



City of Naples

CITY COUNCIL MINUTES
BUDGET

Workshop Meeting 7-21-92

City Council Chambers
735 Eighth Street South
Naples, Florida 33940

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Prior to reviewing information on various items requested at the previous evening's Workshop, the City Council began this session by receiving into the record a letter from Citizens To Preserve Naples Bay read by President F. Wheeler Conkling (Attachment 2). This letter reviewed the background of that organization's participation with the City of Naples in legal fees involving the Sabal Bay litigation and requested that Council continue to pursue this case, but asked that their group be included in any negotiations with the other litigant, Collier Enterprises. The organization also indicated that should a specific millage be designated for the City's portion of these legal expenses, it be set to derive no more than \$75,000, which the organization contended would be sufficient for the coming fiscal year.

Finance Director Bill Harrison distributed information on Sabal Bay expenditures as of July 20th, although he indicated that the City did not have a record of any direct payments which Citizens To Preserve Naples Bay may have made to attorneys or other individuals involved in the case.

Upon the request of Mayor Muenzer, Members of the Council expressed their feelings with reference to the budget item for Sabal Bay litigation. Each indicated that the \$150,000 budgeted by the City Attorney for this case was appropriate and indicated their support for going forward with the suit. Vice Mayor Sullivan suggested that a workshop be held with members of Citizens To Preserve Naples Bay to analyze the alternatives and benefits of various courses of action, such as negotiations with the Collier interests.

(While items subsequently referred to as being distributed to the Council have not been included herewith as attachments, they have been made a part of the file of this Workshop in the City Clerk's Office.)

As previously requested, Council was provided with a listing of out-of-state travel proposed in the 1992-93 General Operating Budget. This list indicated that City Attorney Chiaro and Fire Chief Tom Smith were the only staff members who had requested out-of-state travel. The total

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was \$1,395. It was also noted that Ms. Chiaro's travel was in accordance with her employment agreement with the City. Council Member Herms requested a breakdown by department of the entire 400 "Travel & Per Diem" account.

Police Department:

The City Council was provided with a summary of the 460 "Repair & Maintenances Services" account showing 1991-92 budget amount and year-to-date expenditures. Police Captain Sireci indicated where cost increases had necessitated budgeting additional funds for the coming fiscal year.

The Council then discussed the issue of eliminating school crossing guards and providing these services using other Police Department personnel. They also received a list of school crossing sites and an analysis of the impacts should this function be absorbed elsewhere in the Police organization. After further discussion, it was determined that every effort should be made for the current school crossing guard program to remain in the budget with Chief Reble given the flexibility of funding it within the department's total allocation.

Captain Byrne reviewed statutory limitations on the use of confiscated funds and explained that the Police Department had used these funds in the past for such items as a computer system, mobile phones and crime scene cameras. In further discussion of Police computer applications, Council Member Van Arsdale suggested that the staff Computer Committee review these functions to determine whether there is any overlapping with other City departments. Chief Reble indicated that the use of confiscated funds was coming under increased scrutiny, but additional clarification will be sought from the City Attorney with reference to use of these funds for specific items within the Police Department budget.

The final item of discussion was the Police 510 "Office Supplies" account. The projected expenditure for the coming year is \$23,571 which is up from the previous year due to additional computer work stations and printers which have gone on line with the National Crime

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Investigation (NCIC) network. City Manager Woodruff also pointed out that some expenditures more appropriately in the administration fund had been transferred from the Criminal Investigation Division.

Prior to commencing review of the additional information, Council learned from Finance Director Harrison that any unspent funds would be placed in unrestricted reserves and that a target for departments would be 10%. This could be accomplished either through bringing in more revenue or spending less, he added.

The Council also received written information from the Fire Department with reference to a mobile burn unit which is used for training purposes and is included in their capital expenditures request.

Community Services

Council received a copy of the letter Parks & Parkways Superintendent Terry Fedelem forwarded to Naplescape requesting the remainder of its commitment for funding in the amount of \$20,000 in conjunction with the Goodlette Road median project.

Community Services Director Mark Thornton advised Council that it had been discovered that a portion of the landscape renovation project on Seventh Street North had at some point been inadvertently dropped from the Capital Improvement Program. This is the northern end of the project, from Fourth to Seventh Avenue North. Mr. Thornton asked for Council input as to which section they wished to see accomplished first. He said that Parks & Parkways Superintendent Terry Fedelem recommended that work on the northern portion be commenced first, due to its accessibility to reuse water for irrigation. It was, therefore, determined that the southern portion, from First Avenue South to Second Avenue North, would be scheduled for the following year, there being no economies of scale in this instance by accomplishing both sections simultaneously.

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Mr. Thornton provided Council with a work schedule for recreational facilities showing full-time and part-time workers. He also distributed revenue and expenditure summaries for Lowdermilk Park, Fishing Pier, Tennis Courts, and Fleischmann and Cambier Parks. Council requested similar figures for Anthony Park and River Park. David Lykins, Enterprise Operations Supervisor, advised the Council that although the River Park Pool was not heated, Community Services was considering keeping it open year round. Last year the facility had closed in mid-July.

Other information provided to Council by the Community Services Department included user data for Fleischmann Park showing the percentages of City and County residents enrolling in programs which are primarily athletic in nature. Organizations which participate in these activities normally provide their own coaches, uniforms, etc., with the City providing the facilities. It was determined that a future workshop session would be held to provide direction on use of this and other City facilities by various groups. It was noted that at Fleischmann Park, league sports activities actually account for a relatively small amount of revenue.

Community Services Director Thornton then reviewed a request within the Capital Improvement Program for replacement of a 1984 Ford Ranger pick-up truck which no longer performs reliably. He indicated that if replaced in his department's operation, this truck could be utilized by the vehicle shop which was requesting a vehicle of similar size. The Council indicated that a substitution, therefore, of the 1984 Ranger for the new truck proposed for the vehicle shop be made in conjunction with the purchase of its replacement in the Community Services operation. Council Member Herms observed that in the past, much useful City equipment had been sold at auction because of cosmetic wear. Dr. Woodruff, however, assured him that the Council's message in this regard had been heard and that funds are now budgeted for much more extensive painting and refurbishing of vehicles.

The final item reported on by the Community Services Department involved the projected extension of reuse water for irrigation of the linear park west of U.S. 41 between Banyan and Orchid Drives.

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would result in the jurisdiction of the Fire Department being restricted to verification that approved plans had been complied with. The salaries paid these two reviewers, however, would be commensurate with the higher level of expertise required of them. Because this proposal was not reflected in the budget as presented, Dr. Woodruff encouraged members of Council to talk with members of the building and architectural professions in advance of final action on the budget in August.							
Community Development Director McKim then reviewed capital expenditures. The Gordon Pass Management Plan takes into consideration funding through tourist development tax dollars. Partial groin removal includes work on the groins north of the Moorings Beach Club, north of Lowdermilk Park and at the Seventh and Eighth Avenue North beach accesses. Although it is hoped that some State matching funds will be available, the \$19,820 included in the budget does not reflect funding assistance. Council Member Pennington urged the staff to carefully survey the groins to be certain that those cited are the ones which should be removed. Dr. Woodruff indicated that this would be an appropriate area of review for the Beach Renourishment Committee.							
Human Resources:							
Dr. Woodruff and Human Resources Director Mary Kay McShane reviewed the status of compliance with requirements of the Americans With Disabilities Act (ADA). A complaint procedure is currently in place and each job description will be reviewed for revision to comply with the regulations. Dr. Woodruff indicated that the City would sponsor another ADA workshop for the community at the Naples Beach Hotel sometime in August.							
Other needs over and above normal functions include those requirements mandated by the Occupational Health & Safety Administration (OSHA). This also represents a significant impact upon the City's safety training program. Computer training is another item on which the Human Resources Department must focus in the coming year.							
Another impact noted by Ms. McShane was the need to provide exit interviews, retirement counseling and job placement, where possible, for							

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employees who were affected by the down-sizing of the organization. This function has largely taken the place of hiring, she added. There has also been an increase recently in the labor issues to be addressed by Human Resources, with Dr. Woodruff noting that he averaged one 1/2 day per month in grievance hearings.

Council Member Anderson noted that the Police union contract had stipulated that uniforms provided must be union made and asked for a written follow-up on the status of this issue.

The discussion then turned to the S.T.A.R quality improvement program which had been reorganized to address previous concerns about the amount of time being spent by employees in team meetings in light of the results achieved. After briefly reviewing the problem solving tenets of the process, Ms. McShane indicated that the newly reorganized program would be reviewed in depth for Council in August.

Dr. Woodruff explained that because he had committed that the program would either be corrected or eliminated, a new system had been developed. This included more management involvement and teams addressing only problems which management recognizes. Management designates the employees who will be invited to serve on each team and a contract is signed stating the number of hours to be devoted to solving the problem over a period not to exceed 90 days. Only the City Manager may grant an extension of time, he added. In conclusion, Dr. Woodruff reviewed the newly implemented "brainstorming" process which allows employees to bring forward to management problems which they feel are important to address. A health insurance task team, the first to operate under the contract arrangement, will be bringing its recommendations to Council in the near future.

Council Member Herms sought additional information about labor costs actually involved in the functioning of this program. Vice Mayor Sullivan, however, said that he was encouraged with the changes which have been made in the STAR program, and Dr. Woodruff pointed out that employees have been told that the STAR process is a part of their daily work and provides them with "an opportunity to shine."

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Other items reviewed in the Human Resources budget include professional services which cover such major items as pre-employment physicals, hepatitis-B shots, drug screening, police and fire testing, labor arbitration, and the employee assistance program.

City Clerk:

It was noted that the operating expenses of this department remained the same as the previous year. Professional services include \$19,000 for a recodification of ordinances. Dr. Woodruff indicated that all minutes were now up to date.

City Manager:

Among the items noted by Dr. Woodruff was a study of copying costs with a future presentation to Council. School & Training expense was for college assistance. The \$1,000 amount in the "Travel And Per Diem" account was to cover incidental expenses such as meals in conjunction with special meetings.

City Attorney:

The Council discussed the "Other Contractual Services" account which, it was noted, is designated to fund litigation expenses for outside legal counsel. Finance Director Harrison noted that most of the background work in the City's action against Accountant Ron Wood had been completed. Council Member Herms reminded Council that a file on this case was available to them for review at any time in the City Attorney's Office. The Council requested an additional breakdown on the following City Attorney accounts: "General & Merit Increase" (290); "Travel And Per Diem" (400); and "Books, Publications, Subs. & Mem." (540).

Mayor and Council:

No discussion

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Finance:

Finance Director Harrison indicated that one Customer Service Representative position had been eliminated. Although the City Council had approved an Administrative Assistant position in the Purchasing Division, this position will not be filled until savings derived from the elimination of building rental expense in that division are realized.

Other items reviewed by Mr. Harrison include the change of meter readers from the Public Works budget to Finance, an action approved by the auditors. "Professional Services" included the amount for the annual audit of City records. Postage expense is the amount included in this department's "Transportation" account, although Mr. Harrison noted that an attempt had been made to estimate the impact of a rumored postal rate increase. Nevertheless, a cost reduction had been realized by returning to the postcard format. Currently, the City has a contract with a direct mailing service which has proven very reliable and has resulted in a cost savings due to the use of bulk mailing. Mr. Harrison will research the mailing of utility bill postcards in this manner.

Mr. Harrison then reported on the status of negotiations to have Collier County take over the meter reading and billing of some 6,000 accounts which the County also bills for sewer charges. With the establishment of appropriate audit procedures, this would, without significant cost, result in their remitting the proceeds of these accounts in one check to the City. This, he said, would also lighten the work load of the reduced force of Customer Service Representatives, freeing the Customer Service Supervisor from clerical duties.

Dr. Woodruff also mentioned that Collier County Tax Watch had recommended that a monthly utility billing be implemented with meter reading remaining on a bi-monthly basis. This will be analyzed and a report provided to the Council. Other avenues being researched are whether the Collier County Tax Collector's office might handle utility billing and collection for the City and whether some arrangement could be worked out with the County to handle occupational licenses. In

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addition, there have been discussions with the Tax Collector's Office to place a representative in City Hall to provide tax collection, auto registration and other related County services to customers.

Dr. Woodruff reported that the staff had heard a presentation on a computer system the previous week. In this budget, data processing costs are assessed at a rate of 60% to the General Fund and 40% to the Water & Sewer Fund.

Non-Departmental

It was noted that some savings were realized through elimination of the employee picnic and due to the fact that 1993 was not a City Council election year. The annual General Pension actuarial study indicated that the City's contribution could be reduced for the coming year. The Council also discussed a proposal to provide long-term disability coverage for non-bargaining unit employees which would become effective on the 91st day of disability and provide 66% of salary. The Council requested that the staff provide figures to fund long-term disability for all employees. Dr. Woodruff pointed out that currently, long-term employees are paid a percentage of sick leave when they separate from the City.

Mr. Harrison explained that "Utility Services" included in this budget are for the City Hall complex and indicated that establishment of a facilities maintenance budget in the future would allow better accountability. Dr. Woodruff also observed that in the past, the Non-Departmental budget had been used to hide various expenses, a practice which had now been curtailed. The "Repair & Maintenance Services" account included work on air conditioning, plumbing, and electrical as well as non-contract repairs. The "Books, Publications, Subs. & Mem." account includes memberships in the City's name in Florida League of Cities and the Southwest League of Cities.

Contingency:

Dr. Woodruff noted that the goal was to gradually return this fund to a \$200,000 balance. In response to Mr. Herms inquiry whether there

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SUPPLEMENTAL ATTENDANCE LIST
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Lance D. Donovan
Wheeler Conkling

Sue B. Smith
Harry Timmins

Other interested citizens and visitors.

NEWS MEDIA

Eric Staats, Naples Daily News