

**CITY OF BELLEVIEW
WORKSHOP MEETING**

**BELLEVIEW CITY HALL
COMMISSION CHAMBERS**

June 30, 2004

6:00 P.M.

MAYOR STEVE BAIRSTOW
Seat 1 COMMISSIONER ABSHIER
Seat 2 COMMISSIONER NADEAU
Seat 3 COMMISSIONER CHAFFIN
Seat 4 COMMISSIONER ANDERSON

PRESENT: MAYOR BAIRSTOW; COMMISSIONERS: ABSHIER, ANDERSON, CHAFFIN, NADEAU; PUBLIC WORKS DIRECTOR MONROE; CHIEF STRICKLAND; INFORMATION TECH. TOWNE; CITY CLERK/ADMINISTRATOR McKAMEY, DEPUTY CITY CLERK DeGENNARO

LONG RANGE PLANS

POLICE DEPARTMENT:

1. Lease Vehicle Plan

Chief Strickland stated that the Police Department has 6 leased vehicles and the vehicle maintenance has dropped way down. The Chief stated that next year is when the first two vehicles are either bought or turned in. The City presently has no spare vehicles in case a vehicle is down. The Lt. and Detective need new vehicles, but they do not need the police package. However, 50-75% of our maintenance has been for these two vehicles. The Chief stated that the Police Department is very happy with the vehicle plan which is an outstanding program and would like to continue leasing vehicles.

Recommending in 2004 leasing two more vehicles; one for the Lt. and one for the Detective.

Commissioner Abshier asked what the cost would be to purchase one of the older lease vehicles the City has or would it be better to do that for the Lt. rather than leasing another car. Chief Strickland stated that the Lt. is driving the older of the two cars that we have. The Chief stated he would rather the Lt. have a new lease vehicle and then use one of them as the spare vehicle. The Commissioner asked what the mileage on the older vehicles was and the Chief stated 50,000 or 60,000 miles. Mayor Bairstow stated that is 10,000 miles per year. The Mayor asked what would it cost to purchase those vehicles and the Chief stated \$2,300 each. The Mayor stated to purchase the vehicle with 60,000 for \$2,300 at the end of next year; that is relatively low mileage and the Lt. or Detective would probably put less mileage than a patrol officer would put on it. Chief Strickland stated the problem is he still would not have any spare vehicles.

Chief Strickland stated that the longer you keep them and drive them the more things go wrong with them. The Chief stated that he put close to \$8,000 in those two vehicles this year for repair and maintenance.

Commissioner Abshier stated it is more cost effective to purchase one every year than \$9,000 for leasing two each year. The Detective and Lt. are not part of the every day fleet so the vehicles could last to 100,000 miles. The Commissioner stated he thought that \$5,000 for two vehicles would be worth the gamble. The Chief stated if he continues the way he is, he would.

Commissioner Abshier stated it is a morale issue that you feel appreciated and are not giving him a bucket of nuts and bolts. Commissioner Chaffin stated the investigator does not do high racing. Commissioner Abshier stated it is a prudent gamble because odds are those two vehicles will not need major repairs over the next year. Chief Strickland stated and with a new vehicle you have a warranty.

Commissioner Anderson stated that the only difference between buying the two vehicles would be \$4,500. Commissioner Abshier stated that maintenance is not part of the lease. The Chief state we pay for the oil changes, etc. but we did not do the 5 year warranty so we saved money by going with the 3 year warranty.

Chief Strickland stated he was looking at non-police vehicles which would not include the police packages for the Lt. and Detective because they are cheaper. Commissioner Nadeau stated why not consider leasing hybrid cars i.e. Honda and Toyota have one that runs on ½ gas and ½ electricity. The Chief stated he wanted to stay with the leasing company he is using now.

Mayor Bairstow stated why not purchase at the end of the lease those two vehicles not for permanent use by the Lt. and Detective, but for one year and replace them each year as the two vehicles drop off of the lease. The Chief stated that would come to \$4,600 plus the two new leases. Mayor Bairstow stated that every year two vehicles come off of the lease and we could use them for the Lt. and Detective. Those vehicles are replaced with two new leased vehicles and then we sell the old ones that the Lt. and Detective were using for scrap or surplus. Every year we would terminate two and the Lt. and Detective would get a new vehicle. Every year we would have two new leases and after the first year, you would have a spare car as well. Chief stated some you would want to turn back in because of the maintenance, so unless we can sell them and make money, we would turn them back in.

Commissioner Chaffin asked how you make the vehicles road ready for the Lt. and Detective and the Chief stated we would have to unmark the vehicles and there is no cost to that.

The Chief stated that the patrol officers need good reliable and safe controlled vehicles to do their job.

Commissioner Chaffin asked of the two that are now coming off the lease would the Chief would want to buy them. The Chief stated he thinks one would be okay. The Commissioner stated she would like to see the difference in the cost between an SUV and regular vehicle.

Commissioner Nadeau stated that the last thing he wanted to do was reduce the budget for next year so that we have to double it the following year. The Commissioner stated he liked the plan to rotate the vehicles.

2. Traffic Unit Plan

Chief Strickland stated that the City had the need for this unit last year and we are still feeling the need this year. In order to implement the Traffic Unit, the City would need to promote a sergeant to work all the traffic areas. The Chief stated that he would need a new entry level officer for this year and next year. The sergeant and the two police officers would be responsible for all the traffic.

Recommending to develop a full time traffic enforcement unit.

Chief Strickland stated that the traffic unit would need two motorcycles and the City could either purchase them or lease them at a cost of \$15,000 each. The motorcycles make it easier to get around in traffic and to monitor traffic and are a lot more cost effective. This unit could almost run itself if it is run correctly. Commissioner Chaffin asked if the \$78,156 included the motorcycles and the Chief stated that was just for the salaries. The bikes cost \$15,000 for each bike, then you need to outfit the bikes with a radio, waterproof box for the radio at approximately \$10,000 so the total would be around \$45,000 approximately for the bikes. Commissioner Chaffin asked why a sergeant and the Chief stated because they are responsible for 45 people on the squad. He needs to be there whenever not just Monday through Friday. The sergeants are on mostly during the afternoon and evenings and they work opposite each other. Commissioner Chaffin stated she was not in favor of this last year and is still not in favor of it. Commissioner Chaffin stated that traffic is a great issue.

The Chief stated the reason he was requesting a sergeant because we need one for each shift and this is not a fun job; motorcycle cop is hard, stressful work. Commissioner Nadeau stated he wanted to see education and enforcement next year and the year after and then in year three step into the motorcycles.

Commissioner Abshier stated that the City is growing, but he would like to separate the traffic unit out from the motorcycles. The Chief stated he wanted a sergeant because then he could have a sergeant 24 hours a day. Commissioner Abshier stated then you need a sergeant no matter if you have a traffic unit or not and the Chief stated that is correct. Commissioner Nadeau asked what type of calls does the City get. The Chief responded from residents about stop signs, traffic lights, speeding and that is what this traffic unit would do.

Mayor Bairstow asked about the types of crimes committed in the City and the Chief stated burglaries, domestic violence, property crimes, and sex crimes have increased this year. Commissioner Chaffin asked the Chief to get the statistics on the types of calls from this year and last year and the Chief stated he would do that.

Mayor Bairstow stated that he was opposed to motorcycles because keeping the position staffed would be a problem and the insurance for the motorcycle officer would go up. The Mayor stated

that he was losing his enthusiasm for the traffic enforcement unit, but not for traffic enforcement. The Citizens complain about the traffic going too fast, so we need more traffic enforcement. Mayor Bairstow stated that the first priority is to control traffic in Belleview.

Commissioner Nadeau stated he would like to see more of a presence in the City for the Police Department because the public does not know we have an active police department so would enhance that.

Commissioner Abshier stated to leave it in the plan.

Commissioner Chaffin stated she was not in favor of it.

Mayor Bairstow stated he was not in favor of it for this year, but down the road he would not be opposed to it. Commissioners Nadeau and Anderson agreed with the Mayor.

Commissioner Chaffin stated that if you need a sergeant for other things, she would go along with that. Commissioner Anderson stated if the two sergeants, Lt. and Chief split their time you could have around the clock supervision out of those four people. The Commissioner stated that the City will need more officers as things are being built and sold, but not today or tomorrow, not until the police department proves it is doing a lot of work.

3. Equipment and Communication System Plan

Chief Strickland stated that the City has changed out air cards through the Marion County Sheriff's Department. This enables the officers to write reports while in their vehicles and push a button and the report goes to the computer in the Police Department. The officer no longer has to worry about giving them to records or submitting them.

Recommending replace and upgrade the computer equipment in the department as needed; Recommending obtaining new equipment for the police vehicles as needed; Recommending continuing monitoring Sheriff's Office Communications system;

The Chief stated that IT Coordinator Towne recommended making the replacements all at one time so that we have the same equipment in the vehicles. The Chief stated he would like to include the equipment for the traffic unit as well, provided the Commission approves the traffic unit.

Commissioner Chaffin asked why all new computers and the Chief stated only the PC's not the other components. IT Coordinator Towne stated just the towers not the monitors and it would come to around \$8,000 for the ten computers.

Commissioner Chaffin asked how many working cameras are there in the cars and the Chief stated four. The Commissioner stated we need cameras in each vehicle. The Chief stated that they have shown the pictures when they have had complaints and it has cut down on the complaints.

Mayor Bairstow stated to put in the plan that every vehicle would be equipped with a camera. Commissioner Chaffin asked if that was expensive and the Chief stated \$4,000 per camera, but the majority of vehicles have them.

4. P.D. Expansion

The Chief stated that the City needs to expand as it grows, but there is no set date. Commissioner Nadeau suggested taking the training room and make more offices in there.

Recommending to expand the space in the Police Department to suit our needs as we add personnel.

5. K-9 UNIT

Chief Strickland stated this is not pressing at this time, but we need to look at it as the City grows. Commissioner Nadeau asked how successful was the last one and the Chief stated that the dog was successful and a big asset, but the officer did not run it right. When an arrest is made there needs to be a transporter for the person being arrested.

Recommending to develop a full time K-9 Unit.

Mayor Bairstow stated possibly 3-5 years or even 10 years down the road.

6. CITIZEN ACADEMY

Chief Strickland stated he would like to get this started as soon as possible to teach people what to do. The 8 weeks course has been reduced to a one week program.

Recommending to develop a Citizen Academy where citizens would participate.

Commissioner Chaffin stated that she took the County's Citizens Advisory Program a few years ago and it was awesome. This is a public relations tool for a minimum cost.

Mayor Bairstow asked Chief Strickland what happened to the Fire Arms Standardization Program and the Chief stated that the officers were not in favor of it. The Chief stated that the biggest argument against this program was that the officers had their guns and were comfortable with their weapons.

INFORMATION TECHNOLOGY

I.T. Coordinator Kevin Towne stated that he was going to go through the table of projects, but his main idea for the City was to replace computers every five years.

#1 Training would be ongoing and is repeated in #14, #19, #26 and #32

#2 Business Process Analyses - this would be an ongoing process of refining the process for each position. Mayor Bairstow stated that this item was supposed to be completed by the second quarter of this year. The Mayor stated that this was a crucial element to keep your department cost effective throughout City of Belleview. That is why you are here and this is what justifies your position; the cost saving procedures in each department. Mr. Towne stated it would

happen this next year and if possible, this year. The Mayor stated definitely by the second quarter of next year.

#3 Surplus - currently gathering up the equipment

#4 Install Fiber Optics to the City Yard - PWD has asked that this fiber optic cable be implemented between City Hall and the yard. PW would bury the cable and save the City money. This will improve communications between employees at City Hall and the Police Department. Mr. Towne stated that technology is being raised go wireless. Mr. Towne stated that they have wireless laptops in the police department so it is possible and this is an inexpensive way to connect city.

#5 PW Work Order Program - he was looking at programs and will develop in house to meet our specific needs; 4 laptops cost around \$7200.

#6 Paperless Commission Agenda - Commissioner Nadeau stated that would benefit the audience. Commissioner Abshier stated the County has crystal clear Agendas projected and you can read them from 50' away. The Commissioner stated he was in favor of spending more money for a better projector so you can read it from his side of the room.

Commissioner Abshier stated he wanted all the Agendas to be e-mailed and the old computers would be fine to use during the Commission meetings. Mr. Towne stated that he had some laptops, but only five and that is why he is now asking for three. On each laptop he would put the software on it and he can manage the software licenses that way. The Mayor stated to put it on the individual commissioners computers at whatever costs and we would give the City an affidavit after we leave office.

The laptop computer would be going towards the paperless agenda. Mr. Towne stated that another use for the laptop would be if the Commissioner at any time wanted to present something to the MPO, graphs or charts or convince other Commissioners to take it home and work on it to develop a presentation or document and then you can present it from your position there on the dais. Commissioner Abshier stated that he would not use it for presentations, but the laptop would be used when we are here for the Commission meetings to view the Agenda. Mr. Towne stated for the Commissioners who do not have internet access, the laptop would allow them to view the electronic copy of the Agenda from their home or offices through a link to the City's website.

#7 Move Servers to a central and secure location - currently some of the servers are in the copy room and some are in Mr. Towne's office. Securing the servers which is part of any network scheme that you build electronically, part of the costs is to have a separate air conditioning system; 80 degrees is not good for servers.

Mayor Bairstow stated to partition the little building out back and the Clerk stated that the Commission has authorized that building for a fitness room and there are still some records stored out there. Mr. Towne stated he could run cable from each office, but we would have to redesign the system if we move out there. Mr. Towne stated that is not a partition, but a secure

room and there would be moisture out in that back building. Mr. Towne stated that the plan is to switch rooms with Ms. Holder and partition off 8x10 room with an office outside of that room for Mr. Towne's office which would be used for training.

#8 Implement Microsoft Exchange Server - FL Sunshine Law has retention laws and the City would have more flexibility, and sharing and auditing by logging on to what comes into each e-mail for each employee. The server would be in-house and he would have direct management.

#9 Renew McAfee Antivirus Software - update the software; this is repeated in #22 and #36.

#10 Firewall software for FDLE - this would come out of the automation Fund as well. The diagram has been sent up to FDLE and it has been approved by FDLE.

#11 Replace all Police Department PC's - this is the replacements he discussed in the beginning of his plan and it is repeated in #33. The FL League of Cities recommends this be done every 3 years, but he has extended the rotation every 4-5 yrs.

#12 Projector in Commission Room.

#13 Document Management System - to be developed and implemented. In July Mr. Towne stated he would be having Municipal Code come to the Commission meeting and give a demonstration on this system.

#14 (See item #1)

#15 Website - to be upgraded into an interactive, detailed and comprehensive site.

#16 Rotation of City Halls PC's, monitors and UPS - this is repeated in #20, and #23

#17 Replace backup hardware and software every 3 years. This is repeated in #35

#18 Renew copier contract for the Police Department

#19 (See item #1)

#20 (See item #16)

#21 GIS System- Develop and implement GIS data system; presently the County Property Appraisers office uses this system.

#22 (See item #9)

#23 (See item #16)

#24 Upgrade Office 2003 to current version.

#25 Renew Xerox copier contract for City Hall

#26 (See item #1)

#27 Replace all PD laptops

#28 Replace PD's server, monitor and UPS. Repeated in #33

#29 Replace all switches, hubs and fiber equipment.

#30 Replace projectors

#31 Replace Sound equipment in Commission room

#32 (See item #1)

#33 (See item #28)

#34 Replace City yards laptops

#35 (See item #17)

#36 (See item #9)

#37 Replace Commission laptops

#38 5 year graph of projects

Clerk McKamey stated that there will be a Records Management Demonstration on July 28th if agreeable with the Commission. The Clerk stated that the second week in August (9th - 12th) is Budget and the 4th week in August (23-26) is Budget as well.

Mayor Bairstow stated that on July 14, 2004 Administration will present it long Range Plans to follow by the PWD. The Plans will continue on July 28th and pick up the library on 28th as well, and push the Records Management to the first workshop in August.

Commissioner Anderson stated he wanted to refer back to the water accounts that Mr. Towne went over today. If you look at the trends for these water meters you can see how the City is going to grow. This graph is what we needed to do our Water & Sewer Rates calculations.

Meeting was adjourned at 8:17 PM

ATTEST:

Sandi McKamey, CMC, CPM
City Clerk/Administrator