



City of Naples

CITY COUNCIL MINUTES

Budget Workshop Meeting 8-21-91

City Council Chambers
735 Eighth Street South
Naples, Florida 33940

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COUNCIL MEMBERS	M O T I O N	S E C O N D	VOTE		A B S E N T
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The City Manager read a memorandum from Acting Fire Chief Smith (Attachment #1) which gives historical data on the Airport Fire Station (Station #3) and discussion ensued with regard to staffing at that location. Mayor Anderson asked that the City Manager and Vice Mayor Passidomo review the contract for Station #3, and directed the City Manager to write to the Airport Authority relative to renegotiating the contract. Referring to past laxness with regard to contracts, etc., the Mayor commented that it was time to begin protecting the revenue of the City.

Finance Director Harrison distributed copies of State legislation dealing with limitations on utility rates charged consumers outside City limits. Mayor Anderson suggested that discussion of the surcharge fees be postponed until legal opinions had been obtained from City Attorney Rynders and the League of Cities.

The Finance Director, responding to a question from Council Member Herms, said that standard bond covenants state that all revenue must be used to cover the legal obligations of that bond. After such obligations are fully covered, funds can be used for other expenditures if so deemed by Council. Staff will provide copies of the bond covenants.

City of Naples budget comparisons from 1987 to 1992 were distributed by Finance Director Harrison, who informed Council that 111 new positions had been added in five years.

City Manager Woodruff recommended that staff produce a one-year CIP, then prioritize those

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projects adopted by Council. The one-year CIP will then be printed and bound for easier reference this year.

COMMUNITY DEVELOPMENT DEPARTMENT

Building and Zoning

City Manager Woodruff reviewed the Department's request for the new position of Fire Plans Reviewer, who would work closely with the Fire Department on plan compliance and would expedite the plan approval process. Costs of this position would be offset by new plan review fees. Community Development Director McKim informed Council that City permit fees had not been increased for some time and were still less than the County's. Council Member Herms requested a breakdown of the various kinds of inspections conducted by the Building and Zoning Division, and a breakdown of overtime expenses for that Division.

Line Item 480, School and Training, includes recertification of inspectors, said the City Manager. Building Official Steve Uman is currently certified, however, the inspectors need to be certified.

Other Salaries and Wages, Line Item 130, refers to temporary help during the summer months, noted Ms. McKim. In addition, that person is used for inputting computer data.

Community Development Director McKim reviewed the organizational chart for her Department, saying that work was underway to redo the plan review process. If certain permits could be issued "over the counter" she said, that would keep them out of the main coffer of permits and expedite the process. Ms. McKim explained that the position of Permit Clerk had been requested. That person would be trained to review plans for fences, decks, minor interior work, etc.

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The City Manager told Council that by restructuring the existing positions in the Planning Division, there would be improved accountability, improved response time, and the public will receive better service.

City Manager Woodruff next described the physical changes recommended in the Planning Division which would provide a better flow by having permit stations set up and clearly identified.

Next discussed were weekend zoning inspections. Council Member Herms said that there was potential to shorten the Zoning Inspector's work schedule to six or seven hours a day. The City Manager noted that another option would be to cease Saturday inspections, however, that is a policy decision to be set by Council. Council Member Herms requested a breakdown of Saturday inspections, including the number of hours worked and information pertaining to the inspections.

Referring to the \$2,000 requested for uniforms, the City Manager stated that City personnel who are on private property should be in uniform. Mayor Anderson agreed, saying that uniforms assign a level of responsibility and accountability. Staff will provide cost information on uniform shirts and pants and a list of those employees who wear uniforms.

Council Member Herms reported that local contractors had told him "what a great group of inspectors we have." The City Manager noted that after October 1, flyers would be sent to local contractors asking for input with regard to changes implemented in the permitting process.

BREAK: 7:40 p.m. - 7:50 p.m.

Planning

Ms. McKim noted that an average of 70 PAB (Planning Advisory Board) related petitions were handled by the Planning Division each year. The City Manager clarified that this Division was almost totally self funding.

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<p>City Manager Woodruff addressed Council with respect to the concept of a community redevelopment agency, which would be a combination of Chamber of Commerce and downtown merchant participation. He stated that there should be a vested interest by the City in a local development corporation. Staff will be seeking Council direction this year, said Dr. Woodruff, to set up a local development corporation.</p> <p>Ms. McKim described the ARRAYTEK computer system requested in Line Item 340, Other Contractual Services. She explained that the system consists of a direct line into the Assessor's Office.</p> <p>Council Member Sullivan remarked that attempts to accomplish long-range planning were reflected in the budget requests. Referring to studies that had been made in the past, Dr. Woodruff said, "There are very few things consultants do that we cannot do," and assured Council that specific areas of planning concern would be prioritized by staff and presented to Council before any funds would be spent.</p> <p>In reply to Council Member Herms' question, Ms. McKim said that the Planner III position requested was primarily a special studies position. <u>At Mr. Herms' request, staff will provide detailed descriptions of positions in her Department including Chief Planner, Planner I, Planner II, and Planner III.</u></p> <p>Discussion ensued with regard to the Planner II position. Ms. McKim noted that the majority of that employee's time was spent with housing projects, since the Community Development Block Grant (CDBG) Program requires a great deal of paperwork and reporting. She expressed hope that in the coming year a portion of the Planner II's salary would come from CDBG.</p> <p>Vice Mayor Passidomo stated that he subscribed to comprehensive long-range planning. He said that he did not believe Council should judge long-</p>					

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range planning based on prior projects that no one was happy with, but that the "broader picture" should be considered.

The City Manager stressed that he did not want Council to judge any employee based upon what they did prior to the new management. When staff worked for the former City Manager he said, that was who they took orders from and they cannot be faulted for that. Dr. Woodruff stated further, "The 500 employees we've inherited have said they are ready for a new day. They owe an allegiance now to me. If they don't perform they can modify their performance and become acceptable, put in resignations, or I will request the same. We are a management team working for you. You set the policy, we enforce it."

City Manager Woodruff indicated to Council that minute taking was no longer a part of the Planning Division's budget and would be executed in-house.

Natural Resources

Natural Resources Manager Jon Staiger described the \$4,592 budget request for REGFILES. These documents, said Dr. Staiger, provide a complete set of the Florida Administrative Code for DER (Department of Environmental Regulations) and DCA (Department of Community Affairs). Data is provided whenever a new law is enacted or an old one amended. Currently, delays often occur until staff becomes aware of new rules. Dr. Staiger said that the REGFILES would be used by the Planning Division as well as by Natural Resources and would be available to the Utilities Department for matters dealing with reuse water, effluent water, etc. Dr. Staiger noted that this item had been requested several times in the past and was a major tool utilized in the consulting business. The system also provides all forms from DER and DCA, so in that respect, provides a service to the citizens as well.

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City Manager Woodruff announced that the Legal Services Committee was in the process of drafting a recommendation, which hopefully would be presented to Council at its September 18 meeting. He noted that Human Resources Director McShane had coordinated work on the Committee in a very professional manner.

HUMAN RESOURCES DEPARTMENT

Human Resources Director Mary Kay McShane distributed information about the S.T.A.R. (Successful Training Achieves Results) program, outlining all direct costs of the program. She explained that time spent by the employees on the program did not affect their compensation unless overtime was required to participate. Next Ms. McShane reviewed the approximate total meeting hours and costs involved. She said that a reasonable estimate of S.T.A.R. costs for next year was approximately \$64,000. Ms. McShane asked that Council take into account the consideration that S.T.A.R. represents problem-solving through the use of a seven-step data based process. The process allows employees to return to their workplace and make problem-solving recommendations.

City Manager Woodruff told Council that S.T.A.R. had not had good management and that if it did not perform between now and next year's budget process, it would be cut from the next budget. The key, said Dr. Woodruff, was assuring that the right task was assigned to the right people. He stated, "We as a management team have to put a halt to the S.T.A.R. program and rebuild it."

Vice Mayor Passidomo directed attention to the fact that S.T.A.R.'s purpose was to implement employee involvement.

Results can be achieved through proper management, commented Council Member Herms. He pointed out that 20% of the City's employees

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City Manager Woodruff then told Council that a Human Resources Analyst position was recommended in the budget. A great deal of money was being spent sending people outside to train, he said, and more in-house training was needed. Ms. McShane added that because of Federal and State regulations, the hiring process had become very complex. It would be more cost efficient to have a professional who would screen all applications and send the hiring supervisor a small pool of applicants.

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Dr. Woodruff advised Council that a pre-employment drug testing program had been implemented. Those tests, as well as the Police psychological tests, are included in the Human Resources budget.

ADJOURN: 10:00 p.m.

Kim Anderson
KIM ANDERSON, MAYOR

Janet Cason
JANET CASON
City Clerk

Marilyn McCord
Marilyn McCord
Recording Secretary

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



City of Naples

--- MEMO ---

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: TOM SMITH, ACTING FIRE CHIEF
SUBJECT: NAPLES MUNICIPAL AIRPORT
DATE: AUGUST 21, 1991

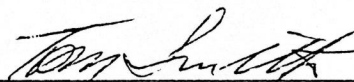
The purpose of this memo is to provide some historical data for the Fire Department's participation at the airport by event not by date or time certain.

On or about October 1985 the Fire Department started to provide Crash/Fire/Rescue ("C/F/R") protection at the Naples Municipal Airport. In 1986 an agreement was made in regards to service to be provided and cost of that service to the Airport Authority.

At a date we believe to be 1987, a study was done by Ron Wood, who was at the time the accounting firm used by both the City of Naples and the Airport Authority, as to the cost incurred for fire protection at the airport. That study was then used as a base for subsequent annual contracts until the 1990 contract.


At the time the 1990 contract was due, it was felt by then Fire Chief Coggan that for planning purposes a long term contract would be beneficial. A three year contract was written and signed.

We hope this historical data will be of some help to you. If you have other questions or we can help in any other way in this matter, please let us know.



Tom Smith, Acting Fire Chief

Prepared by:



Glen Chesebrough, Training Chief

GC/TS:je

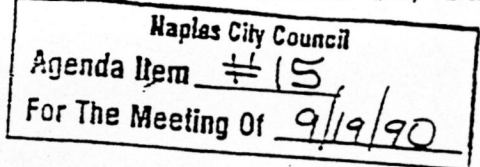
STATION #3

Average Salary	LT 29,886 DE 24,997	} 54,883 ÷ .75* = 41,162 X 3 =	123,487
Average Employee Exp		4,900 per ÷ .75* = 3,675 X 6 =	22,050
PMIs			1,800
LP (Fuel) Sta #3			250
House Supplies			1,333
Books			170
Utilities			2,000
Special Training			950
Office Supplies			990
			<hr/> 153,030

C.I.P.**		
Paint CFR-TK		13,000
(Life exp 15 yrs - 866/yr)		
Tires		6,000
(Life exp 6 yrs - 1,000/yr)		

* Time cannot respond from the airport

** One-time expense



City of Naples

--- MEMO ---

TO: HONORABLE MAYOR AND MEMBERS OF COUNCIL

SUBJECT: AIRPORT RESCUE FIREFIGHTING FACILITY AGREEMENT

DATE: SEPTEMBER 19, 1990

BACKGROUND: The City of Naples Fire Department currently provides Fire and Rescue functions to the Naples Airport Authority pursuant to a contract which was effective on October 1, 1989. That contract expires on September 30, 1990 and both the Authority and the Fire Department desire to renew same.

ANALYSIS: The Naples Fire Department currently staffs two pieces of apparatus on the airport property with two on-duty personnel for the purpose of providing both aircraft and structural firefighting and rescue resources to the airport property.

In as much as the airport is within the legal boundaries of the City, the City Fire Department has primary responsibility for performing all normal fire suppression and fire prevention activities within the airport boundaries. While the airport could, in fact, provide the CFR (Crash Fire-Rescue) portion of these activities themselves, the City would still be responsible for the remainder of the services to be provided (i.e., EMS/Rescue, Structural Fire protection, prevention, public education, etc.)

The contractual nature of the current relationship works well for several reasons:

- 1) It affords the Authority, as well as our residents using the airport, an excellent level of fire protection, greatly increasing passenger, customer and public safety.
- 2) The City Fire Department is provided a fire station and equipment to use by the Authority, on airport property (quicker response times).
- 3) Airport personnel are available for City wide response between 10:00 p.m. and 6:00 a.m. each day. Likewise, the airport authority has the full resources of the City Fire Department available to it if necessary.

- 4) The Fire Station and Crew quarters are designed to accommodate an additional engine and crew should growth in the North and East quadrants of the City require same. An engine company for Station #3 is planned for and currently contained in the 1992-93 C.I.P. The utilization of the Airport Station would forestall for a period of time the need to build a Fire Station in this part of the City should growth require additional service.
- 5) The Authority helps offset approximately 50% of the direct personnel costs.

In order to permit reasonable fire management planning, without having to worry from year to year about renewal, both the Authority and the Fire Department have proposed a three-year contract which would assure the City Fire Department providing continued services to the Naples Airport Authority through September of 1993.

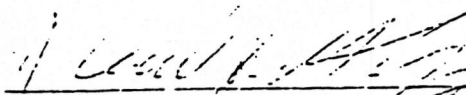
CONCLUSIONS AND RECOMMENDATIONS:

Based upon the recommendations of the City Manager, authorize the City Manager to execute the attached agreement and forward same to the Naples Airport Authority for their consideration and approval.

Respectfully submitted,


Franklin C. Jones, City Manager

Prepared by:


Rand-Scott Coggan, Fire Chief

FJC:RS:ee

Naples City Council
 Agenda Item # 15
 For The Meeting Of 9/19/90

RESOLUTION NO. 90-6184

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NAPLES AND THE CITY OF NAPLES AIRPORT AUTHORITY FOR AIRPORT RESCUE FIREFIGHTING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager has recommended that the City Council approve an Agreement with the City of Naples Airport Authority to provide airport rescue firefighting;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPLES, FLORIDA:

SECTION 1. That the City Manager is hereby authorized to execute the Airport Rescue Firefighting Facility Agreement to provide airport rescue firefighting services, a copy of which is attached hereto and made a part hereof.

SECTION 2. This resolution shall take effect immediately upon adoption.

PASSED IN OPEN AND REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF NAPLES, FLORIDA, THIS 19th DAY OF September, 1990.

Alden R. Crawford, Jr.
 Alden R. Crawford, Jr.

ATTEST:

Janet Cason
 Janet Cason
 City Clerk

APPROVED AS TO FORM AND LEGALITY BY

David W. Rynders
 David W. Rynders
 City Attorney

COUNCIL MEMBERS	M O T I O N	S E C I O N	VOTE		A B S E N T
			Y E S	N O	
Anderson			X		
Barnett	X		X		
Herns			X		
Muenzer			X		
Passidomo			X		
Sullivan		X	X		
Crawford			X		
(70-)					

CITY OF NAPLES AIRPORT AUTHORITY
CITY OF NAPLES FIRE DEPARTMENT
AIRPORT RESCUE FIREFIGHTING FACILITY AGREEMENT

I. TERM

This Agreement between the City of Naples Airport Authority and the City of Naples Fire Department establishes the procedures and conditions between the parties in providing the fire services at Naples Municipal Airport. This Agreement shall begin on October 1, 1990 and end on September 30, 1993. Further, it shall automatically be renewed on a month to month basis at the expiration of the initial term, unless either party gives the other written notice or termination thirty (30) days prior to each subsequent automatic renewal.

II. SCOPE

A. The City of Naples Airport Authority is responsible for providing Crash, Fire & Rescue response coverage at Naples Municipal Airport. In meeting the FAA Airport Certification Requirements for an index "A" Airport, the City of Naples Airport Authority will provide a 1500 gallon CFR vehicle. In addition, the City of Naples Airport Authority will provide a one (1) ton quick response vehicle for same. Under this Agreement, each CFR vehicle shall be used as the primary response vehicle and will be staffed by certified firefighters from the City of Naples Fire Department. In providing the necessary firefighters, the City of Naples Fire Department shall provide qualified CFR trained personnel to be on hand for the time period including, but not limited to, 6:00 A.M. to 10:00 P.M. each day.

B. In addition to providing the personnel for staffing the two CFR vehicles mentioned above, the City of Naples Fire Department shall provide recurring training to all assigned firefighting personnel and the Authority's Supervisory personnel on the nomenclature of each vehicle and CFR firefighting techniques.

C. Should the CFR vehicles require warranty work, repair to various components, or replacement of parts that will require taking said vehicle out of service for any length of time, the City of Naples Fire Department shall immediately notify the office of the Executive Director as to the

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Letter of Agreement

status of the vehicle, so that timely notification can be made to the proper authorities. A replacement unit with adequate firefighting apparatus will be provided by the City of Naples Fire Department prior to such periods of time when the primary vehicle is removed from service.

D. In the event of an aircraft accident, emergency, or potential emergency at the Naples Municipal Airport, the City of Naples Fire Department Airport Firefighting personnel shall follow the procedures outlined in the most current revisions of the Letter of Agreement between the Naples Airport Traffic Control Tower and the City of Naples Airport Authority as well as, the City of Naples Airport emergency procedures as outlined in the Naples Municipal Airport Certification Manual, both of which are incorporated herein by reference.

E. In the event of an aircraft accident, emergency or potential emergency, the City of Naples Fire Department personnel, including those assigned to the airport station shall be under the exclusive command and control of the Fire Chief of the City of Naples Fire Department or his designee.

F. All routine requests or inquiries regarding day to day Fire Department Operations from the Airport Authority to the Fire Department shall be routed through the Assistant Chief of Operations or the Fire Chief. All routine requests or inquiries regarding Airport Operations from the Fire Department to the Airport Authority shall be routed through the Executive Director or Deputy Director.

G. The City of Naples Airport Authority shall provide adequate quarters for office and housing for City of Naples Fire Department Personnel. The City of Naples Fire Department shall pay all utility costs associated with the housing of any additional personnel in excess of that required to staff the CFR apparatus. Such payment shall include without limitation forty percent (40%) of all telephone, electrical and water services provided at the facility which shall be deducted by the Authority against the City's monthly compensation for providing personnel. Each deduction shall be supported by invoices and attached with the Authority's monthly submittal for payment.

H. In consideration of the foregoing, the City of Naples Airport Authority hereby agrees to pay to the City of Naples Fire Department as reimbursement for personnel costs required under this agreement, for the first year of this contract, the sum of Eighty Nine Thousand Five Hundred Forty

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Eight Dollars and No Cents (\$89,548.00) yearly, in twelve (12) equal monthly installments of Seven Thousand, Four Hundred Sixty Two Dollars and Thirty Three Cents (\$7,462.33), on or before the tenth day of the month in which such sum is due.

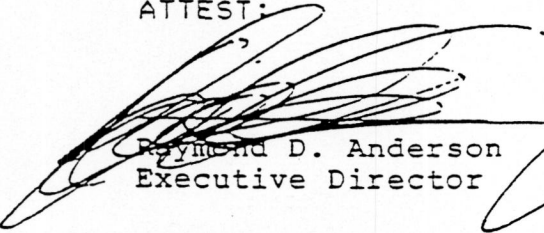
I. The amount due to the City of Naples for the second and third years of this Agreement shall be computed by multiplying the previous year's reimbursement by the CPI as of September 1st of each year, and adding that amount to the previous year's base amount. If however, at the end of the first year of this contract, the total commercial take offs and landings during the preceding twelve (12) months have decreased by 30% or more as compared to the one (1) year period prior to said 12 month period, then the annual amount due the City of Naples Fire Department for the second year of the contract shall be reduced by 30% over the preceding year's amount. If the Authority should experience a decrease as described above during the second year of the contract as compared to the first year, the amount due for the third year shall be reduced by 30% over the total amount that had been established for the second year.

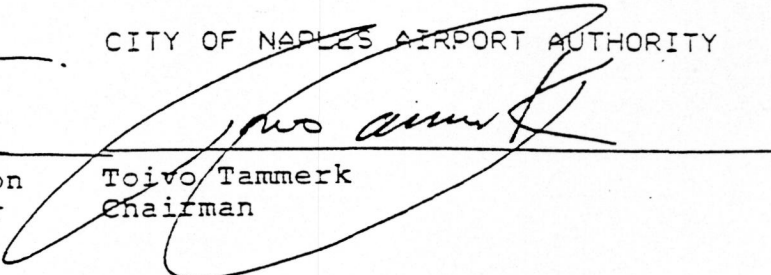
J. Payment, except as to the amounts, shall be made in accordance with the provisions set forth in Section "H".

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their appropriate officials, the day and year first above written.

ATTEST:

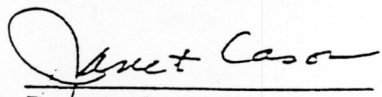
CITY OF NAPLES AIRPORT AUTHORITY

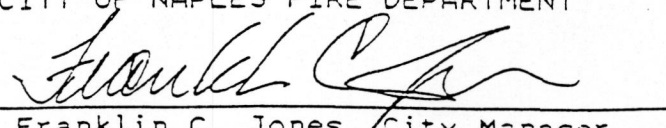

Raymond D. Anderson
Executive Director


Toivo Tammerk
Chairman

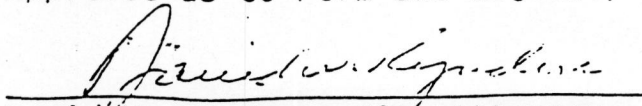
ATTEST:

CITY OF NAPLES FIRE DEPARTMENT


Janet Cason
City Clerk


Franklin C. Jones, City Manager

Approved as to Form and Legality:


David W. Rynders, City Attorney