

MINUTES
SPECIAL COUNCIL MEETING
CITY OF NICEVILLE, FLORIDA
AUGUST 16, 2012

The City Council met in special session at 6:00 PM, August 16, 2012 in the Council Chambers, 208 N Partin Drive. All Council Members except for Councilman Smith and the Mayor was present. Also present were City Manager Lannie Corbin, City Clerk Dan Doucet; and a member of the press. Mayor Wise called the meeting to order at 6:00 PM

PUBLIC HEARING

Budget Workshop - General Fund

Mr Doucet provided an overview of the preliminary work that has been done regarding the proposed budget for FY-13.

He advised that both he and the City Manager have met with all the City departments and determined that all of their requests are valid, however, we were not able to fund all of them.

The majority of their requests are in the budget for next fiscal year except for additional personnel and some equipment.

Requests not funded:

Fire Department:

\$ 155,000 (3 additional personnel in the Fire Department)

\$ 650,000 for a Ladder Truck

Police Department:

\$ 130,000 (3 additional personnel in the Police Department)

\$ 30,320 Comm Eqpt

\$ 6,230 Force Training Supplies

\$ 18,000 (Carpet replacement - total Cost \$30,000. We will be replacing the carpet in 3 phases. We are funding 12,000 tin FY-13

\$ 989,550 Total

Mr Doucet stated that a recommendation was made for the departments to come up with a 5 Year Plan to help prioritize their requests in order to maintain a reasonable millage rate. He advised we are unable to fund everything especially increases in personnel which is very costly since those costs are on going every year. The majority of the capital outlay requests in this year's budget are one-time requests.

Mr Doucet stated we plan to use approximately \$386,000 General Fund Reserve Funds to help fund requests this year for example:

\$ 100,000 from our Insurance Reserve Account to offset the rising costs of Health Insurance.

\$ 100,000 from our Salary Contingency Fund to help offset the increased expense in that area of the budget.

\$ 186,000 from our reserves to fund capital outlay requests and provide essential services..

Mr Doucet advised that our projected millage rate is based on the proposed rate of 3.70. The 5 cent increase will earn approximately \$ 111,000.

Mr Doucet stated as you know raising taxes is very unpopular. The 5 cent increase from 3.65 to 3.70 means that a property owner will pay .05 cents more in tax for every 1,000 of assessed value after all exemptions are applied. He stated as an example if a resident owns a home that has an assessed value of \$200,000 they will pay approximately \$10.00 more in taxes this year. (Niceville portion)

In FY-13 the Ad Valorem tax proceeds represents approximately 20 % of the General Fund Budget.

Mr Doucet stated it's possible the City will receive BP claim funding, however, at this time we don't know how much and what are the restrictions on it's use.

Mr Doucet stated that State Revenue Sharing funding looks good at this time, however, there are no guarantees the current projections will remain firm next fiscal year as revenue estimating conferences are held by the Economic Demographic's Office at the State. Discussion followed.

Mr Doucet provided an overview of the General Fund Budget as follows:

GENERAL FUND - REVENUE

Total Taxes (Includes \$2,733,930 Advalorem Tax)	\$ 4,370,830
Licenses and Permits	\$ 1,205,000
Intergovernmental	\$ 6,207,040

Charges for Services	\$ 587,870
Fines & Forfeitures	\$ 66,500
Miscellaneous	\$ 103,400
Non-Revenue (transfers, other sources)	\$ 1,197,030
TOTAL REVENUE & NON-REVENUE	\$ 13,737,670

EXPENSES:

112 - EXECUTIVE

Last Year - \$ 44,950

This Year - \$ 45,270

Mr Doucet stated that the funding has increased 1% due to minor adjustments. A percentage of the City Manager's salary is charged to O/M and Sanitation since a portion of his time is taken up by these activities.

113 - FINANCE AND ADMINISTRATION

Last Year - \$ 106,160

This Year - 97,120

Mr Doucet stated that a 9% decrease was a result of prorating the expense for professional services to 50% in General Fund, 25% in O/M and 25% in Sanitation since legal services and financial management services are applicable to these funds.

119 - GENERAL GOVERNMENT

Last Year - \$ 2,314,620

This Year - \$ 5,284,570

A percentage of the Public Works Director's salary is charged to O/M and Sanitation since a portion of his time is taken up by these activities. Health insurance for the General Fund is included in this department. We anticipate a 5% increase in premiums for FY-13. We are transferring insurance reserve funds to offset the projected increase. Mr Doucet stated that a 128% increase in this dept was caused by the FL Forever Grant in the amount of \$3,400,000. Mr Corbin discussed the purpose of the grant and answered several questions.

FL Forever Grant - Land Acquisition	Estimated Cost: <u>\$ 3,400,000</u>
	Total: \$ 3,400,000

Improvements others than Bldgs:

Roof/Renovation - Council Chambers	Estimated Cost: <u>\$ 75,000</u>
	Total: \$ 75,000

We have had an ongoing leak that must be repaired. Our Council Chambers is used by a variety of Government and Non-Profit Organizations throughout the year.

Land Purchase - Neal Property	Estimated Cost: <u>\$ 50,300</u>
	Total: \$ 50,300

We borrowed money from ourselves to purchase the Neal Property at a cost of \$ 352,089. It will take us six years to repay this loan. We are budgeting the above amount for FY-13.

CDBG Housing Program Grant	Estimated Cost: <u>\$ 300,000</u>
	Total: \$ 300,000

120 - INFORMATION SYSTEMS TECHNOLOGY

Last Year - \$269,290

This Year - \$ 440,050

Mr Doucet stated that the funding for this department has increased 63% in comparison to last year because of additional software for the Police Department and equipment upgrades.

Professional Services:

Outside consultant to provide IT support on a contractual basis.

	Estimated Cost: <u>\$ 30,000</u>
	Total: \$ 30,000

Communication Services:

Telephone and Internet Access for all City Departments (except for Library) and IS cell phone service.

	Estimated Cost: <u>\$ 90,000</u>
	Total: \$ 90,000

Software Maintenance Contractual:

Smart Cop, Incode, TechNet, AllData, ArcServe
ARCGIS, etc:

Estimated Cost: \$ 47,600
Total: \$ 47,600

Training

Training for IS Staff, books, workshops, seminars to
improve technical knowledge. Areas include GIS, VoIP,
Network Security, etc.

Estimated Cost: \$ 2,000

Training for City Employees on different software and
procedures to increase efficiency and time mgt skills.
Estimated amt will cover costs associated with class

Estimated Cost: \$ 2,000
Total: \$ 4,000

Office Supplies:

Office Supplies for Technician. Includes basic office
supplies, paper, ink, toner, storage media, computer
cleaning supplies, etc.

Estimated Cost: \$ 2,000

Consumables for Plotter paper and ink. This is for
signs and banners, as well as GIS maps.

\$ 1,000

Misc Supplies:

\$ 2,000
Total: \$ 5,000

Operating Supplies:

Misc. Components as needed. This is based on
previous years' expenses. There are many items
purchased that fall below the \$500 limit for fixed assets.
This includes replacement printers as need

Estimated Cost: \$10,000

APC Battery Backup/Surge Protection for all systems
as needed for replacement. These provide surge protection
as well as keep the systems operating during a momentary
power blackout. This helps keep people from losing the

Estimated Cost: \$ 1,000

information they are working on, as well as keeps the hardware operating longer without problems.

Estimate 10 @ \$100

Tools for network installation and maintenance of cabling as well as other needs.

Total: \$ 2,000
\$13,000

Software Licenses:

This requested amount is to purchase, as needed, the licenses to ensure the City complies with all legal requirements concerning the use of new software on City owned equipment.

Network monitoring software Estimated Cost: \$ 9,000
\$ 8,000

Building Inspection/Business Tax Licenses \$ 13,680

Backup solution for a backup system that meets security requirements and allows for offsite storage of backed up data. Estimated Cost: \$ 28,000

Purchase and install 911/CIC Integration with current Smart Cop system to support the in car and mobile data system. This interface is needed so the server can communicate securely with the in car computers. This is a FCIC/NCIC state and federal requirement.

Estimated Cost: \$ 15,500

The 911/CIC Integration and mobile connections to 5 vehicles.

Estimated Cost: \$ 47,500
Total Cost: \$ 63,000

Note: We plan are to install/equip 5 cars per year over the next 4 years.

Total: \$121,680

**Machinery/Equipment:
Network Hardware**

Network management device for IS server area to protect and monitor the network connectivity and security Estimated Cost: \$ 8,000

Security Systems:

Police Department Camera System Estimated Cost: \$ 12,000
IS Dept camera and access control \$ 10,000
Total: \$ 30,000

Computer Hardware:

Capital Outlay: Equip/Computers

Replacement of Computer Systems: All computers have a useful life of approximately 4 years. If we budget to replace one-third of our systems every year, we can keep all systems current and keep repair costs to a minimum. Some systems may be used longer than 3 years, but some may need to be replaced more frequently. Due to budget reductions this year, I propose to replace one-fourth of the systems instead of one-third.

2 mobile devices (at approx \$ 2,000 ea) Estimated Cost: \$ 4,000
2 new servers (at approx \$ 10,000 ea) Estimated Cost: \$20,000
16 new systems (at an average cost of \$ 1,000ea) Estimated Cost: \$20,000
Total: \$44,000

Total Capital Outlay:\$ 74,000

We are appropriating \$ 440,050 for FY-13.

Note: We are Transferring \$80,000 from O/M, \$80,000 from Sanitation, and \$80,000 from Stormwater to help fund Technology expense.

124 - BUILDING INSPECTOR

Last Year - \$ 189,090 This Year - \$ 224,780 (19 % increase)

Mr Doucet stated that this department funding has increased by 19% as compared to last year because of a planned vehicle purchase.

300 - FIRE DEPARTMENT

Last Year - \$ 820,290

This Year - \$ 1,360,510

Mr Doucet stated that the funding for the department has increased 66% because of a Rescue Boat that is being funded by a Federal Grant. Written approval pending.

Professional Services

ND Boat Grant Administration:	Estimated Cost:	\$15,000
	Misc. Estimated Cost:	<u>\$ 1,000</u>
	Total:	\$16,000

Repair & Maintenance Other

Calibrate Air Packs (Annually)	Estimated Cost:	\$ 1,500
Pump Test Fire Trucks (Certified)		\$ 500
Ladder Testing (Certified)		\$ 200
Misc		<u>\$ 3,800</u>
	Total:	\$ 6,000

Training:

Training - Rescue Boat	Estimated Cost:	\$75,000
Classes, Video, Medical EMT	Estimated Cost:	<u>\$ 3,000</u>
Certifications	Total:	\$78,000

Supplies:

Class A Foam	Estimated Cost:	\$ 1,000
Class B Foam		\$ 1,000
Nozzles, Adapters and hose appliances		\$ 3,000
Medical Supplies		\$ 3,200
Fire Fighting Supplies		\$ 5,000
Fire Hose (Replacement)		\$ 1,500
Fire Prevention Supplies		\$ 3,000
Office Supplies		<u>\$10,000</u>
	Total:	\$27,700

Dues and Subscriptions:

Estimated Cost:	<u>\$ 1,800</u>
Total:	\$ 1,800

Machinery/Equipment:

Hose tester for annual testing	Estimated Cost:	\$ 3,000
Air Compressor		\$ 900
ND Boat Grant		\$231,250

Construction Project: Install Elevator and other construction work.	Estimated Cost:	<u>\$100,000</u>
	Total:	\$335,150

Note: We plan to transfer \$ 100,000 from the FD construction account to cover the expense.

320 - CODE INSPECTOR

Last Year - \$ 52,900 This Year - \$ 56,350

Personnel expense has increased in this department by 7% due to rising Worker's Compensation premiums.

330 - ANIMAL CONTROL

Last Year - \$ 50,240 This Year - \$ 50,240

Note: no increase in the services provided by PAWS.

500 - STREET DEPARTMENT

Last Year - \$ 616,500 This Year - \$ 787,900

Mr Doucet advised that a 29% increase in this department was due to equipment purchases.

Repair Maintenance Other:

Roadway Improvements (Striping, Signage, Repairs)	\$ 10,000
Miscellaneous Projects (Emergency Repairs, Restoration)	\$ 20,000
Mast Arm Refurbishing	\$ 12,000

Inmate Squad Contract (25%) \$ 17,000
 Total: \$ 59,000

Repair Maintenance Human Resources Other:

Operating Supplies/Office Supplies

Roadway Materials \$ 10,000
 Replacement Tools \$ 5,000
 Total: \$ 15,000

Street Resurfacing Bond Projects

Sidewalk & Pedestrian Pathways - City Wide Estimated Cost: \$200,000
 Misc. Street Resurfacing/Improvements \$ 50,000
 Total: \$250,000

*We plan to transfer (cash carry forward) \$ 250,000 to fund projects in FY 13

Equipment

1 Ton Truck w/lift gate Estimated Cost: \$ 24,000
 Backhoe (Cost Share 50%) \$ 42,000
 Total: \$ 64,000

510 REPAIR & MAINTENANCE

Mr Doucet advised that department funding increased 8% due to equipment purchases.

Last year - \$ 926,930 This year - \$ 1,000,800

Operating/Office Supplies - Supplies and small replacement Tools.

Vehicle Maintenance(parts, cleaner, supplies & misc tools) Estimated Cost: 2,000
 Electrical (fault indicator, misc tools & supplies) 3,000
 Building Maint (compressor, misc tools & supplies) 3,000
 Total: 8,000 PG 29

Buildings:

Cover for outside vehicle lift (materials & City Labor)	Estimated Cost: <u>\$10,000</u> Total: \$10,000
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MACHINERY & EQUIP

3/4 Ton Truck w/ work body, pipe rack & lift gate (Bldg Maint)	Estimated Cost: \$ 29,000
½ Ton Pickup Truck	<u>\$ 15,000</u>
to replaced 1998 Vehicle that is no longer serviceable.	Total: \$ 44,000

600 - LIBRARY

Last Year - \$ 970,590

This Year - \$ 1,245,000 (28% increase)

Improvements other than bldgs:

The Library carpet is in very poor condition and requires replacement because of high volume use.

Estimated Cost: <u>\$ 68,000</u>
Total: \$ 68,000

700 - PARKS DEPARTMENT

Last Year - \$ 984,590

This Year - \$ 911,420

Mr Doucet advised the funding for this department increased 7% due to an employee transfer.

Operating Supplies:

Fertilizer, herbicides, plant materials,
Pine Straw, field marker and small hand tools

Estimated Cost: \$ 40,000

Office Supplies:Estimated Cost: \$ 10,000

Total: \$ 50,000

Repair Maintenance Other:

New Roof - Twin Oaks Baseball Concession	Estimated Cost: \$ 3,500
Misc Repairs	<u>\$ 45,00</u>
	Total: \$ 48,500

Improvements other than Bldgs

City Complex Storage Area	Estimated Cost: \$ 20,000
Fence Replacement Complex Field # 4	\$ 3,000
Light Pole Replacement Complex (Phase 1)	<u>\$ 7,500</u>
	Total: \$ 30,500

Machinery & Equipment:

Front deck mower	Estimated Cost: <u>\$ 20,000</u>
	Total: \$ 20,000

710 - COMMUNITY CENTER

Last Year - \$118,070 This Year - \$ 132,080

Mr Doucet advised that the funding for this department increased 12% because of planned Repair & Maintenance Improvements.

Repair Maintenance Other

We plan to replace the ceiling tiles and grids using in house labor. In addition we plan to replace table cloths; and purchase additional tables.

Estimated Cost: \$ 11,000
Misc Maintenance: <u>3,500</u>
Total: \$ 14,500

711 - CHILDREN'S PARK

Last Year - \$ 200,750 This Year - \$ 195,900

Mr Doucet stated this department had a 2% decrease in expense as compared to last year.

Improvements other than Bldgs

Install shade structures over playground equipment to help offset the heat index thus allowing the park to remain open more hours.

Material and installation costs.

Estimated Cost: \$60,000
Total: \$60,000

Machinery & Equipment:

Replace equipment as it wears out or becomes outdated and to enhance the popularity of the park.

Estimated Cost: \$20,000
Total: \$20,000

712 - YOUTH CENTER - SKATE PARK

EXPENSE: Last Year: \$ 54,520 This Year: \$ 52,630

We closed our Paint Ball Facility last year because of economic reasons. A special group of young people still enjoy Skate Park activities. A 3% decrease in expense is a result of a reduction in re-sale items.

Total General Fund: Revenue FY13: \$ 13,737,670
Expense FY 13: \$ 13,737,670

Mr Doucet advised that the next budget workshop is scheduled for August 28, 2012 at 6:00PM.

The meeting adjourned at 7:05PM

MAYOR

ATTEST:

CITY CLERK