City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Briefing Notice

City Council

Monday, May 13, 2024	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. Post Legislative Season Summary
B. Assumptions for FY2025 Budget Preparation
C. FY2025 Budget Workshop Schedule
D. Beaches Energy Services Policy Amendments
E. Ocean Rescue Annual Report
F. Latham Plaza Update
G. Miscellaneous City Manager's Items
H. Committee Assignment Report
I. Future Briefing Topics

Council Members in attendance may include:

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

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

No public comments are taken at the City Manager's Council Briefing.

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:	May 13, 2024
SUBJECT:	Assumptions for FY2025 Budget Preparation

BACKGROUND

The following assumptions have been made in the preparation of the FY2025 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. This assumption has been included in the annual budget since 2020.

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 and Natural Gas rates are unchanged. Water & Sewer rates adjust with CPI and Sanitation rates step up as per the adopted rate resolutions.
- Stormwater rates need to be increased by January 1, 2025, to support needed infrastructure improvements identified in the stormwater master plan.
- 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 budget.
- Pension contributions reflect the most recent actuary estimate received by Human Resources.
- Adds 3 full-time Police Officers and 1 full-time Police Sergeant to support a dedicated traffic unit.
- Adds a full-time Construction Project Superintendent to support needed public works infrastructure improvement projects.

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

For informational purposes only.

COUNCIL DIRECTION REQUESTED

Does Council agree with the budget assumptions as presented?

ATTACHMENTS

City of Jacksonville Beach ● 11 North Third Street ● Jacksonville Beach, FL 32250

CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Ashlie Gossett, Chief Financial Officer
DATE:	May 13, 2024
SUBJECT:	FY2025 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 FY2025 Budget Meeting Calendar and tentative dates for budget adoption are as follows:

DATE / TIME	LOCATION	TOPIC / DEPARTMENT REVIEWED
Friday, August 2, 2024 2:00PM - 4:00PM	Council Chambers	Budget Showcase
Monday, August 5, 2024 4:00PM - 6:00PM	Council Chambers Conference Room	Executive, Finance, Human Resources, Information Services, Legal
Tuesday, August 6, 2024 5:00PM - 7:00PM	Council Chambers Conference Room	Police, Parks, Beaches Energy Services
Monday, August 12, 2024 5:00PM - 7:00PM	Council Chambers Conference Room	Public Works, Planning & Development, Redevelopment
Tuesday, August 13, 2024 5:00PM - 7:00PM	Council Chambers Conference Room	*Additional Date if Needed*
Tuesday, September 3, 2024* 5:45PM	Council Chambers	1st public hearing on budget (TENTATIVE)
Monday, September 16, 2024* 5:45PM	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

For informational purposes only.

COUNCIL DIRECTION REQUESTED

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

ATTACHMENTS