



1015 Cultural Park Blvd.
Cape Coral, FL 33990

AGENDA
MEETING OF THE CITY OF CAPE CORAL
BUDGET REVIEW COMMITTEE

May 10, 2021	9:00 AM	Council Chambers
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1. Call to Order

A. Chair Botkin

2. Roll Call:

A. Botkin, Eidson, Gruber, Merchant, Scheele, Starnes, Stevens, and Alternate Williamson

3. Public Input

4. Business

A. Approval of Meeting Minutes - April 12, 2021

B. Customer Service Division Update - Vincent Cautero, Community Development Director

C. Approval of Proposed Budget Review Meeting Sessions

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, June 14, 2021, at 9:00 a.m., in Council Chambers.

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:	5/10/2021
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Approval of Meeting Minutes - April 12, 2021

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ Meeting Minutes - April 12, 2021	Backup Material

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

Monday, April 12, 2021

COUNCIL CHAMBERS

9:00 a.m.

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

ROLL CALL: Botkin, Eidson, Gruber, Merchant, Scheele, Starner, Stevens, and Alternate Williamson were present.

ALSO PRESENT: Tom Hayden, Council Liaison
Christopher Phillips, Interim Financial Services Director
Jo-Anne Velotti, Assistant Management Budget Administrator

Public Input

None.

BUSINESS

Approval of Meeting Minutes – March 8, 2021

Chair Botkin stated that the Minutes from March 8, 2021 were distributed before the meeting for review and were being presented for approval.

Vice Chair Eidson moved, seconded by Committee Member Merchant, to approve the Meeting Minutes from March 8, 2021. Voice Poll: All “ayes.” Motion Carried.

FY 2022 Budget Discussion

Chair Botkin referred to his March 24, 2021 email to Interim Financial Services Director Phillips, and reviewed the following:

- Presentation from the City Manager at the COW Meeting of February 24, 2021
- Page 6 of the FY 2021 Adopted Operating Expenditure Budget to be held constant as the basis for the FY 2022 Proposed Budget
- Page 5-3 of the Budget Document – General Fund Heading FY 2021 Adopted Operating Budget of \$41.3M; FY 2022 Proposed of \$44.8M
- City Manager’s direction to hold the operating expenditure line item to the FY 2021 amount of \$41.3M
- Reduces the appropriations for 2022
- Reducing the appropriations has a positive impact on the reserve balance
- Property tax budget increase of 4%, which is conservative

- Property tax increase will probably be in the 7-8% range
- 7% increase in the Millage Rate will generate an additional \$7.1M in property taxes as opposed to a \$4.6M increase in the current budget
- \$3.46M increase in property taxes
- Budget Reserve column has \$58M for FY 2021 and \$49M proposed for FY 2022
- Approximately \$10M reduction in reserves
- Reduces the impact of the negative impact
- With the reduction in the General Fund appropriations and the increase in the Property Taxes, budget reserves will go down approximately \$3.1M
- Largest impact is \$27M of the American Rescue Plan funds to be received

Interim Financial Services Director Phillips provided the following information:

- The Fed will release half of the \$27M within six weeks from the date of announcement
- Tight restrictions on use of the funds
- Water, sewer, and broadband projects
- \$20M to expand sewer in the CRA District

Chair Botkin stated that other possible restrictions such as:

- Taxes cannot be lowered through 2024
- Millage rate is locked through 2024 – can raise but not lower

Interim Financial Services Director Phillips stated the following:

- Can use the Roll Back rate
- The restriction is reducing dollars and not the rate
- Official rules regarding the use of the funds have not been issued

Discussion held regarding:

- Policy for Reserves
- CRA and Bimini Basin
- Unofficial rules for funds – infrastructure, housing, and assistance
- Utilization of LeeCARES funds
- Internet infrastructure
- Pine Island Road and Chiquita Boulevard infrastructure
- Funds are available for projects in the North Cape
- Ten-year plan for water and sewer lines
- Seven Islands update
- Miramar apartment project
- Parking structures – private and public
- CRA Budget Workshops in May
- Myriad Luxury Motorcoach Resort update

Hot Buttons for BRC Members and How to Address Them

Committee Member Merchant inquired about payment for utility expansion.

Interim Financial Services Director Phillips responded utility expansion is paid for through an assessment. Future upgrades due to increases in volume are budgeted through utility capital maintenance and not an additional assessment.

Committee Member Scheele opined amenities and fees are significantly below market and questioned if the City is looking into changes.

Interim Financial Services Director Phillips responded that the City is reviewing all rates as well as comparing Cape Coral's rates with other cities. Fees will be reviewed yearly.

Vice Chair Eidson inquired about a priority list and budget for median beautification.

Interim Financial Services Director Phillips stated Public Works maintains a priority list for medians and the budget for medians has been tripled to approximately \$1M which covers one mile of beautification.

Discussion held regarding the following:

- Map for median upgrades found on City website under Public Works
- Themes used for beautification and standards
- Irrigation considerations
- MSTU and community involvement
- PPP beautification

Committee Member Gruber voiced concern on the following items:

- Protecting reserves
- Managing growth for the immediate needs (five years)
- Be selective regarding projects
- Parks, tourism, preserving green space, and protecting waterways

Committee Member Starnes expressed concern regarding the amount of funds needed to assist the Charter School.

Committee Member Stevens presented the following issues:

- Burnt Store Road widening – Lee County/Charlotte County
- Beautification – storage unit locations
- Duplex model diversification

Alternate Committee Member Williamson stated her concerns were as follows:

- Beautification in the Northwest Cape

- Diplomat Parkway beautification
- Need for parking garage
- Growth in Cape Coral

Discussion held regarding residential parking, storage facilities, and privacy landscaping.

Committee Member Scheele added a concern regarding assigning infrastructure funds for bridge repairs.

Interim Financial Services Director Phillips stated he would add that to his notes to City Manager Hernandez. He further informed the Committee that PW Director Clinghan is aware and taking steps toward bridge repairs.

Discussion held regarding FEMA Funds received and status of the Funds.

Chair Botkin reviewed his concerns as follows:

- Charter School debt
- Protecting and increasing reserves
- Continue and expand beautification projects
- Expenditure monitoring

Public Input

None.

Member Comments

Committee Member Merchant requested an update on Coral Oaks Golf Course and Sun Splash.

Council Liaison Hayden updated the Committee on Sun Splash and Coral Oaks Golf Course.

Vice Chair Eidson inquired what will be done with the information on the hot button items and suggested inviting departments to future meetings to address concerns.

Council Liaison Hayden recommended focusing on four or five concerns as part of a discussion for a future meeting.

Committee Member Gruber inquired if there would be more workshops with City Council.

Interim Financial Services Director Phillips responded there would be a budget workshop in August and City Manager Hernandez requested that after he has reviewed and made changes to the Asset Management Plan, it would be released to the Budget Review Committee for review.

Council Liaison Hayden stated he has asked the City Manager to include discussions regarding Sun Splash and Coral Oaks Golf Course at COW workshops so the public will be kept informed.

Committee Member Starner stated the hot button items are a good way to bring forward future agendas.

Committee Member Stevens requested Planning and Zoning be added to a future agenda to address the following:

- Department responsibilities
- Regulation of storage units and duplexes

Chair Botkin inquired of Interim Financial Services Director Phillips if Planning and Zoning maintained a map on the City Website for land use.

Alternate Committee Member Williamson stated yes, and the map specifies residential, multi-family, and commercial properties. She further stated she had an update on the RV Park (incorrectly stated Seven Islands) and she would forward it to Recording Secretary DePaula for distribution to the Committee.

Date and Time of Next Meeting

The next meeting was scheduled for May 10, 2021, at 9:00 a.m. in Council Chambers.

Adjournment

There being no further business, the meeting was adjourned at 10:01 a.m.

Submitted by,

Rose DePaula
Recording Secretary

Item Number:	4.B.
Meeting Date:	5/10/2021
Item Type:	Business

AGENDA REQUEST FORM

CITY OF CAPE CORAL



TITLE:

Customer Service Division Update - Vincent Cautero, Community Development Director

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ Memo BRC 05-06-2021	Backup Material

MEMORANDUM

CITY OF CAPE CORAL
DEPARTMENT OF COMMUNITY DEVELOPMENT

TO: Budget Review Committee Members

FROM: Vincent Cautero, Director of Community Development 

DATE: May 6, 2021

SUBJECT: Questions from Committee

I am in receipt of the questions posed to Rose Depaula of the City Clerk's Office. My answers are listed below. Please know that the Building Division has been split into two separate divisions: Building and Customer Service. Some of the answers overlap as both divisions work on building permit applications.

1. Goals for staffing and response times

Staffing needs constantly change due to the number of permits received, complexity of applications, new building code regulations, new city ordinances or ordinance amendments, and expectations of the public and the industry. With the addition of 11 new staff members crossing both divisions (see attached organizational chart) I believe we have an adequate number of staff to provide the level of service that is expected. This is constantly analyzed as we have received a majority of our new staff members outside of the budget review process within the last five years.

Response times are a moving target. The state legislature approved an amendment to state statute that establishes timeframes for permit review. This legislation also has penalties for local government if timeframes are not met and the timeframe is not waived by the applicant. Interestingly the legislature has provided timeframes in some instances on applicants but there are no penalties described. This would be left to the local government.

I will explain these timelines during the meeting on May 10.

2. Permit types/volumes

The sheets attached show the number of permits by type issued for fiscal years 2019 and 2020, and figures through April for FY 2021.

3. Staff supporting the transactions

All staff in the Customer Service Division support the permitting function, which comprises many types of transactions. The division is comprised of 25 employees, of which 24 are full-time permanent employees. One part-time employee functions as a Contract Technician. I plan to propose this position become full-time.

4. Response times actually achieved and staffing model to hit objectives

Intake of permits for completeness is comprised of three categories: web, counter, and email. The average time in the first quarter of calendar year 2021 to complete the intake process was 1.18 days, same business day, and 3.48 business days, respectively. For residential development, first plan review comments averaged 7.45 days for the same time period. Commercial averaged 7.60 days for the same period. Single-family residential was at 17.53 days.

New legislation has been adopted, which tightens timeframes for building permit review. In short local governments have been provided with timelines to offer comments on multi-family and non-residential development within 30 days of receipt of an application. In addition, timeframes for single family development now carry penalties for local governments in the form of fee reductions if timeframes are not met and not waived by applicants.

The staffing model to meet these timeframes, as well as self-imposed timeframes, is reflected in the budgets of the Building and Customer Service Divisions. The number of positions is constantly evaluated to determine if customer expectations are met.

5. Budget impact of those changes

The Customer Service Division budget for fiscal year 2022 is \$2,068,611, and the annual budget for the 11 new positions is \$753,789.00. The FY22 budget for both the Building and Customer Service Divisions is just over \$9.2 million.

6. Internal candidates ... affect of other departments ... will those positions need to be filled

All of the new positions were advertised as open, competitive, which means they were not limited to existing employees. If existing employees were hired, each manager that had the new opening would make the decision to hire a replacement.

7. Time for training...time for training to be completed....certifications for building inspectors

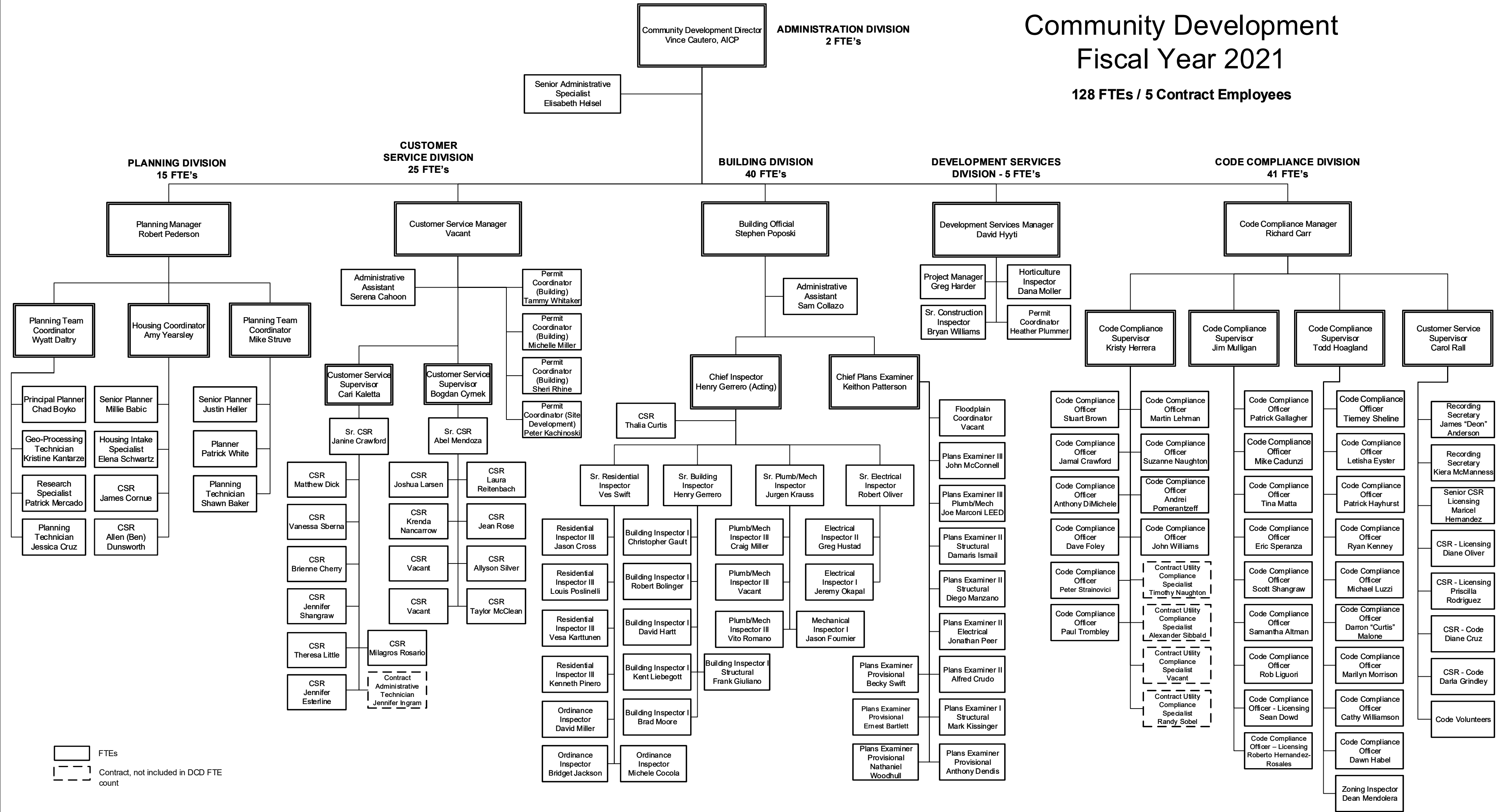
For Customer Service Representatives, the standard training time for the basics is one week and is offered by supervisors and senior staff. Complicated applications and interpretations take longer depending upon the nature of the application.

State licensing is required for all building inspectors. Candidates must show a minimum amount of experience in their respective trade, which qualifies them to take an examination. They become licensed upon a passing grade.

VAC:eh (Memo BRC 05-03-2021.docx)

Community Development Fiscal Year 2021

128 FTEs / 5 Contract Employees



Report Processing Times

Number of days to complete intake process				Number of days to complete review		
	WEB Applications	Email Applications	Front Counter	Residential	Commercial	SFR
January	1.5	7.15	Same day	6.28	8.125	18.9
February	1.04	2.30	Same Day	9.09	7.45	17.68
March	1	1	Same Day	6.99	7.23	16
1 st Quarter 2021	1.18	3.48	Same Day	7.45	7.60	17.53

Permit Type	FY21 10/1/2020		
	FY19	FY20	- 4/30/2021
AC Change Out	4,945	4,725	2,358
Addition w/Septic	16	26	8
Addition w/Sewer	82	73	46
AG Pool With Elec	33	34	26
Air Conditioning	2	1	0
Antenna or Tower	18	11	9
Boardwalk	0	0	0
Boat Canopy	588	615	461
Boat Lift Wood Dock	724	865	574
Canopy	5	6	3
Captains Walk	6	5	3
Carport	24	5	3
Change of Occupancy	63	29	30
Commercial Irr Well	3	4	3
Concrete Dock	3	3	3
Concrete Slab	92	91	103
Concrete/Entry Wall	0	1	1
Construction Trailer	4	9	1
Davits	0	0	0
Detach Garage W Sept	4	5	4
Detach Garage W Sewr	2	0	9
Dock Electric	183	188	68
Dumpster Enclosure	3	11	8
Electric Misc	1,079	1,047	743
Elevator Pit	0	0	0
Fence	925	1,467	1,328
Fence CSR	1,554	1,680	1,246
Fence Prepaid	27	40	52
Fire Alarm	101	137	78
Fire Alarm Monitoring	13	11	19
Fire Miscellaenous	1	2	1
Fire Sprinkler	69	88	54
Fire Suppression	19	10	5
Firewall	0	0	0
Foundation	0	0	0
Fountain	0	0	0
Garage Door Replace	56	56	31
Gas Piping	25	20	9
Gazebo	2	4	4
General Permit	22	17	4
Generator	134	217	115
House Move	0	0	0
Kitchen Hood	15	8	7
Lawn Irrigation	1,928	2,128	1,722

LP Tank	230	310	209
Master Plans for New Construction	27	67	26
Master Plans for Pools	0	0	4
Mechanical/HVAC	15	12	6
Miscellaneous Demo	25	16	9
Monitor Well	14	10	4
Multifamily	20	26	6
Natural Gas	7	5	3
New Construction Com	51	36	11
New Construction Res	2,026	2,399	2,345
New Wood Dock Only	209	182	121
Paint Booth	1	1	0
Parking Garage	0	0	0
Pergola	7	5	2
Pilings	30	26	3
Play Equipment	2	6	1
Plumbing	87	106	75
Plumbing Repipe	112	97	53
Pool	1,040	1,290	1,035
Pool Barrier	0	0	0
Pool Deck Addition	61	95	62
Pool Heat Pump	12	0	0
Pool Heater New Electric	2	13	46
Pool Heater New Gas	0	0	1
Pool Heater Replace Electric	4	4	27
Pool Heater Replace Gas	0	1	1
Pool Renovation	9	6	5
Remodel w/Septic	24	30	11
Remodel w/Sewer	287	251	170
Resod	142	123	105
Retaining Wall	2	2	0
Roofing Misc	3,252	3,961	3,166
Sales Trailer	0	0	0
Screen Enclosure	257	327	222
Screen Enclosure Prepaid	310	728	749
Screen Room Pan Roof	146	154	122
Seawall	679	752	636
Seawall Alternative	25	23	55
Seawall Repair	142	68	30
Shed	272	336	268
Shell Building	3	2	1
Shutter Awning	523	607	302
Shutter w Electric	535	591	352
Single Domestic Well	930	1,078	995
Soffit Fascia	4	8	4
Solar Heater	268	305	237

Solar Photovoltaic	270	280	411
Spa	9	11	4
Stormwater Retro	334	352	329
Structural Fence	0	0	1
Structural Misc	58	36	12
Sun Shelter	0	5	1
Sunshade	4	3	0
Tank	6	5	1
Tenant Build Out	20	9	4
Test Boring	306	499	149
Tiki Huts	130	152	112
TOVS	0	0	0
Walk in Cooler	17	12	1
WEB Dock Electric	461	536	370
WEB ELEC Emergency Hookup	95	109	91
WEB Garage Door	623	691	416
WEB Plumbing Repipe	529	584	369
Well Plug	17	23	13
Window Door Opening	66	75	47
Window/Door Replace	1,590	1,786	1,138
Wood Deck on Land	3	0	6
	29,100	32,866	24,094

Item Number:	4.C.
Meeting Date:	5/10/2021
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Approval of Proposed Budget Review Meeting Sessions

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description		Type
▢	2021 BRC Proposed Budget Review Meeting Sessions	Backup Material

The City of Cape Coral Budget Review Committee will hold meetings on the dates noted below to review the proposed Fiscal Year 2021-2023 Budget. Meetings will be held in Conference Rooms (listed below), most located in City Hall at 1015 Cultural Park Boulevard, Cape Coral, Florida and one meeting (*) located at the Nicholas Annex, GREEN ROOM A200, 815 Nicholas Parkway, Cape Coral, Florida.

Monday	July 19, 2021	9:00 a.m.	Council Chambers
Wednesday	July 21, 2021	9:00 a.m.	Council Chambers
Thursday	July 22, 2021	9:00 a.m.	Council Chambers
Monday	July 26, 2021	9:00 a.m.	Council Chambers
Wednesday	July 28, 2021	9:00 a.m.	Council Chambers
Thursday	July 29, 2021	9:00 a.m.	Council Chambers
Monday	August 2, 2021	9:00 a.m.	Council Chambers
Wednesday	August 4, 2021	9:00 a.m.	PW Green/Room A200
Thursday	August 5, 2021	9:00 a.m.	Council Chambers

Joint Budget Workshop dates with Council have been scheduled as follows:

Tuesday	August 10, 2020	2:00 p.m.	Council Chambers
Tuesday	August 17, 2020	2:00 p.m.	Council Chambers
Tuesday	August 24, 2020	2:00 p.m.	Council Chambers, if needed.

5/10/2021 - Proposed