City of Naples

City Council Minutes

Workshop Meeting September 2

City Council Chamber
735 Eighth Street South
Naples, Florida

-SUBJECT-	Pa
DISCUSSION OR PROPOSED 1986/87 GENERAL OPERATING BUDGET.	1
DISCUSSION OF CITY MANAGER'S COMPENSATION.	3

City Manager's Conference Room
735 Eighth Street South
Naples, Florida 33940

CITY COUNCIL MINUTES
Workshop Minutes

Time 5:00 p.m.

Date September 2, 1986

Mayor Putzell called the meeting to order and presided as Chairman:

COUNCIL MEMBERS	MOTION	SECOND	VOTE YES	VOTE NO	ABSENT

Present: Edwin J. Putzell, Jr.
Mayor

Kim Anderson-McDonald
William E. Barnett
William F. Bledsoe
Alden R. Crawford
John T. Graver
Lyle S. Richardson
Councilmen

Also Present:
Franklin C. Jones, City Manager
Mark W. Wiltsie, Asst. City Manager
Tara A. Norman, Adm. Assistant
Norris C. Ijams, Fire Chief
Roger J. Barry, Community Dev. Director
David W. Rynders, City Attorney
Christopher L. Holley, Comm. Serv. Director

Chuck Curry, Naples Daily News
Harry C. Anderson

Called to order 5:05 p.m.

1. Discussion of proposed 1986/87 general operating budget.

Mayor Putzell reported that the City would receive approximately $89,000 in federal revenue sharing funds which would be divided between fire, parks and recreation, and police activities.

Mr. Rynders explained that the City is required to discuss in a public forum how these moneys will be utilized to give the public an opportunity to provide input. This will be done at the special meeting later this evening.

Mr. Jones distributed documentation showing last year's budget figures and this year's proposed budget figures categorized by account code and identifying significant changes (Attachment #1) In the general fund major increases are from salaries and workers' compensation as well as various maintenance and operation accounts such as $19,800 in non-departmental for the proposed quality circle program and $6,000 for a parking garage study. Ten thousand dollars is also included for an employee assistance program to train supervisors to identify employees with personal problems and provide a program of referral for professional services. This is the first time this program is being proposed and is modeled after the programs which the County and the hospital have undertaken with the David Lawrence Mental Health Center.

Under the 430 account in the Community Services Department the increase is made up of various items such as materials for the Parks & Parkways Division to handle additional landscaping work. In the 520 account

COUNCIL MEMBERS	MOTION	SECOND	VOTE YES	VOTE NO	ABSENT

there are increases because of redesignation of expenditures from accounts used in prior years. There is a corresponding decrease in the former account, however.

In the overall Community Services Department budget the only decrease is in property management due to some additional developed properties being removed from the mowing list and the fact that this division's activities are being directed more to maintenance of city-owned properties handled via abatements.

Council then discussed the actual amount of additional funding which would be needed for that department over the previous year and Mr. Jones also pointed out that much of the increase was due to a more aggressive tree planting effort with accompanying maintenance needs.

It was noted that the increase in water and sewer expenditures was was represented by capital projects, increases in insurance premiums and new personnel for the expanded wastewater treatment plant. Mr. Jones pointed out his submission regarding new personnel (Attachment #2).

Mayor Putzell mentioned keeping the number of new positions to 11 1/2 instead of the 12 1/2 requested. Mr. Jones reviewed his analysis of the shared position requested in the City Manager's and City Attorney's Offices and the request for additional staffing in Community Development. He explained that while there was a lack of information at this point on which to base an estimate on how much work would be required by the City Attorney, he said he felt that his office would easily make up the difference. In Community Development, the additional position is needed to merely maintain the current level of service; later a plan will be submitted to the Council to handle the data management needs outlined in prior budget meetings. This position was not requested to handle the data management function.

Mr. Jones said that if one new position were eliminated, he would reassess all new requested positions and, in addition, cautioned that later in the year he might find it necessary to return to the Council with a request to reinstate this position in order to maintain the City's level of service. Mayor Putzell said that through planning this position might not be needed and Mr. Crawford asked if the Council told the City Manager that a certain number of positions had to be cut, whether the City Manager would be able to tell the Council what services would be affected. Mr. Jones replied that he would give the Council the most professional recommendation possible but that the budget brought to the Council does not contemplate any sacrifice of services. Mayor Putzell said he was more concerned with the principle of adding personnel rather than the current cost estimate. Mr. Crawford said that there is always room for improvement in efficiency, however.

COUNCIL MEMBERS	MOTION	SECOND	VOTE YES	VOTE NO	ABSENT

Mayor Putzell suggested that the Council agree on reduction of one position; Mr. Barnett suggested that the City Manager, however, come back to the Council if it is needed in the future. The surplus funds for this position would go to reserve.

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2. Discussion of City Manager's compensation.

Mr. Jones stated that he felt in somewhat of an awkward position in recommending his own salary adjustment. He said he reviewed compensation adjustments for the City's senior department heads which averaged 7.1%; in order to keep in line with this, he suggested an increase in his salary of 6.9% to $62,000 annually.

In separate discussions with various Council members, he said he had also mentioned a formal agreement with reference to severance which is one that is being formalized in most of the newer contract arrangements for managers in this area. He therefore suggested a provision for three months' severance on either resignation or termination. He confirmed that he has no formal contract at this time so currently there is no severance benefit set forth. In the past, however, the Council has granted as much as six months' severance for a past City Manager who was terminated.

Mayor Putzell said that a Florida League of Cities survey indicated that three months was appropriate. Mr. Graver said he felt it important to address the issue of severance pay and Mr. Bledsoe said it should be at least three months. In response to Mr. Crawford, the City Manager stated that the non-bargaining staff is governed by a set of regulations; on termination, however, various arrangements have been worked out on a case-by-case basis. Mr. Bledsoe said contracts are not particularly appropriate in this instance. City Manager Jones also noted Charter provisions which address contracts and said he was not suggesting that one be drawn.

Mr. Graver said his only concern was that the cost of living should have some bearing on the Council's decision, not that he was unhappy with Mr. Jones' work. Mr. Bledsoe said Mr. Jones had done an outstanding job and his increase should be the same as department heads. Mr. Crawford said the issue of severance, however, should be looked at further before a decision is made. Mayor Putzell noted that the City Attorney and City Manager are in a different category from the rest of the employees and agreed that further discussion was desirable on the issue of severance.

Mr. Richardson noted the 3.5% annual adjustment granted non-bargaining unit employees, plus merit, and recommended a flat 5% increase for the City Manager. Mrs. Anderson-McDonald said she would be comfortable with this but asked for further explanation of why the aforementioned 6.9% was requested.

COUNCIL MEMBERS	MOTION	SECOND	VOTE YES	VOTE NO	ABSENT

Mr. Crawford observed that following the history of prior increases for Naples' City Managers, Mr. Jones' request is not out of line. Mayor Putzell said he felt the Council could be comfortable with $58,000, $59,000 or $60,000, which is approximately the average among cities of this size around the state but suggested another review at the end of six months because the current Council had only been in office for six months. Mr. Barnett suggested that 6% be granted with further discussion of the issue of severance, although he said he did not object to three months. Mr. Graver recommended $61,000.

Adjourn 5:40 p.m.

Edwin J. Putzell, Jr., Mayor

Janet Cason
City Clerk

Tara Norman
Administrative Assistant

These minutes of the Naples City Council were approved SEP 17 1986.

	PROPOSED 86-87	CURRENT 85-86	DIFFERENCE + or (-)	COMMENTS
GENERAL FUND				
Personal Services	$ 6,131,478	$ 5,771,180	$ 360,298	See Attachment normal salary creases;$100,000 comp;new e[illegible]oy
Maintenance/Operation	1,488,913	1,325,171	163,742	**See Attachm[illegible]
Capital Outlay	83,821	62,739	21,082	
Other	470,788	335,710	135,078	Contingency for salary increases
TOTAL	8,175,000	7,494,800	680,200	
WATER/SEWER ENTERPRISE				
Personal Services	2,365,546	2,174,637	190,909	Wastewater treat new employees,Se Attachment "B"
Maintenance/Operation	2,916,808	2,539,361	377,447	Increased insura premiums.
Capital Outlay	5,500,882	3,987,681	1,513,201	Construction of storage facility
Other	2,735,613	2,855,286	(119,673)	
TOTAL	13,518,849	11,556,965	1,961,884	
SOLID WASTE ENTERPRISE				
Personal Services	855,095	774,087	81,008	increases chgd fo ers compensation.
Maintenance/Operation	807,011	696,634	110,377	landfill fees
Capital Outlay	21,271	18,439	2,832	
TOTAL	1,683,377	1,489,160	194,217	
CITY DOCK ENTERPRISE				
Personal Services	43,318	36,280	7,038	
Maintenance/Operation	196,920	177,600	19,320	fuel cost
Capital Outlay	4,000	150	3,850	
Other	73,828	73,828	-0-	
TOTAL	318,066	287,858	30,208	
PROPERTY MANAGEMENT/ LOT MOWING ENTERPRISE				
Personal Services	34,686	52,603	(17,917)	
Maintenance/Operation	13,570	8,576	4,994	
Capital Outlay	-0-	300	(300)	
TOTAL	48,256	61,479	(13,223)	
NON-ENTERPRISE CAPITAL IMPROVEMENTS				
TOTAL	2,710,974	3,966,855	(1,255,881)	decreased b[illegible] major project to flect financing c Police building e sion.
GRAND TOTAL	$26,454,522	$24,857,117	$1,597,405	

ATTACHMENT "A"

ACCOUNT		COMMENTS
310		
Mayor/Council	$ 2,500	Public Relations
Clerk	500	
Fire	400	
Non-Dept.	19,800	Quality Improvement Program
Parking	6,000	Parking Garage Study
Personnel	10,000	Pre-Employment Physicals, Psychological exams, credit chec Employee Assistance Program($8,00
Police	1,000	
430		
Comm. Services	$22,390	Parkways-$18,140, Pier-$2050, Recreation-$2,000. Tennis-$200
Engineering	4,200	Traffic-$4,200-additional street
Equip. Mgt.	2,600	Florida Power and Light
Fire	210	
Utilities-Adm.	169	
520		
Comm. Dev.	$ 280	
Comm. Services	25,806	Pier-$10,000 Parkways(Trees, Irrigation Suppli Chemicals)-$21,096, Tennis-$300. *Recreation-$14,500, Prop. Mgt.-$5 *Items previously budgeted in 490 in 520.
Engineering	7,662	Adm.-$250, Streets-$10,092, Traffic-$2,680.
Fire	9,210	Operations-$8430, Prevention-$780
Parking	240	
Personnel	200	
Police	9,838	Adm.-$1,268, CID-$3,016, Patrol-$ Services-$6,400(Uniform Maintenar

DEPT/DIV	POSITIONS	SALARY COST	OVERHEAD COST	EXPLANATION
City Attorney	0.5	$7280	$1224	Secretary II to support Code Enforcem Board and handle overload of dictatio and reception.
City Manager	1.5	$39,365	$6865	Secretary II to provide reception and dictation for City Manager's office. Natural Resources Manager to provide liaison with federal, state, county a local agencies and citizens groups re garding enviromental issues.
Community Development Building	0.5	$5906	$1499	Clerk typist to maintain service in t face of increasing building permits a zoning enforcement efforts.
Planning	1.5	$25,571	$5531	Clerk Typist to provide clerical supp to meet growing public demand and re-quirements of the Comprehensive Plan revision. Planner I to assist in Comprehensive Plan revision.
Fire	3	$51,217	$10,541	3 additional firefighters to cover th cost of IAFF contract and partial air port coverage.
Personnel	0.5	$407	$49	Changed the Personnel Technician from part-time to full-time with little ne cost.
Police	3	$55,938	$10,556	Includes 2 additional Lieutenants, or in CID and one in Patrol to assist ir coverage, and a Secretary I to provic clerical support.

Utilities	2	$34,454	$5085	Includes additional technicians to staff new wastewater treatment plant. Figures do not include $13,000 savings replacing Utilities Engineer position with Engineering Technician.
Grand Total	12.5	$220,138	$41,350	Constitutes a 4.5% increase in personnel since 1982. (1.1% per year)

[illegible]	[illegible] 1985-86	[illegible] 1986-87	[illegible]	
Mayor & City Council	$136,266	$135,940	[0.2%]	Decrease is mainly due to reductions in employer payroll expenses.
City Attorney	$122,364	$110,898	[9.4%]	The elimination of fees association with the State Attorney's contract has reduced proposed 86/87 expenditures. This savings is somewhat offset by the addition of one-half clerical position.
City Clerk	$92,539	$102,366	10.6%	As attendance at evening Council meetings is required by the City Clerk or Deputy City Clerk, an increase in overtime costs is being recommended. In addition, overtime will be required for minute preparation for additional meetings (e.g. workshops).
City Manager	$164,021	$186,498	13.7%	The 86/87 proposed budget includes two additional positions which are the natural resources officer and part-time clerical support.
Community Dev: Bldg. & Zng.	$221,480	$229,909	3.8%	Budget request includes a part-time clerk-typist to assist in data entry for recently developed computer programs. Operation & Maintenance increases slightly.
Community Dev: Planning	$115,811	$160,350	38.5%	Includes additional Planner 1 and clerical support to accommodate mandates of the legislature to revise the comprehensive plan.
Community Dev. Total	$337,291	$390,259	15.7%	
Community Serv: Adm.	$63,633	$60,244	[5.3%]	The decrease reflects an abatement of part of the director's salary to the capital improvement program.
Community Serv: City Dock	$287,858	$318,066	10.5%	Includes purchase of automated gasoline dispensing equipment to increase efficiency in the retail sale of fuel. In addition, we are anticipating purchasing and selling fuel as the boating community grows.
Community Serv:				

ATTACHMENT #2 - Page 1

DEPT.	BUDGET 1985-86	PROPOSED 1986-87	% DIFFERENCE	
Community Serv: Fishing Pier	$144,589	$135,555	[6.2%]	No significant change, however, purchases for retail sales are lower than previous years which reflects the elimination of handling marginal profit and "slow moving" items.
Community Serv: Parks & Parkways	$930,968	$1,031,146	10.8%	Other than higher payroll costs, the proposed budget includes increases in utility costs (water and electricty), additional moneys for building maintenance, and an anticipated increase in landscaping material and irrigation supplies.
Community Serv: Property Mgt.	$61,479	$48,251	[21.5%]	Shows a significant decrease from the 85/86 budget as this division will support Parks & Parkways on some projects. Abatements are shown to reflect these efforts.
Community Serv: Recreation	$498,480	$526,773	5.7%	No significant changes other than personnel costs.
Community Serv: Tennis	$69,650	$71,319	2.4%	No significant changs.
Community Serv: Total	$2,056,657	$2,191,359	6.5%	
Engineering: Design/Adm	$139,924	$140,890	0.7%	Includes abatements for design efforts of water and sewer projects.
Engineering: Streets	$197,887	$171,497	[13.3%]	Decrease reflects the elimination of one Service Worker II position based upon a review of manpower productivity.
Engineering: Traffic	$381,717	$383,283	0.4%	No significant changes.
Engineering Total	$719,528	$695,670	3.4%	
Equipment Management	$820,115	$845,974	3.2%	No significant changes.

DEPARTMENT	BUDGET 1985-86	PROPOSED 1986-87	DIFFERENCE %	
Finance: Adm/ Accounting	$182,593	$185,559	1.6%	No significant changes.
Finance: Customer Services	$81,945	$84,785	3.5%	No significant changes.
Finance: Data Proc.	$119,569	$103,689	[13.3%]	Eliminated depreciation in the 86/87 proposed budget.
Finance: Purchasing	$61,717	$64,209	4.0%	Includes additional computer hardware to increase efficiency.
Finance Total	$445,824	$438,240	[1.7%]	
Fire: Adm.	$138,513	$179,430	30%	Reflects a transfer of captain (training and safety officer) from operations to administration.
Fire: Operations	$763,660	$858,648	12.4%	Includes three additional firefighters to staff the airport station and to meet contract obligation.
Fire: Prev.	$108,210	$111,452	3.0%	No significant changes.
Fire Total	$1,010,383	$1,149,530	13.8%	
Non-dept.	$135,057	$179,666	33%	Includes Quality Improvement Program designed to encourage employee input and evaluation of City operations. Also, repair and maintenance services have increased.
Parking Operations	$18,610	$24,850	33.5%	Increase is due to the inclusion of $6,000 for a parking garage feasibility study.
Personnel	$121,874	$132,217	8.4%	Includes Employee Assistance Program that provides free, confidential, professional assistance to help employees and their families resolve problems affecting their personal life and job performance. Also reflects upgrading a part-time position to full-time.
Police: Adm.	$365,875	$164,583	[55%]	Reduction is due to reorganization where several employees were transferred to the support services division.
Police CID	$349,651	$350,708	0.3%	No significant changes.

DIVISION	BUDGET 1985-86	PROPOSED 1986-87	% DIFFERENCE	
Police: Patrol	$1,082,481	$1,274,184	17.7%	Reorganization included the addition of two lieutenants to assist in coverage and to provide increased supervisory control, and a secretary to provide clerical support for same.
Police: Services	$482,975	$660,308	37%	Transfer of personnel from administrative division.
Police Total	$2,280,982	$2,449,780	7.4%	
Solid Waste: Commercial	$606,863	$715,187	17.8%	Increases are mainly due to anticipated increases in county landfill tipping fees from $15 to $18 per ton.
Solid Waste: Residential	$510,093	$609,096	19.4%	Increases are mainly due to anticipated increases in county landfill tipping fees from $15 to $18 per ton.
Solid Waste: Trash	$372,204	$359,094	3.5%	Increases are mainly due to anticipated increases in county landfill tipping fees from $15 to $18 per ton.
Solid Waste Total	$1,489,160	$1,683,377	13%	
Utilities Adm.	$885,654	$996,605	12.5%	Reflects increases in insurance and water main materials.
Water Distribution	$684,301	$725,047	6.0%	Reflects increases in meter repair and water main materials.
Water Production	$1,982,941	$2,060,624	3.9%	Increase mainly due to increases in water treatment chemicals.
Wastewater Collection	$487,589	$507,952	4.2%	Increase generally due to personnel costs.
Wastewater Treatment	$1,199,336	$1,293,990	7.9%	Includes two additional positions to staff new wastewater treatment plant.
Utilities Total	$5,239,821	$5,584,218	6.6%	
GRAND TOTAL	$15,190,592	$16,300,842	7.3%	