



City of Naples

City Council Minute

Workshop Meeting 08/11/87

City Council Chamber
735 Eighth Street S
Naples, Florida 3

-SUBJECT-

DISCUSSION OF THE 1987-88 GENERAL OPERATING BUDGET.

CITY COUNCIL MINUTES
 Workshop Minutes

City Council Chambers
 735 Eighth Street South
 Naples, Florida 33940



Time 9:00 a.m.

Date 08/11/87

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

Present: Edwin J. Putzell, Jr.
 Mayor

Kim Anderson-McDonald
 Alden R. Crawford, Jr.
 John T. Graver
 Lyle S. Richardson
 Councilmen

Absent: William E. Barnett
 William F. Bledsoe
 Councilmen

Also Present:

Franklin C. Jones, City Manager
 Mark W. Wiltsie, Asst. City Manager
 Christopher L. Holley, Com. Services Dir.
 Norris C. Ijams, Fire Chief
 James L. Chaffee, Utilities Director
 Frank W. Hanley, Finance Director
 Paul C. Reble, Police Chief
 Paul Sireci, Police Captain
 Tom Smith, Asst. Fire Chief
 Jim Fleagle, Associate Engineer
 Roger J. Barry, Com. Development Dir.
 Jodie M. O'Driscoll, Deputy Clerk
 George Henderson, Sergeant-At-Arms

Marty Bonvechio, Naples Daily News

Philip J. Husser
 Robert Smith

DISCUSSION OF THE 1987-88 GENERAL OPERATING BUDGET.

Mayor Putzell explained that this meeting was the first in a series of workshops and hearings for the 1987-88 budget. He then referred to the City Manager's memo, dated August 7, 1987 (Attachment #1), and advised that the total budget for all City operations was \$24,751,779. He further pointed out that the 1987-88 General Operating Budget would not require an increase in the millage (property tax) rate.

City Manager Jones explained that for a number of years local taxing authorities have been regulated by the TRIM (Truth in Millage) bill, proposed and adopted by the State Legislature. The TRIM bill regulates the amount of tax which can be charged on the assessed value of property. Mr. Jones then cited an example of the City's proposed "roll-back" millage wherein a property appraised at a higher value would still pay the same dollar amount in ad valorem taxes as in previous years (Attachment #2). Staff is recommending a total millage rate of 1.3109, he concluded.

In response to Mr. Graver, Mr. Jones explained that a major reassessment of property had been

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completed several years ago generally increasing property values; however, the Appraiser's Office now assesses property by sections throughout the County on an on-going basis.

City Manager Jones then highlighted the proposed General Operating Budget and said that staff believed it important to maintain the current level of service and achieve some actual increase in service through the additional personnel outlined in the departmental budgets.

Mayor Putzell referred to page 4 of the City Manager's memo (Attachment #1) and asked if he could outline the cost savings for Council. Mr. Jones explained that, generally, the attitude of staff has been to find new and innovative ways to get the job done for less, thereby, resulting in various cost savings. During the past year, he said, the City has selected a long-distance telephone carrier which scans available lines and selects the least expensive for long-distance telephone calling. Another example of savings, he said, is the consolidation of Equipment Management with the Utilities Department which would eliminate one position resulting in approximately \$35,000 in savings. Mr. Jones noted yet another cost-efficient project which would transform an existing water main to a force main along Airport-Fulling Road.

In response to Mr. Crawford, Mr. Jones advised that each department has studied the subject of privatization and has attempted to implement the concept. Privatization in government, Mr. Jones cautioned, would shift actual performance from City staff to a contractor while the City continued to be solely responsible for cost. One way to absolve the City of any accountability would be to shift the total responsibility to private industry, such as with garbage collection franchising, he said.

Mr. Jones pointed out that the budget was presented this year in a program format at the request of Council. Staff has, however, found in its review that most of the individual line item costs were not of sufficient size to warrant outlining them separately. He suggested that next year such items be reviewed at staff budget discussions prior to the Council workshops.

Mayor Putzell asked if money from the surplus fund would be used and Mr. Jones advised that staff planned to use approximately \$100,000 to increase Police Department personnel. Mr. Jones pointed out that there is a surplus in the general fund of about \$1.643-million. In response to Mr. Crawford's concern that the surplus fund would be expended, Mr. Jones stated that a deficit in the fund could be remedied by increased taxes. The current taxes in the City, he said, are very low; in fact, they are among the lowest rates for a municipality. Mr. Jones cautioned that there were some constraints involved in increasing taxes, but if the City needed an additional \$500,000 revenue, a 25% increase would be necessary.

Mr. Crawford asked staff to provide Council with a total breakdown of cost by account number for the City's combined departments.

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Mayor and Council

City Manager Jones explained that the most significant item to be considered was an additional secretarial position to provide support and transcription services for the Mayor and Council. The request, he said, also includes dictation equipment, previously discussed by Council. Mayor Putzell confirmed with the City Manager that the new Mayor/Council position would do all the transcription from the dictation equipment.

Mr. Graver asked how this position would relate to the present Mayor/Council secretarial position and Mr. Jones said that this new position would compliment it by providing relief and support. Mrs. Anderson-McDonald asked if this request could be combined with the City Manager's office request for an additional part-time position. Mr. Jones, however, explained that the other half of the position requested by his office has already been put into effect, but still has not relieved the pressure there.

Referring to the amount budgeted for professional services, Mr. Graver asked if Public Relations Consultant Robert Schroer's contract was to be renewed. He said he did not believe there was a need, but Mr. Richardson said that Mr. Schroer's services would be invaluable in connection with the upcoming sales tax increase on the November ballot.

Mr. Crawford then asked how the proceeds from the increased sales tax could be used. Mr. Jones advised that this increase, which would be for five years, could generate a total of \$5- to \$10-million, part of which would come to the City. This money, he said, would be set aside for special infrastructure needs. Mr. Richardson informed Council that he had asked the City Attorney to review the current Code restrictions on the use of Utility Tax Revenue to strictly Capital Improvement Projects.

Mayor Putzell referred to an article in the MIAMI HERALD entitled "What's Going on in Cape Cod", which discusses the use of tax monies for the retention of green space and suggested that some of the additional sales tax money be used for this purpose.

City Attorney

Mayor Putzell questioned the professional and contract services request, to which Mr. Jones replied that \$54,000 was for the City Attorney's retainer plus an additional \$10,000 for trial work including outside attorneys. Mr. Jones further explained that under the heading contract services, monies were also set aside for expert witnesses such as those required in the pending Troy case.

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			Y	N

In response to Mayor Putzell, Mr. Jones also explained that the City has a tuition reimbursement program which allows employees the opportunity to pursue a degree. The Legal Assistant, he said, is participating in this program and is also required to take one training session each year to maintain her paralegal status.

In further discussion of the City Attorney's budget, both Mayor Putzell and Mr. Richardson indicated that it was their understanding the City Attorney would be phasing out much of his operation here at City Hall by the end of the year; but, Councilman Anderson-McDonald said that it was her understanding that he would still maintain a small office on the premises.

City Manager

Mayor Putzell asked if money was budgeted for psychological testing and City Manager Jones explained that testing was handled through the Personnel Division and was designated for Police and Managerial positions only. He said that an evaluation was used to determine if an individual's personality would mesh with the requirements of the job. In response to Mr. Crawford, Mr. Jones said that the cost was approximately \$400 per evaluation. Mrs. Anderson-McDonald suggested that quotes from other firms be obtained because she said she believed evaluations could be done for less.

City Clerk

Mayor Putzell asked for more information about the line item for professional services and Mr. Jones explained that it was for codification of ordinances.

Mayor Putzell then asked if Council was satisfied with the turn-around time in which it receives minutes drafts and it was the consensus that Council was satisfied.

Personnel

Mayor Putzell referred to the program summary and asked which department was utilizing drug testing. Mr. Jones advised that it is employed by both the Police and Fire Departments.

Mr. Graver brought up the new Quality Improvement Program and determined from Mr. Jones that it was outlined in the non-departmental section.

In further response to general questions by Mayor Putzell, Mr. Jones assured Council that staff monitors departmental expenditures quarterly.

Community Development

Mayor Putzell asked about the \$10,000 requested for contract services and Community Development Director Barry said that it was a reserve for support service in compiling the Comprehensive Plan.

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Mr. Crawford asked why there was a \$17,000 increase in employee salaries and Mr. Barry replied that although he did not need another full-time position, he had to hire personnel on a short-term basis to fill in during vacations, and the like. Mr. Jones also explained that all the salaries listed are current and do not reflect any increases which are provided for in the contingency fund.

Mayor Putzell asked if the Comprehensive Plan was progressing on schedule and Mr. Barry said the only delays have been caused by frequent changes in the State's requirements. The County and City are meeting once monthly to combine efforts for submission of their plans to the State, he added.

Community Services

Community Services Director Holley gave a brief review of his budget and advised that there were several new positions requested and additional costs incurred due to the U.S. 41 median project. The latter was originally estimated as needing a crew of three, he said, but has since been decreased to two. Mayor Putzell then asked if staff had computed annual median maintenance costs and Mr. Holley promised to provide the figures when complete. The other new position requested and recommended, Mr. Holley said, is a full-time City Dock employee because of increased activity.

Mr. Crawford asked for a further breakdown of operating supplies and Mr. Holley explained that it was for fertilizer, sod and the like.

Mayor Putzell asked if it was anticipated that Lowdermilk Park would break even concerning the cost of its employees, maintenance of the structure and concession operation therein. Mr. Holley advised that it was.

Mr. Crawford noted the increase in contract services and Mr. Holley pointed out that most was for the River Park pool and fountain maintenance. Mr. Holley also handed-out a chart enumerating services privatized during the past fiscal year (Attachment #3) and stated that he is implementing a computer program to compare privatization to government employee work. Mr. Holley further advised that his staff is inventorying trees to determine the feasibility of privatizing tree trimming. Mayor Putzell, however, suggested that staff recommend to Council specific areas to inventory for privatization and the reasons therefor.

Referring to Mr. Holley's chart (Attachment #3), Mayor Putzell confirmed that the total landscape design cost for the U.S. 41 median project was

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included and Mr. Holley further pointed out that much of the median design work was donated.

Councilmen Crawford and Anderson-McDonald suggested that staff compile a comparison table of the effects annexation would have on the proposed water/sewer surcharge. Mayor Putzell added his request for pro-formas on the same.

Engineering

City Manager Jones explained that the Engineering Department has a policy to contract for projects over \$80,000 and in response to Mrs. Anderson-McDonald, Assistant City Manager Wiltsie advised that this year's increase in contract services was for bouy maintenance. In prior years, Mr. Jones clarified, the City had done maintenance, but after careful study had found it advantageous to privatize. This contract included materials Mr. Jones advised.

Mr. Crawford noted that there were substantial increases in wages and abatements and asked the reasons why and Mayor Putzell asked about the \$7,000 difference between salaries requested and those the City Manager recommended. Mr. Jones explained that the abatements related to Capital Improvement Projects and the salary savings resulted because one funded position had not been implemented last year and will be eliminated by the end of the next fiscal year.

Equipment Management

City Manager Jones noted that the most significant change involved placing this operation under the Utilities Director, thereby eliminating one position. He cited the upgrade of refuse equipment and the police vehicle rotation as reasons for now assigning this responsibility to that position. The operating expense request, Mr. Jones explained to Mayor Putzell, was for fuel, parts, batteries, tools, etc.

In response to Mr. Graver, Mr. Jones also noted that a second position in the Utilities/Equipment Management Department might be eliminated through the Assistant Utilities Director being responsible for this division as well as Solid Waste.

Finance

Finance Director Hanley explained that his Department consists of Purchasing, Customer Service, Accounting and Data Processing which provide payroll, accounting, data processing and purchasing services to other departments.

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Mr. Hanley pointed out that the current computer lease/purchase contract was paid off in January and that he would soon be proposing either an upgrade or a more advanced system. Mr. Jones pointed out that it might be feasible to transfer the present computer to the Police Department. In response to Mrs. Anderson-McDonald, Mr. Hanley advised that there were no additional software needs for his Department at the present time.

Mayor Putzell referred to the large amount requested for transportation to which Mr. Hanley replied this amount actually represents postage which is the account where the State requires it be placed.

Mr. Crawford then established that the repair and maintenance estimate was for the computer and a typewriter.

Mr. Graver noted a substantial increase in overtime and Mr. Hanley explained that as various contracts expire, the Purchasing Division works overtime to close them out at the end of the fiscal year.

Fire

City Manager Jones pointed out that the City currently is negotiating with the Airport Authority to provide fire rescue personnel. Because of the increased use of the Airport's facilities by Piedmont Airlines, he added, it was necessary to have a rescue squad available ten minutes prior to each plane's arrival and departure. Fire Chief Ijams further explained that it was more cost-effective for the City to provide the service than the Authority and the City is proposing it on a regular hourly basis as opposed to overtime rate as is presently the case. The Airport Authority would reimburse the City for the additional personnel. Mr. Jones, in response to Mayor Putzell, pointed out that the Airport Authority had obtained its own equipment through Federal Aviation Administration (FAA) funding and provides everything except incidental items and maintenance of the equipment.

It was the consensus of Council that the Airport Authority be required to reimburse the City for use of its Fire Rescue personnel.

Mrs. Anderson-McDonald asked if EMS services were chargeable when required and Chief Ijams explained that the City absorbed this cost. Mr. Crawford asked for clarification of the holiday salaries and Mr. Jones advised that the holiday pay was for work on legal holidays. In response to further questions by Mr. Crawford, Chief Ijams noted that the increase in manpower was important to help attain a better

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insurance classification. Mayor Putzell asked about recruitment procedures and Chief Ijams explained that recruitment takes approximately three months as each new firefighter must complete a six-week training session to qualify.

Mr. Crawford asked if fire incident calls were up for this fiscal year and Chief Ijams confirmed this.

Mrs. Anderson-McDonald asked why so many department vehicles responded to less than catastrophic accidents and Chief Ijams explained that because it is unknown when calls are received whether accidents require EMS service, a fire rescue squad also responds. The County uses the same procedures in accident calls, he said.

Non-Departmental

City Manager Jones advised that there was an increase in this budget due to needed general repairs in and around City Hall. Contract services includes most of the maintenance effort, such as custodial service, window and carpet cleaning, and the like. The Quality Improvement Program, Assistant City Manager Wiltsie explained, would expend only one-half of the contracted amount during this fiscal year which is the first year of the program.

In response to Mayor Putzell's inquiry concerning increased communication costs, Mr. Jones advised that United Telephone has raised rates and is charging an additional line service fee.

Council then expressed concern regarding the amount estimated for election fees and Mr. Jones explained that the Supervisor of Elections, Mary Morgan charges the City for pollworkers, rental of polling places, ballots, tabulating machines, etc.

Parking

Mayor Putzell asked if the Parking Committee had met and Assistant City Manager Wiltsie advised that they had not.

Mr. Graver asked when staff would brief Council on the parking meter and permit situation at the beachends. Mr. Jones said that he had an outline of the plan ready, but wanted to circulate it for comment by the Council before discussion.

Police

City Manager Jones briefly reviewed the Police Department's budget and further advised that it was requesting eleven additional personnel. This request, he said, is a direct result of increased pressure from the public for greater law enforcement and also the increasing number of incidents.

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Mayor Putzell noted the request for a temporary clerk/typist and asked for clarification. Police Chief Reble explained that the International Police Chiefs Association has implemented a self-review program of all aspects of police work and there is a distinct national honor to be accredited by this group. The clerk would be hired on a temporary basis for approximately one and one-half years to assemble documentation for accreditation. In support of the program, Chief Reble further advised that with this accreditation the City's liability would decrease considerably in any court proceedings and could also serve to attract certified officers to the Naples Police force.

Messrs. Graver and Crawford asked how many officers were actually on the payroll and Police Chief Reble advised that there were approximately 30 in a three-shift format.

In response to Mayor Putzell, Chief Reble advised that there was a plan to implement a beach patrol which could issue only citations, but the details were not yet ready for Council's review. Mr. Jones clarified that the Patrol was expected to be funded from beachend parking meter revenues.

Mr. Richardson asked how the volunteer force had affected the budget and Chief Reble explained that without it there would definitely be higher expenses.

Mayor Putzell referred to the professional services request to which the Chief explained that this involved film developing, polygraph exams, drug testing and forensic services.

In response to Mayor Putzell, Chief Reble advised that there was no specific standard set to determine the number of officers per patrol car.

Mrs. Anderson-McDonald asked if the force used "reloaded" ammunition for qualification testing and Chief Reble advised that it did.

Mr. Richardson asked if the janitorial service under contract had access to confidential files and Chief Reble assured him that it did not.

ADJOURN: 11:55 a.m.

EDWIN J. PUTZELL, JR., Mayor

JANET CASON
CITY CLERK

JODIE M. O'DRISCOLL
DEPUTY CLERK

These minutes of 08-11-87 Naples City Council were approved on SEP 02 1987.