MINUTES
SPECIAL COUNCIL MEETING
CITY OF NICEVILLE, FLORIDA
AUGUST 20, 2013

The City Council met in special session at 6:00 PM, August 20, 2013 in the Council Chambers, 208 N Partin Drive. All Council Members and the Mayor was present. Also present were City Manager Lannie Corbin, City Clerk Dan Doucet; Public Works Director Bruce Price; Fire Department Chief Mayville; Police Department Chief Popwell, Library Director Sheila Bishop, and Technology Department Chad Morris. 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-14.

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:

General Government:

$ 16,500 (Replace Council Chairs used by the public)

$ 17, 000 (Replace Council Room Carpet)

$ 10,000 (Upgrade Sound System)

Technology:

$ 231,000 (Execute a lease with Dell for a large portion of the hardware and software that's in the FY-14 budget. $231,000 saved via the lease option).

Building Inspection:

$ 18,500 (Transfer a no longer needed Meter Maint Vehicle for use by the Fire Inspector vs purchasing a replacement vehicle).

Police Department:

$124,170 Unable to fund a request for 3 additional employees.

Fire Department:

$ 281,960 Unable to fund a request for 6 additional employees/

$200,000 This amount is the estimated loan payments to fund a fire truck that would be paid off in five years. The estimated cost of the adder truck is $750,000.

Streets Department:

$ 120,000 Delayed the purchase of a new Hot Patch Truck.
$ 26,720 Unable to fund a request for an additional employee next fiscal year.

Repair Maintenance Department:

$ 28,180 Unable to fund a request for an additional employee next fiscal year.

Parks Department:

$ 25,530 Unable to fund a request for an additional employee next fiscal year.
$ 1,109,160 Total

Mr Doucet stated that a recommendation was made for the departments to come up with a multi year plan to help prioritize their requests in order to help 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.

Mr Doucet stated we plan to use the following sources to help fund requests this year as follows:
$ 125,000 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.

$ 312,355 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.

Mr Doucet stated as you know raising taxes is very unpopular. Even though we set the millage rate at 3.70 (the same as last year) there will still be a tax increase of 1.80% over the rolled back rate of

3.6345 computed pursuant of Florida law. He stated the budget we are presenting tonight is based on the 3.70 millage rate which will produce an estimated $130, 870 over last year's budget.

He stated that FY-14 Ad Valorem tax proceeds represents approximately 22 % 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.

He 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 after our budget is approved. Discussion followed.

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

BUDGET INFORMATION

Total Taxes (Includes $2,864,800 Advalorem Tax)	$ 4,544,540
Licenses and Permits	$ 1,290,000
Intergovernmental	$ 4,650,940
Charges for Services	$ 628,755
Fines & Forfeitures	$ 71,500
Miscellaneous	$ 169,100
Non-Revenue (tranfers, other sources)	$ 1,361,335

TOTAL REVENUE & NON-REVENUE $12,716,170

EXPENSE: 112 - EXECUTIVE

Last Year - $ 45,270 This Year - $ 49,470

Mr Doucet stated that the funding has increased 9.27% because of a rate increase in State Retirement. 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 - $ 97,120 This Year - 97,810

Mr Doucet stated that a .71 % increase was because of a rate increase in State Retirement. We have prorated 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 - $ 5,284,570 This Year - $ 4,087,610

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 **10%** increase in premiums for FY-14. We are transferring insurance reserve funds to offset the projected increase. Mr Doucet stated that a 23.65% decrease in this department was caused by the CRA Land Acquisition Grant projection decreased from $3,400,000 to $ 2,020,000. Mr Corbin discussed the purpose of the grant and answered several questions.

Professional Services

We have increased this area of the budget to cover additional planning expense for FY-14.

Planning Services (outsourced)	Estimated Cost:	$ 17,500
	Total:	$ 17,500
CRA Grant - Land Acquistion	Estimated Cost:	$ 2.020,000
	Total:	$ 2,020,000
Debt Service:		
Land Purchase - Neal Property	Estimated Cost:	$ 50,300
	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-14

CDBG Housing Program Grant Estimated Cost: $ 300,000
Total: $ 300,000

120 - INFORMATION SYSTEMS TECHNOLOGY

Last Year - $440,050 This Year - $ 574,330

Mr Doucet stated that the funding for this department has increased by 32.10% 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: $ 15,000
Total: $ 15,000

Communication Services:

Telephone and Internet Access for all City Departments (except for Library) and IS cell phone service.
Estimated Cost: $ 90,000
Total: $ 90,000

Software Maintenance Contractual:

Maintenance Contracts on Software including SmartCop, Incode, TechNet, AllData, ArcServe, AROCGIS, etc. We will be renewing Mcafee antvirus licenses needed for all computers.

ArcGIS	Estimated Cost:	$ 3,000
SmartCop	Estimated Cost:	$ 9,500
InCode	Estimated Cost:	$21,160
AppAssure	Estimated Cost:	$ 1,000
FireHouse	Estimated Cost:	$ 1,500
AllData	Estimated Cost:	$ 1,500
TechNet/MSDN	Estimated Cost:	$ 2,000
MobileEyes	Estimated Cost:	$ 2,500
ESRI	Estimated Cost:	$ 3,000
AutoDesk	Estimated Cost:	$ 600
Cisco	Estimated Cost:	$ 500
Mcafee	Estimated Cost:	$ 5,000
Cross Match	Estimated Cost:	$ 1,670
DreamWeaver	Estimated Cost:	$ 400

RTA	Estimated Cost:	$ 750
TRAK	Estimated Cost:	$ 4,000
Replay	Estimated Cost:	$ 2,600
SCADA	Estimated Cost:	$ 4,000
Laserfiche	Estimated Cost:	$ 3,000
Netmotion	Estimated Cost:	$ 2,030
FlexiSign	Estimated Cost:	$ 400
	Total:	$70,110

Training:

Training for IS Staff, books, workshops, seminars to improve technical knowledge. Areas include GIS, VoIP, Network Security, etc. — Estimated Cost: $ 4,000

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: $ 6,000

Office Supplies:

Office Supplies for Technician. Includes basic office supplies, paper, ink, toner, storage media, computer cleaning supplies, etc. Consumables for Plotter paper and ink. This is for signs and banners, as well as GIS maps. — Estimated Cost: $ 3,000

1,000

Total: $ 4,000

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 information they are working on, as well as keeps the hardware operating longer without problems. Estimate 20 @ $100, plus 2 Management Cards @500. — Estimated Cost: $ 4,000

Tools for network installation and maintenance of cabling as well as other needs.	Estimated Cost: $ 2,000
Projector and Screen for Fire Dept Training Room	Estimated Cost: $ 500
Carpet for Purchasing Dept - Cedar St	Estimated Cost: $1,500
	Total: $18,000

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. Upgrades to software that do not have a support contract are included. Microsoft exchange will be replaced, as are currently using version 2003, which is 10 years old and is no longer supported by Microsoft with updates and patches:

Team Viewer, Adobe Master Collection CS6, Adobe Photoshop Elements.	Estimated Cost: $ 3,870
Microsoft Enterprise Agreement Office Plus Pro/Exchange Standard CAL/Windows Server CAL/Exchange Standard/Windows Server DataCenter/MapPoint/Project/Visio - $32,700 a year for 3 years.	Estimated Cost: $ 32,700

Other Software:

Network management device for IS server area to protect and monitor the network connectivity and security	Estimated Cost: $ 8,000
Smartcop upgrade to Mobile solution (software/ small hardware)	Estimated Cost: $ 30,000
Incode Module	
Account Receivable/Work Orders/Human Resource/ Includes all modules, installation and training	Estimated Cost: $ 28,080

Firehouse Module

Sketch Preplan Drawing/CAD Interface. Includes both modules, installation and training. Estimated Cost: $ 3,890

LaserFiche - (Document Imaging Program)

Includes software and training Estimated Cost: $ 15,570

Total: 122,110

Machinery/Equipment:
Network Hardware

001-120-519.440.00

The following items under this account number are being financed via a lease agreement with Dell.

*Rentals & Leases **per Year for 4 years** Estimated Cost: $ 47,270

*Backup solution Estimated Cost:$ 14,000

Includes hardware and software for a backup system that meets security requirements and allows for offsite storage of backed up data.

*Replacement Computer Systems Estimated Cost:$ 175,080

Due to budget reductions over the past few years, I have not replaced as many of the systems as needed, and now must replace any machines running Windows XP or Windows server 2003. This is required because Microsoft will stop supporting XP and server 2003 in April of 2014. There will be no more security updates after that time, which could lead to increased network vulnerabilities. We are asking to Lease computers for all departments on a 4 year lease program that will allow us to refresh our systems at 4 year intervals at lower cost than purchasing new systems each year. This line also includes 20 new laptops for Police mobile units and replacement monitors for the oldest monitors we have.

001-120-519.640.10

The items under this account number are not part of the lease/purchase agreement with Dell.

Capital Outlay: Equip/Computers Estimated Cost: $ 82,225

Upgrade Fuel System, Replay System, RUOK system, and minor upgrade to VoIP phone system.

Email Archiving system
Security systems: CCTV cameras for several departments/areas as well as additions to the access control system.

001-120-519.710.01

The following items under this account number are being financed via a second lease/purchase agreement with Dell.

Lease Payment **per Year for 4 years Estimated Cost: $ 47,180

**Network management device for IS server area to protect and monitor the network connectivity and security. Estimated Cost: $ 7,710

**Replacement Server and networking Systems Estimated Cost: $ 181,010
Due to budget reductions over the past few years, I have not replaced as many of the systems as needed, and now must replace any machines running Windows XP or Windows server 2003. This is required because Microsoft will stop supporting XP and server 2003 in April of 2014. There will be no more security updates after that time, which could lead to increased network vulnerabilities. We are asking to Lease Servers for a virtual server environment on a 4 year lease program. This line also includes new switches and network firewall devices to improve network performance and fix some of the latency issues we are currently experiencing.

001-120-519.710.02

The following items under this account number are being financed via a third lease/purchase agreement with Dell.

***Lease Payment **per Year for 4 years** Estimated Cost: $ 16,500

Radio Console Estimated Cost: $ 635,680

This is for 2 new radio consoles for the dispatch stations in the Police Department.

*Price plus leasing cost

We are appropriating **$ 581,330** for FY-14.

Note we are transferring $80,000 from O/M, $80,000 from Sanitation, and $80,000 from Stormwater to help fund Technology Expense.

The lease/purchase agreement with Dell allows us to move forward with Technology, otherwise the expense would be approximately **$231,000** more in FY-14.

A consensus was reached to continue with the General Fund Portion of the workshop at the end of our next budget workshop scheduled for 6:00 PM on August 22, 2013

The meeting adjourned at 7:55 PM.

Randall Wise
MAYOR

ATTEST:

Daniel J. Doucet
CITY CLERK