

Mark Mason 8/28/24

- What is the line “Other rentals and leases” in the Building Code Expense Fund? Trailer Lease.
- Why are we over on fleet charges? I don’t see that the Building Fund is over on Fleet Charges, however, if you are looking at the fact that it is at 81.77 used through June, then it is a good possibility that it will be greater than budget by the end of the year. This is likely due to maintenance requirements not originally anticipated for the fiscal year.
- Did we allow credit card fees for budget for next fiscal year in the Building Code Expenses Fund? No.
- How is Forerunner being allocated in terms of use with the other departments and the public – this is not only a Building Dept. program? As explained to Annette in my email of 12/18/2023, there is no allocation regarding Forerunner software due to its incidental nature if used by others. To further clarify, the software was purchased by the Building Division to enforce the Florida Building Code. Any use by the public would be for the benefit of the building code. Any use outside of the Building Department is de minimis to its intended use and any allocation of the Forerunner software or licensing fees to any other division or department in the City is neither necessary nor required. If, in the future we find that it is being used in a way that is no longer de minimis to its intended use by the Building Division to enforce the Florida Building Code, we will evaluate it at that time. Any further clarification will need to be made by the Building Official as to the use of Forerunner.
- What is included in “Books pubs subscrpt member” in the Building Code Expenses Fund? and why is it so far over budget? Primarily memberships and books, publications, and subscriptions. Based on my review of the expenditures, the costs are primarily for books and memberships. I suspect it exceeded budget for this group due to the new building code going into effect last year. The Building Official can explain the expenses and why it exceeded the budget.
- What are the specific items covered in “various fees” in the Building Code and Building Customer Service Funds? Generally, fees charged here do not fit into any other category in the budget. In the case of the Building Code division, some of the

fees charged were for fire inspections associated with the Trailer being used by the Building Fund, as well as course and exam reimbursements. For the Building Customer Service division, primarily Notary Fees and Permitting Tech exams.

- Please provide the proposed 24-25 Proposed Building Fund Budget. Why was this not reviewed with the BIOC committee?/ See attached. As for why it was not reviewed with the BIOC Committee, that is between the BIOC and the Department.
- What other departments are moving into new building? As of today, the two buildings will be occupied by the Parks and Recreation Department and Development Services, including the Building Fund. How is the purchase being allocated across the departments & deposits? As of today, based on square footage of use by each group. The Building Fund is responsible for 27.38%. This is subject to change if there is any change in usage. Based on the P&L, it appears the building capital fund paid the deposit in full – when will the other departments portions be reimbursed? Yes, the project fund did pay the full cost of the deposit, however the remainder of the purchase was prorated to take that into account.
- How is the rental income from the existing tenants lease being allocated to the departments, specifically the Building Fund and when will it begin to be captured? The rents are being allocated in the same manner as the purchase. Your July report provides the rents collected to date and, again, using the same allocation as the purchase.
- It appears that the Building Capital Fund took a hit in 2022-2023 due to investments. Please explain. The recording of unrealized losses.
- What are the expenses in the Building Capital Fund in Oct 23, Nov 23 and Feb 23? We assume that the \$908,726 is the hard purchase deposit, is that correct? If so, where is the portion for the other departments that should be returned for both the initial \$100,000 and the additional \$908,726? See answer to the eighth bullet point above. The expenses are associated with asbestos surveys, property inspections, appraisals, etc. and were allocated in the same manner as described in the eighth bullet above.

Mark Mason 9/11/23

In regards to the July building fund report, what expenses are included in Communication Service?

Communication Service expense consists of Comcast and Verizon allocated bills.

Comcast charges are for Internet/TV Service

Verizon charges are for cell phone service.

Mark Mason 6/28/23

- (Balance Sheet) Why did Contractor Permit Escrow jump up 1.7 mil in Feb compared to Jan? [One construction company made a large escrow deposit for their upcoming permits.](#)
- Also when do budget amendments occur, what's the timeline? [Currently, budget amendments occur quarterly](#)
- (Balance sheet) Why does the Voucher Payable Trade increase in May compared to Apr? Voucher Payable Trade consists of pending invoices/expenses. Invoices have been entered but not paid until June due to timing with checks being cut on Thursdays. Specifically, this is a timing issue as May 31, fell on a Wednesday and payments went out on Thursday, June 1st.
- (Bldg Code Expenses) Why does Outside Services encumbrances increase to 961k? Outside Services encumbrances increase due to increase in inspection services. The city will continue utilizing private provider inspection firms to help with the backlog. This was authorized with a Resolution 97-23 whereby the City increased the authority to contract for outside services by \$1,145,300 to \$1,465,300.
- (Expenses) Now that the city isn't requiring city license checks, will we see a savings on staff expenses for time/staff allocated to that? The city is still involved in licensing and we not foresee a substantial change in staff expenses at this time.
- (Bldg Code Expenses) Can you provide breakdown of the Interfund Svc Payment? The Interfund Service Payment is an allocation of reimbursement to the general fund for the cost of general administrative overhead costs per adopted fiscal year budget. The actual breakdown can be found in the City's adopted budget on page 310 - [City of Cape Coral FY 2023-2025 Adopted Budget \(pubhtml5.com\)](#).