

MINUTES FOR THE SPECIAL MEETING OF THE  
CAPE CORAL CITY COUNCIL

October 4, 2023

Conference Room 220A

3:00 p.m.

Meeting called to order by Mayor Gunter at 3:01 p.m.

PLEDGE OF ALLEGIANCE

**Roll Call:** Mayor Gunter, Councilmembers Cosden, Cummings, Hayden, Long, Sheppard, Steinke, and Welsh were present.

CITIZENS INPUT TIME

No speakers.

NEW BUSINESS

City Auditor Evaluation

Mayor Gunter noted that all Councilmembers had the opportunity to provide an evaluation for the City Auditor Andrea Russell. He explained the process of arriving at an average score from reviews submitted. He stated the evaluation came in at an average overall score of 4.1. On October 1<sup>st</sup> all non-bargaining employees received a 3% range adjustment and up to a 3.25% for merit increase, for a total of 6.25%.

***Councilmember Hayden moved, seconded by Councilmember Sheppard, to approve her (City Auditor Andrea Russell) evaluation of the pay adjustment and the merit increase for a total of 6.25%.***

Councilmember Hayden commented that she has done a great job with all the audits. He requested to have more concentration focused on the completion of findings.

Councilmember Steinke noticed the Auditor's Office was fully staffed for the first time in six years. He wondered if this was a department that had trouble staffing.

City Auditor Russell explained the various circumstances encountered when keeping the positions filled and filling vacancies. She was very pleased with her current team and their pursuit to finalize their credentials.

***Councilmember Hayden, and the second, Councilmember Sheppard, agreed to include October 1, 2023, as the effective date.***

***Council polled as follows: Gunter, Hayden, Long, Sheppard, Steinke, Welsh, Cosden, and Cummings voted "aye." Eight "ayes." Motion carried 8-0.***

Council Office Staff Evaluations

Mayor Gunter provided an overview of Connie Griglin's evaluation. He stated the evaluation came in at an average overall score of 4.8. He provided an overview of Lisa William's evaluation. He stated the evaluation came in at an average overall score of 4.2. He provided an overview of James Kowaleski's evaluation. He stated the evaluation came in at an average overall score of 4.3.

Discussion held regarding:

- Evaluation process – each Member of Council fills out the evaluation and signs it, each employee receives a copy.

- ***Suggestion received to have the opportunity for self-evaluations from the employees first, majority agreed to this concept.***
- Discussion held regarding three internal employees the concept of having the evaluation process in the public eye (the three assistants), scores tabulated and turned into HR, then to Council, then distributed to the employee
- Suggestion to apply the same methodology of other City employees who receive a favorable evaluation and typically entitled to the non-bargaining increase, if they are average or above, they would automatically get what the other non-bargaining employees receive
- ***Suggestion to turn the evaluations into the Office Manager, it takes away the discomfort – majority agreed***
- ***Suggestion to add the assistants to an electronic evaluation – majority agreed***
- Inquiry about a policy if you are unhappy with a performance, we speak to that individual, how do you report it via a form.
- Talk to HR about practices for different performance
- Up to \$500 bonus department directors can request for exemplary service
- Latitude in that 3.5% for adjustment; keeping in line with other City employees

***Councilmember Welsh moved, seconded by Councilmember Cosden, to approve the 3% pay range adjustment and 3.25% merit increase for James Kowaleski, Lisa Williams, and Connie Griglin with an effective date of 10/1/2023.***

Discussion held regarding the wage study for all employees which would include Council Staff.

***Council polled as follows: Gunter, Hayden, Long, Sheppard, Steinke, Welsh, Cosden, and Cummings voted "aye." Eight "ayes." Motion carried 8-0.***

#### **TIME AND PLACE OF FUTURE MEETINGS**

A Regular Meeting of the Cape Coral City Council was scheduled for Wednesday, October 4, 2023, beginning at 4:30 p.m. in Council Chambers.

#### **MOTION TO ADJOURN**

There being no further business, the meeting adjourned at 3:38 p.m.

Submitted by,

Kimberly Bruns, CMC  
City Clerk