

MINUTES  
SPECIAL COUNCIL MEETING  
CITY OF NICEVILLE, FLORIDA  
AUGUST 19, 2014

The City Council met in special session at 6:00 PM, August 19, 2014 in the Council Chambers, 208 N Partin Drive. All Council Members, except for Councilwoman Boudreaux and the Mayor was present. Also present were City Manager Lannie Corbin, City Clerk Dan Doucet; Public Works Director Bruce Price; Police Department Chief Popwell; Fire Department Chief Mayville; Library Director Sheila Bishop; Technology Dept Chad Morris; 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-15.

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.

Mr Doucet stated we plan to use the following General Fund Reserve Funds to help fund requests this year for example:

\$ 120,000 from our Salary Contingency Fund to help offset the increased expense in that area of the budget.

\$ 856,940 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 which is the same rate for our current year. The 4.6 % increase in our property values will earn approximately \$ 188,330.

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



**119 - GENERAL GOVERNMENT**

Last Year - \$ 4,001,583

This Year - \$ 2,353,080

Mr Doucet stated that 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. Mr Doucet further stated that a 41.1962% decrease in this department was caused by a Land Acquisition Grant projection that was in the budget last fiscal year and did not carry over to FY-15.

**Repair Maintenance Other - Contractual**

Roof repair via new maintenance agreement for Administration and Finance Wings at City Hall.

Estimated Cost: \$ 27,180  
Total: \$ 27,180

CDBG Federal Housing Program Grant

Estimated Cost: \$ 700,000  
Total: \$ 700,000

**120 - INFORMATION SYSTEMS TECHNOLOGY**

Last Year - \$581,330

This Year - \$ 594,060

Mr Doucet stated we were unable to fund a request to hire a GIS Technician and a Web/IS Technician as requested. A slight 2.1898% increase is projected for this department.

**Professional Services:**

To assist in planning, evaluating, and maintaining network security and administration. This will allow observation to ensure there are no overlooked areas of importance in these systems. This will also allow hiring outside help for GIS data collection and processing.

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

**Communication Services:**

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

Wireless WIFI and laptop connections	Estimated Cost: \$ 14,880
Cell Phone Account	Estimated Cost: \$ 2,160
TIG (Dell Financials) Phone System Support	Estimated Cost: \$ 19,200
Cox Cable	Estimated Cost: <u>\$ 42,000</u>
	Total: \$ 78,240

**Rentals & Leases**

Dell Lease Payment and Copy Machine Rentals	Estimated Cost: <u>\$ 41,030</u>
	Total: \$ 41,030

**Software Maintenance Contractual:**

Maintenance Contracts on Software including SmartCop, Incode, TechNet, AllData, ARCGIS, etc. We will be renewing antivirus licenses needed for all computers.

ArcGIS	Estimated Cost:	\$ 5,600
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
AutoDesk	Estimated Cost:	\$ 750
Cisco	Estimated Cost:	\$ 500
Cross Match	Estimated Cost:	\$ 1,670
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
GoToAssist	Estimated Cost:	\$ 700
FlexiSign	Estimated Cost:	\$ 400
Microsoft open value Agreement 2/3	Estimated Cost:	<u>\$ 42,150</u>
	Total:	\$107,310

City Council members asked several questions regarding technology purchases and their application. Discussion followed.

**Training:**

Training for IS Staff, books, workshops, seminars to improve technical knowledge. Areas include GIS, VoIP, Network Security, etc. Also includes CEU training for maintaining certifications. Estimated Cost: \$ 5,000

Training for City Employees on different software and procedures to increase efficiency and time mgt skills. Estimated amt will cover costs associated with class materials and training aids. Estimated Cost: \$ 4,000  
PG 14 Total: \$ 9,000

**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 needed. Estimated Cost: \$14,000

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. Estimated Cost: \$ 2,000

Tools for network installation and maintenance of cabling as well as other needs. Estimated Cost: \$ 2,000  
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.

Laserfiche User License Estimated Cost: \$ 7,000

Adobe Software Estimated Cost: \$ 2,450

GMS Sonicwall License Estimated Cost: \$ 400

Laserfiche Scanner License to continue to roll out scanning Estimated Cost: \$ 9,080

Tyler notify - To be used instead of sending out past due Bills	Estimated Cost: <u>\$ 8,030</u>
	Total: 26,960

**Machinery & Equipment**

Genisys Touch - Used to connect to vehicles for diagnostics for Vehicle Maintenance Shop.	Estimated Cost: \$ 3,500
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Fiber Installation	Estimated Cost: \$ 30,000
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A/C for Server Room Power modifications in Server Room	Estimated Cost: \$ 38,880
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Electrical upgrades in Server Room	Estimated Cost: <u>\$ 3,200</u>
	Total: \$75,580

**Debt Service:**

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

Dell - Principal Lease	Estimated Cost: \$ 55,330
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Radio Console Lease Principal	Estimated Cost: <u>\$ 22,330</u>
	Total: \$ 77,660

**Capital Outlay: Equip/Computers**

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

Security/Camera systems/Access control -	Estimated Cost: \$42,000
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Tablets for Council	Estimated Cost: \$ 8,000
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Trimble Geo 7 Kit	Estimated Cost: \$15,000
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Equal Logic SAN to do SAN Replication	Estimated Cost: <u>\$14,900</u>
	Total: \$79,900

We are appropriating \$ 594,060 for FY-15

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



Misc Repairs Estimated Cost: \$ 3,000  
 Total: \$ 43,000

**Machinery/Equipment:**

3 Police Vehicles: (\$38,810 ea) Estimated Cost: \$ 116,430  
 to replace unserviceable vehicles.

Taser Replacement (6 each) Estimated Cost: \$ 9,290  
 (Includes extended warranty)  
 \$ 1,550 each

Body Cameras (24 units) Estimated Cost: \$ 4,800  
 (\$ 200/00 each) includes 2 year  
 warranty, and chargers

Radio Equipment (25 units) Estimated Cost: \$ 14,400  
 (\$ 576ach) Total: \$144,920

**300 - FIRE DEPARTMENT**

Last Year - \$ 1,135,920

This Year - \$ 1,303,020

There is a (14.7105%) increase in this year's budget due to worker comp and state retirement increases. The Fire Department is requesting that the City fund a request for five additional full-time personnel to make a full time staff. It takes 3 firefighters to equal one person due to having three 24 hr shifts. This would give us a full time crew of four (consisting of 1 Lieutenant, 1 Driver, and 2 Firefighters for a total increase in personnel costs of **\$ 314,140**. Because of budget constraints we are only able to fund one additional fireman for FY-15 at a cost of **\$ 62,828**. Chief Mayville explained is request for increased manning. Council members expressed concern and suggested a further review be made in an effort to support increased manning if possible. Mr Doucet stated we would have to take more money out of our reserves to fund a request that will be ongoing. Mr Corbin stated that we have employees in our departments that respond to fires as well to include mutual aide support from other Cites/Fire Districts, etc. He suggested waiting to see what the Unionization brings to the table before moving forward with a request at this time. Discussion followed.

Professional Services Estimated Cost: \$ 30,000  
 Misc. Estimated Cost: \$ 5,000  
 Total: \$ 35,000

**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:**

Classes, Video, Medical EMT	Estimated Cost:	<u>\$11,000</u>
Certifications & required training.	PG 22 Total:	\$11,000

**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
Purchase 5 x \$ 400 ea (new pagers to replace old ones)		\$ 2,000
Purchase remote deluge gun like one o P-21 which prevents firefighters from having to climb up side of truck to operate the deluge gun for master stream operations. (Safety Item)		\$ 5,350
Office Supplies		<u>\$10,000</u>
	Total:	\$35,050

<b>Dues and Subscriptions:</b>	Estimated Cost:	<u>\$ 2,000</u>
	Total:	\$ 2,000

**Machinery/Equipment:**

2 Sets of Bunker Gear (for the one new fireman (primary and backup gear) worn gear.	Estimated Cost:	\$ 4,000
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3 Complete sets of dive gear (at \$2,000 each) for water rescue operations. Firefighters are currently using personal gear.	Estimated Cost:	\$ <u>6,000</u>
	Total:	\$ 10,000

*Complete Construction Project to upstairs workout area.	Estimated Cost:	<u>\$ 100,000</u>
	Total:	\$ 100,000

\*Note: We plan to transfer the balance of \$50,000 from the FD construction account to cover a portion of this expense.



**Operating Supplies**

Estimated Cost: \$ 24,000

Roadway materials, replacement hand tools, safety equipment, small equipment for street personnel.

Additional tools and required equipments for new Inmate Squad.

Estimated Cost: \$ 8,000  
Total: \$ 32,000

**Buildings**

Equipment Shed at Cedar Ave.

Estimated Cost: \$ 6,500

Pipe Storage Bldg.

Estimated Cost \$ 20,000  
Total: \$ 26,500

**Street Resurfacing Bond Projects**

Street Resurfacing Project

Rocky Bayou Drive Milling, Resurfacing, turn Lanes

Estimated Cost: \$ 200,000  
Total: \$ 200,000

**Sidewalk Extension Project**

City Wide, South Cedar, Bayshore Drive at Lion's Park and Partin Drive

Estimated Cost: \$ 35,000  
Total: \$ 35,000

\*We plan to transfer (cash carry forward) \$ 235,000 to fund projects in FY-15

**Machinery/Equipment**

Inmate Truck  
(50 % Cost share with O/M)

Estimated Cost: \$ 15,000

Inmate Trailer  
(50% Cost share with O/M)

Estimated Cost : \$ 2,500  
Total: \$ 17,500

**510 REPAIR & MAINTENANCE**

Last year - \$ 708,950

This year \$ 707,360

We have a total of 12 personnel assigned to this department. Building Maintenance (7); Electrical (3) and Vehicle Maintenance (2). We are requesting (1) additional employee to work in building maintenance to offset the workload. Responsibilities for this department include construction, maintenance and repair (i.e. painting, masonry, carpentry, plumbing,

electrical, mechanical) on buildings, structures, facilities, equipment and other city property. This includes the inventory, maintenance, repair and replacement of street signs and roadway markings. Upcoming FY 14-15 projects for this department include Turkey Creek Boardwalk Extension, Decking replacement & Ruckel tract improvements, Twin Oaks concession building, storage facilities at Campbell Drive, equipment storage at Cedar Plant, Sanitation Department restroom facilities and Boiler Replacement at the Library.

R & M personnel upon request provide 24 hour support during emergency situations to insure that critical city facilities such as traffic signals, water wells and sewage pump stations remain operational. Other duties include the coordination and support of community projects and special events. The vehicle maintenance work center is responsible for the maintenance and repair of all vehicles, heavy equipment and small engines. Their duties include scheduling and performing preventative maintenance, diagnose mechanical issues and scheduling all in house and outsourced repairs. This department experienced a decrease in the amount of 0.2242% as compared to last Fiscal Year.

**Professional Services** Estimated Cost: \$ 1,000  
Total: \$ 1,000

**Repair & Maintenance - Vehicle/Equip** Estimated Cost: \$ 4,000  
Total: \$ 4,000

Parts & contracted labor if necessary to service & repair all vehicles, equipment and small engines.

**Training** Estimated Cost: \$ 4,000  
Total: \$ 4,000

Electrical, MUTCD (Traffic Control) and Work Zone Safety Certification  
service & repair all vehicles, equipment and small engines.

**Operating/Office Supplies -**

Supplies and small replacement Tools Estimated Cost: \$ 10,000  
Total: \$ 10,000

**Buildings** Estimated Cost: \$ 1,000  
Total: \$ 1,000

**600 - LIBRARY**

Last Year - \$ 1,135,380

This Year - \$ 1,207,670

The library had a slight 6.36% increase this fiscal year.

**Machinery & Equipment**

Replace Lochinvar Boiler - 14 Years old  
and worn out.

Estimated Cost: \$12,000

Purchase spare motherboard for Library  
Chiller.

Estimated Cost: \$ 1,700

Total: \$ 13,700

**700 - PARKS DEPARTMENT (PGS 34-35)**

**(12.6956 increase)**

Last Year - \$ 927,720

This Year - \$ 1,045,500

This department is responsible for the maintenance and upkeep of more than 120 acres of parks, athletic fields and building common areas. This maintenance includes landscaping, mowing, installing & repairing irrigation systems, application of fertilizer and herbicide, and ball field preparations for numerous sporting events. Other duties include the scheduled mowing, edging and litter removal on all FDOT and may city right of ways. They also provide assistance to other departments with concrete installations, erosion control, city project site restoration and they assist with special community projects and events.

**Professional Services:**

Design and Engineering fees for projects.

Estimated Cost: \$ 35,000

Total: \$ 35,000

**Turkey Creek** - Neal House  
(Canoe & Fishing platforms)

**Mini Storage** (site plan, tennis courts,  
amphitheater, parking, etc.

**Ruckel site** (trail bridges)

TC North board walk connection

**Repair & Maintenance Vehicles and Eqpt:**

Parts & labor to service & repair all vehicles, equipment and small engines.

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

**Repair Maintenance Other:**

Misc Maintenance	Estimated Cost:	\$ 5,000
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Building pest control, labor & materials required to repair and maintain existing facilities.	Estimated Cost:	<u>\$ 40,000</u>
This includes lighting systems, buildings, fences, signage, irrigation system components, vehicle & pedestrian access facilities. .	Total Cost:	\$ 45,000

**Repair Maintenance/Contractual**

Sod Farm Maintenance, Lawn Maintenance and Pest Control	Estimated Cost:	\$ 12,000
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Inmate Squad (25%) cost share.	Estimated Cost:	<u>\$ 16,250</u>
	Total:	\$ 28,250

**Training**

Pesticide Training, Testing and re-certification/CEU's	Estimated Cost:	<u>\$ 500</u>
	Total Cost	\$ 500

**Office Supplies:**

Printing supplies, stationary, planner, etc)	Estimated Cost:	<u>\$ 2,500</u>
	Total Cost:	\$ 2,500

**Operating Supplies:**

Fertilizer, pesticides, pine straw, mulch, field marker, temporary fencing, ballfield clay, cleaning supplies, rain gear, boots, weed eaters, chain saws, blowers and small equipment under the fixed assets amount.	Estimated Cost:	<u>\$ 60,000</u>
pvc pipe & fittings, sprinklers, timers, Valves, hand tools, blowers, concrete tools under the	Total Cost:	\$ 60,000

fixed assets limit) Includes plate tamper & concrete saw \$ 4,000, Temp Fence for multi-use field - \$ 3,000.

**Buildings:**

Twin Oaks Concession Stand & Electrical Service Replacement	Estimated Cost: <u>\$ 30,000</u> Total Cost: \$ 30,000
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**Improvements other than Bldgs**

(Includes City Parks & Turkey Creek Parks)

Fence replacement - Softball Complex & Twin Oaks Base Ball Complex	Estimated Cost: \$ 30,000
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Extend Turkey Creek Boardwalk	Estimated Cost: \$ 26,400
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Replace 400' of decking	Estimated Cost: \$ 17,600
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Ruckel Tract: Turkey Creek North Site Trail Benches, & Swinging Bridges	Estimated Cost: \$ <u>10,000</u> Total Cost: \$ 84,000
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**Machinery & Equipment:**

Replace 5 scoreboards:	Estimated Cost: \$ 22,000
Walker Mowers:	Estimated Cost: <u>\$ 18,000</u>
	Total: \$ 40,000

**710 - COMMUNITY CENTER**

Last Year - \$129,670                      This Year - \$ 154,420

This department experienced a 19.0869% increase for FY-15 as a result of the van.

**MACHINERY & EQUIPMENT**

<u>1</u> Ton Van For pulling trailers, transporting employees and supplies. (Via State Contract)	Estimated Cost: <u>\$ 31,000</u> Total: \$ 31,000
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**711 - CHILDREN'S PARK (PG 38)**

Last Year - \$ 201,520                      This Year - \$ 209,670

A slight increase of 4.0442% increase as compared to the FY-14 budget.

**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

**Machine & Equipment**

Replace one piece of equipment and replace worn parts on others.

Estimated Cost: \$24,000  
Total: \$24,000

**712 - YOUTH CENTER - SKATE PARK**

EXPENSE: Last Year: \$ 54,170    This Year: \$ 78,900

This department experienced to a 45.6525% increased this fiscal year as compared to last year.

**Machinery & Equipment:**

Request a used pickup to transport materials                      Estimated Cost: \$ 10,000  
to build a variety of skating ramps.    Total: \$ 10,000

Total General Fund:                      Revenue FY14: \$ 11,424,470  
Expense FY 14: \$ 11,424,470

**Community Redevelopment Agency (CRA) - Update**

Mr Doucet stated that based on the value of the property within the CRA it will take a number of years to receive enough TIF funds to be able to complete any projects. We anticipate receiving a total of \$ 10,270 next January based on CRA property value. A total of \$ 4,940 from the County and \$ 5,330 from the City. The City needs to decide and rate what projects can be completed that will give us enough bang for the TIF funds. Some Cities have issued bonds to move forward sooner to redevelop the CRA area. We would have to look at what area (funds) within our budget would issue the bonds. For example in the General Fund we have pledged a certain portion of our Gas Tax and Sales Tax revenue to support the two bonds we currently have on the books. Patience is the key with CRA's.

Mr Corbin provided additional information regarding the CRA stating that a lot of things are in the works that will result in the CRA being very positive in the future. Discussion followed.

Mr Doucet stated the next scheduled budget workshop will be held on August 26, 2014 at 6:00 PM.

The meeting adjourned at 7:35 PM

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MAYOR

ATTEST:

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CITY CLERK