MINUTES
SPECIAL COUNCIL MEETING
CITY OF NICEVILLE, FLORIDA
AUGUST 22, 2013

The Niceville City Council met in special session at 6:00 PM, August 22, 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; Library Director Sheila Bishop, Information Technology Department, Chad Morris, a member of the press and 15 visitors in the office. Mayor Wise called the meeting to order at 6:00 PM.

PUBLIC HEARING

Aid to Organizations:

Chamber of Commerce:

Ms Tricia Brunson, President and CEO of the Chamber of Commerce expressed her appreciation to the Council for the outstanding support received in the past. She requested funding in the amount of $5,000 to support chamber operations for next fiscal year.

Economic Development Council:

Ms Kay Rasmussen, Director of Defense & Economic Initiatives for the Economic Development Council introduced Mr Nathan Sparks the new CEO for the EDC who stated he is delighted to back in the Niceville area and is looking forward to partnering with the City of Niceville with a focus on bringing new businesses to the City. He lauded the support the City has provided for the Economic Development Council over the years and requested appropriate funding for FY-14.

Bridgeway Center:

The City is in receipt of a letter from Mr Daniel Cobbs, CEO of the Bridgeway Center regarding the services provided by their organization requesting funding in the amount of $3,000..

Okaloosa - Walton Child Care Svcs:

Ms Lynn Stephens explained the scope and services provided by the Child Care Services and requested funding to support the services they provide in the amount of $ 1,000.

Shelter House, Inc.

The City received a letter from Shelter House explaining the services they provide and requested funding in the amount of $ 500.

Northwest Fla Symphony Orchestra-NFSC

Mr Jeffery Rink representing the Symphony Orchestra advised the Symphony Orchestra has conducted performances for 25 consecutive years. He stated the contributions they receive will help students attend future concerts. He expressed his appreciation for the support provided by the City in the past and requested funding in the amount of $500.

Senior Citizens Club - Valparaiso: Mayor stated the City provides in-kind services for the Senior Citizens Club and has do so for a number of years.

Children's Advocacy Center, Inc.

Ms Julie Hurst, CEO of the Children's Advocacy Center explained the various organizational elements that make up the Advocacy Center. She stated when the center opened 14 years ago they serviced 350 children and last year the count was 700. Ms Hurst advised they now provide Mental Health Services at the Advocacy Center. They are requesting funding in the amount of $3,000.

Sharing & Caring:

Mr Wes Lassiter representing Sharing and Caring explained the scope and services provided by their group of more 50 volunteers. Donations received are used to assist families in need with food and/or to help pay clients' rent, utility bills, medicine prescriptions, car repairs, etc. Sharing and Caring is requesting funding in the amount of $4,000.

Okaloosa County Comprehensive Head Start - Child Development, Inc.

Ms Christy Shainey representing the Head Start Program advised they have provided comprehensive, quality services to low income families in Niceville since 1991. She explained they receive 80% of their funding from the Federal Government and 20 % (Non-Federal Match) from the local community. She stated their funded enrollment at the Niceville Head Start Child Development Center is 40 children in two classrooms. They have six full-time staff on site to provide quality service to children and their families. They have a full day curriculum tailored for each child's specific needs. Two USDA meals and snack is provided to each child each day. She advised they also provide dental, medical, and disability screening for each child. In addition if a child requires dental or other treatment that the family does not have the means to pay, they will. The Head Start Program is requesting funding in the amount of $3,000.

Mayor Wise advised that a decision regarding funding individual requests will be made by the council at a later date. He thanked everyone for their presentations and advised the council will take a short recess and reconvene to discuss other budget matters.

420 - SANITATION

REVENUE - $2,932,380

EXPENSE: Last Year - $ 2,909,400 This Year - $ 2,932,380 **(0.79% increase)**

Mr Doucet advised that effective October 1, 2013 the county is increasing their tipping fee for garbage by 2 %. To accommodate this increase we must raise our residential tipping fees from $13.64 to $ $ 13.91 per month and also raise our commercial tipping by 2%. The rate changes are included in our proposed budget for FY-14. The rate increase is estimated to be $18,300 for residential and $9,400 for commercial.

Professional Services

Auditing an Legal Fees	Estimated Cost: $ 15,000
	Total: $ 15,000

Repair & Maintenance Vehicles/Equipment

Refurbish (4)Trash Trailers (10,000 each)	Estimated Cost: $ 40,000
Preventive Maintenance (PM) & contracted repairs	$ 20,000
	Total: $ 60,000

Repair & Maintenance Other

(Inmate Squad Services (25%)	Estimated Cost: $16,000
Building Improvements	2,500
	Total: $18,500

Human Resources - RM Other

City Labor Vehicle & Building maintenance	Estimated Cost: $30,000
	total: $30,000

Improvements other than Buildings

City Complex Pipe & Storage Area	Estimated Cost: $20,000
	Total: $20,000

Machinery/Equipment:

Replacement Grapple Bucket	Estimated Cost: $ 5,500
	Total: $ 5,500
Equipment Reserve:	Estimated Cost: $40,000
	Total: $40,000

430 -STORMWATER MANAGEMENT

REVENUES:

Mr Doucet stated we anticipate receiving the following revenues:

Charge for Services:

Revenue from Residential Customers:		$315,400
Revenue from Commercial Customers:		$128,000
	Total:	$ 443,400
Miscellaneous:		$ 2,000
Non-Revenues: Pending SRF Loan		$839,000
Other Sources:		
TOTAL REVENUE & NON-REVENUE		$1,440,800

Mr Doucet stated we have $ 521,500 in projects to be completed next fiscal year. We have applied for a State Revolving Loan to reimburse the City for work completed using exiting funds and to fund any project outlined in the facilities plan.

EXPENSE: Last year: $ 1,431,000 This year: 1,284,400

Professional Services	:	
(Misc. Engineering Services)	Estimated Cost:	$ 60,000
Stormwater Mapping		$ 15,000
	Total:	$ 75,000
Repair & Maintenance Vehicle/Eqpt	Estimated Cost:	$ 25.500
	Total:	$ 25,500
Street Sweeping Program		
(Equip. Parts/Repairs)		

Repair & Maintenance Other:

Preventive Maint (PM) and Minor Repairs	Estimated Cost:	$ 15,000
to Existing Facilities (material costs)		
Stream Maintenance & MS-4 Permitting Rqmts;		
Public Service Broadcast; Inlet Markings Program;		

Illicit Discharge & Construction Site Inspections;
Street Sweeping Program (Equip. Parts/Repairs)
Human Resources - R&M Other

Labor for Street Sweeping, Drainage Maint activities and Projects.	Estimated Cost:	$75,000
	Total:	$75,000

Repair & Maintenance/Contractual

Inmate Services Contract (50%)	:Estimated Cost:	$ 34,000
	Total:	$ 34,000
Training/Certification	Estimated Cost:	$ 1,000
	Total:	$ 1,000
Other Current Charges	Estimated Cost:	$ 5,000
	Total:	$ 5,000
	Total:	231,800

Buildings

Complete the Map Room	Estimated Cost:	$7,500
	Total:	$7,500

Machinery/Equipment

Line Camera (cost share O & M)	Estimated Cost:	$ 25,000
	Total:	$ 25,000

DRAINAGE PROJECTS

Improvements other than Buildings:

The following repairs are required to our drainage system. The costs associated with the project are estimates made by city staff in coordination with our engineers. These capital Improvement Projects include new facilities and improvements to existing drainage systems. Work will be performed by contractors and city force account labor.

Baptist Church Drainage & Vault Inspection	Estimated Cost:	$350,000
(Design, Engineering, Permitting & Construction	Total:	$350,000

This project includes the installation of a storm water collection system and a treatment vault that will eliminate 4 outfalls that presently discharge untreated storm water into Boggy Bayou. This is a Facilities Plan Project and will be a formal bid and contracted project. The price includes engineering and construction.

Juniper Avenue (New) Estimated Cost: $ 30,000

This Impoundment and Control Structure project is scheduled to begin by August/ September 2013. It will include the installation of a control structure and a water impoundment west of Juniper Avenue in the Creek Side Subdivision. This work will include the removal of invasive plants from the wetland area and additional armoring of the roadway crossing to prevent erosion. Some additional outfall pipe replacement may be required. This work will be performed by the city however additional equipment support may be necessary. Engineering, Permitting & Construction (30 K)

Valparaiso Blvd Drainage Swale Improvements Estimated Cost: $ 8,000
(Existing)
This maintenance project will re-establish the flow line and holding capacities of the drainage swale along the north side of Valparaiso Boulevard. Scope of work for this project includes regarding swales and stabilizing with sod. City force account labor.

South Bayshore Drive Drainage Improvements Estimated Cost: $ 50,000
(New)

This project will upgrade the capacity of the drainage system along Bayshore Drive south of Valparaiso Boulevard. The installation of 450 lf 24 inch pipe and the construction a 125 lf of concrete channel will increase the capacity of this outfall system, provide additional erosion and sediment control and eliminate a deep drainage ditch that is dangerously close to the roadway edge. We are obtaining prices from the contractor installing the system on Valparaiso Blvd to determine if it is cost effective to have this work done now as part of that project. That decision will be made when that price is evaluated.

North Cedar Avenue Drainage Improvements: (New) Estimated Cost: $ 10,000

This project includes the installation of 800 lf of 15 inch pipe and a series of inlets that will carry this water down Cedar Avenue to 1st Street. This project address safety and health concerns by eliminating the standing water in the roadway and on resident's properties. Work will be performed by force account labor.

Kelly Road Outfall System Replacement (Existing) Estimated Cost: $ 15,000

This project will relocate the existing deteriorated outfall system located at the intersection of Kelly Road and SR 85. Sink holes have appeared as a result of the failing pipe of which some segments go through vacant and occupied commercial properties. Plans to re- develop the vacant commercial property are underway and the city will be attempting to coordinate the abandonment and relocation of this outfall pipe with the developer. It has not been determined if this will be done in house or contracted

Dana Pointe/Dolphin Point Outfall Replacement Estimated Cost: $ 3,500

Replace existing 8 inch under-drain out fall with 12 inch pipe and inlets to increase capacity of system.

Pine Court Outfall Pipe Replacements (Existing) Estimated Cost: $ 12,000

Replace 150 lf of existing 36 inch deteriorated metal pipe. This metal pipe system carries stormwater from Pine Court to Pine Lake.

Pine Lake control Structure Structure & Pipe Estimated Cost: $12,500
Repairs (Existing)

Replace the leaking and non-operable control structure with a weir type over flow structure and tie it into the existing 27th Street road crossing. Abandon and remove the old draw down assembly. The 48 inch road crossing has joints separating and we are reviewing alternatives to slip line that pipe. The lake control structure will be done with force account labor. (5 K) Slip lining may be performed by a contractor

Roscommon Blvd & Rocky Bayou Road Drainage
Improvements (Existing) Estimated Cost: 5,500

This project will include the replacement and lowering of the existing pipe that crosses under Rocky Bayou Road at the intersection of Roscommon Blvd. The elevation of the existing pipe impedes the flow of storm water from the Rocky Bayou Estates Subdivision causing water to back up onto resident's property. Existing County and City Sewer force mains on the south side of Rocky Bayou Road must be relocated prior to this work and that is being coordinated with those departments at this time. The city will also be extending a gravity sewer main and water main on the north side of Rocky Bayou Road in the near future and efforts are underway to synchronize that work with this project. (Force account labor will be used for this project)

Palm Estates Pipe Replacement (Existing) Estimated Cost: $25,000

There are numerous pipes within the Palm Estates Subdivision that are showing serious signs of deterioration. Some of the failing pipes have been replaced but recent inspections have revealed

approximately 800 lf of 24 inch and 50 lf of 18 inch pipe in need of replacement at this time. These pipe replacements will be done using force account labor.

Total: $ 521,500

Note: The Baptist Church Vault Project is the only project listed on the Facilities Plan Projects List. The remaining projects are repair and replacement projects but are considered capital improvements because of cost. The funding sources for the (10) repair and replacement projects must come from operating or reserve funds.

Reserved for Debt Service:

Estimated Cost: $545,000

Transfer to General Fund - IS Estimated Cost: $80,000

Total: $80,000

Reserve for Eqpt

Street Sweeper Estimated Cost: $ 30,000

Total: $ 30,000

Total Expense: $1,284,400 PG

The continuation of the General Fund Budget discussed during our August 20, 2013 meetings is as follows:

124 - BUILDING INSPECTOR

Last Year - $ 224,780 This Year - $ 248,490 PG 17 **(10.55% increase)**

The expense for this department has increased 10.55% as compared to last year to fund an additional employee to digitize and maintain a documentation storage retrieval system.

200 - POLICE DEPARTMENT (PGS 18 - 20)

Last Year - $ 1,853,050 This Year - $ 1,935,310 **(4.44 % increase)**

Mr Doucet stated we were unable to fund a request for 3 additional personnel in FY-14 due to the added expense when considering the weighted salary such as health insurance, and state retirement. He stated that health insurance will increase 10.7% in FY-14 and is expected to increase by 20% in FY-15. Mr Henkel asked Chief Popwell questions about the manning in the Police Department and how critical it would be if he didn't received an increase in manning. Chief Popwell stated it would add another officer

per shift if he had the additional manning, however, , they will work very hard to get the job done. Mr Corbin stated the population in Niceville has increased at a very slow pace over the past several years. In addition, when the by-pass is completed early next year we are anticipation in the traffic flow thru the City. The end result is a decrease in accidents, traffic violations, etc. Discussion followed.

Training:

FDLE requires Force Training be done on an annual basis. The following equipment is required to support this requirement:

Helmet and Face Mask ($140 ea x 8) =	Estimated Cost $	1,120
Throat Collar ($41.50 ea x 8) =	$	330
Groin ($53.75 ea x 8) =	$	430
Chest Vest ($85 ea x 8) =	$	680
Upper Receiver for Glock 22 ($448 ea x 8) =	$	3,600
Misc Training	$	1,980
	Total: $	8,140

Buildings:

Construct a structure to park Command Post Vehicle out of the weather/elements.	Estimated Cost:$	5,000
	Total:	5,000

Improvements other than bldgs:
The carpet in the Police Dept was installed 22 years ago and requires replacement Tile areas require replacement as well due to age.

Estimated Cost: $ 30,000
Total: $ 30,000

Machinery/Equipment:

3 Police Vehicles: ($35Kea) to replace unserviceable vehicles. — Estimated Cost: $ 105,000

JMAR System (Traffic Enforcement/ monitoring System. This system is mounted to a telephone pole where citizens have complained about speed violations. — Estimated Cost: $ 6,000

Kustom Signals SMART System This a mobile trailer with a radar mounted inside to display vehicle speeds. — Estimated Cost: $ 11,700

Total: $ 122,700 PG 19

300 - FIRE DEPARTMENT

Last Year - $ 1,360,510 This Year - $ 1,135,920 **(16.51% decrease)**

We were unable to fund a request for 6 additional personnel and a request for a new ladder truck. Discussion followed.

Professional Services

Misc.	$ 5,000
	Total:$ 5,000

Repair & Maintenance Other

Calibrate Air Packs (Annually)	$ 1,500
Pump Test Fire Trucks (Certified)	$ 500
Ladder Testing (Certified)	$ 200
Misc	$ 3,800
	Total: $ 6,000

Training:

Classes, Video, Medical EMT	$ 3,000
Certifications	Total: $ 3,000

Supplies:

Class A Foam :	$ 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	

Dues and Subscriptions: $ 1,800

Total:$ 1,800

Machinery/Equipment:

1 Ton, 4-wheel drive pickup truck to replace an aging rescue vehicle. In addition, this vehicle will be more subtitle for towing the fireboat and support other department needs. $ 40,0000

Thermal Imager (funded by grant)	Estimated Cost:	$ 9,500
2 ADE's to replace old units:	Estimated Cost:	$ 3,500
12 Sets of Bunker Gear to replace worn gear.	Estimated Cost:	$ 24,000
Ventilation Fan for Engine 21 to replace old unit purchased in 1987.	Estimated Cost:	$ 2,500
4 LED light bars and 1 rear light bar for our rescue and asst. chiefs vehicles. The LED lights makes our vehicles safer when responding and in the roadways.	Estimated Cost:	$ 5,500
	Total Cost:	$ 85,000
*Complete Construction Project to upstairs workout area.	Estimated Cost:	$ 100,000
	Total:	$ 100,000

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

320 - CODE INSPECTOR

Last Year - $ 56,350 This Year - $ 58,480

Mr Doucet stated the expense for this department increased by 3.35% due to salary adjustment.

330 - ANIMAL CONTROL

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

Mr Doucet stated there was no increase in the services provided by PAWS. Councilman Rominger suggested we contact PAWS to see if they can provide a contract that covered weekends. He stated this would prevent the Police Department from being exposed to vicious animals etc. Discussion followed.

500 - STREET DEPARTMENT

Mr Doucet stated that the expense for the Police Department increased by 42% since Mr Bruce Price has taken action to transfer the salary information from the Repair/Maintenance/ Department - Streets to the Street Department in order to better track the true transportation expenses and is working hard to capture other transportation costs in other budgetary areas such as drainage projects to improve our local option fuel tax revenue stream in the future. **We** are working with our auditors to come with a plan to assist us on this other than using a workorder syystem.

Last Year - $ 857,700 This Year - $ 1,225,830

Professional Services

Engineering Services for roadway design, mapping, etc.		$ 30,000
	Total:	$ 30,000

Repair Maintenance Vehicles/Equipment		
Street Sweeper Overhaul (50%)		$ 10,500
Misc Repairs to other Eqpt		$ 20,500
	Total:	$ 31,000

Repair Maintenance Other:

Road repairs, signage, striping, mast arms refurbishing	$ 20,000
Existing sidewalk repairs/replacement - City Wide	$ 13,000
Inmate Squad Contract (25%)	$ 17,000
	$ 50,000

Operating Supplies/Office Supplies

Roadway Materials	Estimated Cost:	$ 10,000
Replacement Hand Tools, safety materials and small Eqpt	Total Cost:	$ 10,000

Buildings

Equipment Shed at Cedar (new loader, new backhoe, sweeper)	$ 6,500

Improvements other than buildings
<u>Street Resurfacing Bond Projects</u>

Sidewalk Extensions

Rocky Bayou Road	1,000 lf	
Niceville Ave	400 lf	
Nathey Ave	400 lf	
Lions Park	300 lf	
Cedar Ave	2,000 lf	
Concrete Sidewalk	2,500 lf	$ 56,000
Asphalt Path	1,000 lf	$ 20,000
Rocky Bayou Rd	Milling, Resurfacing, turn Lanes	$ 200,000
Cedar Avenue & SR 20 intersection Improvements		$ 8,000
	Total:	$ 284,000

*We plan to transfer (cash carry forward) **$ 284,000** to fund projects in FY-14

Equipment

Asphalt Roller	Estimated Cost:	$ 20,000
	Total:	$ 20,000

510 REPAIR & MAINTENANCE (PG 28 -29)

Last year - $ 1,000.800 This year - $ 731,950

Mr Doucet stated we were unable to fund a request for an additional employee in FY-14.. He advised that the Repair/Maintenance Department decreased in expense by 28% because of the transfer of salary information to the Street Department as explained under the Street Dept.

Operating/Office Supplies - Supplies and small replacement Tools.

Vehicle Maintenance(lapping machine, and Misc. Tools)	2,000
Electrical (misc tools)	3,000
Building Maint (misc tools)	2,000
Total:	7,000

Buildings:

R&M Electrical - Portable Storage Bldg) (materials & City Labor)	$1,000
Total:	$1,000

MACHINERY & EQUIP

Utility Trailer	$ 1,000
Barrel Sander	$ 1,000
Pressure Washer	$ 2,000
Total:	$ 4,000

600 - LIBRARY

Last Year - $ 1,175,200 This Year - $ 1,180,550 **(0.46% increase)**

Mr Doucet stated there were no capital outlay requests in the department for FY-14. He stated the library received new carpet last year. Councilman Nodjomian pointed out that the salary information seemed to be overstated in what is projected for FY-14 as compared to FY-13. Mr Corbin stated he agreed and stated we'll look into it. Discussion followed.

700 - PARKS DEPARTMENT

Last Year - $ 911,420 This Year - $ 927,720

(1.79% increase)

Mr Doucet stated we were unable to fund a request for an additional employee in FY-14. The department expense increased by 1.79% due to salary changes.

Professional Services:

Design and Engineering fees for projects. Estimated Cost: $ 5,000

Repair & Maintenance Vehicles and Eqpt :

Rebuild Trailer Estimated Cost: $1,000
Replace Mower Deck Estimated Cost: $3,200
Routine Eqpt maintenance/repairs Estimated Cost:$13,300
Total Cost: $ 17,500

Repair Maintenance Other:

Repairs to existing facilities, roofs, lighting system material & contracted labor, building materials. Ice machines, dugouts, decks, plumbing, air conditioning, etc

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

Repair Maintenance/Contractual

Sod Farm Maintenance, Lawn Maintenance and Pest Control

Estimated Cost: $ 15,000
Total Cost: $ 15,000

Training

Pesticide Training, Testing and re-certification/CEU's

Estimated Cost: $ 1,000
Total Cost $ 1,000

Office Supplies:

Printing supplies, stationary, planner, etc)

Estimated Cost: $ 1,000
Total Cost: $ 1,000

Operating Supplies:

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

Fertilizer, pesticides, pine straw, mulch replacement plants, field marker, rye grass P-towels, tissue; paint, hardware lighting components, bulbs, ballast, wiring, switches, rain gear boots gloves, pvc pipe & fittings, sprinklers, timers, Valves, hand tools blowers, weed eaters , concrete tools & small equipment under the fixed assets limit)

Buildings:

Rebuild Twin Oaks Concession Stand &

Electrical Service — Estimated Cost: $ 30,000
Total Cost: $ 30,000

Improvements other than Bldgs

Complex Field #4 fence replacement — Estimated Cost: $ 5,000
Light Pole Replacement Complex (4) — Estimated Cost: $ 12,000
Total: $ 17,000

Machinery & Equipment:

3/4 Ton HD Pick Up (replacement0 — Estimated Cost: $ 22,000
60" Rotary Mower — Estimated Cost: $ 21,000
Total: $ 43,000

710 - COMMUNITY CENTER

Last Year - $132,080 This Year - $ 129,670

Mr Doucet stated the expense in this department decreased by 1.82% because of less projected maintenance for next Fiscal Year.

Repair Maintenance Other

. Misc Maintenance: Estimated Cost: $ 10,000
Total: $ 10,000

711 - CHILDREN'S PARK

Last Year - $ 195,900 This Year - $ 221,620

Mr Doucet stated the expense for this department increased 13.13% because of salary changes.

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: $ 52,630 This Year: $ 54,170

Mr Doucet stated that there was a 2.93% increase for next fiscal year because of travel expense changes.

Total General Fund:

Revenue FY 14: $ 12,716,170
Expense FY 14: $ 12,716,170

Mr Doucet stated the next scheduled budget workshop will be on August 27, 2013 at 6:00 PM.

The meeting adjourned at 8:15 PM.

Randall Wise
MAYOR

ATTEST:

Daniel J Doucet
CITY CLERK