



CITY of NAPLES

2019 ANNUAL REPORT | CITY CLERK



Patricia L. Rambosk, MMC,
City Clerk

DEPARTMENT DESCRIPTION

The City Clerk, as the custodian of the official records of the City of Naples, records and maintains all proceedings of the City Council, appointed boards, committees and commissions of the City, prepares minutes for each, and processes all legislation (ordinances and resolutions) for filing. Upon request, the City Clerk provides information to the public from these documents as well as provides assistance to all persons in accessing nonexempt City records, in conformance with state laws. In addition, the Clerk's Office directs the retention program for all City records, operates the City's in-house Records Management Center, and periodically engages in research projects (supplying historical information) for others in the organization. The City Clerk is one of the three Charter Officials that reports directly to the City Council, along with the City Manager and City Attorney.

OUR CUSTOMERS

- ✓ The Public
- ✓ City Elected Officials
- ✓ City Staff
- ✓ Candidates and Voters
- ✓ Community Organizations
- ✓ Businesses
- ✓ Municipal Governments



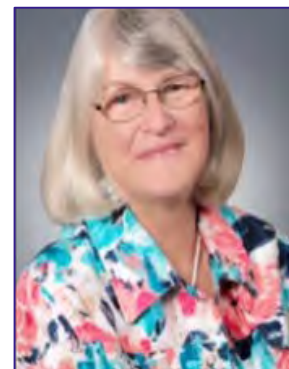
Jessica Rosenberg
Executive Assistant
Deputy City Clerk



Carmen Hernandez
Executive
Assistant



Elizabeth Rogers
Executive
Assistant



Kathleen Tetrault
Administrative
Coordinator



Jessica Hernandez
Administrative
Coordinator

OUR MISSION

Is to provide the highest quality and level of professional and courteous customer service by creating, maintaining, and safeguarding the Official Records of the City in accordance with State Law and the Code of Ordinances. In addition, the City Clerk's staff is committed to the City's Core Values:

Respect

Accountability

Professionalism

Integrity

Dependability

Honesty

Teamwork



OVERVIEW OF ACCOMPLISHMENTS

Thank you for the opportunity to continue to serve the Council, the staff and the public.

Together, with our terrific team in the Clerk's Office, we continue to deliver excellence in customer service by providing accurate information and maximizing access to our City records in an efficient, timely, professional and courteous manner. We also continue to lead and innovate throughout the State in the area of online public records access which is in high demand and is cost-effective. The public accessibility to web streaming and records from our online library is unlike that of any other city. This year, we expanded our records access to include a link in the minutes directly to a speaker's comments in the video streaming of a meeting.

In the beginning of 2019, we had received numerous requests from the public wanting to access the votes and actions of the City Council without having to read through the minutes of meetings. At that time, our office created a searchable Voting Record of Council's Actions together with active links to the referenced documents. Throughout the year, we were able to recreate a Voting Record for each year back to 2016. Next year, we will continue to prepare this Voting Record.

The Questys library; web streaming of minutes and records; and the Public Records Portal continue to be in great demand by the public with over 14,000 hits over the last year.

In response to the growing number of municipalities that are being subjected to frivolous lawsuits by some unscrupulous individuals and law firms, many communities have removed all of their documents from their web sites. In lieu of immediate access, they advise anyone seeking public records to contact the clerk's office and request a printed copy. We have not taken this action yet, and the Clerk's staff has invested many hours of time to work toward compliance in the future. At this time, there are no federal standards for defining what is deemed "compliant". This presents a considerable challenge to municipal clerks as it is subject to interpretation by municipalities and those seeking financial gain through these lawsuits. The Clerk has been working in collaboration with other City Clerks throughout the country on this challenge.

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The City Clerk undertook the project of coordinating the codification of the City Comprehensive Plan nearly five years ago. This year, that project was completed, and the Comprehensive Plan is uploaded on the City's Homepage along with the Code of Ordinances. The City Clerk's Office will keep it current and accessible to the public.

A significant amount of time was spent researching alternative technology for meeting and agenda management that will be more cost effective and more efficient. Our goal is to continue to keep Naples ahead of other cities in providing records to the public in a quick and easy manner from one convenient place. Recommendations have been made to the City Manager and the Technology Services staff.

In November, we coordinated city-wide training to all employees that create or maintain public records. The training was presented by the Florida Department of State and included the benefits of records management, legal mandates, identifying public records, records retention, inventory and storage, electronic records, records disposition, email management and public records access.

The Clerk coordinated all aspects of the 2019 Special Election and served on the City's Canvassing Board.

It was a great experience to participate in the Leadership Collier Program, and I will be able to continue to utilize this program to expand the network of leadership connections in the community for the purpose of recruiting board and committee members. It has also been a great privilege to serve on the Board of Directors of the Florida Association of City Clerks as the Southwest District Director.

Respectfully submitted,

A handwritten signature in cursive script that reads "Patricia L. Rambosk".

Patricia L. Rambosk, MMC
City Clerk

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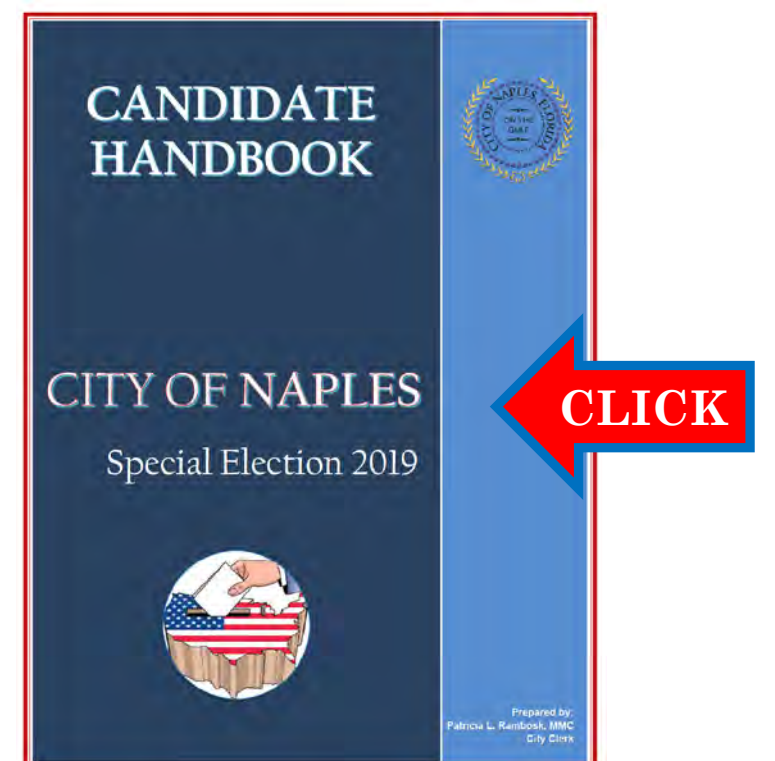
2019 SPECIAL ELECTION



The City Clerk served as the Chief Election Official for the 2019 Special Election and was dedicated to ensuring the City’s election process was successful.

Much time was invested calculating qualifying dates and deadlines, researching to ensure compliance with state election laws, financial reporting laws, charter and ordinance provisions, facilitating agreements for polling locations, maintaining a webpage for election information and serving on the Canvassing Board. Our team, assisted where possible, with the Supervisor of Elections, to continue to reduce election expenses.

The Candidate Handbook has been substantially updated this year to become a “How To” guide for those interested in running for elected office in the City. The Handbook provides many answers to questions, assists in avoiding pitfalls, and includes helpful links.





OATH OF OFFICE

BOARDS AND COMMITTEES HANDBOOK



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The Clerk's Office continues to maintain technology to make civic participation easier. The residents of Naples who are interested in serving on City boards, commissions and committees can access the "Boards and Committees" tab on the City Clerk's page of the website to monitor vacancies, apply for them and receive communication on the status of an application. It is often relayed how pleased applicants are with the easy application process.

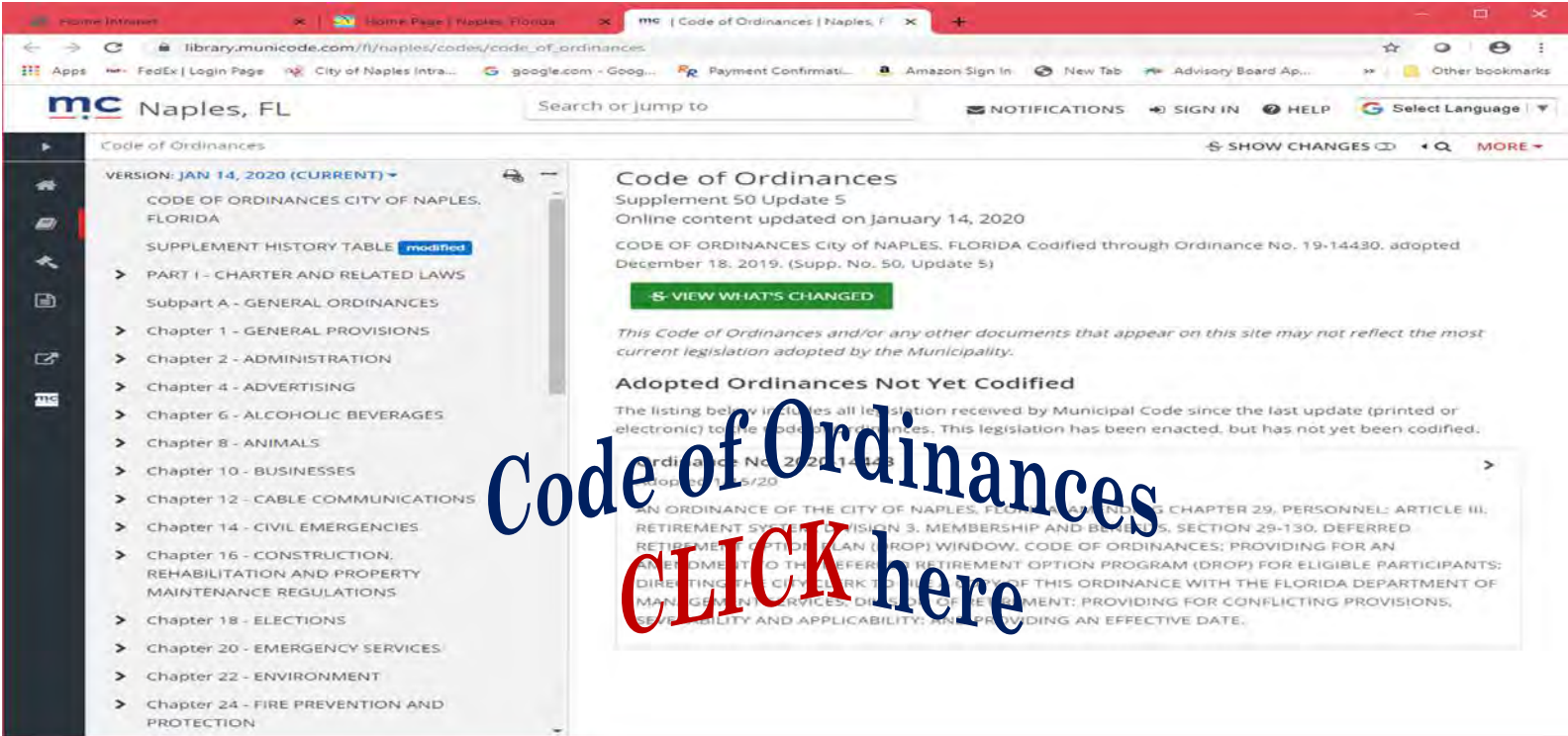
A handbook was created for Board and Committee applicants that is accessible from our website. This reference tool was created for residents seeking answers regarding serving the City and contains information on meetings for City Council and all boards, commissions, and committees to easily guide them to volunteer for positions. The contents include: welcome information, a list of the City's active boards and committees, number of members, terms, meeting times, description of each board, commission and committee, enabling legislation along with links to rules of procedures and bylaws, tips to keep

meetings productive and on track, voting conflicts, parliamentary procedures, Article V of the Code of Ordinances regarding boards, commissions and committees, and the Code of Ethics.

We continue to work with organizations to obtain candidates to serve on the City's many boards, committees and commissions.



NAPLES
CODE OF ORDINANCES



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WE HAVE MADE OUR CODE
More accessible. More transparent.
More up-to-date. More efficient.

Code of Ordinances Website

You can now navigate to, print, save, e-mail and link to desired sections of the Online Code of Ordinances with greater efficiency.

Examples of the features within the Municode website:

Navigation

- Viewing information from a table of contents
- Expanding folders within a table of contents
- Navigate using the 'bread crumb trail'

Search

- Entering search criteria
- Narrowing your search range

Print

- Printing a portion of the online code (an easy three-step process)

Saving

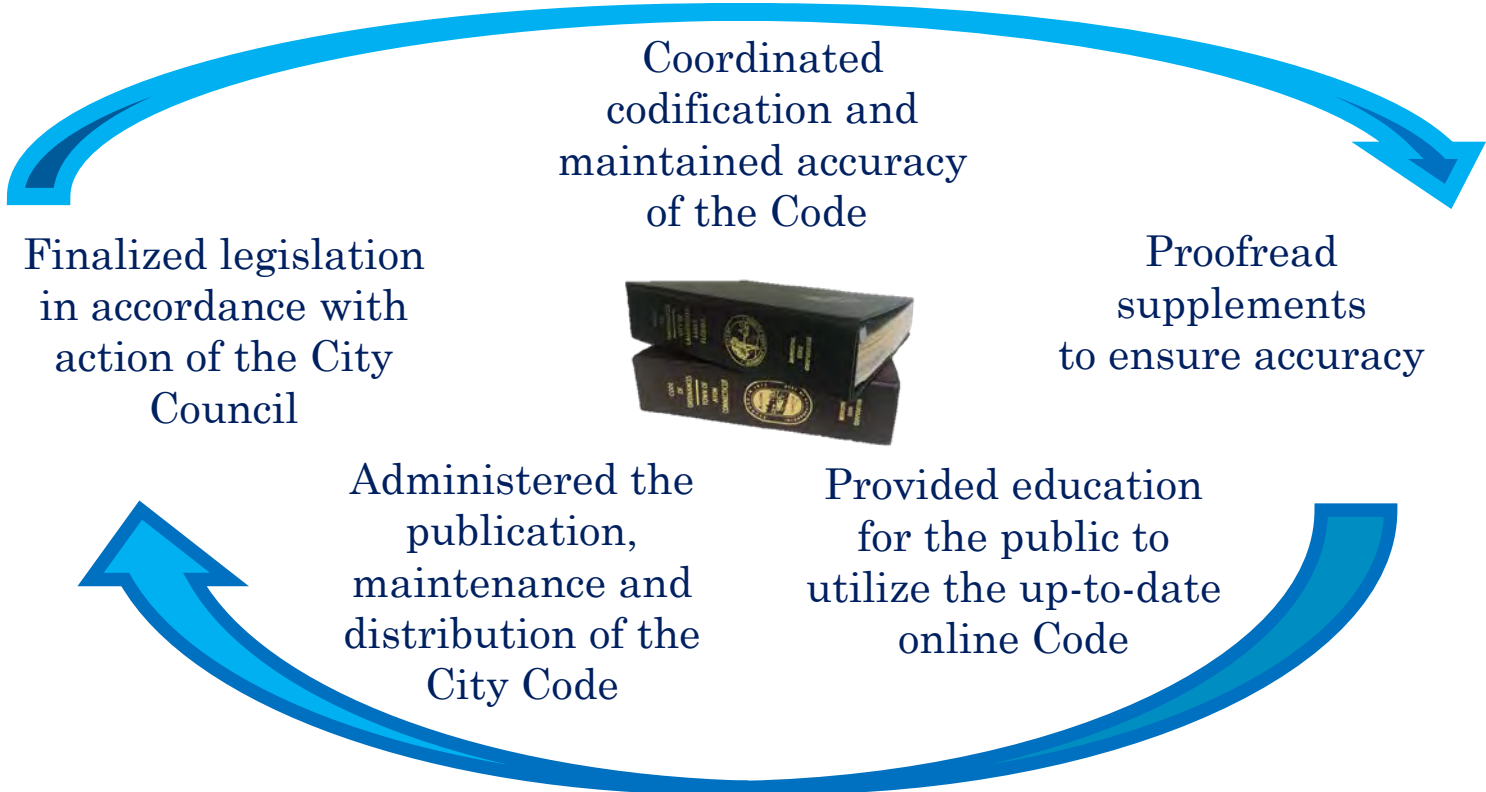
- Saving a portion of the online code

Sending codes by e-mail

- E-mailing a portion of the online code

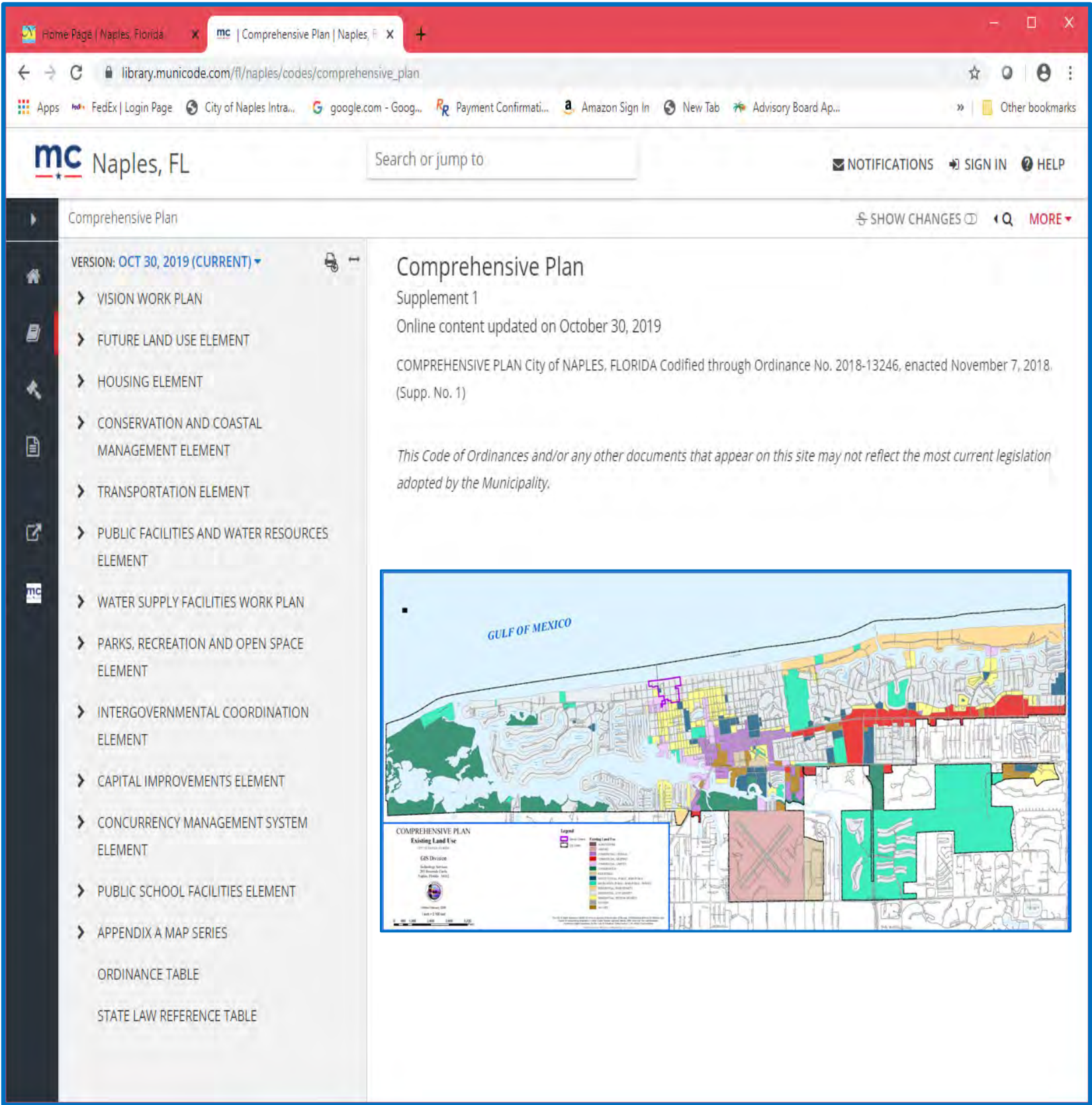
Linking to the code

- Creating a static URL link to any heading level of the online code



MAINTAINED THE ACCURACY OF THE NAPLES CODE OF ORDINANCES

COMPREHENSIVE PLAN



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WHAT IS THE COMPREHENSIVE PLAN?

The **Comprehensive Plan** provides the overall long-term vision and policy direction for managing the built and natural environment in our City. It is a document that provides the City’s goals and aspirations in terms of community development.

WHY IS A COMPREHENSIVE PLAN IMPORTANT

The **Comprehensive Plan** is based on the vision, values, and expectations of the community. Through a thorough public input process the **Plan** is developed, creating a framework for making **important** decisions while guiding City growth and development for years to come.



The City’s Comprehensive Plan has now been *CODIFIED* by Municode and can be accessed from the City’s website

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CITY COUNCIL VOTING RECORD - 2020

OFFICE OF THE CITY CLERK
Patricia L. Rambosk, MMC, City Clerk
Phone: 239-213-1015
prambosk@naplesgov.com



"The information contained herein is used only as a working paper preliminary to preparation of meeting minutes and should not be relied upon as the official record."

AGENDA ITEM	MOTION	LEGISLATION CLERK TRACKING	VOTES									
JANUARY 15, 2020 - REGULAR MEETING			Barnett	Price	Buxton	Hutchison	McLeod	Christman	Seigel	Passed	Failed	
CONSENT AGENDA ITEMS												
Item 8.A MINUTES (November 18, 2019 Workshop, December 4, 2019 Regular, December 16, 2019 Workshop and December 18, 2019 Regular)	MOTION by Council Member Buxton to approve: Consent Agenda, seconded by Council Member McLeod, unanimously carried.		Yes	Yes	Yes	Yes	Yes	Yes	Yes	7-0		
Item 7.A Special Events - 9th Annual Fly in Cruise in Pancake Breakfast, Naples Airport.												
Item 8.A RESOLUTION - To approve the Statewide Mutual Aid Agreement between the City of Naples and The Florida Division of Emergency Management.		2020-00002										
Item 8.B CONTRACT - To approve Ward Diesel Filter Systems to purchase diesel exhaust capture systems and have them installed on all fire apparatus under Capital Improvement Project 20E05.		2020-00002										
Item 8.C CONTRACT - To award a contract by two Purchase Orders to Fisher Safety and Emergency Services to purchase self-contained breathing apparatus (SCBA) and cylinders under Capital improvement Project 20E04 and 20E06.		2020-00003										
Item 9.A - CONTRACT - To amend contract with Consolidated Electrical Distributors Inc for the annual purchase of Variable Frequency Drives in an annual amount limited to the adopted budget.		2020-00004										
END OF CONSENT AGENDA												
Item 10.A - Executive Session - Risk Management, closed session.												
Item 11.A - To appoint M. Borelli to the Code Enforcement Board - Regular seat.	Motion by Vice Mayor Price, unanimously carried.	2020-00005	Yes	Yes				Yes				
Item 11.A - To appoint J. Kiri to the Code Enforcement Board - alternate seat.	Motion by Council Member McLeod, unanimously carried.	2020-00006	Yes	Yes	Yes							
Item 11.A - To appoint A. Dumomay to CRAAB (CRA district).	Motion by Council Member Buxton, unanimously carried.	2020-00007	Yes	Yes								
Item 11.A - To appoint I. Fredrickson to CRAAB (D Downtown).	Motion by Council Member Christman, unanimously carried.	2020-00008	Yes	Yes								
Item 11.A - Withdrawn - S. Swain.												
Item 11.A - To appoint Q. Tyler to CRAAB (D Downtown).	Motion by Council Member Buxton, unanimously carried.	2020-00010	Yes	Yes								
Item 11.A - To appoint S. Weatherby to General Pension.	Motion by Council Member Seigel, unanimously carried.	2020-00011	Yes	Yes								
Item 12.A. Special Events - Realtor Event - The Ronto Group - Naples Square.	Motion by Council Member Seigel to approve, seconded by Council Member Buxton, unanimously carried.		Yes									
Item 12.B. Special Events - 4th Annual Justice March and Celebration - Collier Freedom Inc - Cambier Park (1/18/20)	Motion by Council Member Christman to approve with clarification to timeframe, location and manner, seconded by Council Member Buxton, carried 6-1.				Yes	Yes						

**NEW
VOTING RECORD**

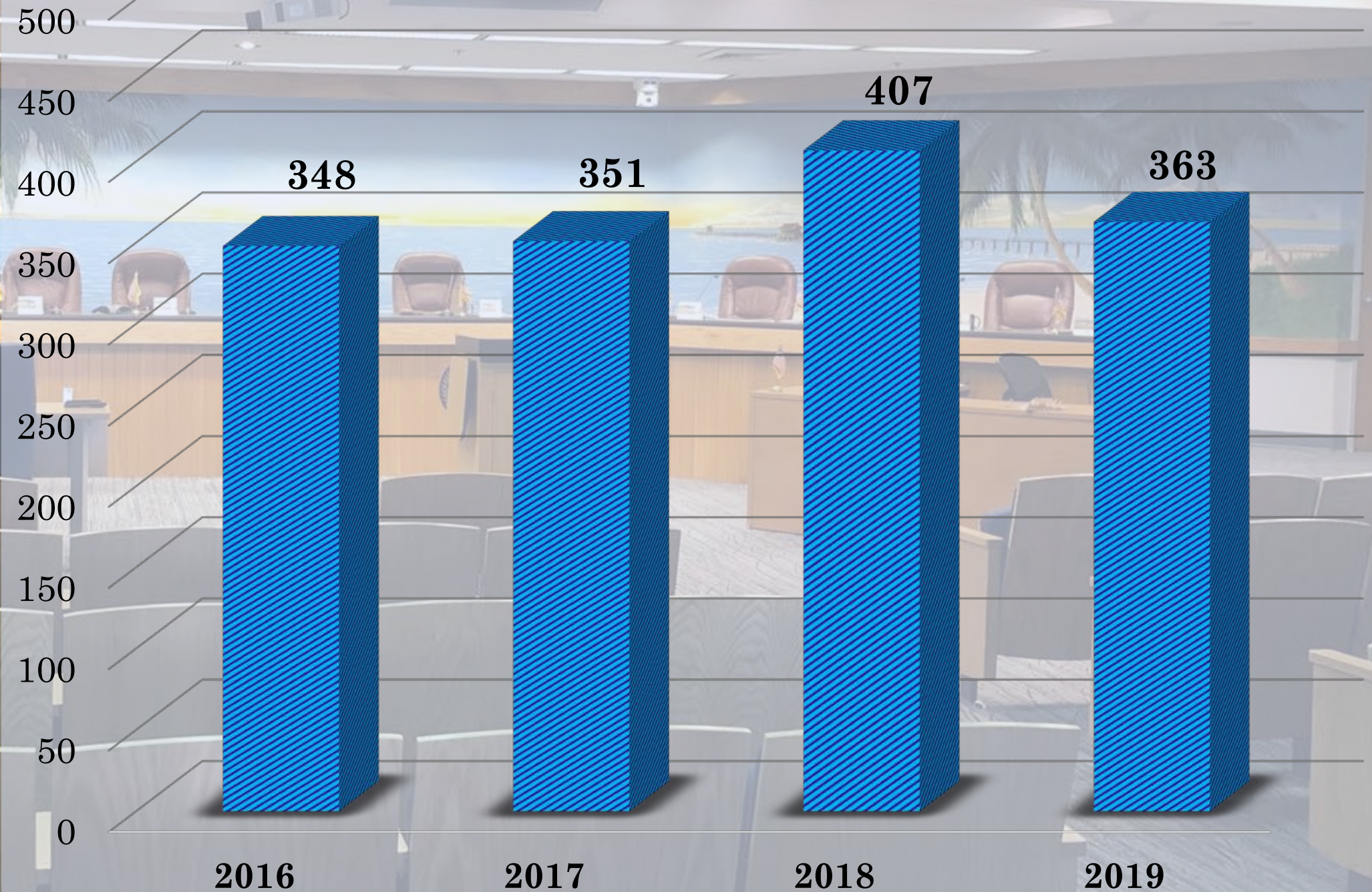
**COMMUNICATE
THE ACTIONS**

A meeting summary and searchable VOTING RECORD to communicate the votes and actions of Council was established in January 2019 and published to the City's website for accessibility by the public. Voting Records for prior years back to 2016 are now accessible.

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- Carver Finance Board
- City Council / CRA
- Citizens Police Review Board
- Code Enforcement Board
- Community Services Advisory Board
- Community Redevelopment Agency Advisory Board
- Design Review Board
- East Naples Bay Citizens Advisory Committee
- Moorings Bay Citizens Advisory Committee
- Pension Boards
- Planning Advisory Board
- Public Art Advisory Committee
- Miscellaneous Events

MEETING HOURS





NEW

CITIZEN Appointments to Boards and Committees and *COUNCIL* Appointments to Boards and Committees

Are accessible from the
City Clerk's webpage!!!



CITY OF NAPLES CITIZEN APPOINTMENTS TO BOARDS AND COMMITTEES



Revised: October 2019

Boards and Committees	Members	Description Contact Liaison	Regular Meetings	Est. Meeting Time
Airport Authority • Rules & Regulations • Naples Code-Article I	5-members	Autonomous body appointed by the City Council to oversee operation of the Naples Airport. Contact: Chris Rozansky Robin E. Menard Phone: 239-643-0733 Terms: 4 years	3 rd Thursday at 8:30 a.m. Meeting Schedule	3 hours per month
Board of Directors of Carver Finance, Inc. • By-Laws	3-members	Provides oversight to the George Washington Carver Apartments. Contact: Jodi Bain Phone: 239-213-1816 Terms: 3 Years	Meets Annually	2 hours per year



CITY OF NAPLES COUNCIL APPOINTMENTS TO BOARDS AND COMMITTEES

Revised: October 2019

Boards and Committees	Members	Description Contact Liaison	Regular Meetings	Est. Meeting Time
Airport Noise Compatibility Committee • By-Laws • Board Members • Agendas & Minutes 	1-City Elected Official	The nine-member committee meets regularly to review the Airport Noise Abatement Program and make appropriate recommendations to airport staff and the authority. (Seat 8) One member appointed by Naples City Council. Contact: Diane Jackson Phone: 239-643-0733 Term: 4 Years (or end of term) City Elected Official 1. Gary Price Term: 2/21/2018 - 2/6/2022	Meeting Schedule	4 hours per month
Coastal Advisory Committee (City/County) • County Sec. 2-888 • County Sec. 2-888 • County Rules of Procedure • Board Members • Agendas 	1-City Elected Official	Advise and make recommendations to the BCC and TDC on beach erosion control, capital improvement programs related to coastal issues, and coastal zone management policies and procedures for beach renourishment and other activities. (Council's preference to appoint one Council Member) Contact: Gary McAlpin Phone: 239-252-2966 Term: 4 Years City Elected Official 1. Terry Hutchison Term: 5/22/2020 or End of Term	2 nd Thursday at 1:30 p.m. BCC Chamber	4 hours per month

RECORDS DISPOSITIONING

NOVEMBER 21, 2019



DURING THE CITY'S ANNUAL SOLID WASTE EVENT

**137 BOXES OF CONFIDENTIAL AND/OR EXEMPT
DOCUMENTS WERE SECURELY SHREDDED**

**Our many thanks to all those in Solid Waste and Community
Services who facilitated the success of this event!**



Patricia L. Rambosk, MMC
City Clerk



The Clerk's Office participated in the annual solid waste event to dispose City records in accordance with State guidelines and identified and permanently preserved historically valuable records.

TRAININGS

PARALEGAL ASSOCIATION OF FLORIDA, INC.



The City Clerk provided training programs to professional organizations and businesses and coordinated the State’s Public Records Law training to City employees. The Clerk also continues to provide training to the City’s Records Coordinators and staff regarding updates to JustFOIA (electronic public records request software) and laws affecting public records.



FLORIDA DEPARTMENT
OF STATE
ANNUAL MANDATORY
RECORDS
MANAGEMENT
TRAINING

OFFICE WEBINARS

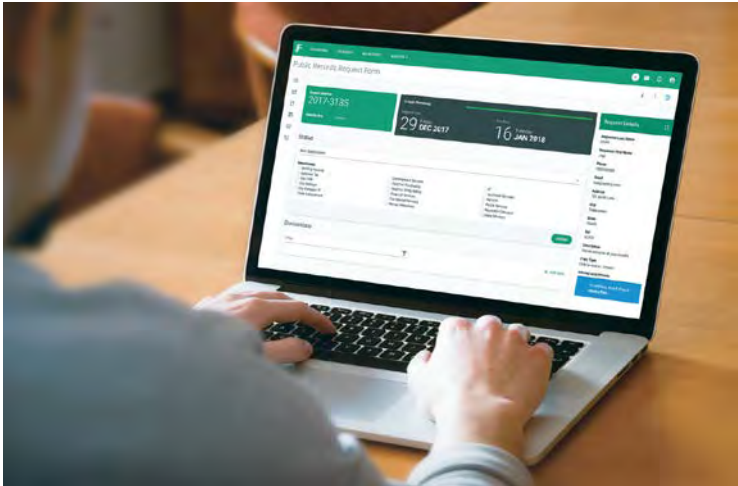


Documents for ADA Compliance



FROM START TO FINISH

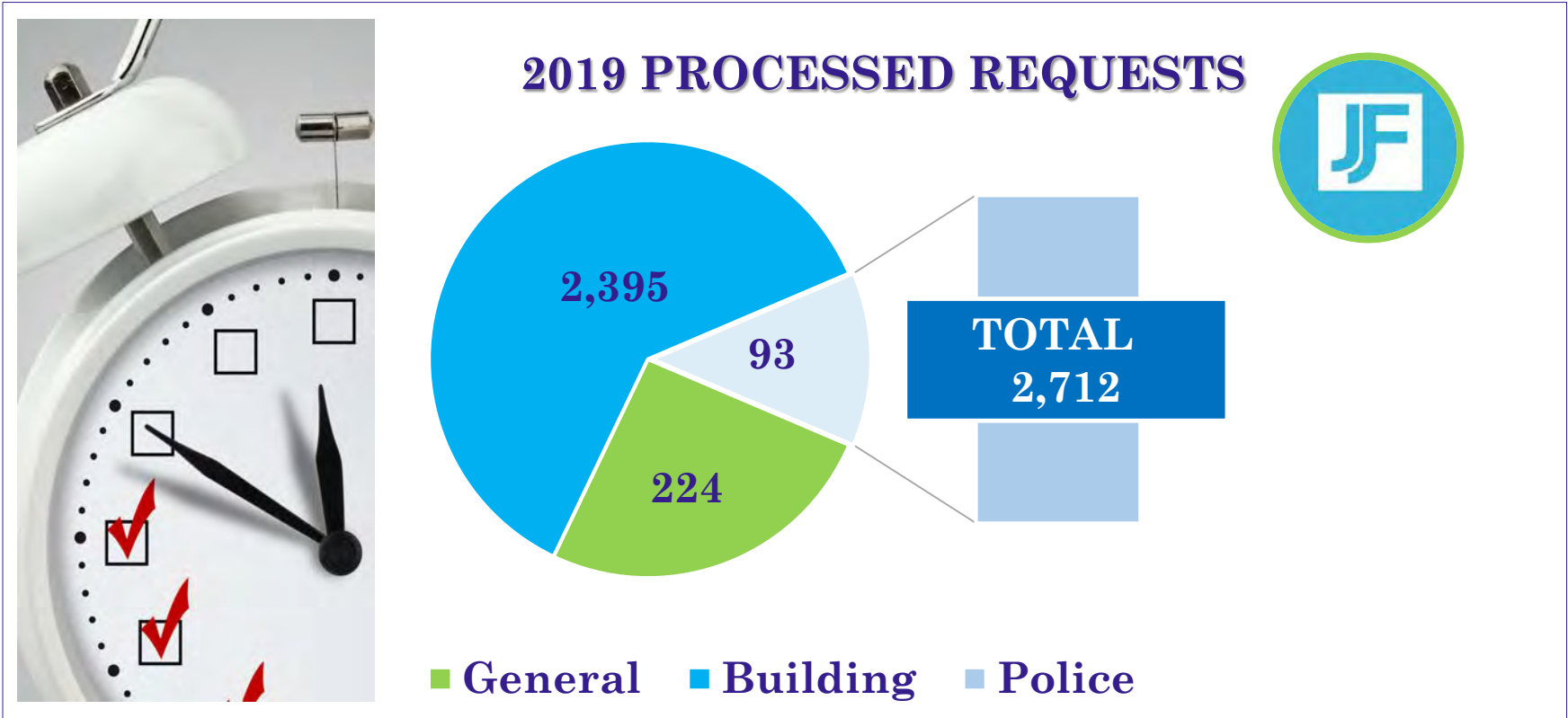
THE CITY CLERK’S OFFICE IS THE COORDINATING OFFICE FOR PUBLIC RECORD REQUESTS UNDER THE FREEDOM OF INFORMATION ACT (FOIA) ENSURING PROPER SECURITY AND DISCLOSURE OF CITY RECORDS.



Our submission form is customized to meet the public’s needs. Whether our public record requests are received as walk-ins, incoming calls, e-mails, or snail mails, we have implemented a solution to consolidate the process!

WHAT IS A FLORIDA PUBLIC RECORD?

Public Records include all documents, maps, tapes, photographs, films, sound recordings, data processing software, or other material, made or received pursuant to law or in connection with the official business of any agency. Fla. [Stat. § 119.011\(11\)](#).



With the use of the JustFOIA tracking solution, we were able to process and track 2,712 Public Record Requests throughout the City in 2019.

Our open records request tracking and management process continues to be used as a model for best practices throughout the country by MCCi. Our office participates on the development team for JustFOIA to continue to improve its efficiency.

Public Record Requests are our team’s highest priority due to the requirements of the state laws. We review and/or redact emails that may contain confidential or exempt information to avoid any legal matters that would result in having to pay attorney fees and court costs.

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LEADERSHIP COLLIER



EDUCATION - IIMC/FACC

The Clerk remains committed to continuing education and keeping up with new technologies and legislative updates and, as such, attended the 2019 IIMC Annual Conference which included sessions on leadership, strategic planning, technology, social media, records management, engagement and transparency in the digital age.

MISCELLANEOUS

In addition, the Clerk and office staff participated in training, seminars, and webinars, including:

- **NAGARA Webinars:** Records Management and Public Disclosure; Campaign Finance & Candidate Qualifying; Managing & Accessing Archival Email; It Takes a Village: A State Agency's Implementation of an Electronic Document Management System; Navigating the Growing Threat of Ransomware and Cyber-Blackmail; Across Fields: Electronic Records Management from Inception to Disposition; Collaboration; Digital Preservation Format Best Practices; Digital Hoarding & Cleaning.
- **Technology Services:** Cybercrime online training.
- **MCCi:** JustFOIA webinars.
- **Human Resources:** Anti-Harassment and Ethics training.
- **Florida Department of State / Division of Library and Information Services:** Records Management webinar.
- **Granicus:** Peak Agenda training and various webinars including Municipal Clerks vs. The Clock; and
- **Florida Association of City Clerks:** Minutes - Best Practices webinar.

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The Clerk was elected to the position of Southwest Director of the Florida Association of City Clerks for the 2019/2020 term and will represent our region of the State.

The FACC is comprised of more than 600 municipal clerks representing Florida's cities, towns, villages and special districts. The FACC Board of Directors provides organizational leadership and guidance to the association and its members.

COMMUNITY ENGAGEMENT

Throughout the year, the Clerk continued to be involved with community engagement efforts.





OUR GOALS AND OBJECTIVES FOR 2020

1. *Enhance and promote accessibility and City Clerk Services.*

The City Clerk will continue development and implementation of innovative internet-based systems in accordance with State laws and compatible with existing software utilized by the City to improve operations, efficiencies and processes. The City Clerk will also continue redesigning the City Clerk's webpage for improved user experience and continue digitizing official records in compliance with law (ADA requirements).

2. *Enhance the preservation and access to the City's Official Records.*

The City Clerk will ensure the annual accessioning of City Council records into the archives, identify and preserve valuable historical departmental records, and utilize electronic imaging and the internet to promote access.

3. *Reduce City expenditures for records storage and improve standardization of records management across departments in accordance with the guidelines of the State.*

The City Clerk will continue to conduct training sessions with all records coordinators, review records retention and disposition schedules with each department, and facilitate timely disposal of records.

4. *Continue enhancing operational processes and services through efficient and effective methods and solutions to ensure that the City of Naples is customer-focused, proactive, consistent, and responsible in fulfilling public records requests in accordance with the law. Promote excellence in customer service-based support.*

Deliver excellence in customer service to the public by providing accurate information and maximizing access to municipal government in an efficient, timely, professional and courteous manner.

Thank you for the opportunity to serve you!