



City of Jacksonville Beach

Briefing Notice

City Council

11 North Third Street
Jacksonville Beach, Florida

Monday, April 10, 2023

5:30 PM

Council Chambers Conference Room

City Manager Mike Staffopoulos will conduct a Council Briefing to update the City Council about ongoing items in the City. The Briefing will include, but not be limited to, the following topics:

- A. Assumptions for FY2024 Budget Preparation
- B. FY2024 Budget Workshop Schedule
- C. Repeal of Code of Ordinances Chapter 2, "Administration," Article II "City Council," Division 2 "Rules of Order"
- D. Police Department CALEA Accreditation Presentation
- E. Drone and TASER Demonstration
- F. Miscellaneous City Manager Items
- G. Committee Assignment Report
- H. Future Briefing Topics

Council Members in attendance may include:

Mayor:	Christine Hoffman		
Council Members:	Sandy Golding	Bill Horn	Dan Janson
	Fernando Meza	Cory Nichols	Greg Sutton

Please note: Council Members in attendance may vary according to their schedules.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, no later than one business day before the meeting or by sending an email to CityClerk@jaxbchfl.net.

CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Ashlie Gossett, Chief Financial Officer
DATE:	April 10, 2023
SUBJECT:	Assumptions for FY2024 Budget Preparation

BACKGROUND

The following assumptions have been made in the preparation of the FY2024 Budget:

FINANCIAL ASSUMPTIONS:

- Revenue and expenditure estimates are prepared on a realistic basis.
- Expenditure estimates anticipate contingencies that are reasonably predictable and probable.
- Revenues of a limited or indefinite term are not used to fund ongoing services and programs, but rather are used for capital projects or expenditures of a limited duration (i.e., one time).
- Fund balance reserves will be maintained in all operating funds. The purpose of these reserves is to handle shortfalls from revenue deficiencies, costs from unforeseen emergencies, and to avoid the need for short-term borrowing.
- Impacts related to proposed legislation by either the House or Senate are not addressed from a revenue, expenditure, or budgetary perspective until signed by the Governor.

BUDGET ASSUMPTIONS:

Millage Rate and Property Tax Revenues

- The millage rate is estimated at 3.9947 and remains unchanged.
- Property tax revenues are projected based on estimates provided by the Property Appraiser's office. These estimates are revised and updated throughout the budget process as new estimates are received. The Property Appraiser provides estimates by June 1 and the DR420 by July 1.
- Budget estimates assume the continued 50% return of Southend Tax Increment Trust Funds (TIF) to the General Fund and other taxing authority. If this ceases, the millage rate would need to be increased by an estimated 0.2168 mils to raise the projected \$800,000, or changes to service levels may need to be discussed.

Other Revenues

- State shared revenues are projected based on estimates provided by the State of Florida and realistic expectations based on past receipts. These estimates are revised and updated throughout the budget process as information becomes available.
- State revenue sharing estimates not available until late June to mid-July

- Electric, Natural Gas, and Stormwater rates are unchanged. Water & Sewer rates adjust with CPI and Sanitation rates step up as per the adopted rate resolutions.
- Utility revenues (consumption) are projected based on history, consumption trends, and any anticipated changes (future natural gas pricing, for example).
- Revenues from grants are generally either budgeted very conservatively or not budgeted until the grant is received, as these revenues can be unpredictable.

Personnel Costs and Authorized Positions

Personnel costs (payroll and benefits) are estimated in accordance with the City's adopted pay plan, union contract provisions, and annual merit increases.

- Assumes all positions are filled, no lapse in budgeted.
- Pension contributions reflect the most recent actuary estimate received by Human Resources.

Operating Costs

Operating costs are estimated according to need and based on the cost of providing a certain level of service. Priority is given to expenditures for the adequate maintenance of capital equipment, facilities, and infrastructure, and for their orderly repair or replacement.

Capital Outlay

Capital outlay consists of costs associated with the acquisition of and improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible assets costing \$5,000 or more that are used in operations and have initial useful lives lasting more than one year. The City does not budget depreciation.

5-Year Capital Improvement Program

Expenditures in the Capital Improvement Program will include capital outlay that costs \$25,000 or more and is aligned with the City's adopted strategic plan. The operating expenditures associated with these items will be included in the operating budget in the current year. The future operating expenditures will be considered in the development of the time schedule for capital improvements along with resource availability. Projects will be scheduled for the current year if resources are available to cover capital outlay and the operating costs. Significant, recurring repair and maintenance items may also be included in the plan.

Transfers

Transfers are used to move monies from one fund to another without the intent of repayment. Transfers are made according to a prescribed formula or legal requirements upon the availability of unrestricted fund balances. No transfer will be made in violation of the legal purpose or use of revenues from which the fund balance was created. The City continues to use funds (via transfers to capital projects funds) as available to build and maintain reserves for expensive maintenance projects, heavy equipment purchases, and emergencies such as hurricanes.

FINANCIAL IMPACT



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For informational purposes only.

COUNCIL DIRECTION REQUESTED

Does Council agree with the budget assumptions as presented?

ATTACHMENTS

CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Ashlie Gossett, Chief Financial Officer
DATE:	April 10, 2023
SUBJECT:	FY2024 Budget Workshop and Adoption Schedule

BACKGROUND

The City holds a series of workshops over a two-week period in addition to a Budget Showcase to discuss the proposed budget. These meetings are designed to be informative for the Council and, by spreading the workshops out over two weeks, make it easier on the Council members' schedules. The proposed FY2024 Budget Meeting Calendar and tentative dates for budget adoption are as follows:

DATE / TIME	LOCATION	TOPIC / DEPARTMENT REVIEWED
Friday, July 28, 2023 2:00PM - 4:00PM	Council Chambers Conference Room	Budget Showcase
Monday, July 31, 2023 4:00PM - 6:00PM	Council Chambers Conference Room	Executive, Finance, Human Resources, Information Services, Legal
Tuesday, August 1, 2023 5:00PM - 7:00PM	Council Chambers Conference Room	Police, Parks, Beaches Energy Services
Monday, August 7, 2023 4:00PM - 6:00PM	Council Chambers Conference Room	Public Works, Planning & Development, Redevelopment
Tuesday, August 8, 2023 5:00PM - 7:00PM	Council Chambers Conference Room	Additional Date if Needed
Tuesday, September 5, 2023* 5:30PM	Council Chambers	1st public hearing on budget (TENTATIVE)
Monday, September 18, 2023* 5:30PM	Council Chambers	2nd public hearing on budget (TENTATIVE)

**Budget adoption dates may change, subject to the dates chosen by the School Board or County.*

FINANCIAL IMPACT

COUNCIL DIRECTION REQUESTED

Does the Council concur with the proposed format and schedule of the Budget Workshops and the tentative dates for Budget adoption?



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ATTACHMENTS

BRIEFING ITEM:	B.
BRIEFING DATE:	April 10, 2023

CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Sandra R. Robinson, City Attorney
DATE:	April 10, 2023
SUBJECT:	Repeal of Code of Ordinances Chapter 2, "Administration," Article II "City Council," Division 2 "Rules of Order"

BACKGROUND

At the March 14, 2022 City Council Briefing, the City Council discussed the benefit of repealing Chapter 2, Article II, Division 2 of the City Code of Ordinances as Division 2 pertains to the Rules of Order governing City Council Meetings and sets forth the order of business for its regular meetings. By having codified this and the other parliamentary rules, the City Council imbued these rules with the effect of law; and, with respect to the order of business, the City Council has limited its ability to make adjustments to the conduct of its meetings, notwithstanding a provision that enables a vote to temporarily suspend the rule set forth in Division 2.

On April 19, 2022, the City Clerk put proposed Ordinance No. 2022-8174 before the City Council, which repealed Chapter 2, Article II, Division 2 in its entirety. Because the Legislative Policies Manual (LPM) had not been adopted at that time, the ordinance was deferred indefinitely.

The LPM was formally adopted by the City Council on March 6, 2023. Because the majority of the items addressed in Chapter 2, Article II, Division 2 are contained in the LPM, Division 2 has become unnecessary due to redundancy. Moving these rules to the LPM contributes to administrative convenience/efficiency as the rules are now "centrally" located/contained. Having the rules contained in the LPM (versus the City Code) also operates to make it more efficient for the City Council to make changes to its order of business, if such are deemed necessary or desirable under existing circumstances.

FINANCIAL IMPACT

None.

COUNCIL DIRECTION REQUESTED

Would the City Council like to proceed with repealing City Code of Ordinances Chapter 2, Article II, Division 2 in its entirety?

ATTACHMENTS

1. Ch. 2, Art. II, Div. 2 Rules of Order

DIVISION 2. - RULES OF ORDER

Sec. 2-27. - Declaration of votes; roll call.

The mayor shall declare all votes of the council. A roll call of the yeas and nays on any question shall be taken upon the request of any one member. The roll call shall be conducted as follows: The city clerk shall arrange the names of the members of the council in alphabetical order and each call of the roll shall be restated in a manner so that upon each call thereof, he/she will commence with the member's name that was called second upon the preceding roll call, and thereafter proceed to call the roll according to the alphabetical order, except that the mayor's name shall be called last.

(Code 1955, § 2-7; Ord. No. 2009-7979, § 1, 11-2-09)

Sec. 2-28. - Member called to order.

When a member of council is called to order, he/she shall immediately take his/her seat, and the presiding officer shall pass upon the point of order.

(Code 1955, § 2-7; Ord. No. 2009-7979, § 1, 11-2-09)

Sec. 2-29. - Members' speaking time.

No member of council shall speak at any meeting more than twice on the same question, or for more than the allocated time as specified by the chair, but in no case more than five (5) minutes at any one time.

(Code 1955, § 2-7; Ord. No. 2009-7979, § 1, 11-2-09)

Sec. 2-30. - Withdrawal of proposal.

Any proposed motion, resolution, ordinance or suggested amendment thereto may be withdrawn by the mover or the proposer at any time before amendment or putting to a vote.

(Code 1955, § 2-7; Ord. No. 2009-7979, § 1, 11-2-09)

Sec. 2-31. - Interruption of another member.

No member of council shall be interrupted by another without the consent of the member who has the floor, except by rising to a question of order.

(Code 1955, § 2-7; Ord. No. 2009-7979, § 1, 11-2-09)

Sec. 2-32. - Reserved.

Editor's note— Ord. No. 2009-7979, § 1, adopted Nov. 2, 2009 (memorandum of October 8, 2009), repealed § 2-32, which pertained to leaving meeting before adjournment and derived from Code 1955, § 2-7.

Sec. 2-33. - Order of business.

The order of business of the council shall be as follows:

- (1) Approval of minutes of preceding meetings;
- (2) Announcements;
- (3) Courtesy of floor to any visitors;
- (4) Mayor and council;
- (5) City clerk;
- (6) City manager;
- (7) Resolutions;
- (8) Ordinances.

(Code 1955, § 2-7; Ord. No. 7437, § 1, 12-4-89; Ord. No. 93-7589, § 1, 1-3-94; Ord. No. 94-7595, § 1, 3-7-94; Ord. No. 2009-7979, § 1, 11-2-09)

Sec. 2-34. - Reserved.

Editor's note— Ord. No. 2009-7979, § 1, adopted Nov. 2, 2009 (memorandum of October 8, 2009), repealed § 2-34, which pertained to receipt and filing of petitions, communications, bills and resolutions not on official agenda and derived from Code 1955, § 2-7.

Sec. 2-35. - Reserved.

Editor's note— Ord. No. 2009-7979, § 1, adopted Nov. 2, 2009 (memorandum of October 8, 2009), repealed § 2-35, which pertained to endorsement of petitions and derived from Code 1955, § 2-7.

Sec. 2-36. - Submittal of agenda to members in advance.

The city manager shall furnish each member of the council with the agenda items to be addressed at least two (2) days prior to every meeting.

(Code 1955, § 2-7; Ord. No. 2009-7979, § 1, 11-2-09)

Sec. 2-37. - Monthly financial reports.

The city manager shall submit regular written monthly summary financial reports to the council providing summary budget and cash and investment reports.

(Code 1955, § 2-7; Ord. No. 2009-7979, § 1, 11-2-09)

Sec. 2-38. - Motion to reconsider a question.

After the decision of any question, it shall be in order only for a member of council voting on the prevailing side to move to reconsider the question at the same or next regular meeting. If a motion to reconsider is lost, it shall not be renewed and reconsidered without the unanimous consent of the council in attendance at the meeting at which reconsideration is requested.

(Code 1955, § 2-7; Ord. No. 2009-7979, § 1, 11-2-09)

Sec. 2-39. - Temporary suspension of rules.

Any provision of this division may be temporarily suspended for special reasons by a vote of the majority of the members of the council present, but no permanent alteration shall be made without notice specifying the purpose of the change given at the previous meeting.

(Code 1955, § 2-7; Ord. No. 2009-7979, § 1, 11-2-09)

Sec. 2-40. - Rules of procedure.

The council may adopt rules of procedure not in conflict with the provisions of this division. In cases not addressed by this division or rules of procedure, "Robert's Rules of Order" shall be the applicable rules.

(Code 1955, § 2-7; Ord. No. 2009-7979, § 1, 11-2-09)

Sec. 2-41. - Minutes and records.

It shall be the duty of the city clerk to attend all meetings of the council and to record and keep the minutes and records thereof, and to furnish each council member at least two (2) days prior to the next meeting with a copy of the minutes of the preceding meeting.

(Code 1955, § 2-7; Ord. No. 2009-7979, § 1, 11-2-09)

Secs. 2-42—2-48. - Reserved.