



1015 Cultural Park Blvd.  
Cape Coral, FL

## **BUDGET REVIEW COMMITTEE**

**June 11, 2018**

**9:00 AM**

**Conference Room  
220A**

**1. Call to Order**

A. Chair Starner

**2. Roll Call:**

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

**3. Public Input**

**4. Business**

- A. Approval of meeting minutes - May 14, 2018 meeting
- B. Proposed Schedule of Budget Session Meetings
- C. BRC Members' Analysis of Departments

**5. Public Input**

**6. Member Comment**

**7. Date and Time of Next Meeting:**

A. Monday, July 9, 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.

<b>Item Number:</b>	<b>4.A.</b>
<b>Meeting Date:</b>	<b>6/11/2018</b>
<b>Item Type:</b>	<b>Business</b>

**AGENDA REQUEST FORM**  
CITY OF CAPE CORAL



**TITLE:**

Approval of meeting minutes - May 14, 2018 meeting

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ May 14, 2018 meeting minutes	Backup Material

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

**Monday, May 14, 2018**

**CONFERENCE ROOM 220A**

**9:00 a.m.**

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

**ROLL CALL:** Members Botkin, Jacquet-Castor, Osborn, Starner, Wolfson, and Alternate Eidson were present. Doviak arrived at 9:01 a.m.

**ALSO PRESENT:** John Gunter, Council Liaison  
Chris Phillips, Mgt/Budget Administrator, left at 9:30 a.m.

**Public Input**

No speakers.

**BUSINESS**

**Approval of meeting minutes  
April 9, 2018 meeting**

Chair Starner stated the minutes from the April 9, 2018 meeting were presented for approval.

Member Doviak arrived at 9:01 a.m.

***Vice Chair Wolfson moved, seconded by Committee Member Jacquet-Castor, to approve the minutes for the April 9, 2018 meeting as presented. Voice Poll: All "ayes." Motion carried.***

**Proposed Schedule of Budget Session Meetings**

Chair Starner discussed the proposed schedule, noting that some meetings may get cancelled as we move along. The City Manager's Budget is provided around mid-July to the Committee. He stated the Committee will prepare a slide presentation and start with using last year's format.

**Discussion of the Workshops**

Chair Starner stated the BRC will present ideas that may make the budget better. There will be discussion about the recommended rates on the millage, FSA, and the PST, and the BRC will make recommendations to Council based on our input. He noted

that information from the property appraiser is provided on June 1<sup>st</sup> with final figures on July 1<sup>st</sup>.

Member Eidson questioned why we wait until budget season to discuss budget shortfalls such as staff shortage in Code Enforcement. He suggested highlighting a checklist of questions we need to ask now.

Chair Starner stated this group puts together a list of questions and summarizes it down from 50 to about 10. Those questions need to be asked.

Member Eidson proposed that the BRC have discussion in the next two meetings to start a list of things that we could review and see how we can pursue them. He noted two items for discussion such as infrastructure decline and maintaining the tax rate.

Vice Chair Wolfson stated everyone has questions about different departments. The only way that we are going to know if we need to bring in a department director is to first look at the budget.

Chair Starner stated every department is involved in these workshops so there is an opportunity to question them at that time.

Member Eidson stated we could look at last year and take the guidance of the senior people to see what drove their decisions.

Member Doviak stated when we go through these meetings with different department heads is when we ask questions. He stated when we left the last meeting, we asked for our Council Liaison to find out what Council wanted from the BRC.

Chair Starner asked for input from Finance.

Mgt/Budget Administrator Phillips stated that at a recent Council meeting, Council voted to approve nine positions related to building inspectors and customer service representatives; some of them were reinstatements and a couple were new. He noted that they were funded by revenues generated from the growth in building. He listed the positions that were recently added: 3 senior inspectors, 1 chief plans examiner, 2 customer service reps, 2 senior customer service reps, and a construction inspector.

Discussion held regarding the understaffing in Code Enforcement.

Discussion held regarding how the City provides a way to report code violations through 311, as well as on the website.

Vice Chair Wolfson stated each member should bring to the next meeting a prioritized list of concerns.

Member Eidson suggested each member review three departments and come back to the next meeting with questions. He stated to look at last year's recommendations and see what we still might be concerned about.

Council Liaison Gunter stated at the last meeting BRC asked what Council wanted from them. He sat down with the Mayor, who previously served as BRC Chair, and asked what his recommendations would be.

- One of them was to go back and review the presentations from last year.
- Divide the departments among the Board and have each person review those departments to come up with a list of questions.
- Also familiarize yourself with the ad valorem tax, the FSA, and the PST to see what money was available last year and how that money was disbursed throughout each of the departments.
- At some point, a level of expectation for each department has to be set by either the BRC, the department directors, or Council.

Discussion held regarding the cost of emergency response time and where the money is going to come from.

Council Liaison Gunter stated to familiarize yourself with departments so that when the presentation comes up you know what that person is talking about.

Mgt/Budget Administrator Phillips stated there were 16 departments in the City that Finance staff are assigned to help with their day-to-day tasks.

Discussion held regarding page 6-15 in the budget book which shows the organization chart.

Mgt/Budget Administrator Phillips left the meeting at 9:30 a.m.

Vice Chair Wolfson explained why it would not make sense to review the budget of the City Auditor's Office since it is an insignificant amount compared to the rest of the budget.

Chair Starnes stated there will be power point presentations from each department at the workshops so that we can ask the appropriate questions.

Member Botkin asked Council Liaison Gunter before the budget process starts, does Council as a whole give any direction to the department heads?

Council Liaison Gunter stated once we have the information about the proposed ad valorem tax from property values in June, it will give us more of an idea of how much we

have in the budget. He stated it was all about balancing the numbers from ad valorem, FSA, and the PST.

Member Botkin asked when the debt was issued for the fire station, was that a General Obligation (G.O.) debt or Special Assessment being paid by the FSA?

Council Liaison Gunter stated he was not exactly sure and would have to find out. He understood that the ad valorem tax is one of the major things they look at bond ratings. If you bring down the ad valorem tax, but keep your FSA the same, you have the same dollar you are working with.

Member Botkin asked that specific question because the FSA money can be used to pay that debt down. If it is a G.O. debt, the funds can come from anywhere to pay it off.

Chair Starner stated each member should take some of these departments for review. He opined that it was not necessary to review the Assistant City Manager or the City Clerk.

Vice Chair Wolfson stated that will show up if they are requesting more personnel.

Chair Starner asked each member what their choice would be.

Member Doviak – Fire and Police

Member Jacquet-Castor – Human Resources and Public Information

Member Osborn – Financial Services and Business Manager

Chair Starner – Economic Development and Utilities

Vice Chair Wolfson – Parks and Recreation and Information Technology

Member Eidson – Community Development

Member Botkin – Public Works

Chair Starner stated each member should look at these departments in some detail from last year's budget and last year's recommendations. Come up with some questions that will be pertinent to our joint workshops with City Council. He noted the department directors will be making presentations at those workshops.

Member Eidson added to consider the level of expectation and what do you see as that level as we look at these departments.

Chair Starner stated at the back of each tab there is a plan of what they expect of themselves, performance measures, output, efficiency, etc.

Council Liaison Gunter stated the City's Strategic Plan is an outline of the City's vision. He requested that each member get a copy of the Strategic Plan. Once you come up

with questions, it can be forwarded as a Committee to each department head so that way when they come back they will have those answers.

Chair Starner agreed.

Vice Chair Wolfson stated based on those questions, we may want to have certain department heads come individually to our meetings in July and August.

Discussion held regarding each member read the City Manager's message in the budget book.

Discussion held regarding to have questions ready for the next meeting.

Discussion held regarding whether to have a special meeting before the June 11<sup>th</sup> regular meeting.

Discussion regarding inviting department heads to the July meeting if needed; to be discussed at the June meeting.

#### **Public Input**

No speakers.

#### **Member Comments**

Member Doviak noted what a dynamic city we live in and all the changes happening.

Chair Starner noted he was not at the April meeting and apologized if he overstepped his bounds. He understood it was his responsibility to set the agenda. One of the members disagreed. He regretted that member was not part of the BRC anymore.

Member Jacquet-Castor thanked Council Liaison Gunter for going to the Council to find out what the BRC should focus on.

#### **Date and Time of Next Meeting**

The next meeting will be held on Monday, June 11, 2018, at 9:00 a.m. in Conference Room 220A.

#### **Adjournment**

There being no further business, the meeting was adjourned at 9:53 a.m.

Submitted by,

Barbara Kerr  
Recording Secretary



<b>Item Number:</b>	<b>4.B.</b>
<b>Meeting Date:</b>	<b>6/11/2018</b>
<b>Item Type:</b>	<b>Business</b>

**AGENDA REQUEST FORM**  
CITY OF CAPE CORAL



**TITLE:**

Proposed Schedule of Budget Session Meetings

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ Proposed Schedule of Budget Session Meetings	Backup Material

The Budget Review Committee will hold meetings on the dates noted below to review the proposed Fiscal Year 2019-2021 Budget. Meetings will be held in Conference Rooms (listed below). All are located in City Hall at 1015 Cultural Park Boulevard, Cape Coral, Florida.

Monday	July 23, 2018	9:00 a.m.	Conference Room 220 A
Tuesday	July 24, 2018	9:00 a.m.	Conference Room 130 C
Wednesday	July 25, 2018	9:00 a.m.	Conference Room 220 A
Thursday	July 26, 2018	9:00 a.m.	Conference Room 220 A
Monday	July 30, 2018	9:00 a.m.	Conference Room 220 A
Tuesday	July 31, 2018	9:00 a.m.	Conference Room 130 C
Wednesday	August 1, 2018	9:00 a.m.	Conference Room 220 A
Thursday	August 2, 2018	9:00 a.m.	Conference Room 130 C
Monday	August 6, 2018	9:00 a.m.	Conference Room 220 A
Tuesday	August 7, 2018	9:00 a.m.	Conference Room 130 C
Wednesday	August 8, 2018	9:00 a.m.	Conference Room 220 A
Monday	August 13, 2018	9:00 a.m.	Conference Room 220A

***Dates for a Joint Budget Workshop with Council and the BRC presentation to Council:***

<b><i>Tuesday, August 7, 2018</i></b>	<b><i>1:00 p.m.</i></b>	<b><i>Council Chambers</i></b>
<b><i>Thursday, August 9, 2018</i></b>	<b><i>1:00 p.m.</i></b>	<b><i>Council Chambers</i></b>
<b><i>Thursday, August 23, 2018</i></b>	<b><i>1:00 p.m.</i></b>	<b><i>Council Chambers</i></b>

***2/27/18***

<b>Item Number:</b>	<b>4.C.</b>
<b>Meeting Date:</b>	<b>6/11/2018</b>
<b>Item Type:</b>	<b>Business</b>

**AGENDA REQUEST FORM**  
CITY OF CAPE CORAL



**TITLE:**

BRC Members' Analysis of Departments

**SUMMARY:**

Member Botkin: Public Works

Member Doviak: Fire, Police

Member Jacquet-Castor: Human Resources, Public Information

Member Osborn: Financial Services, Business Manager

Chair Starnes: Economic Development, Utilities

Vice Chair Wolfson: Parks and Recreation, Information Technology

Alternate Eidson: Community Development

**ADDITIONAL INFORMATION:**