



*City of Naples*

CITY COUNCIL MINUTES

Budget Workshop Meeting 8-22-91

City Council Chambers  
735 Eighth Street South  
Naples, Florida 33940

<u>-SUBJECT-</u>	<u>PAGE</u>
MAYOR AND COUNCIL	3
CITY ATTORNEY	3
CITY MANAGER	3
CITY CLERK	3
<u>FINANCE DEPARTMENT:</u>	
Accounting	4
Customer Service	4
Purchasing	5
<u>NON-DEPARTMENTAL:</u>	
Professional Services	5
Election Fees	5
Operating Supplies	5
Contingency	6
CONTINGENCY FUND	6
DATA PROCESSING	7
<u>CAPITAL IMPROVEMENTS BUDGET:</u>	
Non-Departmental	7
Data Processing	7
Finance	7
<u>UTILITIES DEPARTMENT:</u>	
Streets	8
Equipment Management	9
Solid Waste	10
Residential Solid Waste	10
Commercial Solid Waste	10
<u>CAPITAL IMPROVEMENTS BUDGET:</u>	
Equipment Management	11
Sanitation	11
Street Division	11
Water and Sewer Division	12



CITY OF NAPLES, FLORIDA

City Council Minutes

Date 8-22-91

COUNCIL  
MEMBERS

M  
O  
T  
I  
O  
N

S  
E  
C  
O  
N  
D

VOLE

Y  
E  
S

N  
O

A  
B  
S  
E  
N  
T

Information pertaining to weekend zoning inspections was considered next. Mayor Anderson submitted that in some situations warnings would have been better than immediate violations. Those people who enforce our City laws were appreciated, she noted, but some deference should be used. The Mayor said that she was not concerned about the number of hours worked on weekends, but about how those hours were used. The City Manager recommended cutting the budget request for Weekend Zoning Inspections in half.

Council Member Korest informed Council that at least 50% of the weekend violations deal with signs, primarily related to real estate. Staff will provide a reminder to the local realtors of the City's ordinance with regard to signs.

\*\*\*\*\*

Information was distributed listing the number of permits issued, number of inspections performed, and total revenue from building permits. Building Division overtime details were also distributed, and the City Manager suggested that, after studying the data, Council should notify staff if further information was needed.

\*\*\*\*\*

Next, information was provided on the Building Division's vehicle, a 1985 Ford Tempo, for which replacement had been requested. Mayor Anderson commented that considering how anxious Ford Motor Co. was to maintain a good relationship with municipalities, perhaps reports such as this should be sent to Ford. The City Manager reminded Council that staff would be inquiring into privatization for vehicle maintenance.

\*\*\*\*\*

City Manager Woodruff called attention to the fact that staff had supplied Council's requests for data each day of the Budget Workshops, and



CITY OF NAPLES, FLORIDA

City Council Minutes

Date 8-22-91

COUNCIL MEMBERS	M O T I O N	S E C O N D	VOTE		A B S E
			Y E S	N O	

said that he was very proud of the departments for supplying the information so quickly.

\*\*\*

\*\*\*

\*\*\*

**MAYOR AND COUNCIL**

The City Manager informed Council that this division had been moved into the City Manager's budget. With regard to not hiring an internal auditor this year, Dr. Woodruff said that, if after one year, staff felt an auditor was necessary, one would be requested.

Dr. Woodruff explained that he was a strong supporter of Council Members' attendance at Florida League of Cities meetings and that it was possible to have a part in changing legislation. He added that in his opinion, the Mayor of Naples should be the President of the Florida League of Cities.

\*\*\*

\*\*\*

\*\*\*

**CITY ATTORNEY**

City Manager Woodruff reminded Council that this budget would be modified and that recommendations from the Legal Services Committee were forthcoming.

\*\*\*

\*\*\*

\*\*\*

**CITY MANAGER**

The City Manager noted that the Receptionist position would be downgraded, reflecting a savings of approximately \$4,000.

\*\*\*

\*\*\*

\*\*\*

**CITY CLERK**

City Clerk Janet Cason told Council that the increase in budget requests was due to adding an additional position so that minutes of all



CITY OF NAPLES, FLORIDA

City Council Minutes

Date 8-22-91

COUNCIL  
MEMBERS

M  
O  
T  
I  
O  
N

S  
E  
C  
O  
N  
D

VOLE

Y  
E  
S

N  
O

A  
B  
S  
E  
N  
T

meetings could be handled in-house. Council Member Muenzer requested that Council Members receive agendas of all Board and Committee meetings in advance of those meetings. One folder should be maintained in the Council Office for minutes of all meetings. The Clerk's Office will be responsible for these duties.

In answer to Council Member Korest's question, Mrs. Cason said that the City Clerk's Revenues consisted of copies of tapes and Xerox copies sold.

\*\*\*

\*\*\*

\*\*\*

**FINANCE DEPARTMENT**

Accounting

City Manager Woodruff remarked that Finance Director Harrison had put the City "back on the financial track" and said that Council and staff could look forward to streamlined books and simplified forms, as a result of Mr. Harrison's efforts.

The new position of Finance Analyst was being requested in order to free the Finance Director to work on investments, etc., and that position would be totally offset by revenue. Mr. Harrison noted that the Risk Management position had been listed and that he believed strongly that the position would fund itself. He asked to reserve the right to revisit funding a Risk Manager next year.

Customer Service

The increase in Personal Services was due to the addition of an Account Clerk, which would allow the supervisor to concentrate on supervisory and analysis work on both utilities and occupational licenses. The cost of that position, said Mr. Harrison, would be offset by increases in revenues through analysis and correct billings on all accounts.

CITY OF NAPLES, FLORIDA

City Council Minutes

Date 8-22-91

COUNCIL MEMBERS	M O T I O N	S E C O N D	VOTE		A B S E
			Y E S	N O	

Purchasing

Dr. Woodruff noted that the Efficiency Report had recommended centralizing all inventory under the Purchasing Agent, and that centralization would be accomplished by 1992. Additional secretarial support to the Purchasing Division would be required for part of the year.

The City Manager told Council that the building, which had been donated by Mr. Kevin Stoneburner, was now on City property, and plans are proceeding to move the Purchasing Division into that building. Use of that building will eliminate the need for renting space for Purchasing.

\*\*\*

\*\*\*

\*\*\*

NON-DEPARTMENTAL

Professional Services

In previous budgets, funds were budgeted for auditing services and special studies. Auditing expenses are now budgeted in the Finance Department, and no funds have been budgeted for special studies in Fiscal Year 1992.

Election Fees

The City Manager said that projected costs for the City Council election to be held during Fiscal Year 1992 are \$41,000.

Operating Supplies

Dr. Woodruff explained that this budget item had historically included the costs of moving expenses reimbursed to new employees at the management level. Those costs should be paid from the proper department budget through salary savings, he added.

CITY OF NAPLES, FLORIDA

City Council Minutes

Date 8-22-91

COUNCIL  
MEMBERS

M  
O  
T  
I  
O  
N

S  
E  
C  
O  
N  
D

VOLE

Y  
E  
S

N  
O

A  
B  
S  
E  
N  
T

Contingency

City Manager Woodruff informed Council that without a tax increase, \$50,000 would remain in the Contingency Fund but that he would recommend an additional \$150,000.

\*\*\*\*\*

Referring to Non-Departmental Regular Salaries, Dr. Woodruff said that one Service Worker handled all mail runs and would be assigned to the Purchasing Division next year. The other Service Worker was shared with the Police Department and in the coming year would be assigned entirely to the Police Department or to the Community Services Department.

Other Contractual Services, Line Item 340, consists of general maintenance contracts and Florida Unemployment Insurance payments.

Line Item 540, Books, Publications, Subscriptions and Memberships, apply to the City's memberships as a whole, including the League of Cities.

Other Charges and Obligations includes the new computer system. Dr. Woodruff informed Council that future computer needs were unknown at this time, however, the proposed Computer Steering Committee would identify those needs. Finance Director Harrison added that staff was recycling computers throughout the system.

\*\*\*

\*\*\*

\*\*\*

CONTINGENCY FUND

City Manager Woodruff reviewed the Self-Insurance Fund transfers and Streets Fund transfers. The Streets Fund budget for Fiscal Year 1991 included a transfer of funds from the General Fund as part of the funding support for the activities of that fund. The City Manager's recommended 1992 budget continues that financial support for the Streets Fund.



CITY OF NAPLES, FLORIDA

City Council Minutes

Date 8-22-91

COUNCIL  
MEMBERS

M  
O  
T  
I  
O  
N

S  
E  
C  
O  
N  
D

VOTE  
Y  
E  
S  
N  
O

A  
B  
S  
E  
N  
T

**DATA PROCESSING**

Regular Salaries, Line Item 120, indicate an increase in this year's budget because of the addition of the PC Coordinator position. The proposed Computer Steering Committee will be responsible for developing an overall computer plan for the City.

\*\*\*

\*\*\*

\*\*\*

**CAPITAL IMPROVEMENTS BUDGET**

Non-Departmental

City Manager Woodruff said that funds were being requested for new carpeting on the first floor of City Hall. It was important for the citizens to be proud of their City Hall, he added.

Data Processing

\$250,000 is being requested for the City's computerization program. Dr. Woodruff said that the entire system would cost much more than that, but that staff would be recommending other funding techniques. Finance Director Harrison informed Council that he had assembled all requests for computer equipment, but none of the items had yet been reviewed. Staff will be recommending prioritizing purchases. Software is good almost indefinitely, he added, if the City subscribes to the manufacturer's yearly upgrades.

Finance

The Finance Director explained that the City was presently contracting with a company to handle the mail. The postage machine was included in the budget in the event the postage service does not prove satisfactory.

\*\*\*

\*\*\*

\*\*\*

CITY OF NAPLES, FLORIDA

City Council Minutes

Date 8-22-91

COUNCIL  
MEMBERS

M  
O  
T  
I  
O  
N

S  
E  
C  
O  
N  
D

VOTE

Y  
E  
S

N  
O

A  
B  
S  
E  
N  
T

**UTILITIES DEPARTMENT**

Utilities Director Larry Barnet introduced members of his staff who were present. The City Manager commented that the fact that the men were present demonstrates how the budget was put together. Staff implements the budget, he said, and that is the reason for their presence at the Workshop.

**Streets**

Finance Director Harrison explained that this year the Streets Fund would be set up as a special revenue fund. All money from the State Gasoline Tax is recorded in this fund. In the past, improper bookkeeping had resulted in the Gas Tax being placed into the General Fund.

Mr. Harrison noted that the City Manager's recommended budget did result in some positions not being funded. Next year, staff will be recommending additional positions in order to staff the stormwater management program.

The Finance Director told Council that road impact fees must be spent in specific ways. There is very little money available for CIP projects, he said. Efforts will be concentrated on increasing good maintenance. Utilities Director Barnet confirmed that routine work, such as repairing potholes and sidewalks and unplugging storm drains, would be performed this year. Special projects include storm sewer and gutter replacements, alley grading repairs, and regrading of swales.

Mayor Anderson commended Mr. Barnet and his staff. She said that after a period of gross mismanagement and negligence, that the response from the Utilities Department had been incredible.

City Manager Woodruff remarked that the Street Division's performance in the past left much to be desired and that it would be scrutinized

CITY OF NAPLES, FLORIDA

City Council Minutes

Date 8-22-91

COUNCIL MEMBERS	M O T I O N	S E C O N D	VOTE		A B S E
			Y E S	N O	

closely. One of staff's goals is the improvement of the Streets Division, Dr. Woodruff said, and he had every confidence that this Division would be "turned around."

At Council Member Muenzer's suggestion, all City drivers will be reminded to call Collier County Animal Control whenever they observe a dead or injured animal on the road.

Staff will provide a breakdown of personnel, materials, and depreciation of equipment for the Streets Division. Council Member Herms commended staff for its efforts in the Streets Division and noted that the Department needs a "working supervisor" on its jobs.

Equipment Management

Assistant Utilities Director Robert Walker told Council that either privatization or the hiring of additional mechanics need to be considered.

With regard to the City Wash Program, Mr. Walker said that bids are being gathered from several washing facilities throughout the County. Council Member Muenzer advised that the School Board has a heavy-duty wash facility. Staff will contact the School Board and inquire whether arrangements could be made to wash the large City vehicles at their facility.

Referring to Equipment Management personnel, Mr. Walker told Council that rather than replace the two mechanics who had recently retired, it would be more cost effective to utilize subcontractors. However, the position of Equipment Management Manager will be filled.

Council Member Herms asked if it was necessary to have both an Automotive Parts Controller and a Stock Clerk. Utilities Director Barnet stated that he would evaluate that situation and report back to Council.



CITY OF NAPLES, FLORIDA

City Council Minutes

Date 8-22-91

COUNCIL  
MEMBERS

M  
O  
T  
I  
O  
N

S  
E  
C  
O  
N  
D

VOTE

Y  
E  
S

N  
O

A  
B  
S  
E  
N  
T

Assistant Utilities Director Walker told Council that he would be meeting with the County and the School Board for the purpose of discussing a potential interlocal agreement for the purchase of such items as antifreeze in bulk quantities.

Solid Waste

City Manager Woodruff informed Council that Solid Waste was a self-funding fund. A Recycling Coordinator was being requested. He said that Assistant Utilities Director Walker had suggested that available grant money be used to purchase recycling containers for households. The approximate cost of these containers would be between \$18,000 and \$20,000. It was the consensus of Council to gather competitive bids for recycling containers.

Residential Solid Waste

The primary increase, explained Finance Director Harrison, was in Transfers Out, which is for the Self-Insurance Fund. He directed attention to the fact that County Landfill tipping fees will be \$25 per ton for solid waste and \$18 per ton for horticulture trash. Consequently, the City fees had been raised recently. Dr. Woodruff recommended that any extra monies be kept in an escrow account for future land purchases.

Council Member Herms requested that the large Morbark machine be repainted. Staff will also provide a schedule of the work load of that machine. Dr. Woodruff informed Council that Assistant Utilities Director Walker had implemented a welding process resulting in the Morback's blades lasting three times longer than they had previously.

Commercial Solid Waste

City Manager Woodruff informed Council that labor contracts would be negotiated soon, involving many of the employees in this Division. Dr. Woodruff reminded Council that the Solid Waste

CITY OF NAPLES, FLORIDA

City Council Minutes

Date 8-22-91

COUNCIL MEMBERS	M O T I O N	S E C O N D	VOTE		A B S E
			Y E S	N O	

Supervisor position involved supervising the accounts as well as the people under him. He invited Council to view the operation at any time.

**CAPITAL IMPROVEMENTS BUDGET**

Equipment Management

Dr. Woodruff explained that the capital outlay in this area is funded through the Utility Tax Fund.

Staff will review EPA (Environmental Protection Agency) regulations with regard to leaking gas tanks.

Assistant Utilities Director Walker told Council that he was concerned that the condition of the tire room could become a safety problem if repairs were not made. Council Member Herms also expressed concern about the functioning of the lifts. Staff will provide Council with a repair history of bays one through four (Equipment Management Division).

Sanitation

Utilities Director Barnet explained that initially 100 loads of fill dirt were needed to close the area previously used for the horticultural landfill. Staff will provide more information with regard to the horticultural landfill closure, including acreage being covered, the approximate number of yards of fill needed and its price.

Street Division

City Engineer Gronvold told Council that a computer had been requested, to be used for general engineering purposes and for traffic control.

The City Manager reviewed the list of sidewalks/bike paths scheduled for installation this year. Staff will analyze each bridge

CITY OF NAPLES, FLORIDA

City Council Minutes

Date 8-22-91

COUNCIL  
MEMBERS

M  
O  
T  
I  
O  
N

S  
E  
C  
O  
N  
D

VOTE

Y  
E  
S

N  
O

A  
B  
S  
E  
N  
T

scheduled for maintenance and determine priorities. Before work is begun on any sidewalk/bike path location, staff will notify the neighboring property owners.

City Manager Woodruff asked Council to note what was not being funded. There is a multitude of work that should be done, he said, but there are not sufficient funds available. There are no funds for drainage projects.

City Engineer Gronvold, in answer to Council Member Herms' question, said that the Streets Division would do all sidewalk work and maintenance-type projects. He added that this year, his Division would concentrate on management and on maintenance and that reorganization was a top priority. Mr. Gronvold told Council that some limestone and paving materials had been budgeted for and would be used for patch work on the streets.

The City Manager said that a new funding source would have to be located in order to accomplish many streets projects. Long-term capital projects should be funded by some type of bond, he noted.

Water and Sewer Division

City Manager Woodruff stated "The bottom line is we are not asking for rate increases. We have a rate study that's about to begin. Revenues and expenditures match. Those two budgets have been put together assuming that the \$500,000 they've been contributing to the General Fund will no longer be contributed."

Council Member Muenzer asked about the manpower in Water and Sewer, and Dr. Woodruff explained that Utilities Director Barnet and his staff had totally reorganized the Departments. Finance Director Harrison told Council that Water and Sewer had 182 full-time employees last year and that the same number were being requested for this year.



## City Council Minutes

Date 8-22-91

[illegible]