



City of Naples

CITY COUNCIL MINUTES

Budget Workshop Meeting 8-20-91

City Council Chambers
735 Eighth Street South
Naples, Florida 33940

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City Council Chambers
735 Eighth Street South
Naples, Florida 33940



CITY COUNCIL MINUTES

BUDGET WORKSHOP

Time 6:00 p.m.

Date August 20, 1991

Mayor Anderson called the meeting to order and presided.

ROLL CALL:

Present: Kim Anderson, Mayor

John M. Passidomo, Vice Mayor

R. Joseph Herms

Alan R. Korest

Paul W. Muenzer

Fred L. Sullivan

Council Members

Absent: William E. Barnett
Council Member

Also Present:

Dr. Richard L. Woodruff, City Manager
Norris C. Ijams, Asst. City Manager

David W. Rynders, City Attorney
Mary Kay McShane, Human Resources Dir.

John Cole, Chief Planner
Ann (Missy) McKim, Community Dev. Dir.

Jon Staiger, Ph.D., Natural Resources Mgr.
Steve Uman, Building Official

Bill Harrison, Finance Director
Tom Smith, Acting Fire Chief

Kevin Rambosk, Interim Community
James Dean, Parks & Parkways

Services Director
Susan Villani, Supervisor

Terry L. Fedelem, Parks & Parkways
Training & Develop. Coordinator

Shirley Mann, Training & Develop. Coordinator
David M. Lykins, Enterprise Operations

Nick Long, Dockmaster
Glen Chesebrough, Training Chief, Fire

Jeff Whittaker, Police Lieutenant
George Henderson, Sergeant-At-Arms

Marilyn McCord, Recording Secretary

Other interested citizens and visitors.

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BUDGET NOTES:

Fire Department

General Fund - Administration

City Manager Woodruff stated that the Fire Department greatly impacts the expenditures of the homeowner, however, it produces no revenue. He verified that his budget recommendations corresponded with the department's requests.

A Training Coordinator position had been requested, however, funding limits would not permit recommendation this year. That position should definitely be included in the future, said Dr. Woodruff.

The City Manager explained that the substantial increases in requested funds were due to the three new Battalion Chief positions as well as retirement costs.

Fire Operations

Dr. Woodruff told Council that the additional four firefighter positions requested by the Department were not in the City Manager's recommended budget due to funding restraints.

Fire Prevention

A new position, to coordinate Code review on fire plans, had been requested by both the Fire and Community Development Departments and would be reflected in the Community Development budget, to be funded by increased fees. Mayor Anderson noted that this position had been requested by the local contractors to help expedite plan approval. Dr. Woodruff said that contractors who had met with staff had expressed willingness to pay additional fees to fund the position. Assigning that person to the Community Development Department would relieve the Fire Department from the responsibility of reviewing fire plans as well as unifying the process by utilizing only one location. Dr. Woodruff added that he would be opposed to implementing a higher fee unless the additional position is added.

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Council Member Herms complimented the Fire Department on its past efficiency in reviewing all fire plans and asked if some of the firefighters could be trained to make inspections during their slack time. Acting Fire Chief Smith replied that his people were presently involved in inspections. City Manager Woodruff suggested considering re-inspection fees.					

Responding to Mayor Anderson's question, Finance Director Harrison said that the total cost of the seven new firefighters was approximately \$175,000. Acting Fire Chief Smith said that the Department's original goal had been eleven additional firefighters, however, over the coming year, it would be determined what can be accomplished with the seven already approved. He added that basic life support was required by law. Dr. Woodruff added that the Fire Department averaged 1,900 calls for service per calendar year.					
<u>Staff will provide a list of those items from Item 520 - Operating Supplies, which would have been purchased if spending had not been frozen.</u>					
Acting Fire Chief Smith verified that every fire sprinkler was checked annually by the Fire Department. Fire hydrants are on a two-year maintenance phase and are painted every other year. He said that any problems with the hydrants are handled by the Water Distribution Division.					
Information with regard to the Airport Fire Station's budget, manpower, equipment, etc. was distributed by Acting Fire Chief Smith. <u>Staff will provide Council with copies of the Airport Fire Station contract.</u> Acting Fire Chief Smith explained that the purpose of staffing a fire station on the Airport site was to handle any emergency which might arise at the Airport. The station and the apparatus are funded by the FAA (Federal Aviation Authority).					

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Discussion ensued with regard to the Airport Fire Station (Station #3). Acting Fire Chief Smith stated that it was important to clarify that the FAA required one firefighter be stationed at the airport. However, two firefighters are on duty there at the Fire Department's discretion for safety purposes. Council Members Herms and Muenzer requested that Station #3's contract be reviewed and discussed further. It was the consensus of Council that City Manager Woodruff would write to the Airport Manager and verify contract requirements.

Dr. Woodruff assured Council that staff would review the City Charter and agreements with the Airport. Mayor Anderson suggested that a Workshop be scheduled, at a future date, with the Airport Authority to discuss deriving revenues from the Airport.

BREAK: 7:30 p.m. - 7:36 p.m.

BUDGET NOTES:

**Community Services Department
General Fund - Administration**

City Manager Woodruff publicly commended Interim Community Services Director Kevin Rambosk. Dr. Woodruff said that the employees of that Department had supported Mr. Rambosk and he was extremely pleased with the performance of the Community Services Department.

The City Manager told Council that Mr. Rambosk had agreed to remain in the Interim Director position into Fiscal Year 1992, and would continue to be paid by the Police Department.

Lowdermilk Park

City Manager Woodruff reminded Council that action had been taken recently to increase retail prices at the Park. Interim Director Rambosk said that a separate account would be established

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for retail sales in order to better track them. The cash accounting process will be improved, he assured Council, and cash registers now utilized dual receipts.

Fishing Pier

Interim Director Rambosk explained that Line Item 130, Other Salaries and Wages, included two part-time and one temporary recreational aide.

The City Manager indicated that next year the Fishing Pier should be a separate fund so that any excess monies generated would be kept there for long-term maintenance. Pier repairs, including rest-room improvements, must be balanced by revenue and excesses set aside for maintenance.

Council Member Korest asked what type of checks would be used in inventory control. Finance Director Harrison replied that proper controls were being reviewed and that all Enterprise policies would be identical, including inventory control. The City Manager added that Interim Director Rambosk and his staff were presently developing new standards for checks and balances and that standard operating procedures would be improved throughout the Department.

Responding to Council Member Herms' concern about proper cash-handling procedures, Interim Director Rambosk said that his staff planned to put together a plan specifically to address the money issue. City Manager Woodruff added that the Department's first priority in the CIP (Capital Improvement Projects) requests was for a computerized system for the sale of supplies. Mr. Rambosk explained further that signs had been posted stating that every customer would receive a receipt. In addition, some manual operations are currently being utilized which track inventory versus sales. Mr. Rambosk told Council that the Community Services Department would provide a presentation with regard to the Dock within 30 to 45 days, at the City Manager's request.

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Interim Director Rambosk introduced members of his staff to Council: Parks & Parkways Superintendent Terry Fedelem, Enterprise Operations Supervisor David Lykins, Parks & Parkways Supervisor James Dean, and Dockmaster Nick Long.					
<u>Tennis Program</u> City Manager Woodruff informed Council that previous contracts with the tennis pro had included payment of a monthly fee from the City in addition to the use of City facilities. He said that he believed the Tennis Program was an extremely valuable asset to make available to private enterprise and that the program would exist with or without the tennis pro. To compensate the tennis pro, an additional \$10,000 was simply not warranted, stated Dr. Woodruff.					
Interim Director Rambosk told Council that staff would attempt to negotiate a new contract with the tennis pro which does not include the monthly payment. Discussion ensued with regard to providing a source of revenue in addition to a salary to the tennis pro. Enterprise Operations Supervisor Lykins explained that the tennis pro orders his own merchandise for the pro shop and that two separate cash registers were kept there. <u>Staff will determine whether the tennis pro's register is a dual-tape machine.</u>					
<u>Parks and Parkways</u> Finance Director Harrison explained that through Fiscal Year 1991, the City maintained a Lot Mowing Fund, receiving revenues from mowing lots not properly maintained by the owners. Revenues have declined substantially, due to a smaller number of vacant lots and lower fees for the service available in the private sector. Therefore, that fund has been consolidated into the General Fund for Fiscal Year 1992.					
Budgeted amounts have been increased to reflect higher charges for the use of the County landfill.					

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An increase in Operating Supplies has been requested, said the City Manager, because lethal yellowing has been found about 500 yards north of the Collier County line. The City has requested the County to begin procedures to inoculate trees. Staff may return at a later date for a budget amendment should this situation become an emergency. Dr. Woodruff informed Council that mandatory tree inoculation was required by County ordinance.

The City Manager next addressed maintenance of the City's lakes, which is becoming an increasingly greater problem. Staff is currently reviewing some experimental methods of removing water lettuce from the lakes. Interim Director Rambosk said that in the past the Engineering Department had participated in lake maintenance. Parks and Parkways Superintendent Fedelem noted that the City's main function was to keep the stormwater drains free of obstructions.

With regard to Non-Operating Expenses, Council Member Herms asked what size trees were being purchased, and Mr. Fedelem answered that most of the material referred to in that line item was small potted plant material. City Manager Woodruff stated that one of staff's priorities, as a result of past Council discussion, was to establish a nursery.

In answer to Council Member Herms' request, Parks and Parkways Superintendent Fedelem reviewed the Department's organizational chart and described the duties of the Right-Of-Way Supervisor, the Parks and Parkways Supervisor, the Property Management Supervisor, and the Parks and Parkways Superintendent. Staff will provide Council with a complete personnel breakdown for the Parks and Parkways Division.

Dr. Woodruff informed Council that one of his goals as City Manager was to investigate privatization in some areas.

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Recreation

The position of Superintendent of Recreation is currently vacant, noted Dr. Woodruff, and the Community Services Department is reviewing the management structure of the Department in light of this vacancy. Finance Director Harrison explained that in prior years' budgets, expenses for self-supporting projects were offset by revenues and that proper accounting was accomplished by recording both revenues and expenditures.

Staff will provide Council with a complete personnel breakdown for the Recreation Division.

CAPITAL IMPROVEMENTS BUDGET - COMMUNITY SERVICES

Naplescape

City Manager Woodruff told Council that although Naplescape had been supported in the past, the City was not capable of meeting some of the provisions of that project. Through the use of visual aids, Interim Community Services Director Rambosk described the projects which had been scheduled for Naplescape, and said that staff would be bringing changes in the plans to Council. He said that some of the 1991 projects had been completed, but after meeting with the Finance Director, it was apparent that not enough funds remain to complete all the projects, although different groups in the City are requesting completion. Fortunately, he noted, most of the Naplescape projects are low maintenance.

City Manager Woodruff emphasized that this was an example of why the City's purchasing procedures were going to be modified. Management had never let it be known, he said, that at the end of every year CIP funds expire although staff had assumed that once the CIP was approved, the money would still be there.

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Interim Director Rambosk explained that staff had phased in programs with regard to Naplescape and Anthony Park. The City Manager stated that after the CIP budget is adopted, Council should meet and set priorities for the different projects in order to give staff proper direction. Dr. Woodruff assured Council that in the future, sound fiscal policy would be exercised and that Council would be notified as to which CIP items had no funding.

Parks and Parkways Superintendent Fedelem reviewed the phases proposed for Naplescape's completion. Dr. Woodruff recommended that the prior commitment to the Naplescape project be honored, but that it be done in phases.

Mr. James McMurphy, President of Collier/Naplescape 90's, Inc., addressed Council. He informed Council that his organization had an additional \$20,000 in funds available for the project, which should implement completion of the project as far as 14th Street. Dr. Woodruff recommended that the City's commitment remain at \$600,000 and based upon the competitive bids, the Naplescape organization could decide whether to contribute \$25,000 at this time or in the future.

City Manager Woodruff directed attention to the fact that bonding was the appropriate method of funding capital investments. The CIP Fund was meant to be a replacement fund rather than used for major capital investments. Naplescape is now a capital improvement item, he explained, and Council may not want to continue to use the limited CIP resources to get into long-term capital items that should be long-term debt. He stressed that the City needs to have appropriate funding mechanisms. With regard to Naplescape, Dr. Woodruff recommended that Council endorse \$60,000 in funding and direct staff to proceed with Phase 1.

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Mr. McMurphy thanked Mayor Anderson and the Council Members. Collier/Naplescape appreciated what had been proposed and would cooperate, he assured everyone.

The CIP items were reviewed further. Council Member Herms asked whether Community Services could consider utilizing shared equipment, for example with the Engineering Department. City Manager Woodruff told Council that staff would make a commitment to attempt to coordinate use of equipment for three months, then report back to Council. Mayor Anderson requested that staff review the possibility of coordinating the use of equipment.

Dialogue followed with regard to the types of trees planted by the Parks and Parkways Division. Parks and Parkways Superintendent Fedelem informed Council that by ordinance, trees planted by his Division must be at least seven feet in height. City Manager Woodruff assured Council that nothing would be planted that did not meet with the City's development standards.

Mr. Fedelem reviewed the proposed computerized irrigation system renovations, explaining that a large portion of the funds requested would go towards a radio link and the necessary computer software package. Council Member Herms expressed concern about the expense of the system. Staff will supply detailed information pertaining to the computerized irrigation system.

BREAK: 10:05 p.m. - 10:15 p.m.

Anthony Park

Interim Community Services Director Rambosk reviewed the improvements planned for Phase 1 and said that the lot equipment had been reconfigured.

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City Dock

Finance Director Harrison pointed out that a positive cash flow existed at the Dock. Based on the proposed budget, staff was projecting a break-even moderate source of revenue. Regular Salaries and Operating Expenses were reviewed.

City Manager Woodruff told Council, "The reality at the Dock is known as worms. The Dock has worms." Results of tests done at the Dock indicate that collars must be put on the slip lines. The cost for the coming year could be very high, said Dr. Woodruff, and staff was presently compiling a detailed analysis of the Dock. He informed Council that within two or three months, staff would appear before them with a comprehensive report on the Dock including funding sources and improvements.

Mayor Anderson reported that she had received "glowing reports" about Dockmaster Nick Long and his staff.

Utility Services

Based on current cost structure and utility consumption, costs are estimated to rise by 12% from the amount budgeted in Fiscal Year 1991. The City Manager said that staff was implementing new policies that would provide checks and balances.

Beach Parking

Finance Director Harrison told Council that because of new procedures, more money was being collected from parking tickets than in the past. As a result of this, he was requesting an additional Account Clerk who would be dedicated to beach parking tickets. Prior to hiring, however, the collection effort could possibly be turned over to the County or privatization of the whole process could be considered. The City Manager informed Council that a thirty-day study of the beach parking situation was currently in

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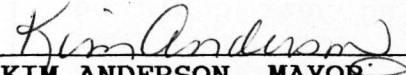
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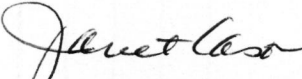
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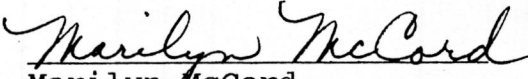
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force. Mayor Anderson requested that staff continue to review the beach parking situation. Dr. Woodruff verified that beach parking would be directly under the control of the Community Services Department. It was suggested that the beach parking situation be scheduled as a Council Workshop item later this year.

ADJOURN: 10:40 p.m.


KIM ANDERSON, MAYOR


JANET CASON
City Clerk


Marilyn McCord
Recording Secretary

These minutes of the Naples City Council were approved on September 18, 1991.