

## MINUTES FOR THE CAPE CORAL CITY COUNCIL ORIENTATION

Friday, November 15, 2024

**PW Operations Center**

**9:00 a.m.**

Orientation called to order at 9:00 a.m.

### CITIZENS INPUT TIME

No speakers.

### DISCUSSION

#### **Information Technology Services Department (IT) Presented by Michelle Hoffmann, IT Director**

IT Director Hoffmann presented the following:

- New Council Orientation – IT
- Information Technology Overview
- Information Technology Responsibilities (three slides)
- Scope of Operations (two slides)
- Cybersecurity
- Information Technology – Demos
- Proof Point is our Spam Filter System
- Use the Search Bar in e-Mail for information
- Thank you

Discussion held regarding:

- Redundancy and resilience for operations
- Municipality systems under threat of security breach
- Two factor authorization
- Alert System
- Vulnerabilities
- Timeline for remote control of weir management
- Chrome Books for students

#### **Financial Services Department and Overview of the Budget Process Presented by Crystal Feast, Acting Financial Services Director**

Acting Financial Services Director Feast presented the following slides:

- Council Orientation
- Mission
- Responsibilities
- Procurement Division
- Procurement Services

- Procurement Monetary Limits
- Procurement Facts
- Accounting Division, Accounts Payable Division, Payroll Division, Debt Treasury
- Financial Management and Reporting
- Financial Management and Reporting Facts
- Assessment & Billing Services Division, Customer & Field Services Division
- Customer Billing and Field Services
- Customer Billing and Field Services Facts
- Risk Management Division
- Risk Management
- Budget Division
- Budget Basics
- Budget Timeline (three slides)
- Thank you

Discussion held regarding:

- Procurement process: Checks and balances
- Strategic plan items are typically a three-to-five-year budget plan
- Website has quarterly financial reports for viewing
- Quarterly Financial Reviews provide snapshot of revenue and expense for each fund
- Debt ratings, request for updated information

**Human Resources Department  
Presented by Nancy Deutsch, HR Director**

Human Resources Director Deutsch presented the following slides:

- 2024 New Council Member Orientation Human Resources
- WELCOME – New Council Members!
- City Employment Statistics
- Human Resources Core Services
- Core HR Services HR Budgeted Staff = 21 FTE
- City of Cape Coral Human Resources Department
- The Employee Life Cycle
- On-Boarding
- Human Resources FY24 Activity Highlights
- Strategic Vendor Contracts
- Human Resources Operating Budget
- Benefits Overview
- Goal of Cape Coral Benefits is to Attract and Retain
- Other insurances at group rates
- Retirement Savings Plans
- Compensation
- HRIS
- Talent Management System

- Employee Relations
- Employee and Labor Relations
- HR FY25 Strategic Goals
- Thank you

Discussion held regarding:

- Charter School reimburses 100% of personnel
- Badge access for Councilmembers
- Outstanding Service Award
- Innovative Idea Award – to be looked into by the City Manager

***Recessed at 10:25 a.m. and reconvened at 10:38 a.m.***

**City Clerk's Department, Presented by Kimberly Brunns, City Clerk**

City Clerk Brunns presented the following:

- 2024 Newly Elected Official's Orientation, City Clerk's Department
- Overview of Department Responsibilities
- FY2025 City Clerk Current Organizational Chart
- A day in the life of a Clerk's Department Employee
- Meeting Management
- Public Records
- Public Records (cont.)
- Public Records (cont.) Florida Public Records Law
- Public Records (cont.) Records Division Services
- Online Today
- Passports – Acceptance Facility
- Business Tax Receipts
- Mail Room Operations
- Domestic Partnerships and Pet Licenses
- United Way of Lee, Hendry, and Glades County
- Thank you

Discussion held regarding:

- Social media accounts fall under Public Records
- Legal background for records request changes for compliance
- Public records request goes through the City Clerk's Department
- United Way and Taco Tuesday fundraising opportunities
- Public records as it relates to cell phone usage

**Parks and Recreation Department  
Presented by Joe Petrella, Parks and Recreation Director**

Parks and Recreation Director Petrella presented the following:

- Parks and Recreation Department
- Parks and Recreation Vision, Values
- FY2025 Organizational Chart
- Parks and Recreation Administration
- Special Events Division
- Pop's Café
- Parks Maintenance Division
- Recreation Division
- Recreation Division (cont'd.)
- Revenue and Special Facilities Division
- GO Bond Project Updates
- Other Projects
- Strategic Planning for the Future
- Thank you

Discussion held regarding:

- Two contractors involved in maintaining parks
- Working with Lee County for the D&D Boat Ramp
- Operation Sparkle budget and schedule
- Jaycee Park plans will be ADA compliant certified
- Certified ADA parks to be located throughout the City
- Sound pollution associated with pickleball

**Public Works Department**  
**Presented by Matt Williams, Public Works Director**

Public Works Director Williams commenced the presentation with the following slides:

- Public Works Organizational Chart
- Transportation Division
- Transportation by the numbers
- Transportation Division
- Major and Local Road Resurfacing Plan FY2024-FY2028
- Signage and Roadway Markings
- Roadway Asphalt Repair
- Sidewalk Installation and Repairs
- Vacant Lot Maintenance

Discussion held regarding:

- Streetlight ownership and maintenance responsibility
- Saltwater and freshwater weirs
- Routine maintenance on drainage systems

***Recessed at 11:53 a.m. and reconvened at 12:07 p.m. (working lunch)***

Public Works Director Williams continued the presentation with the following slides:

- Stormwater Division
- Stormwater by the numbers
- Stormwater Division
- Surface Water Program
- Catch Basin Maintenance
- Drainpipe Replacement/Lining
- Canal Dredging
- Flots, Weirs, and Ditch Maintenance
- Environmental Resources
- Be Wise if you Fertilize
- Property Management
- Property Management by the numbers
- Property Management Additional Responsibilities
- Fleet Division
- Fleet by the numbers
- Accolades and Processes
- Municipal Solid Waste
- Municipal Solid Waste by the numbers
- Capital Improvements and Traffic Engineering
- Projects and Programs
- North 1 West UEP - \$250 Million, North 1 East UEP - \$225 Million (Estimate)
- North 3 UEP - \$300 Million (Estimate)
- Parks GO Bond and Yacht Club
- Traffic Engineering
- Survey
- Thank you

Discussion held regarding:

- Frequency of canal dredging
- Citizen education can assist with municipal solid waste pickup
- Emerging technology as it relates to waste treatment
- UEP planning and costs
- North 3 under design currently
- After North 1 East, will go to North 3, then North 6, back to North 4 and 5
- Traffic lights and the time required to get through the installation process
- Using roundabouts for traffic control and safety
- NE 24<sup>th</sup> Avenue and Pondella
- Traffic light design, plan implementation timing, and installation

**Development Services Department**  
**Presented by Brett Limbaugh, Development Services Director**

Development Services Director Limbaugh introduced Matt Grambow, Deputy Development Services Director, who presented the following slides:

- Development Services Department New Councilmember Orientation
- Overview
- Building Division
- Permitting Division
- Planning Division
- Code Compliance Division
- Land Development Division
- Department Overview – Funding
- Current Department Activity
- Permitting and Building Activity – FY2024
- Staff Permitting Metrics
- Certificate of Occupancy Valuation – FY2024
- Code Compliance Activity – FY2024
- Major Department Initiatives
- Commercial Priority Permitting Pilot Program
- Commercial Permitting Kaizen Initiative
- Code Enforcement Ordinance Modifications
- Burnt Store Road (BURST) District
- FEMA CRS Rating Preservation
- Questions and Answers

Discussion held regarding:

- Currently have one Code Compliance Special Magistrate
- Permitting fees and capital reserve portion
- Permit levels projection year over year
- Tremendous improvements in Energov
- Single-family residential statistics prior to Energov for comparison
- Skill set required to be a Special Magistrate
- 50% FEMA rule and associated cases
- Substantially Damaged, 41 after Ian, added more due to unreported unpermitted work, particularly interior remodels
- FEMA weekly updates on property claims information
- Special Flood Hazard Area compliance activities
- Substantial Damaged Action Plan (SDAP)
- City Staff assisting other areas affected by hurricanes
- Expertise in Flood Plain management improvements
- City to present in New Orleans at the National Flood Plain Conference
- Will put together a presentation of everything done



*Recessed at 1:43 p.m. and reconvened at 1:48 p.m.*

**Utilities Department**  
**Presented by Jeff Pearson, Utilities Director**

Utilities Director Pearson presented the following slides:

- Utilities – Newly Elected Officials Orientation
- Mission Statement
- Our Products
  - Drinking Water
  - Wastewater
  - Irrigation Water
- Quick Facts
- Water Reclamation Facilities
  - Everest Water Reclamation Facility
  - Southwest Water Reclamation Facility
- Water Production Facilities
  - North Reverse Osmosis Facility
  - Southwest Reverse Osmosis Facility
- Utilities Dept Projects
  - North Water Reclamation Facility
  - North RO WTP Expansion
  - Reservoir Pipeline and Pump Station Project
  - CRA Sewer MPS-100 and Force Main Design
  - Design/permit/construct 6 North RO Plant Supply Wells
  - Class I UIC Exploratory Well Hydrogeologic
  - Phase 3 – Neighborhood Water Main Replacement
  - Everest WRF – Headworks Replacement
  - Everest WRF – Effluent Reuse Pump Station
  - Pine Island Road West Corridor Utilities Project
  - North South Transfer Pump Station Irrigation and Fire Flow Project
  - Everest WRF Gleason Pkwy. Waste Activated Sludge (WAS) Pipeline
- Thank you

Discussion held regarding:

- 30-year contract with Fort Myers for reclaimed water and the guaranteed quantity for the first 10 years is a different amount than the last 10 years
- Water cost has attributes which include lift stations and lack of gravity where other parts of the country do not have these costs included – suggestion for public service announcement on website
- Water Production Facilities have been and are being designed for expansion at a reduced cost
- New technology for cleaning membranes in place, removing PFAS, pharmaceuticals
- Depth of wells into the Hawthorne Aquifer for access to brackish water

**Community Redevelopment Agency (CRA)  
Presented by Maureen Buice, Assistant to the City Manager**

Assistant to the City Manager Buice presented the following:

- Cape Coral Community Redevelopment Agency New Councilmember Orientation
- What is a Community Redevelopment Agency (CRA)?
- How are CRAs funded?
- How do CRAs benefit the community?
- Aerial map of CRA in Cape Coral
- FY2025 Proposed Budget
- Thank you

Discussion held regarding:

- CRA funds can only be reinvested in the CRA District
- Community Redevelopment Agency Project Progress Report

CRA Project Manager Gogel noted the following:

- Current list of projects going on in the CRA
- Parking lots on Vincennes
- Six-laning of Cape Coral Parkway, priority to provide additional parking in the CRA
- Big John's Parking Lot, resurfacing, replacing curbing
- Dumpsters overflowing with additional usage in that area, will provide a compactor
- Eliminating three dumpsters down to one
- Old golf course, looking to beautify the medians and landscaping in that area
- Ninety percent of Country Club on this project is already curbed
- 100% design plans for landscaping, will go out to bid
- Bimini Basin Mooring Field Project, 30% completion
- Palm Tree Public Square rendering
- Bimini East Project, acquiring properties
- The Cove, opened Phase 1 with residents, 100 units available, 300 total
- December, open the public parking portion of that project
- Bimini Square Project, Lee Health, House of Omelets, public parking
- Parking Garage structure should go up soon, completion anticipated fall 2025

**Closing and Wrap Up**

City Manager Ilczyszyn commented on scraping the surface in two days. He was confident over the next six months to a year that everyone will see how much work the City does. If you believe in continuous improvement, your work is never done. As long as you are dedicated to always want to be better than what we are is all he asks. Continuously push forward to deliver for our residents. Money and policy are constraints, but we do the best with what we have.



Councilmember-elect Kilraine appreciated everything that was done for these past two days.

City Manager Ilczyszyn added that badges should be activated the night of swearing-in.

The orientation adjourned at 2:57 p.m.

Submitted by,

A handwritten signature in cursive script, appearing to read "Kimberly Bruns".

Kimberly Bruns, CMC  
City Clerk