



1015 Cultural Park Blvd.
Cape Coral, FL

BUDGET REVIEW COMMITTEE

February 10, 2020

9:00 AM

**Conference Room
220A**

1. Call to Order

A. Chair Starnier

2. Roll Call:

A. Botkin, Eidson, Gruber, Hayden, Jacquet-Castor, Osborn, Starnier,
and Alternate Merchant

3. Public Input

4. Business

A. Approval of Meeting Minutes - January 13, 2020

B. Charter School Discussion

5. Public Input

6. Member Comment

7. Date and Time of Next Meeting:

A. The next meeting of the Budget Review Committee will be held on
Monday, March 9, 2020, at 9:00 a.m. in Conference Room 220A

8. Adjournment

In accordance with the Americans with Disabilities Act and Section of 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the Office of the City Clerk at least forty-eight (48) hours prior to the meeting. If hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8770 (v) for assistance.

If a person decides to appeal any decision made by the Board/Commission/Committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Item Number:	4.A.
Meeting Date:	2/10/2020
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Approval of Meeting Minutes - January 13, 2020

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
□ Approval of Meeting Minutes - January 13, 2020	Backup Material

**MINUTES OF THE REGULAR MEETING OF
THE CAPE CORAL BUDGET REVIEW COMMITTEE**

Monday, January 13, 2020

CONFERENCE ROOM 220A

9:00 a.m.

Chair Starner called the meeting to order at 9:00 a.m.

ROLL CALL: Eidson, Gruber, Hayden, Jacquet-Castor, Obsorn, Starner, and Alternate Merchant were present.
Member Botkin arrived at 9:15 a.m.

ALSO PRESENT: John Gunter, Council Liaison
John Szerlag, City Manager
Christopher Phillips, Acting Financial Services Director
Jo-Anne Velotti, Assistant Management Budget Administrator
Mike Russell, Fire Division Chief - Operations
David M. Newlan, Chief of Police
Ryan W. Lamb, Fire Chief and Emergency Management Director
Maureen Buice, Public Information Specialist

Public Input

Chair Starner welcomed Charles Moore and Bryan Delahunt. Mr. Moore and Mr. Delahunt did not have any input.

BUSINESS

Approval of Meeting Minutes – December 9, 2019

Chair Starner stated that the Minutes from December 9, 2019 were distributed before the meeting for review and were being presented for approval.

Committee Member Hayden moved, seconded by Committee Member Jacquet-Castor, to approve the Meeting Minutes from December 9, 2019. Voice Poll: All "ayes." Motion Carried.

Police/Fire Response Time Discussion

Chair Starner stated that the next order of business was the Police and Fire Response Time Discussion. He welcomed Chief of Police David M. Newlan and Fire Chief Ryan W. Lamb to the meeting.

Discussion held regarding adding Firehouses and the assignment of new EMT unit.

Chair Starner inquired if additional units and salary were paid by Lee County and Fire Chief Lamb responded in the affirmative.

Fire Chief Lamb continued discussion regarding response time as follows:

- The NFPA - National Fire Protection Association – Standard 1710 is a 4-minute travel time as follows: 1-minute call processing; 1-minute turnout time and remaining for travel time.
- Cape Coral uses a “Total Resident’s Experience” – time from 911 call to time at door—called the “hello to hello” time
- NFPA’S study in early 2017/2018 suggested 63 fire stations
- Without 63 fire stations the adoption would be a six-minute travel time
- Reviewal of the service reliability level
- Citywide average for EMS - 8.3 minutes and Fire - 8.5 minutes
- 90% fractile - at 11.7 minutes - goal of 10 minutes
- Demand for service
- Resources available to respond to calls
- Efficiencies within system

Discussion held regarding resources other than 911 can be utilized such as:

- Elderly trip and fall awareness programs
- Home evaluation (inspection) for trip and fall hazards
- Chemical safety
- Medical priority dispatch system
- Implementing a system design to have a Tier Two call for a non-emergency issue

Vice Chair Eidson requested an example of a Tier Two call.

Chief of Police Newlan responded as follows:

- Tier One - a heart attack - Fire and Lee County EMS respond
- Tier Two - a cut finger - ambulance respond

Fire Division Chief-Operations Russell arrived at 9:07 a.m.

Fire Chief Lamb continued discussion on the following:

- Resources available for response
- Each zone’s needs - service; number of simultaneous calls; call concurrence
- Addition of one fire truck at that station
- Efficiencies within the system
- Call processing and turnout times
- Improved efficiencies

Vice Chair Eidson inquired about the percentage of false calls.

Fire Division Chief-Operations Russell responded that it was very low and medical calls have been prioritized for the past three years.

Committee Member Hayden inquired about the percentage of fire calls.

Fire Chief Lamb stated:

- 21% of calls are for fires
- 73% are for EMS, including vehicle accidents

Chair Starner inquired if Tier One calls have a firefighter and paramedic dispatched.

Member Botkin arrived at 9:15 a.m.

Fire Chief Lamb responded in the affirmative. He also stated the following requirements for the department:

- Firefighters must be at least an EMT – currently 50-50
- Each ambulance has an EMT and a Paramedic
- Cardiac Arrest has a 'pit crew' method
- Technology needs
- Print out times
- Recently equipped all firetrucks with smartphones
- System of Active 911 in place – unit receives turn by turn directions from phone

Vice Chair Eidson questioned how 911 works on cell phones.

Fire Chief Lamb responded that it 'pinged' off the closest cell tower, so 911 would find the location regardless of the phone area code. Chief Lamb also stated the 911 Center was under the jurisdiction of the Police Department.

Committee Member Jacquet-Castor inquired if a cell phone could be traced with the location feature turned off.

Chief of Police Newlan stated that if the phone is on, the call can be triangulated to the location.

Alternate Committee Member Merchant questioned which department received the 911 calls.

Chief of Police Newlan responded that the calls would go to the Police Department Dispatch Unit and then the call would be dispatched for both Police and Fire.

Fire Chief Lamb mentioned that EMS ambulance was under the jurisdiction of Lee County.

Council Liaison Gunter inquired how long until Active 911 was fully implemented.

Fire Division Chief Russell stated they are at about 90% reliability now and the following improvements could be made:

- Call processing time
- Time unit dispatched

Committee Member Hayden questioned how the response times at this point impacted insurance ratings for the property owner.

Fire Chief Lamb stated the insurance company completed their rating in December and they were awaiting the results.

Vice Chair Eidson inquired as to how post-accident debris was cleared.

Fire Chief Lamb stated that they handle the following:

- Remove leaking fluids
- Clear lanes to keep traffic flowing
- Step-by-step debris removal process

Committee Member Hayden inquired as to what could be added to the budget to improve response times.

Fire Chief Lamb stated three key items are:

- Demand for service
- Resources available to respond
- Efficiencies within that system

Discussion had regarding additional items such as:

- Technology – determining Tier One from Tier Two
- Community Risk Reduction Programs
- Call processing – technology to process calls quickly
- Turn out times – station alerting system
- Grant funding for community risk reduction (elderly falls prevention, operation safe home, pool safety, chemical storage, etc.)

Chair Starner inquired if Fire had an amount as to what would be needed.

Fire Chief Lamb stated:

- \$400,000 for station alerting

- Turn by Turn Technology - more research would be needed
- Dispatchers

Committee Member Hayden inquired how many dispatchers were needed.

Chief of Police Newlan discussed the following:

- Shift time of 12 hours
- Stress
- Starting salary
- Retention
- Average vacancies

Council Liaison Gunter discussed the dispatchers' percentile and salary range.

Acting Financial Services Director Phillips stated the salaries were as follows:

- 911 Operator Minimum \$16.95 - Maximum \$26.52
- Telecommunicators Minimum \$18.68 - Maximum \$29.24
- Supervisor Minimum \$23.85 - Maximum \$37.31
- Code Officer Minimum \$20.60 - Maximum \$32.23

Vice Chair Eidson inquired about the GPS technology cost, amount needed by the Department to reach the competitive starting salary range, and the number of transfers to other departments.

Council Liaison Gunter stated he would like to see another salary survey done of surrounding cities, similar in size. He requested the number of dispatchers available.

Chief of Police Newlan responded that he would provide the information to the BRC.

Discussion held regarding public safety and enhancing all the areas.

Fire Chief Lamb stated the following:

- Active 911 – complete implementation before adding more GPS
- Three-year budget for dispatching and turn-by-turn technology

Council Liaison Gunter brought up the possibility of creating a reserve for upgrades needed but not ready to be implemented for approximately 5 years.

Fire Chief Lamb continued the discussion as follows:

- Advancement of Fire Stations 12 and 13
- Third battalion added – City to be divided North, Central, and South
- 18 additional firefighters to staff new fire station

Chief of Police Newlan provided the following Response Time information for the Police Department:

- No national standard for response times
- Cape Coral is accredited nationally and with State of Florida
- Communications Center and Forensic Center are accredited nationally
- Only municipality in Florida that is credited in all three departments
- Qualified in standards of APCO – The Association of Public-Safety Communications for performance measures
- Performance measures evaluated every quarter
- Current response time: 5 minutes 19 seconds – improvement over last year
- Assigned Districts and Zone Configuration
- Possibility of adding a zone in the North due to growth
- Corona Program - an allocation model – annual performance check
- According to International Association of Chiefs of Police – time spent on calls for service and self-initiated activity
- Goal is 33% on self-initiated activity, service calls, administrative time
- Traffic Division
- South District 89,000 population – one traffic unit (13 officers/2 supervisors)
- Approved for 5 officers and 1 supervisor for South and North Districts
- Traffic Targeted Initiatives
- Youth Crime Unit – 19% reduction in crime
- Estimated cost per officer with capital and equipment = \$178,000; without equipment or capital = \$87,000

Alternate Committee Member Merchant inquired as to number of vacancies in the Police Department.

Chief of Police Newlan stated there were approximately nine vacancies, however nine were currently in training.

Council Liaison Gunter questioned if the number of 13 officers and 2 supervisors in the Traffic Division were incorporated in the 5 additional officers.

Chief of Police Newlan stated he would research that and confirm the numbers.

Chair Starner inquired about the number of canines currently in the Police Department.

Chief of Police Newlan stated:

- Eight canine units – sufficient units at this time
- Current laws in progress
- Canine's detection of narcotics
- Single-purpose canines

City Manager Szerlag and Public Information Specialist Buice arrived at 10:01 a.m.

Committee Member Botkin inquired about the new proposed training facility.

Chief of Police Newlan updated that the concept, design, and true cost were pending.

Fire Chief Lamb stated that Fire was looking at a new training facility proposal as well.

Committee Member Gruber inquired about Police technology wish list costs.

Chief of Police Newlan responded that currently the cars were equipped with GPS and there were no plans for technology upgrades in the budget.

Council Liaison Gunter requested 3 areas needed for additional funding.

Chief of Police Newlan stated:

- Staffing – sworn and non-sworn
- Training facility – concept design approved
- Lifetime Crime Center

Chief Lamb and Chief Newlan left at 10:13 a.m.

City Manager Continued Discussion

City Manager Szerlag continued the December 9, 2019 discussion on:

- Cost saving initiatives for this year
- Golf course privatize maintenance
- RFP in process to relocate employees to vacant positions available

Chair Starner inquired about defined benefit/defined contribution plans.

City Manager Szerlag discussed defined contribution vs. defined benefit and explained the pension reform done with the help of the bargaining units.

Alternate Committee Member Merchant inquired about the amount of the unfunded pension liability. City Manager Szerlag responded that the City was funded well. He requested that Ms. Buice provide information after researching further. He stated the Actuarial Firm was Foster & Foster.

City Manager Szerlag discussed:

- Analysis called Actuarial Unfunded Liability
- Cape Coral at about 80% funded

Committee Member Gruber inquired about other cost-saving initiatives.

City Manager Szerlag responded the following initiatives took place:

- Resource Allocation Model – provided by Stantec
- Employee Health Facility
- Tech upgrade – online permitting software – productivity enhancement

Committee Member Hayden inquired about the start up cost of the Health Facility.

City Manager Szerlag instructed Ms. Buice to share with the BRC the reader's digest presented to the Council on the Health Facility. He continued to discuss the following additional cost and productivity initiatives:

- Police Training Facility and Fire Stations enhance radius of response time
- Police and Fire Payroll

Discussion held regarding the budget kickoff meeting.

Chair Starner inquired what kept the City Manager awake at night during budget process.

City Manager Szerlag responded:

- Payroll challenges when he started as the City Manager
- Competitive on taxes
- Diligent with increasing commercial industrial tax base
- Water quality – largest challenge

Vice Chair Eidson questioned if there had been any progress in increasing the commercial industrial tax base.

City Manager Szerlag responded that there was a housing boom again. He discussed the following:

- Most properties zoned residential
- Currently the residential to commercial ratio was at 92-8 from 88-12
- Ideal residential to commercial ratio would be 40-60

Discussion regarding residential and commercial lots continued.

City Manager Szerlag stated that he would be available with more time if he was invited to a BRC meeting that was not scheduled the same meeting as a Council meeting. He thanked the BRC for their volunteer participation and left the meeting at 10:33 a.m.

Public Input

None.

Member Comments

Vice Chair Eidson discussed the “City of Cape Coral, City of Canals, Southwest Florida Commercial Investment Opportunities, Summer 2019” brochure which was distributed to the Board Members.

Alternate Committee Member Merchant explained the reason why she had the email with the financial reports sent to the BRC prior to the meeting.

Discussion held regarding coordination of meeting where City Manager could attend and not conflict with a Council meeting.

Discussion held regarding proposed budget binder preparation.

Chair Starner opened floor for discussion of next month’s topics:

- City Manager Szerlag to return on a Monday or Tuesday (no Council meeting)
- Charter School Superintendent – Jacquelin Collins

Date and Time of Next Meeting

The next meeting was scheduled for Monday, February 10, 2020, at 9:00 a.m. in Conference Room 220A.

Adjournment

There being no further business, the meeting was adjourned at 10:45 a.m.

Submitted by,

Rose DePaula
Recording Secretary