

Workshop Meeting 6-11-92

City Council Chambers 735 Eighth Street South Naples, Florida 33940



-SUBJECT-	PAGI
BUDGET REVIEW - WATER, SEWER, EQUIPMENT MANAGEMENT	1
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City Council Chambers 735 Eighth Street South Naples, Florida 33940



Time 9:00 a.m.

Date 6-11-92

Mayor	Muenzer o	called the meeting to order and presided.							I
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	Present:	Paul W. Muenzer, Mayor		COUNCIL MEMBERS	I O N	O N D	Y E S	N O	E N T
		Fred L. Sullivan, Vice Mayor	7114.00		-	-		+	\dashv
	M Bi La Le Al Ja: Al Da M Si Da Ge M	Kim Anderson R. Joseph Herms Alan R. Korest Ronald M.Pennington Peter H. Van Arsdale Council Members sent: T. Richard L. Woodruff, City Manager aria J. Chiaro, City Attorney Il Harrison, Finance Director arry Barnet, Public Works Director eighton Westlake, Engineering Manager I Lane, Public Works Analyst mes V. Miller, Equipment Maintenance Manager Ifred Monteleone, Distribution/Collection Supt. avid A. Graff, Utility Maintenance Superintendent aria Class, Administrative Assistant II ichael S. Whitcavage, Tradesworker las M. Crain, Treatment Plant Superintendent an Mercer, Utilities Manager eorge Henderson, Sergeant-At-Arms arilyn McCord, Deputy Clerk							
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	City Council Minutes Date 6-11-92	COUNCIL MEMBERS	O T I O N	ECOND	Y E S	N O	BSEZZ
	ITEM 1						
	BUDGET REVIEW - WATER, SEWER, EQUIPMENT MANAGEMENT						
	Finance Director Bill Harrison explained the policy concerning procedures for administrative transfers. City Manager Woodruff noted that written policy sets forth a definite plan, approved by Council, which allows for such transfers to the various funds outside the General Fund. Dr. Woodruff informed Council that staff was not recommending any sanitation or water rate increases, but would be asking Council to establish a late charge.						
$ \overline{} $	Staff had been requested to report on the comparison between water billed versus water produced. City Manager Woodruff pointed out that the percentage of billed versus treated water had declined and it should be a goal of both Council and staff to continue to see it decline.						
	Utilities Manager Dan Mercer presented a video of above-ground and low meters. Council discussed the painting and landscaping of above-ground meters. Mr. Mercer told Council that to date every above-ground meter customer had asked to either paint or landscape their meters. The annual cost of the meter replacement program was also reviewed.						
	City Manager Woodruff reminded Council that during the summer months, an audit of every twentieth or thirtieth water account would begin throughout the City. Volunteer John Johnson will be assisting to insure proper auditing criteria. Mayor Muenzer recommended scheduling an audit on an annual basis.						
	With respect to this year's budget, City Manager Woodruff suggested that each Council Member meet with staff on a one-to-one basis. He also asked that Council feel free to approach anyone on staff for answers to their budget questions.						
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CITY OF NAPLES, FLORIDA		м	s	VOI	E	
City Council Minutes Date 6-11-92	COUNCIL MEMBERS	O T I O N	ECOZO	Y E S	N O	
Dr. Woodruff said that Council Member Van Arsdale had recently brought a computer filing system to staff's attention. A S.T.A.R. team had been created to study filing options and would be making recommendations.						
Using visual aids, City Manager Woodruff and Utilities manager Mercer reviewed details of the preliminary operating budget. (See Attachment #1). Council directed staff to provide the following information: Compute the ratio - water billed versus water produced. Begin with the first twelve-month period, determine a base line number and draw a trend line based on the twelve-month average.						
Staff will report to Council on standards policy for vehicle replacement.	erina sosser soss					
A demonstration of the telemetry truck will be scheduled for interested Council Members.	an Americana da Americana da Island					
Staff will prepare a RFB (Request For Bid) for the Water & Sewer Master Plan. Specifications will be determined for that Master Plan and staff will ascertain how much of the project can be accomplished by staff. Review the possibility of hiring a professional engineer on a temporarily basis to coordinate the Master Plan under staff's direction. Can City efforts be coordinated with the County's?						
Review and report on personnel in the Equipment Management Division.						
Provide documentation to justify replacement of the vacuum truck.						
Provide documentation of using a City truck for pickup of parts.						
What are the multiple year costs for the replacement truck as described on page 125, CIP Budget?						
Provide a list of safety programs available through Gallagher Bassett.						
Report on the maintenance of radios - to what extent is this handled by staff?						
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CITY OF NAPLES, FLORIDA City Council Minutes Date 6-11-92	COUNCIL MEMBERS	MOTION	SECOND	Y E S	E 20	A B S E N T
Council discussed the proposed truck washing site. Staff will investigate the possible use of the wash pad at Naples Airport. City Manager Woodruff reviewed the utility revenues and expenditures. Public Works Analyst Al Lane told Council that staff was investigating a computerized billing system which would expand on the existing tracing and work order system. Under the current system, no incentive exists for the individual departments to properly care for their vehicles. Dr. Woodruff emphasized the importance of those incentives as well as proper record keeping. During discussion, Council suggested that complete maintenance records be provided for all vehicles to be replaced. Also, it was suggested that a column should be added in the budget addressing the percentage of year-to-year change in the cost of each line item. City Manager Woodruff concluded the budget discussion by telling Council that staff would provide a budget reflecting the revenue at a millage rate of 1.18, then provide documentation to show what can be added back to that budget at the 1.24 millage rate. Dr. Woodruff said, "Don't be surprised by the magnitude of what we are dealing with." He reminded Council that the assessment base had gone down, expected new growth was not present and the State had fallen short on its revenue share. Vice Mayor Sullivan said that this year, for the first time, assessments had gone down, placing the burden of proper analysis upon Council. He stated, "We've got to work a budget today based on the real facts of life."						

CITY OF NAPLES, FL City Council Minut	ORIDA es Date <u>6-11-92</u>	COUNCIL MEMBERS	M O T I O N	SECOND	VO1	E	A B S
ADJOURN: 2:12 p.m.							
	PAUL W. MUENZER, MAYOR						
JANET CASON City Clerk							
Marilyn Mc ord	Cord	ingelius e co Geleg es clas seru sus della					
Deputy Clerk							3
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TOTAL	Utility Maintenance Laboratory Services	stewater	Water Distribution	Production	Utility Administration			Authorized Personnel:
102	14	17	1 8 2 8	17	4		Budget	1992
102	14	17	1 8 8	17	42	Bdgt.	Base	1993
98	19	11 15	153	16	თ	Req.	Dept.	1993
						Budgt.	Appvd.	1993

The transfer precipitated a

of personnel, reduced 1993 B

l, to Budget

the Finance Department, Personnel Request.

WATER PRODUCTION

FISCAL 92

FISCAL 93

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S WATER OF ANT OFFICE III	WATER PLANT OPERATOR IV	WATER TREATMENT PLANT SUPV.	WATER TREATMENT SUPERINTENDENT

WATER PLANT OPERATOR II

UTILITY PLANT MAINTENANCE TECH.
UTILITY PLANT MAINTENANCE MECH.

SERVICE WORKER III

SERVICE WORKER II

EQUIPMENT OPERATOR III

OPERATIONS SUPT.
ADMINISTRATIVE ASST. I

WATER PLANT SUPERVISOR WATER PLANT OPERATOR

WATER PLANT OPERATOR III

0

SERVICE WORKER II

WATER DISTRIBUTION

FISCAL 92

FISCAL 93

- DISTRIB./COLLECT. SUPT.
- DISTRIBUTION SUPV
- WATER METER REPAIR TECH METER OPERATIONS SUPV
- METER READERS
- CREW LEADER III
- EQUIPMENT OPERATOR IV
- STOREKEEPER
- DISTRIBUTION INSPECTOR SERVICE WORKER III
- UTILITY LOCATOR
- ADMINISTRATIVE ASST.

- DISTRIB./COLLECT. SUPT
- ADMINISTRATIVE ASST. I
- DISTRIBUTION SUPERVISOR
- DISTRIBUTION INSPECTOR UTILITY LOCATOR
- CROSS CONNECTION
- CREW LEADER III CONTROL TECHNICIAN
- STOREKEEPER **EQUIPMENT OPERATOR IV**
- SERVICE WORKER III INVENTORY CLERK

WASTEWATER

TREATMENT

FISCAL 92

FISCAL 93

- W/W TREATMENT SUPERINTENDENT
- W/W PLANT MAINT FOREMAN W/W TREATMENT PLANT SUPV.
- W/W PLANT OPERATOR III W/W/ PLANT OPERATOR IV
- W/W PLANT OPERATOR I W/W PLANT OPERATOR II
- UTILITY PLANT MAINT TECH LABORATORY SUPERVISOR
- CHEMIST
- MICROBIOLOGISTS
- CENTRIFUGE & PRESS OPR.
- **EQUIPMENT OPERATOR III**
- SERVICE WORKER II SERVICE WORKER I

W/W PLANT SUPERVISOR

- 9 W/W PLANT OPERATOR
- INDUSTRIAL WASTE TECH.
- CENTRIFUGE/PRESS OPERATOR EQUIPMENT OPERATOR III
- SERVICE WORKER II
- SERVICE WORKER I
- LABORATORY SUPERVISOR
- CHEMIS1
- MICROBIOLOGIST

WASTEWATER COLLECTION

FISCAL 92

FISCAL 93

- COLLECTION SUPERVISOR
- **CREW LEADER III** UTILITIES COORDINATOR
- SERVICE WORKER III **EQUIPMENT OPERATOR IV**
- TRADESWORKER

- EQUIPMENT OPERATOR IV
 - CREW LEADER III

UTILITIES COORDINATOR

COLLECTION SUPERVISOR

- SERVICE WORKER III
- TRADESWORKER

UTILITY MAINTENANCE

FISCAL 92

FISCAL 93

- MAINTENANCE SUPERVISOR
- INSTRUMENT TECHNCIANS
- UTILITY PLANT MAINT. TECH.
 UTILITY PLANT MAINT. MECH.
- UTILITY PLANT ELECTRICIAN
- TRADESWORKER
- SERVICE WORKER I

UTILITY MAINTENANCE SUPT.

04 14 53 1

- MAINTENANCE FOREMAN

 INSTRUMENT TECHNICIAN
- UTILITY MAINTENANCE TECH.
- TRADESWORKER
- SERVICE WORKER III
- SERVICE WORKER I

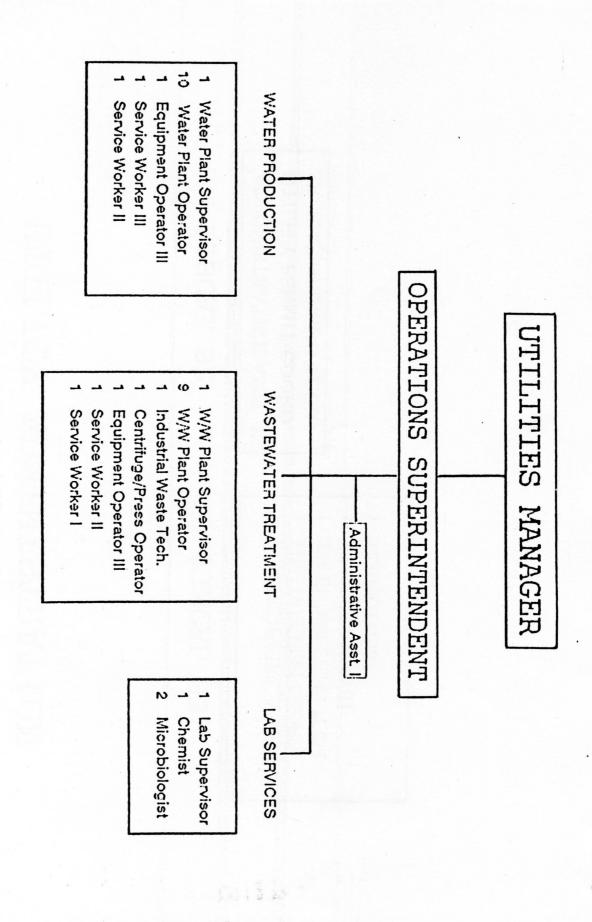
UTILITY ADMINISTRATION

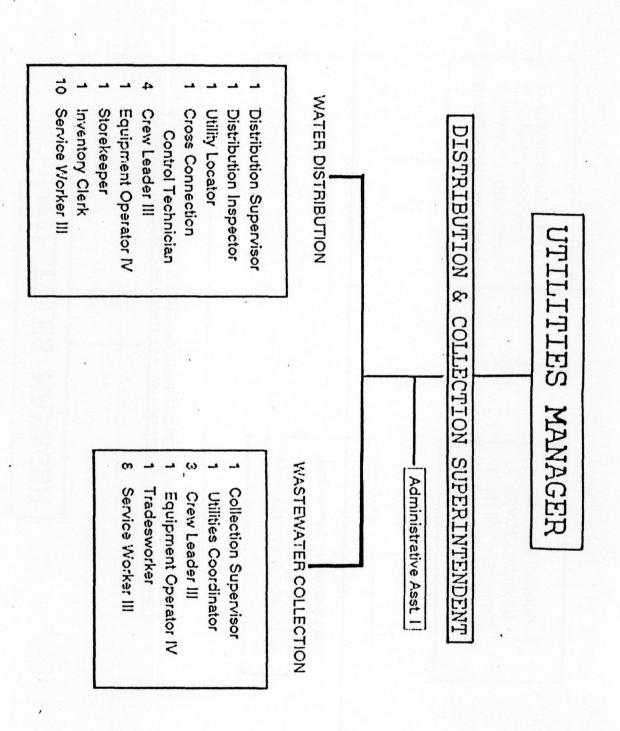
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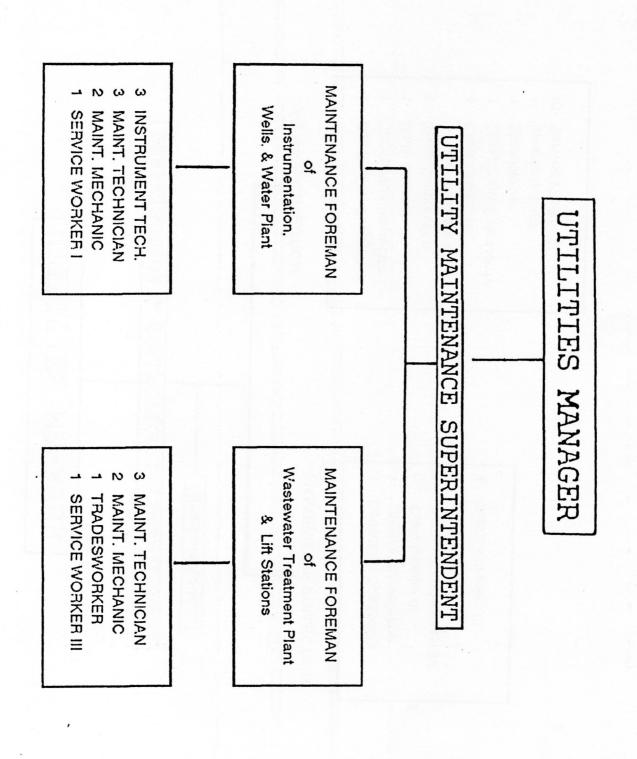
ADMINISTRATIVE ASST. II UTILITY PERMIT COORD. SR. ENGINEERING TECH

FISCAL 93

- ADMINISTRATIVE ASST. II UTILITY PERMIT COORD.
- SR. ENGINEERING TECH.
- UTILITIES ANALYST
- CLERK/TYPIST







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