets reimbursed from the School Crossing Guard program and Chief Dooley stated that the City does not get reimbursed.

Mr. Doherty asked about the Paid Parking Unit and what happens to the staff when there is no paid parking available. Chief Dooley stated that paid parking is staffed by CSO IIs, which are part-time seasonal staff, and only work when there is paid parking. Those positions are paid by the money collected for paid parking.

Mr. Vogelsang asked what months are there mandatory overtime for the CAPE Officers. Chief Dooley responded that the amount of mandatory overtime is driven by the crowds to the area. Generally, the busiest time is during the months of March and April.

Chief Dooley discussed that the average response time to emergency calls is 2.43 minutes and 5.19 minutes for non-emergency calls. The Chief stated that over the last four years there had been a 7% decrease in crimes. Chief Dooley stated the Citizen Police Academy Alumni Association volunteered 12,760 hours over the past year. Chief Dooley stated that over the last

year, every employee in the department had training in de-escalation and diversity. This training was provided by outside sources and will be continued.

The Chief also mentioned the Clergy project that welcomes local Clergy to walk the boardwalk and interact with locals and visitors. Chief Dooley stated that their presence had made a positive impact in the community.

Mr. Vogelsang complimented Chief Dooley and the entire Police Department for their excellent and professional customer service in handling over 95,000 responses.

Mr. Doherty asked if the camera system is operational. Chief Dooley stated that the system is fully operational and is a good monitoring tool. Mr. Thomason asked if the department still has the lift and Chief Dooley stated that they do, and it is often used.

Ms. Wilson asked what department the cybercrime division falls under. Chief Dooley stated that the department has detectives that are trained in that area and focus on internet crimes against children.

Mr. Forbes stated that the Police Department's General Fund budget has an increase of 4.1% due to wage increases, pension, and health insurance. Mr. Forbes also stated that the Special Revenue Fund's primary source is the Community Redevelopment Agency. Also, Other Funding Sources are from the Equitable Sharing Fund and the Law Enforcement Trust Fund.

Chief Dooley discussed the budget issues for the department. He stated that the Public Safety Radio Replacement issue is one that the department is facing right now. He stated that to get all equipment up to date; the department would be required to spend \$716,005 this year. In addition to that, \$105,000 of Federal grant monies will need to be spent to replace 20 radios. Chief Dooley touched on the Vehicle Replacement program. Chief Dooley confirmed the statement asked by Mr. Thomason that the department is shifting over to Ford vehicles. Chief Dooley stated that the department would also like to purchase two new undercover vehicles.

Mr. Forbes asked Chief Dooley what plans the department has made in regard to the Council's request to lower the amount of mandatory overtime. Chief Dooley explained that currently, the department is down five officers. One of the options that have been discussed within the department is to re-evaluate how the Downtown CAPE program is staffed. One idea is to offer parking enforcement duty to sergeants in the hopes of alleviating some of the mandatory overtime from corporals and officers. Another proposed idea is to split up the Downtown CAPE area into two patrol groups as well as adding one additional patrol officer and corporal to the area. With those two additions, it would give each patrol group one corporal and sergeant and four additional patrol officers being supervised by one sergeant who would be responsible for the majority of the administrative work. The Chief stated that this proposed idea would not solve the overtime problem but would make it more manageable. The cost for the additional staff would be approximate \$221,000 for the start-up year and \$138,000 for the following year. Mr. Forbes stated that if Council accepted the proposal, the funds would be requested from the Community Redevelopment Agency.

Mayor Latham asked Chief Dooley for his opinion regarding the proposal for the two additional officers for the Downtown CAPE program. Chief Dooley responded by saying that he feels this is the right step to take and that it's going to take some time to get the new officers hired and become fully staffed due to existing vacancies. Once the department is fully staffed, that will relieve some of the mandatory overtime. Mr. Forbes asked the Council if it was okay for him to proceed with the approval process of this staffing proposal. The Council responded by indicating their support.

Ms. Hoffman expressed that before committing to more funding, has the Chief thought of other options to help solve the staffing issue within the Police Department. Furthermore, Ms. Hoffman suggested using the School Board Police Department during the summer months as it is a slow time for them and a busy time for the City's officers. Ms. Hoffman asked if that option was considered and if so, could the Chief say with every confidence that using the School Board Officers is not a good idea. Chief Dooley stated that using School Board Officers is not a good option for staffing the Police Department because it is a different type of work. He also explained that many of the School Board Officers are retired police officers and no longer wish to work on the streets.

Mr. Thomason asked about the plans for recruiting new officers. Chief Dooley explained that he plans on expanding the recruiting area to the panhandle of Florida. The Chief feels that the salary offered here at the City of Jacksonville Beach will be attractive to officers in that area. The Chief also stated that he plans on reaching out to local colleges located in the panhandle for recruiting efforts. Mr. Vogelsang added that it is important to recruit dedicated new officers as the City spends a lot of time and money in training new officers.

Mayor Latham expressed appreciation for the work the Police Department does.

The workshop adjourned at 6:15 p.m.

Submitted by: Jodilynn Byrd  
Administrative Assistant

Approved:



Charlie Latham, Mayor

Date:

9/6/16