



1015 Cultural Park Blvd.
Cape Coral, FL

BUDGET REVIEW COMMITTEE

February 12, 2018

9:00 AM

**Conference Room
220A**

1. Call to Order

A. Chair Starnes

2. Roll Call:

A. Botkin, Doviak, Jacquet-Castor, McQuality, Osborn, Starnes, Wolfson, and Alternate Eidson

3. Public Input

4. Business

- A. Welcome to New Budget Review Committee Members: Michael Botkin, Beatrice Jacquet-Castor, and Gary Eidson (alternate)
- B. Meeting Minutes - Approval of Minutes - November 13, 2017
- C. 2019 Budget Timeline
- D. Discussion of what City Council wants from the Budget Review Committee
- E. Discussion of expectations of attendance and who to notify if one cannot attend

5. Public Input

6. Member Comment

7. Date and Time of Next Meeting:

A. Monday, March 12, 2018, 9:00 a.m. 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.B.
Meeting Date:	2/12/2018
Item Type:	Business

AGENDA REQUEST FORM

CITY OF CAPE CORAL



TITLE:

Meeting Minutes - Approval of Minutes - November 13, 2017

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ Meeting Minutes - November 13, 2017	Backup Material

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

Monday, November 13, 2017

CONFERENCE ROOM 220A

9:00 a.m.

Chair Coviello called the meeting to order at 9:05 a.m.

ROLL CALL: Coviello, McQuality, Nelson, Starner, and Alternate Osborn were present. Doviak was excused. Wolfson was absent.

ALSO PRESENT: Marilyn Stout, Councilmember Liaison
Victoria Bateman, Financial Services Director

Public Input

No speakers.

BUSINESS

Election of Chair and Vice Chair (if needed)

Chair Coviello stated since he was elected Mayor of Cape Coral and Member Nelson has been elected as a Council person, we needed to resign our positions from the Budget Review Committee.

Discussion held regarding the effective date of resignation should not affect the quorum for this meeting.

Chair Coviello stated he would make his letter of resignation effective tomorrow and did not need to do the election today. Member Nelson stated she would also make her resignation effective tomorrow.

**Approval of meeting minutes
August 21, 2017 meeting minutes**

Chair Coviello stated the minutes from the August 21, 2017 meeting were presented for approval.

Committee Member Nelson moved, seconded by Committee Member McQuality, to approve the minutes for the August 21, 2017 meeting as presented. Voice Poll: All "ayes." Motion carried.

2018 Meeting Schedule

Discussion held regarding the 2018 Meeting Schedule.

Financial Services Director Bateman noted that there is not a lot to discuss unless we are in budget season which starts in March. The City Manager's Budget is released in July. She stated currently they were finalizing the budget amendments that will be going to Council on November 20th.

Chair Coviello stated typically we would reserve the dates and cancel when not needed. He stated we could leave this schedule and give the next Chair the opportunity to decide which meetings they want to strike. He questioned if the December meeting was needed to install the Chair and the Vice Chair.

Recording Secretary Kerr stated a motion should be made to keep a new Chair in place today until March.

Discussion held regarding the two budget amendment proposals throughout the year and if the BRC should be discussing them.

Director Bateman stated the budget amendments will be online for the November 20th Council meeting agenda. She can send the BRC what is in the budget amendment and a good description of why.

Discussion held regarding the adjustments that were made to the budget amendments to discuss at the next meeting.

Member Starner asked when the hard copies of the budget and CAFR will be available.

Director Bateman stated the budget will be available around mid-December (it's being put together right now). It was awaiting approval from Council on the 20th. The CAFR gets issued on March 31st.

Chair Coviello asked for a motion to approve the meeting dates which can always be tweaked as needed.

Committee Member Starner moved, seconded by Committee Member Nelson, to approve the 2018 meeting dates as presented. Voice Poll: All "ayes." Motion carried.

Election of Chair and Vice Chair (if needed)

Chair Coviello stated we should move to nominate someone for Chairperson and possibly for Vice Chairperson.

Discussion held regarding if the nomination was for the current Vice Chair as Chair then we would need the Vice Chair nomination.

Discussion held who wanted to take the Chairmanship.

Member Starner stated he would be interested in the Chairperson spot.

Chair Coviello stated we were looking for someone to step up to be the Chairperson until March.

Committee Member Nelson moved, seconded by Committee Member McQuality, that we nominate George Starner as Chair.

Committee polled as follows: Coviello, McQuality, Nelson, Starner, and Osborn voted "aye." All "ayes." Motion carried.

Discussion held regarding the Alternate applying for one of the three vacancies opened up by resignations (Coviello, Green, and Nelson) and how it would have to go to Council for approval.

Chair Coviello stated effective today based on that vote, currently Mr. Starner would be the Chairperson of this Committee and Mr. Wolfson is currently the Vice Chair. Come March 12th the BRC will have another election in March.

Public Input

None.

Member Comments

Committee Member Osborn stated he was honored to be back on the Committee again and would apply for a permanent position.

Chair Coviello asked what Mr. Osborn had to do.

Recording Secretary Kerr stated he had to fill out an application. We will be sending an ad to the Breeze to advertise twice, as well as posting online and our Facebook page. Once applications come in, it will be on a Council meeting agenda in January.

Chair Coviello asked if she could email the application. Recording Secretary Kerr stated she would email it to Mr. Osborn, but it was also on the website.

Member Nelson stated she has learned so much being on this Committee and what a great preparation it was for this next step. She thanked all on the Board.

Member McQuality congratulated Mr. Coviello and Ms. Nelson. He stated the City would see some really dynamic and great changes. He asked Councilmember Stout how long she would be on the BRC since he did not understand the process.

Councilmember Stout stated on November 20th there will be a reorganization. She noted she has been on BRC for two years, but it would be up to Council to vote on it. She stated she would not be there at the meeting on the 20th.

Member McQuality stated he enjoyed Councilmember Stout's support and would endorse any kind of renomination to keep her. He appreciates her being liaison.

Chair Starner noted how Councilmember Stout's history of how things happened in this City has been really helpful to the Committee. He questioned the process as well.

Discussion held regarding:

- The process at Council for Councilmembers to be approved on City and County Committees
- Candidates should be on committees or attend the Citizen's Academy before running for office.

Chair Coviello stated this committee has been a wonderful experience having been on it for five years and three years as Chair. He stated it has been a pleasure serving with everyone on this committee. We made solid positive recommendations which may not have always been heeded to, but at least we came up with what was the best course of action. He thanked Ms. Bateman for her help for sending in Chris and Monte when she could not make the meeting.

Date and Time of Next Meeting

The next meeting will be held on Monday, December 11, 2017, at 9:00 a.m. in Conference Room 220A.

Adjournment

There being no further business, the meeting was adjourned at 9:29 a.m.

Submitted by,

Barbara Kerr
Recording Secretary

FY 2018 FISCAL YEAR
With FY 2019 Budget Events

OCTOBER							NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT
1	2	3	4	5	6	7				1	2	3	4					1	1	2
8	9 Holiday	10	11	12	13	14	5	6	7	8	9	10 Holiday	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23 Holiday	24 Holiday	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25 Holiday	26	27	28	29	30
														31						
Update Budget Document							FY 2017 BA#2 Nov 17th Draft Budget Book							Finalize Budget Document Submit to GFOA by December 20 Work on AMP Templates						
JANUARY							FEBRUARY							MARCH						
SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15 Holiday	16 AMP	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19 Holiday	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31
Week of Jan 15 Budget Prep Kickoff Jan 16 - AMP Templates Sent out to Depts. Work on Budget Templates Jan 16 Begin Payroll Projections							Feb 7 - AMP Templates Due to Budget Staff Feb 20 - Payroll Projections & Operating Acct Templates sent out to Departments Feb 20 - Department development of budgets							Department development of budgets March 28 - Departmental submissions required March 29 - April 20 Budget Staff JDE Entry						
APRIL							MAY							JUNE						
SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28 Holiday	29	30	31			24	25	26	27	28	29	30
March 29 - April 30 Budget Staff JDE Entry April 1 - 30 Budget Staff Review of Account Level Data							May 1 -31 CM Review of Dept Submittals with departmental meetings							June 1 - Preliminary property value June 1- July 2 Finalize CM Proposed Budget						
JULY							AUGUST							SEPTEMBER						
SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT
1	2	3	4 Holiday	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3 Holiday	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
July 1 - property values from Property Appraiser July 18 - Distribute CM's Proposed Budget July 30 -Discussion Item CM's Budget July 30 - Set proposed Millage Rate							City Council Budget Workshop(s) TBD							2 Public Hearings - 2 weeks apart Will set based on dates established for Lee County BOCC & School Board						

Process Calendar

	FY 2018									FY 2019		
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Strategic Plan Update			X									
Budget Packages and Policy Guidelines sent to Departments	X	X										
Department Preparation			X									
Budget Workshops, Final Review Development of City Manager's Proposed Budget				X	X	X	X					
City Manager's Proposed Budget Presented to City Council							X					
City Council Adopts Proposed Millage Rate							X					
Review of City Manager's Proposed Budget by Budget Review Committee							X	X				
City Council Workshops								X				
City Council conducts two public hearings on proposed budget and proposed millage									X			
City Council Adopts FY 2019 Budget									X			
Final Document Publication											X	
Research Financial Trends and Develop FY 2019 - 2025 Fiscal Forecast												X