

MINUTES
SPECIAL COUNCIL MEETING
CITY OF NICEVILLE, FLORIDA
AUGUST 17, 2006

The Niceville City Council met in special session at 6:00 PM, August 17, 2006 in the Council Chambers, 208 N Partin Drive. All Council members except for Councilman Swihart were present, and the Mayor was out of town. Also present were City Manager Lannie Corbin, City Clerk, Dan Doucet, Director of Public Works, Bruce Price and a member of the press. Mayor Pro-tem Brewer called the meeting to order at 6:00 PM.

Mr Doucet discussed the following budgetary revenue and expense items.

GENERAL FUND - REVENUE

Total Taxes (Includes \$2,751,170 Ad Valorem Tax)	\$ 3,093,770
Licenses & Permits	\$ 215,000
Intergovernmental	\$ 2,754,210
Charges for Services	\$ 332,950
Fines & Forfeitures	\$ 77,000
Miscellaneous	\$ 690,310
Non- Revenue (transfers, Strf, franchise fees, & utility tax & other sources)	\$ 4,028,900
TOTAL REVENUE & NON-REVENUE	\$ 11,112,140

Mr Doucet advised that the Council approved a proposed advalorem tax millage rate of 3.70 mills during an earlier meeting. He advised that during budget meetings with the departments the City Manager was able to lower the millage to 3.50 mills which is our current millage rate. In order to achieve the reduction we had to lower expense by over \$1,000,000. This recommended budget is developed based on a 3.50 millage rate which will satisfy our expense in the General Fund Budget.

GENERAL FUND - EXPENSE

112 - EXECUTIVE

Last Year - \$ 78,210 This Year - \$ 76,540

Mr Doucet advised that a percentage of the City Manager’s salary is charged to O/M since a portion of his time is taken up by this activity.

113 - FINANCE AND ADMINISTRATION

Last Year - \$ 143,740 This Year - \$ 215,120

Mr Doucet advised that the State of Florida mandated that the NW Florida Planning Council provide support that we were not capable of providing resulted in the increased expense for this fiscal year.

Estimated Cost: \$70,000

119 - GENERAL GOVERNMENT

Last Year - \$ 824,960 This Year - \$855,750

120 - INFORMATION SYSTEMS TECHNOLOGY

Last Year - \$324,330 This Year - \$ 291,280

Mr Doucet advised that the information technology area of the budget is slightly less than last fiscal year.

Professional Services:

Outside Consultants to help plan/evaluation network security and GIS implementation. This will allow additional expert observation to ensure there are no overlooked areas of importance in these systems. This will also allow hiring outside help for GIS data Collection:

Estimated Cost:
\$20,000

SCADA System reprogramming for new computers

Estimated Cost:
\$6,000

Total: \$26,000

Travel:

Continuing education to improve tech knowledge	Estimated Cost:	<u>\$5,000</u>
	Total:	\$5,000

Software Maintenance Contractual

Smart Cop, Incode, and GIS	Estimated Cost:	<u>\$20,000</u>
	Total:	\$20,000

Training:

Books, Workshops, and Seminars	Estimated cost:	\$ 6,000
GIS Training to assist with zoning & Public Works	Estimated Cost:	\$ 5,000
Training for City Employees	Estimated Cost:	<u>\$ 4,000</u>
	Total:	\$15,000

Office Supplies	Estimated Cost:	\$ <u>5,500</u>
	Total:	\$ 5,500

Operating Supplies	Estimated Cost:	<u>\$ 33,500</u>
	Total:	\$ 33,500

Dues & Subscriptions - Software Licenses:

Software Licenses	Estimated Cost:	\$ 6,500
AllData subscription	Estimated Cost:	\$ 1,500
Microsoft Tech Net Software	Estimated Cost:	<u>\$ 1,200</u>
	Total:	\$ 9,200

Software Licenses are basically up to date at this time. The policy and efforts are now in place to track all new purchases and implementations. 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.

Microsoft Tech Net subscription is a technical tools and software upgrades subscription service that helps correct problems and issues with Microsoft software such as Office and Windows. It also includes some phone assistance in troubleshooting issues with Microsoft software.

Capital Outlay: Equip/Computer

Machinery/Equipment:

Portable Projector - for IS classes and disaster recovery planning efforts: Estimated Cost: \$ 3,000

Sound System: Estimated Cost: 10,000
Total: \$13,000

We are appropriating \$ 13,000 for FY-07.

Computer Hardware:

2 Dell stackable switches to replace remainder of the units that are beginning to stop working in the library network

Estimated Cost: \$ 3,000

Web Server software and hardware. This is a collaborative software that allows for internal web hosting capabilities.

Estimated Cost: \$10,000

Replacement Computer Systems All computers have a useful life of approximately 3 years. If we budget to replace one-third of our system 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.

Estimated needs: PD-8, AMIN-2, PW-7, LIB-21, AND SCADA-4 . Estimated 42 new systems.

(Twenty One computers @ \$1,600) Estimated Cost: \$33,600

(Twenty one computers @ \$1,300) Estimated Cost: \$27,300

Total: \$60,900

New Systems for Library expansion - 15 new computers Estimated Cost: \$19,500

@ \$1,300 each.

Tablet PC Inspections System for Fire Inspector Estimated Cost: \$10,000

to allow in field reports and Secure offsite backups.

Point to Point Wireless system to enable quick resumption of network capabilities if fiber link to IS is damaged.

Estimated Cost: \$ 6,000

SCADA System Hardware Key

Estimated Cost: \$ 6,000

Total: \$115,400

- replacement key for emergency situations

GRAND TOTAL: \$161,900

Note: \$ 80,950 being transferred from O/M to the General Fund to cover Technology expense in O/M.

124 - BUILDING INSPECTOR

Last Year - \$ 211,775

This Year - \$ 211,760

200 - POLICE DEPARTMENT

Last Year - \$ 1,654,045

This Year - \$ 1,700,610

Equipment:

**Police Cars (\$23,000 x 2 each)

Estimated Cost: \$46,000

**Lights, Apparatus for Police Cars \$1,500 x 2

Estimated Cost: \$ 3,000

Total: 49,000

We are appropriating \$ 49,000 for **FY-07**.

**We plan to loan money to ourselves from the water meter deposit trust fund in the amount of \$ 49,000 to be paid back at the rate of 1,360 a month for 36 months vs paying cash for the equipment, or paying interest via a loan from a commercial bank. We are budgeting 16,320 for debt service for FY-007.

300 - FIRE DEPARTMENT

Last Year - \$ 2,427,110

This Year - \$ 1,576,200

We are budgeting \$700,000 for the construction of the new Fire Station this fiscal year.

The Fire Department recently applied for a "Staffing for Adequate Fire and Emergency Response" (SAFER) Grant. Plans for hiring four full-time firemen to place us in a position to operate on a 24 hour basis is contingent upon receiving the grant.

Other Contractual Services:

Janitorial Services	\$ 3,300
Okaloosa County Dispatch	<u>\$ 18,200</u>
Total:	\$21,500

Repair & Maintenance:

Calibrate Air Packs (Annually) 20 @ \$90.00	\$ 1,800
Hydrostatic Testing of Air Bottles (Annually)	<u>\$ 1,000</u>
Total:	\$ 2,800

Training:

3 people to attend Fire Standards Training	\$ 1,000
3 people to attend EMT School	\$ 4,500
Continuing Education Units (CEU) for Fire Fighters	\$ 7,500
Joint Training (annually)	\$ 1,200
Okaloosa Co. Fire & Rescue Organization	<u>\$ 1,500</u>
Total:	\$ 15,700

Supplies:

Light Water AFFF; a foam mixture to extinguish flammable liquid fires	\$ 1,000
Nozzles, adapters, and hose appliances	4,000
Medical Supplies	2,500
Fire Fighter gloves, boots, suspenders, hoods and accessories	2,800
Office Supplies:	<u>10,000</u>

Total: \$20,000

Dues and Subscriptions:

HAZMAT dues to Okaloosa County for HAZMAT response to the City.	<u>\$ 800.00</u>
Total:	\$ 800.00

Buildings:

New Fire Station -construction
in progress.

Estimated Cost this Fiscal Year: \$700,000

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Capital Outlay

Equipment:

* New Vehicle for Fire Chief to replace 1998 model	\$ 28,000
Rescue Equipment (Jaws of Life)	\$ 25,000
6 Air Packs to replace worn out packs.	\$ 33,000
6 Fire Helmets @ \$325 to replace worn helmets.	\$ 1,950
14 sets of Fire Fighting Gear @1,100	\$ 15,400
8 new Radios for Firefighters to replace outdated equipment	<u>\$ 5,200</u>
Total:	\$108,550

We are appropriating \$ 108,550 for **FY-07**.

*We plan to loan money to ourselves from the water meter deposit trust fund in the amount of **\$28,000** to be paid back at the rate of **\$ 1,170** a month for **24 months** vs paying cash for the equipment, or paying interest via a loan from a commercial bank. We are budgeting **\$14,000** for debt service for FY-007.

320 - CODE INSPECTOR

Last Year - \$ 60,955

This Year - \$ 59,110

330 - ANIMAL CONTROL

(PGS 28 & 29)

Last Year - \$ 66,470

This Year - \$ 43,650

Slight increase in the PAWS Contract.

500 - STREET DEPARTMENT

Last Year - \$ 1,384,800 This Year - \$ 1,056,200

We are requesting two full time replacement employees to function as equipment operators, laborers on street, stormwater and miscellaneous projects.

Buildings

Wash Rack at Cedar Plant Facility (25%) \$ 5,000
Total: \$ 5,000

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Mr Bruce Price explained that the Wash Rack will be used by all city departments to clean equipment and ensure that contaminated agents are properly treated and disposed of. This facility if needed to comply with our illicit discharge ordinance and NPDES Phase II Permit requirements. Expense shared with (Streets, Parks, Water and Sewer an Sanitation)

Sidewalks & Recreational Trails

Davis Drive

SR 20 to Deer Street (2375 feet) Estimated Cost: \$ 47,500

Kildare Circle

Subdivision entrance off Ruckel Drive (350 feet) Estimated Cost: \$ 7,350

Valparaiso Blvd. West

Palm Blvd west to Bayshore Drive (1800 feet) Estimated Cost: \$ 37,800

27th Street

Pine Avenue to Redwood Avenue (1375 feet) Estimated Costs: \$ 28,900
Palm Blvd (NHS) SR 20 to Old Coastal Road (400) Estimated Costs: \$ 8,400
Estimated Cost: \$ 37,300

*Juniper Avenue & SR 20 Intersection Improvements Estimated Cost: \$35,000
Total: \$164,950

*This project will include widening the turn lane at this intersection and installing additional traffic control devices to facilitate the additional lane. The city will be

required to install the required drainage facilities and adjust the curbs and road markings.

Street Resurfacing

Since May of 2004 @ 29 ½ miles of city streets have been resurfaced at a cost of \$1,570,000. The first stage of the street resurfacing program identified 180 streets or street segments for resurfacing. A total of 166 of those streets have been resurfaced. The remaining 14 streets will be completed in FY-07 at an estimated cost of \$292,000 leaving approximately \$ 650,000 for future resurfacing.

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Street Resurfacing Schedule

College Wood Area

Bowdoin Court
Dartmouth Way
Duke Drive
Seminole Circle
McKinney Street
Campbell Drive

Nathey Estates Area

Nathey Street
Cook Street
Monett Street
St. Charles Street
Walton Avenue
Palmetto Avenue
Tom Brown Road
Florida Street

Street Overlays:	Estimated Cost:
	\$292,000*
	Sidewalks, Rec Trails & related projects:
	Estimated Cost:
	<u>\$164,950</u>
	Total: \$456,950

*Note: includes \$27,000 to re-surface that portion of Campbell Drive in connection with the Softball Complex Parking Lot paving project.

We plan to transfer (cash carry forward) **\$ 456,950** to fund projects in FY 07.

Equipment

*Safety Equipment Trailer	\$10,000
* Fork Lift (Replacement Item)	\$50,000
Misc Hand Tools	<u>\$ 3,000</u>
Total:	\$63,000

We are appropriating **\$ 63,000** for FY 07.

We plan to loan money to ourselves from the water meter deposit trust fund in the amount of **\$ 50,000** to be paid back at the rate of **\$ 2,085** a month for **24 months** vs paying cash for the equipment, or paying interest via a loan from a commercial bank. We are budgeting **\$25,020** for debt service for FY- 07.

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510 REPAIR & MAINTENANCE

Last Year - 954,055

This Year - 1003,720

We are requesting an additional full-time employee to offset the workload in the Building Maintenance Department.

Capital Outlay:

Equipment:

Power Inverter Kit for Truck 487(R&M Bldg Dept)	Estimated Cost:	\$ 2,500
Small Hand Tools (R&M Electrical Shop)	Estimated Cost:	\$ 2,000
Small Hand Tools (R/M Building Dept)	Estimated Cost:	\$ 3,000
Chain Saw Sharpener (Vehicle Maint)	Estimated Cost:	\$ 900
Twelve Ton Press (Vehicle Maint)	Estimated Cost:	\$ 500
Misc Tools (Vehicle Maint)	Estimated Cost:	<u>\$ 2,500</u>
Total:		\$ 11,400

We are appropriating **\$ 11,400** for fiscal year 2007.

600 - LIBRARY

Last Year - \$ 1,555,200

This Year - 1,406,930

Based on workload we have a need to hire an additional part-time employee.

Expansion Project:

We estimate that the expansion project will be 70% completed at the beginning of FY-07. Thus, we are budgeting \$120,000 of the \$400,000 Construction Grant and \$240,000 which is approximately 30% of the total project cost.

Grant Proceeds:	\$120,000
Remaining expense for this fiscal year.	<u>\$240,000</u>
Total:	\$360,000

We are appropriating \$ 360,000 for FY- 07.

700 - PARKS DEPARTMENT (PGS 39-41)

Last Year - \$ 1,349,890 This Year - \$ 1,824,120

We are requesting to hire an additional full-time employee to offset the increased workload in maintenance and various projects.

CAPITAL OUTLAY:

Buildings:

Wash Rack @ Cedar Facility (25%)	Estimated Cost:	<u>\$ 5,000</u>
	Total:	\$ 5,000

Improvements other than buildings:

Lions Park Boat Ramp:	\$ 68,000
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This project will include the removal and replacement of the boat ramp.

Kelly Hill Park Improvements	Estimated Cost:	\$ 5,000
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This work would include fencing, equipment repair and landscaping.

Softball Complex Parking Lot (paving and drainage) \$130,000

Turkey Creek North
Boardwalk, restrooms, pavilion, entrance road & parking \$300,000
Total: \$503,000

We are appropriating \$503,000 for FY-07.

Equipment:

*3/4 Ton Pickup Truck (replacement vehicle)	Estimated Cost:\$24,000
*72" Rotary Mower (replacement machine)	Estimated Cost:\$17,500
72" Rotary Mower Deck (replacement item)	Estimated Cost: \$ 3,200
Walk Behind Parking Lot Vacuum	Estimated Cost: \$ 1,550
(2) Sets of Bleachers (\$1,500ea)	Estimated Cost: \$ 3,000
Small Equipment: Chain Saws, Trimmers, Blowers, Etc:	Estimated Cost: <u>\$ 3,000</u>
	Total: \$52,250

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We are appropriating \$ 52,250 for FY-07.

*We plan to loan money to ourselves from the water meter deposit trust fund in the amount of \$41,500 to be paid back at the rate of \$1,730 a month for 24 months vs paying cash for the equipment, or paying interest via a loan from a commercial bank. We are budgeting \$20,760 for debt service for FY-007.

710 - COMMUNITY CENTER

Last Year - \$260,215 This Year - \$ 156,760

We plan to hire a part-time replacement staff member to assist our Community Center Manager.

711 - CHILDREN'S PARK(PGS)

Last Year - \$ 117,670 This Year - \$ 205,990

We plan to hire Three Part-Time Employees to provide the necessary coverage for the new spray park.

Machinery & Equipment:

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

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

712 - YOUTH CENTER - SKATE PARK/PAINT BALL

EXPENSE: Last Year - \$345,965 This Year - \$ 427,660

We opened our Paint Ball Facility two years ago this past July. The facility has become very popular and we project the facility will be self supporting in FY-07.

Expense:

Personnel Services: Estimated Cost: 137,870
Professional Services Estimated Cost: 100

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Travel and Reimbursement Expense	Estimated Cost:	2,000
Communication Services	Estimated Cost:	2,000
Transportation (Freight, Postage)	Estimated Cost:	8,500
Park Lighting	Estimated Cost:	4,200
Rentals & Leases	Estimated Cost:	6,000
Insurance	Estimated Cost:	15,000
Repair/Maintenance Other	Estimated Cost:	5,000
Human Resources - RM Other	Estimated Cost:	1,500
Other current charges and obligations	Estimated Cost:	10,000
Operating & Office Supplies	Estimated Cost:	8,500
Party Expenses	Estimated Cost:	2,500
Resale Items	Estimated Cost:	205,000
Skate Park Rental Equip	Estimated Cost:	2,000
Improvements other than Bldgs	Estimated Cost:	2,000
Equipment	Estimated Cost:	<u>15,000</u>
	Total Cost:	427,660

Total General Fund: Revenue \$ 11,112,140 PG 7
Expense \$ 11,112,140 PG 47

Mr Doucet advised that a lot of work has gone into reducing the expense from the

proposed budget. He explained that several items such as health insurance, insurance other, workers compensation, retirement fund, automobile fuel and other areas of the budget are unable to be reduced. Mr Corbin advised that in order to provide essential services the need to maintain the 3.50 millage rate is essential. Discussion followed.

Mr Doucet advised that the next Budget Workshop is scheduled for August 29, 2006, at 6:00 PM.

The meeting adjourned at 7:30 PM.

MAYOR

CITY CLERK