



City Council Chamber
735 Eighth Street South
Naples, Florida 33940

City Council Budget Review Workshop Meeting - July 19, 1993 - 5:00 p.m.

Mayor Muenzer called the meeting to order and presided.

ROLL CALL

Present: Paul W. Muenzer, Mayor
Fred L. Sullivan, Vice Mayor

Council Members:

Kim Anderson
R. Joseph Herms
Alan R. Korest
Ronald M. Pennington
Peter H. Van Arsdale (Left Meeting at 8:45 p.m.)

Also Present:

Dr. Richard L. Woodruff, City Manager	Mark Thornton, Community
Kevin Rambosk, Assistant City Manager	Services Director
Maria J. Chiaro, City Attorney	Missy McKim, Community
William Harrison, Finance Director	Development Director
Mary Kay McShane, Human Resources	John Cole, Chief Planner
Director	Sheldon Reed, Fire Marshal
Janet Cason, City Clerk	Shirley Mann, Training and
Paul C. Reble, Police Chief	Development Coordinator
Tom Smith, Fire Chief	George Henderson, Sergeant-At-Arms
Glen Chesebrough, Training Chief	Marilyn McCord, Deputy City Clerk
Paul Sireci, Police Captain	Brad Estes
James Byrne, Police Captain	Other interested citizens and visitors
Paul Whittaker, Police Captain	
Noah Standifer, Planning and Research	Media:
Technician	Eric Staats, Naples Daily News

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ITEM 1

INTRODUCTION

City Manager Woodruff provided introductory comments and announced that the department heads had worked together to create an honest budget. Using visual aids, Dr. Woodruff first reviewed the distribution of tax levy for Fiscal Year 1993. He reminded everyone: "Out of every \$1.00 in ad valorem tax we pay as City taxpayers, what comes to the City government is less than \$.09." From that amount, continued Dr. Woodruff, Naples taxpayers receive police and fire protection and general governmental services.

Dr. Woodruff told Council that in September staff would present a work package and request that Council authorize the work program for the coming year.

Finance Director Bill Harrison then reviewed the City's fiscal year 1993-94 budget highlights:

- . No property tax increase
- . No increase in utility rates
- . Sabal Bay litigation budget \$250,000
- . General fund contingency \$209,000
 - Firefighters agreement
 - Downtown redevelopment start-up
 - Unanticipated costs
- . Utility tax fund contingency \$507,000
 - Repairs to fishing pier
- . Streets fund budget - existing agreement

Mr. Harrison displayed a graph summarizing the total budget and the operations and maintenance costs for the last three fiscal years. He noted that through many Council endorsed activities, including privatization, operations and maintenance costs have remained almost constant for two years. Mr. Harrison commended Council for helping to keep costs down. The number of City employees has gone from 525 to slightly under 500; the new budget reflects 482 employees. The new management team has made strong progress in meeting Council's goals, said Mr. Harrison.

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Bargaining unit contracts will result in some increase in the budget, noted Mr. Harrison. He said that it will be possible to maintain the same tax rate because the following revenue sources are larger than last year's:

○. Property tax	\$84,400
○. Utilities	
○. Payment-in-lieu-of-taxes	263,400
○. State shared revenues	143,200
○. Administrative transfer	124,300
○. Other	41,500
Total increase	\$ 656,800

Staff proceeded to review department summaries for the fiscal year 1993-94.

MAYOR AND CITY COUNCIL

Council Member Herms asked that staff provide the current balance, and identify expenditures, for Line Item 540, Books and Publications.

ITEM 2

ADMINISTRATION

(CITY COUNCIL, CITY CLERK, CITY ATTORNEY, CITY MANAGER,
HUMAN RESOURCES)

CITY CLERK

City Clerk Janet Cason presented budget details for her department. A personnel increase has been requested due to the transfer of responsibility for City Council agenda packet preparation from the City Manager's Office to the City Clerk's Office. Mrs. Cason outlined 1992-93 accomplishments in the City Clerk's Office:

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- Utilized computer technology to reduce paper and clerical work:

- Annotated agendas

- Improved permanent record of ordinances and resolutions

- Redesigned minute format

- Reference director on the LAN (local area network) for minutes, ordinances, resolutions, annotated agendas and legislative summary

- New responsibilities:

- City elections in conjunction with Supervisor of Elections

- Preparation of City Council agenda and meeting packet

CITY ATTORNEY

City Attorney Chiaro reviewed her departmental budget, pointing out that it reflects salary increase for merit increases only. Attorney Chiaro told Council that the major project this year is recodification. Funds from her department's budget will be utilized for oversight of redevelopment efforts, annexation, and cable franchise negotiations.

In response to Council Member Pennington's inquiry, the City Attorney said that appropriating the additional \$100,000.00 for Sabal Bay litigation would allow for comfort but was not extravagant. The City Attorney's Office will provide Council with copies of the manual used for training in the preparation of resolutions and ordinances.

CITY MANAGER

City Manager Woodruff reviewed the goals and accomplishments, including privatization, pertaining to the City Manager's Office. Dr. Woodruff told Council that staff attendance at local homeowner association meetings has been very well received.

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Maintenance of all items in the ownership of the City has been stressed this year, said Dr. Woodruff, including any item that is visible to the public or utilized by City employees. He assured Council that this will be an ongoing program. Relative to maintenance, Council Member Korest asked about the public address system in the Council Chambers. Dr. Woodruff will provide quotes for a new system which have been obtained.

Next Dr. Woodruff outlined general management goals and objectives for the coming year, including:

- . Further privatization
- . Monthly/quarterly news article to the public
- . Tax equity analysis
- . Performance measurement standards and productivity evaluation
- . Computer analysis
- . City signage program

Referring to Line Item 400, Travel and Per Diem, Dr. Woodruff explained that Assistant City Manager Rambosk will be working more this year with the Florida League of Cities, necessitating more travel expenses. The Florida League of Cities has been asked to appoint Mr. Rambosk to its task force on tax equity.

HUMAN RESOURCES

Human Resources Director Mary Kay McShane reviewed her department's accomplishments and goals for the coming year. During 1992-93, in order to improve efficiencies in the workplace, Human Resources implemented an applicant tracking computerized program. Compliance with Federal legislation resulted in a major demand on the Human Resources Division this year, to come into compliance with the Americans With Disabilities Act, OSHA Hepatitis B, and HIV control plan requirements.

Ms. McShane pointed out that additional funds have been budgeted this year in Line Item 310, Professional Services, because the City Attorney's Office no longer budgets a portion of that.

Line Item 495, S.T.A.R. Charges, was discussed. Ms. McShane explained that the S.T.A.R. Program was now a part of City employees' daily work, resulting in little if any additional cost. Dr. Woodruff described the efforts of a recent S.T.A.R. Team and told Council that the Program has

been successfully renovated.

Staff will provide a list of those employees in each department who are responsible for safety programs and provide any written policies now in place for spraying chemicals, etc.

ITEM 3

FIRE DEPARTMENT

Fire Chief Tom Smith began the Fire Department budget review by expressing his pride in the City's I.S.O. (Insurance Services Office) rating. It is anticipated that the I.S.O. rating will improve from Class 3 to Class 2.

Regarding E.M.S. (Emergency Medical Services) Chief Smith noted that staff is currently reviewing alternate funding methods for providing ambulance service to all residents of the City and Collier County. Public education and firefighter training were reviewed. Chief Smith informed Council that nationally recognized classes should be available soon in Naples, eliminating the need for sending new employees to Fort Myers or Ocala for certification.

Next Chief Smith reviewed the department goals for 1993-94:

- Computer Programs: Develop computer programs for tracking various items within the department.
- Training Center: Bring courses from National Fire Academy to Naples Fire Training Center.
- Prefire Plans: Thorough assessment of our prefire plan process for all commercial structures.
- Fire Inspections: Establish a system to improve tracking and accountability for fire inspections generated by Operations Division.
- CPR: Certify at least 50% of City employees in CPR.
- Station #1 Renovation: Start and finish this project within allotted time frame and within budget.

Dr. Woodruff and Chief Smith reviewed the New/Expanded Program Request for Training Coordinator/Captain and answered Council's questions pertinent to that position. Council agreed to leave the Training Captain position in the budget. Staff will continue to work on its justification prior to the time of final budget reading. It was noted that this is a revenue neutral position and would not be filled until justification is established.

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In response to Council Member Herms' request, staff will provide copies of the latest elevation print for the Station One renovations.

BREAK: 7:55 p.m. - 8:05 p.m.

ITEM 4

POLICE DEPARTMENT, BEACH PARKING FUND

POLICE DEPARTMENT

Police Chief Paul Reble, using visual aids, reviewed the Police Department Accomplishments and Achievements for 1992-93, including:

- . Developed and utilized new Promotion Exams resulting in the promotion of one Captain, one Lieutenant, and two Sergeants.
- . Reorganized the department by rotating Bureau Commanders and select operational personnel.
- . Instituted an eighty hour In-Service Training Academy.
- . Restructured the organization due to \$260,000 in budget cuts. Positions were eliminated and job assignments were realigned to meet continued work demands.
- . Provided public relations training for Beach Specialists.
- . Began a Familiarization Training Program for rookie patrol officers. The Program called for a thirty day assignment in the Criminal Investigation Bureau.
- . Through an increase in drug enforcement the department benefitted in increased dollars for the Confiscation Trust Fund.
- . Accomplished the department's Minority Recruitment Goals.
- . Subscribed to the Law Enforcement Television Network.
- . Instituted a Park, Walk and Talk Neighborhood and Commercial Preventive Policing Program.
- . Completed Phase III of the L.A.. Implementation Master Plan which resulted in the addition of workstations and several new software modules.
- . Participated in a joint City-wide effort to establish and enforce speed zones in Naples Bay.
- . Assisted in a cooperative effort to form a new Special Events Committee.

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- . Expanded the Motorcycle Traffic Enforcement Unit without increasing manpower requirements.
- . Established a Youth Crime Prevention Program and expanded the programs offered under the Police Athletic League in to include basketball and wrestling.
- . Dispensed re-accreditation packets.
- . Implemented phase one of community oriented policing.
- . Improved relations with the media.
- . Privatization of parking meter collection.
- . Instituted in-depth background investigations for all police candidates.

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Chief Reble next identified the Police Department goals for 1993-94:

- . Fine tuning the organization
- . Improve public relations
- . Improve teamwork
- . Accreditation Update
- . By the end of the first quarter the community oriented policing concept will be fully operational.
- . Increase patrol on the waterways.
- . Convert all existing statistical and informational programs to the L.A.N.

Chief Reble and staff responded to Council's questions and will provide the following information:

- . Follow-up information regarding Marine Unit activities.
- . Write specifications and obtain bids for carpet at the Police Station, then report to Council.

While discussing the computer programs, Dr. Woodruff informed Council that one of staff's goals was to computerize the Council agenda packets. He also noted that because of the computer network, there has already been a great decrease in paper expenses. Chief Reble mentioned that soon the Police Department would be asking for Council approval to purchase, from the Confiscated Trust Fund, computers for all patrol cars.

Council and staff discussed the Capital Improvement Program budget items for the Police Department, including those vehicles and boats which need to be replaced.

BEACH PARKING FUND

Planning and Research Technician Noah Standifer reviewed the Beach Parking Fund budget. The Police Department is responsible for the enforcement phase of this division; Community Services handles the maintenance. City Manager Woodruff reminded Council that the beach parking program was restructured last year and noted that the beach ends are on a better maintenance program. Staff will report on removing some of the rocks at the beach ends for easier ingress and egress of beach patrol vehicles.

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FINANCE DEPARTMENT

Finance Director Harrison introduced the Finance Department's budget for 1993-94 and reviewed the department's accomplishments and achievements for 1992-93:

- . Consolidated meter reading and utility billing in joint service area
- . Two bond refinancings
- . Audit program for fire meters and broken water meters
- . Requested proposals for:
 - . Property and liability insurance
 - . Health plan administration and re-insurance
 - . Parking Ticket Agency

Staff will identify the actual savings which have resulted from bond refinancing. At the request of Council Member Van Arsdale, for future budgets staff will identify the percentage of change, from one year to the next. Mr. Van Arsdale suggested adding an additional column. Staff will also provide the utility deposit reimbursement policy to Council.

Council and staff discussed the Purchasing Division budget. Staff will provide Council with a timetable for moving the Purchasing Division into the Public Works facility.

NOTE: Dr. Woodruff announced that the City had contributed 2,000 gallons of water to the midwestern U.S. flood victims.

ADJOURN: 9:45 p.m.

PAUL W. MUENZER, MAYOR

Janet Cason
City Clerk

Marilyn McCord
Deputy City Clerk

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These minutes of the Naples City Council were approved on August 18, 1993.



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