

Mayor

Joe Coviello

Council Members

District 1: John Gunter

District 2: John M. Carioscia Sr.

District 3: Marilyn Stout

District 4: Jennifer I. Nelson

District 5: Lois Welsh

District 6: Richard Williams

District 7: Jessica Cosden



1015 Cultural Park Blvd.
Cape Coral, FL

City Manager

John Szerlag

City Attorney

Dolores Menendez

City Auditor

Andrea R. Butola

City Clerk

Kimberly Bruns

**AGENDA FOR THE SPECIAL MEETING OF THE
CAPE CORAL CITY COUNCIL**

October 28, 2019

3:00 PM

Conference Room 220A, City
Hall

PLEDGE OF CIVILITY

We will be respectful of each other even when we disagree.
We will direct all comments to the issues. We will avoid personal attacks.

1. MEETING CALLED TO ORDER

A. MAYOR COVIELLO

2. ROLL CALL

A. MAYOR COVIELLO, COUNCIL MEMBERS CARIOSCIA,
COSDEN, GUNTER, NELSON, STOUT, WELSH, WILLIAMS

3. CHANGES TO AGENDA/ADOPTION OF AGENDA

4. BUSINESS

A. Citizens Input Time - 3 minutes per individual, with a maximum of 60
minutes is set for input of citizens on matters concerning the City
Government.

B. Council Staff Pay Increases

C. Youth Council Gala update

5. TIME AND PLACE OF FUTURE MEETINGS

A. A Committee of the Whole Meeting is Scheduled for Monday,
October 28, 2019 at 4:30 p.m. in Council Chambers

6. MEETING ADJOURNED

This agenda should not be viewed as containing definitive information on matters of law with respect to ordinance and resolution summaries.

In accordance with the Americans with Disabilities Act and Florida Statutes 286.26, persons needing a special accommodation to participate in this proceeding should contact the Human Resources Department whose office is located at Cape Coral City Hall, 1015 Cultural Park Boulevard, Cape Coral, Florida; telephone 1-239-574-0530 for assistance, 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: 10/28/2019
Item Type: BUSINESS

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Council Staff Pay Increases

REQUESTED ACTION:

STRATEGIC PLAN INFO:

1. Will this action result in a Budget Amendment?
2. Is this a Strategic Decision?
 - If Yes, Priority Goals Supported are listed below.
 - If No, will it harm the intent or success of the Strategic Plan?

PLANNING & ZONING/HEARING EXAMINER/STAFF RECOMMENDATIONS:

SUMMARY EXPLANATION AND BACKGROUND:

Review and discuss rate of pay for Council Office employees who are below target for pay range penetration.

LEGAL REVIEW:

EXHIBITS:

75th Percentile documentation
Additional back up received from Council Office (4)

PREPARED BY:

Division- Department-

SOURCE OF ADDITIONAL INFORMATION:

ATTACHMENTS:

| Description | Type |
|---|-----------------|
| <input type="checkbox"/> 75th Percentile documentation | Backup Material |
| <input type="checkbox"/> Additional Backup received from Council Office | Backup Material |
| <input type="checkbox"/> Additional Backup received from Council Office | Backup Material |
| <input type="checkbox"/> Additional Backup received from Council Office | Backup Material |
| <input type="checkbox"/> Additional Backup received from Council Office | Backup Material |

City of Cape Coral, Florida

**SUPPORTING DOCUMENTATION FOR
BUDGET DECISIONS**

July 17, 2019



EXPLANATION OF 75TH PERCENTILE OPEN PAY RANGES (NO STEPS)

75th Percentile of market data is the value below which 75 percent of the data fall.

Configuring market comparison for an open pay range (no steps):

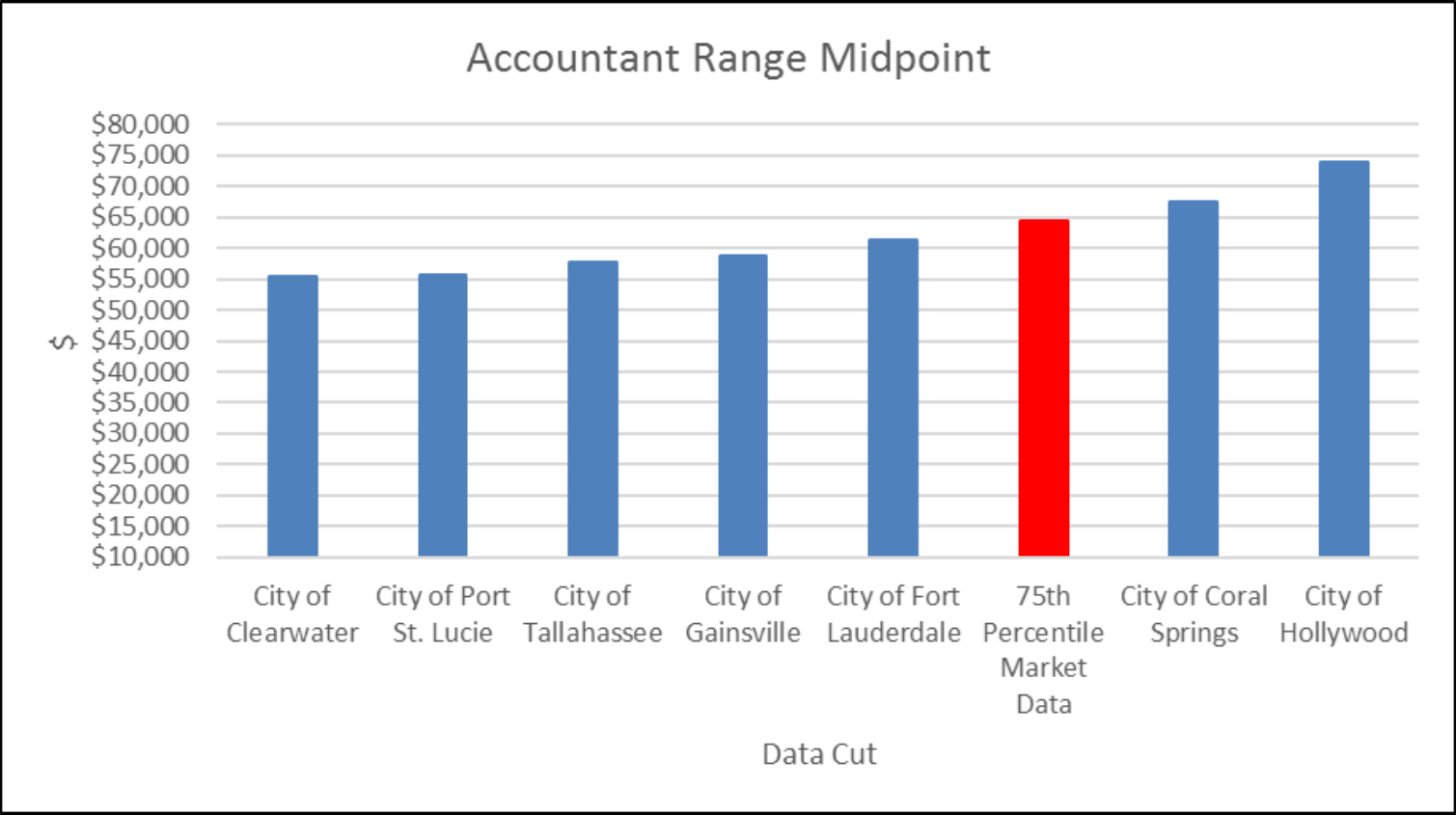
The following example shows market data for Accountant. Since Accountant is in a grade with an open pay range, the market comparison is range midpoint. 75th percentile of range midpoint for all survey data is \$64,363.78, which falls half way between midpoint values of The Cities of Fort Lauderdale and Coral Springs.

| Survey Participant or Published Survey Cut | Part Match / Job Title | Geo Diff % | Range Minimum | Range Midpoint | Range Maximum |
|--|------------------------|------------|---------------|----------------|---------------|
| City of Clearwater | Accountant | 1.1% | \$41,285.07 | \$55,284.99 | \$69,284.91 |
| City of Port St. Lucie | Accountant I | 2.2% | \$43,700.00 | \$55,717.98 | \$67,735.95 |
| City of Tallahassee | Accountant II | 6.0% | \$35,018.00 | \$57,725.80 | \$80,433.60 |
| City of Gainesville | Accountant II | 3.4% | \$47,476.00 | \$58,745.00 | \$70,014.00 |
| City of Fort Lauderdale | Accountant | -3.4% | \$48,014.12 | \$61,227.55 | \$74,440.98 |
| City of Coral Springs | Accountant (no levels) | -3.2% | \$51,840.00 | \$67,500.00 | \$83,160.00 |
| City of Hollywood | Senior Account | -3.3% | \$56,603.86 | \$73,961.70 | \$91,319.53 |
| 75th Percentile Market Data: | | | \$49,927.06 | \$64,363.78 | \$81,796.80 |

In this example a series of seven numbers is used to calculate the 75th percentile, and the 75th percentile is between the 5th and 6th data points.

If a series of five numbers is used to calculate the 75th percentile, the 4th number in the series is the 75th percentile, as shown in the Police Officer Data on page 5.

The following graph shows the relationship between the survey data points for Accountant and the market 75th percentile.



DEVELOPING PAY RANGES FOR OPEN RANGE PAY STRUCTURES

Pay ranges are developed for open range (no steps) structures by setting the range midpoint at the market competitive position and developing the range minimum and maximum based on the average market range spread (percentage difference between range minimum and maximum). Cape Coral strives for a market competitive position of 75th percentile of market.

Cape Coral's range structures were developed by:

- Setting the midpoint of the lowest grade at the average market value of all benchmark jobs in the grade
 - Applying midpoint progressions between grades in order to create pay range midpoints for each subsequent grade
 - Developing range minimums and maximums for each grade around those midpoints.
- The range minimum is developed by dividing the midpoint by 1+ half of the spread, and the maximum is developed by multiplying the minimum by 1+ the whole spread.

For example, using a range midpoint of \$64,363.78 and a range spread of 60%, the range minimum would be \$49,510.60 ($\$64,363.78 / 1.30$) and the maximum would be \$79,216.96 ($\$49,510.60 * 1.60$).

This method places all surveyed jobs within the pay structure in midpoints that are close to 100% of market, overall. The following example shows how a typical pay structure relates to market data. The overall structure is at 100% of market, while individual benchmark jobs are from 96.1% to 102.8% of market.

Connie Griglin

From: Angela D. Cline
Sent: Monday, October 28, 2019 9:19 AM
To: Jennifer I. Nelson; Jessica Cosden; Joe Coviello; John Carioscia; John Gunter; Lois Welsh; Marilyn Stout; Richard Williams
Cc: Lisa Sonogo; Gabrielle Lovejoy; Connie Barron; Connie Griglin; John Szerlag; Pearl Taylor
Subject: RE: City Council Council Assistant Salaries

The definition of the 75th percentile was provided by our classification and compensation consultant Segal Waters. The explanation was requested in July 2019. At that time, we did not request the explanation provided be for a specific position. Segal Waters took the first managerial/confidential (non-bargaining) position in alphabetical order. That position was "Accountant". The city does have the title "Accountant" but it does not refer to our Council office positions.

While the explanation does not specifically address the Council Office positions, the same concepts can be applied to any managerial/confidential (non-bargaining) position.

Our Council Office positions use the following titles:

Legislative Clerk – Council Office
Legislative Executive Assistant to Council
Legislative Executive Assistant to the Mayor

The Council Office positions do not require a Bachelor's degree. The educational requirements for these positions are:

Legislative Clerk – Council Office

- High School diploma/GED.
- Two (2) years of experience in modern office support functions (i.e., data entry, computer use, and records maintenance).

Legislative Executive Assistant to Council and Legislative Executive Assistant to the Mayor

- Associate's degree from an accredited college or university with emphasis in administration; or High School Diploma/GED and four (4) additional years of related experience.
- Six (6) years progressively responsible office support experience, to include experience in managerial functions, department accounting procedures, and special project/program coordinator.

Please let me know if you have any additional questions or if I can be of any further assistance.

Thank you,

~ Angie

Angela D. Cline, CCP, CMS, SHRM-SCP, SPHR
Classification & Compensation Manager
City of Cape Coral Human Resources
(239) 574-0520

NOTE: Florida has a very broad public records law, and under Florida law, most written communications to or from city staff regarding city business to include your e-mail address is considered public records and will be made available to the public and the media upon request. If you do not want your email message and or your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. Additionally, this communication is intended only for the addressee. If you are not the intended recipient, do not copy, disclose, or distribute this message

to anyone else. If you have received this communication in error, please contact the sender of the message to inform him or her of the error and then delete this message.

From: John Carioscia <jcariosc@capecoral.net>
Sent: Saturday, October 26, 2019 8:34 AM
To: Angela D. Cline <acline@capecoral.net>
Subject: Re: City Council Council Assistant Salaries

And currently, what are the educational levels achieved and verified by H&R regarding our Council Assistants?

Again, this Title, "Accountant," is being used for our Council Assistants and when I check other Cities for the educational requirements for this Title, a BA is required.
Please explain.

Thank you,

Councilman John M. Carioscia Sr.
District 2

From: Angela D. Cline <acline@capecoral.net>
Sent: Friday, October 25, 2019 7:12 PM
To: Jennifer I. Nelson <jinelson@capecoral.net>; Jessica Cosden <jcosden@capecoral.net>; Joe Coviello <jcoviell@capecoral.net>; John Carioscia <jcariosc@capecoral.net>; John Gunter <jgunter@capecoral.net>; Lois Welsh <lwelsh@capecoral.net>; Marilyn Stout <mstout@capecoral.net>; Richard Williams <rwiliam@capecoral.net>
Cc: Lisa Sonego <lsonego@capecoral.net>; Gabrielle Lovejoy <glovejoy@capecoral.net>; Connie Barron <cbarron@capecoral.net>; Connie Griglin <cgriglin@capecoral.net>; John Szerlag <jszerlag@capecoral.net>; Pearl Taylor <ptaylor@capecoral.net>
Subject: RE: City Council Council Assistant Salaries

The educational and other minimum qualifications for the Council Office positions are as follows:

Legislative Clerk – Council Office

- High School diploma/GED.
- Two (2) years of experience in modern office support functions (i.e., data entry, computer use, and records maintenance).

Legislative Executive Assistant to Council and Legislative Executive Assistant to the Mayor

- Associate's degree from an accredited college or university with emphasis in administration; or High School Diploma/GED and four (4) additional years of related experience.
- Six (6) years progressively responsible office support experience, to include experience in managerial functions, department accounting procedures, and special project/program coordinator.

The time in position for the Council Office staff is as follows:

Pearl Taylor – 9/9/2013 (Date of hire 5/31/2005)
Connie Griglin – 3/30/2018
James Kowaleski – 8/26/2019

Please let me know if you have any additional questions or if I can be of any further assistance.

Thank you,

~ Angie

Angela D. Cline, CCP, CMS, SHRM-SCP, SPHR
Classification & Compensation Manager
City of Cape Coral Human Resources
(239) 574-0520

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From: John Carioscia <jcariosc@capecoral.net>
Sent: Friday, October 25, 2019 6:23 PM
To: Angela D. Cline <acline@capecoral.net>
Subject: Re: City Council Council Assistant Salaries

In an earlier email sent to the City Manager's Office
I requested the Educational requirements for these titles and the time in grade for those comparative salaries.
I still not have received that information.

Thank you,

Councilman John M. Carioscia Sr.
District 2

From: Angela D. Cline <acline@capecoral.net>
Sent: Friday, October 25, 2019 5:20 PM
To: Jennifer I. Nelson <jnelson@capecoral.net>; Jessica Cosden <jcosden@capecoral.net>; Joe Coviello <jcoviell@capecoral.net>; John Carioscia <jcariosc@capecoral.net>; John Gunter <jgunter@capecoral.net>; Lois Welsh <lwelsh@capecoral.net>; Marilyn Stout <mstout@capecoral.net>; Richard Williams <rwilliam@capecoral.net>
Cc: Lisa Sonego <lsonego@capecoral.net>; Gabrielle Lovejoy <glovejoy@capecoral.net>; Connie Barron <cbarron@capecoral.net>; Connie Griglin <cgriglin@capecoral.net>; John Szerlag <jszerlag@capecoral.net>; Pearl Taylor <ptaylor@capecoral.net>
Subject: RE: City Council Council Assistant Salaries

The example provided to explain the 75th percentile does use real data for the Accountant position. The example was obtained in July 2019 as a general explanation of how the 75th percentile is defined and determined. At the time the explanation was requested from Segal Waters, a specific position was not requested.

For organizations with a small number of classification (titles), we do survey every position. This is true for Police who have 3 basic titles (Police Officer, Police Sergeant and Police Lieutenant) and Fire who have 5 basic titles (Fire Fighter, Fire Engineer/Driver, Fire Lieutenant, Fire Inspector and Fire Battalion Chief). For organizations with a large number of classifications, we use benchmarking. With benchmarking, the best practice is to obtain survey data on 20-25% of the titles.

While the Council Office staff were not included in our last benchmark survey in 2019, we did obtain salary data on these roles as part of the staffing review in 2017. That information is attached. Also attached is the survey data obtained today for some of our local area cities.

Please let me know if you have any additional questions or if I can be of any further assistance.

Thank you,

~ Angie

Angela D. Cline, CCP, CMS, SHRM-SCP, SPHR
Classification & Compensation Manager
City of Cape Coral Human Resources
(239) 574-0520

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From: John Carioscia <jcariosc@capecoral.net>
Sent: Friday, October 25, 2019 2:27 PM
To: Gabrielle Lovejoy <glovejoy@capecoral.net>
Subject: Re: City Council Council Assistant Salaries

You state that, "In comparing our pay ranges to these cities, we do apply a geographic differential to address salary and wage differences between the City of Cape Coral and the other comparable area."

So, my question is, do these stated salaries have those differentials already in place, as posted in the presentation? Maybe you can clarify for me even further, this...

Why isn't Segal Waters using the title, "Council Assistants," for comparison, to other "Council Assistants," from those Cities, in the analysis?

Segal Waters do use specifically the title of firefighters and police positions, to compare same, to our firefighters and police, no?

I thank you in advance for your assistance in this inquiry.

Councilman John M. Carioscia Sr.
District 2

From: Gabrielle Lovejoy <glovejoy@capecoral.net>
Sent: Friday, October 25, 2019 2:01 PM
To: Jennifer I. Nelson <jinelson@capecoral.net>; Jessica Cosden <jcosden@capecoral.net>; Joe Coviello <jcoviell@capecoral.net>; John Carioscia <jcariosc@capecoral.net>; John Gunter <jgunter@capecoral.net>; Lois Welsh <lwelsh@capecoral.net>; Marilyn Stout <mstout@capecoral.net>; Richard Williams <rwilliam@capecoral.net>
Cc: Gabrielle Lovejoy <glovejoy@capecoral.net>; Connie Barron <cbarron@capecoral.net>; Connie Griglin

<cgriglin@capecoral.net>; John Szerlag <jszerlag@capecoral.net>; Lisa Sonego <lsonego@capecoral.net>; Pearl Taylor <ptaylor@capecoral.net>

Subject: FW: City Council Council Assistant Salaries

Good afternoon Councilman Carioscia,

Please see explanation below for Council Assistant Salaries.

Thank you.

Kind Regards,

~*Gabrielle*

Gabrielle Lovejoy, Senior Administrative Specialist

CITY OF CAPE CORAL HUMAN RESOURCES

P: 239.574.0527 or glovejoy@capecoral.net

Florida has a very broad public records law. Most written communications including e-mail's to or from City Employees and Officials regarding City business are subject to public records laws and available to the public and media upon request.

Subject: FW: City Council Council Assistant Salaries

The documentation provided from our classification and compensation consultant, Segal Waters, explains how the 75th percentile is defined and determined. While the explanation included a sample classification title ("Accountant"), the explanation can be applied to the Council Office positions as well.

The 75th percentile is the city's pay philosophy regarding how our pay ranges are established when compared to other cities (not an individual employee's pay within that range). In order to attract and retain talented employees, the City strives to set our pay ranges at or near the 75th percentile of our comparable cities ranges.

The City uses multiple cities as market comparables. In comparing our pay ranges to these cities, we do apply a geographic differential to address salary and wage differences between the City of Cape Coral and the other comparable area.

We are reaching out to our local cities on their titles and salary ranges. We will forward as soon as it is completed.

Please let me know if you have any additional questions or if I can be of any further assistance.

Thank you,

~*Angie*

Angela D. Cline, CCP, CMS, SHRM-SCP, SPHR

Classification & Compensation Manager

City of Cape Coral Human Resources

(239) 574-0520

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to anyone else. If you have received this communication in error, please contact the sender of the message to inform him or her of the error and then delete this message.

From: Phyllis Demarco <pdemarco@capecoral.net> **On Behalf Of** John Szerlag
Sent: Friday, October 25, 2019 11:20 AM
To: Lisa Sonego <lsonego@capecoral.net>; Angela D. Cline <acline@capecoral.net>
Subject: FW: City Council Council Assistant Salaries

Good morning.

Please see below for response and copy all Council. Much appreciated.

Regards,

Phyllis DeMarco
Executive Assistant to the City Manager
City of Cape Coral
P.O. Box 150027
Cape Coral, FL 33915-0027
Office - (239) 574-0451 (internal ext. 4451)
Fax - (239) 574-0452
pdemarco@capecoral.net

Florida has a very broad public records law. Written communication is considered to be public record and will be made available to the public and the media upon request. If you do not want your email subject to a public records request, please call our office at 239-574-0451 instead of utilizing email.

From: John Carioscia <jcariosc@capecoral.net>
Sent: Friday, October 25, 2019 9:46 AM
To: John Szerlag <jszerlag@capecoral.net>
Subject: City Council Council Assistant Salaries

I have reviewed the presentation for Monday's COW meeting and would like to have the definition according to HR, of the title "Accountant," as used for this analysis.
On the surface it doesn't seem like the appropriate job Title, but again, that is why I'm asking for the job Title description, as used in each City given, as well as the educational and time in grade experience, for those salaries.
And why are East Coast Cities being used in the analysis?
Isn't the cost of living higher in those Cities?
Aren't cost factors an influence on regional salaries?
And lastly, are Council assistants called "accountants," in neighboring Cities here in the South West?
What are Council assistants being paid in neighboring, SW Cities?

Thank you,

Councilman John M. Carioscia Sr.
District 2

Pay Grade NB108 Employee Summary

| Department | Name | Position | Hire Date | YOS | Pay Grade | 10/1/2019 | 10/1/2019 | 10/5/2019 | 10/5/2019 |
|----------------------------|----------------------|--|------------|-----------|-----------|--------------------|---------------|-----------------|--------------|
| | | | | 10/1/2019 | | Hourly Rate | Annual Salary | Hourly Rate | Annual Rate |
| Cape Coral Fire Department | KURZMANN , LINDA A | Senior Administrative Specialist - Fire | 12/18/2006 | 12.79 | NB108 | \$26.16 | \$ 54,412.80 | \$ 27.36 | \$ 56,908.80 |
| City Auditor | LIEBEGOTT , MOLLY A | Senior Administrative Spec-City Auditor | 5/21/2007 | 12.37 | NB108 | \$25.16 | \$ 52,332.80 | \$ 25.98 | \$ 54,038.40 |
| City Clerk | WOLOWSKI , SHARON L | Senior Administrative Specialist - City | 2/13/2006 | 13.64 | NB108 | \$26.66 | \$ 55,452.80 | \$ 27.82 | \$ 57,865.60 |
| City Council | TAYLOR , PEARL H | Legislative Exec Admin Assistant Mayor | 5/31/2005 | 14.35 | NB108 | \$26.87 | \$ 55,889.60 | \$ <u>27.74</u> | \$ 57,699.20 |
| City Council | GRIGLIN , CONNIE L | Legislative Exec Admin Assist Council | 3/30/2018 | 1.51 | NB108 | \$22.77 | \$ 47,361.60 | \$ 23.51 | \$ 48,900.80 |
| Community Development | HELSEL , ELISABETH A | Senior Administrative Specialist - DCD A | 5/11/2015 | 4.39 | NB108 | \$23.23 | \$ 48,318.40 | \$ 24.02 | \$ 49,961.60 |
| Financial Services | LOPEZ , SUZANNE | Senior Administrative Specialist - Finance | 5/19/2003 | 16.38 | NB108 | \$29.12 | \$ 60,569.60 | \$ 30.58 | \$ 63,606.40 |
| Human Resources | LOVEJOY , GABRIELLE | Senior Administrative Specialist - Human | 8/26/2019 | 0.1 | NB108 | \$22.12 | \$ 46,009.60 | \$ 22.12 | \$ 46,009.60 |
| Information Tech | WERNER , TANA E | Senior Administrative Specialist-ITS | 10/16/2006 | 12.97 | NB108 | \$25.36 | \$ 52,748.80 | \$ 26.18 | \$ 54,454.40 |
| Parks Recreation | LYNCH , THERESA | Senior Administrative Specialist-P&R Adm | 10/25/1993 | 25.95 | NB108 | \$31.41 | \$ 65,332.80 | \$ 32.51 | \$ 67,620.80 |
| Police | COPPING , ANGELA G | Communications Training Coordinator | 9/2/2000 | 19.09 | NB108 | \$33.85 | \$ 70,408.00 | \$ 34.61 | \$ 71,988.80 |
| Police | LAFOREST , MARTHA B | Senior Administrative Specialist - PD Ad | 7/23/2007 | 12.2 | NB108 | \$24.87 | \$ 51,729.60 | \$ 26.11 | \$ 54,308.80 |
| Public Works | MACKOWSKI , CHERYL A | Senior Administrative Specialist-PW Admin | 1/24/2011 | 8.69 | NB108 | \$24.82 | \$ 51,625.60 | \$ 25.65 | \$ 53,352.00 |
| Utilities Dept | BURDIER , EMILIA A | Senior Administrative Specialist - Util | 5/4/1998 | 21.42 | NB108 | \$30.49 | \$ 63,419.20 | \$ 31.71 | \$ 65,956.80 |

Local City Council Support Staff - Titles and Salary Ranges
October 2019

| Municipality | Job Title | Incumbent Pay | Range Minimum | Range Maximum |
|--------------|--|---------------|---------------|---------------|
| Fort Myers | Legislative Admin to Council | \$ 39,270.40 | \$ 37,024.00 | \$ 55,993.60 |
| Fort Myers | Legislative Admin to Council | \$ 44,720.00 | \$ 37,024.00 | \$ 55,993.60 |
| Fort Myers | Legislative Admin to Mayor | \$ 54,371.20 | \$ 37,024.00 | \$ 55,993.60 |
| Estero | n/a (Executive Assistant to the Village Manager) | | | |
| Naples | Executive Assistant | \$ 60,472.00 | \$ 49,788.00 | \$ 79,487.00 |
| Punta Gorda | n/a (City Clerk) | | | |
| Sanibel | n/a (City Clerk) | | | |

MARKET ANALYSIS WORKSHEET

Survey Job Title: Legislative Assistance - 2017 DATA

Job Summary:

Under the general direction of the City Council, the purpose of this position is to provide highly responsible, confidential, complex and specialized administrative support to the City Council. Employee in this classification is accountable for the accuracy of routine and non-routine, complex, high profile administrative support duties performed as dictated by the City Council. Position acts as liaison between City Council and the City Manager's Office to disseminate to Department Directors, Public Affairs and City employees; other County and State officials, representatives of the media, and the general public. Employee in this position deals with sensitive data and a high degree of accountability and matters of a confidential nature. This highly visible position exercises judgment concerning assigned duties requiring the ability to function independently. **MINIMUM REQUIREMENTS: Associate's degree from an accredited college or university with emphasis in administration; or High School Diploma/GED and four (4) additional years of related experience. Six (6) years progressively responsible office support experience, to include experience in managerial functions, department accounting procedures, and special project/program coordinator.**

| Survey Participant or Published Survey Cut | Part Match / Job Title | Part Match Level/ Orgs | Geo Diff % | Geo Adjusted Salary Min | Geo Adjusted Salary Mid | Geo Adjusted Salary Max |
|--|-------------------------------|------------------------|------------|-------------------------|-------------------------|-------------------------|
| Cape Coral | Legislative Exec Assistant | | Actual | \$ 44,990.40 | \$ 58,489.60 | \$ 71,988.80 |
| Public Sector | | | | | | |
| City of Clearwater | Executive Assistant | | 1.1% | \$ 43,003.90 | \$ 54,527.68 | \$ 66,051.46 |
| City of Coral Springs | Exec Asst to the City Commiss | | -3.2% | \$ 36,785.55 | \$ 46,953.42 | \$ 57,121.29 |
| City of Fort Lauderdale | Commission Asst IV | | -3.4% | \$ 54,391.21 | \$ 69,239.79 | \$ 84,088.37 |
| City of Gainesville | Exec Asst to the City Commiss | | 3.4% | \$ 45,882.82 | \$ 54,990.47 | \$ 64,098.13 |
| City of Hollywood | Chief Asst to the Mayor | | -3.3% | \$ 47,689.01 | \$ 66,075.97 | \$ 84,462.92 |
| City of Port St. Lucie | Exec Asst to City Council | | 2.2% | \$ 44,001.95 | \$ 56,102.49 | \$ 68,203.03 |
| City of Tallahassee | Aide to the Mayor/Commis | | 6.0% | \$ 36,048.48 | \$ 59,408.34 | \$ 82,768.19 |
| Averages: | | | | | | |
| 75th Percentile Market Data: | | | | \$ 46,785.91 | \$ 62,742.15 | \$ 83,428.28 |
| Median Market Data: | | | | \$ 44,001.95 | \$ 56,102.49 | \$ 68,203.03 |
| Average Market Data: | | | | \$ 43,971.85 | \$ 58,185.45 | \$ 72,399.06 |

Connie Griglin

From: Gabrielle Lovejoy
Sent: Monday, October 28, 2019 8:22 AM
To: Joe Coviello; John Carioscia; Marilyn Stout; Jennifer I. Nelson; Richard Williams; Jessica Cosden; John Gunter; Lois Welsh
Cc: John Szerlag; Connie Barron; Lisa Sonogo; Pearl Taylor; Connie Griglin; Gabrielle Lovejoy
Subject: FW: NB108 - Employees and Hire Dates

Good morning Council Member Gunter,

Please see additional request to "add the existing salaries of these employees (as of 10/01/19) to this spreadsheet for further comparison".

Thank you.

Kind Regards,

~Gabrielle

Gabrielle Lovejoy, Senior Administrative Specialist

CITY OF CAPE CORAL HUMAN RESOURCES

P: 239.574.0527 or glovejoy@capecoral.net



Florida has a very broad public records law. Most written communications including e-mail's to or from City Employees and Officials regarding City business are subject to public records laws and available to the public and media upon request.

From: Angela D. Cline <acline@capecoral.net>
Sent: Friday, October 25, 2019 4:08 PM
To: Gabrielle Lovejoy <glovejoy@capecoral.net>
Subject: RE: NB108 - Employees and Hire Dates

As requested, below are the employees in pay grade NB108 with their salary as of 10/1/2019. I have also included their salary as of 10/5/2019 (after the FY 20 increases).

| Department | Name | Position | Pay Grade | 10/1/2019 Hourly Rate | 10/1/2019 Annual Salary | 10/5/2019 Hourly Rate | 10/5/2019 Annual Rate |
|----------------------------|----------------------|--|-----------|--------------------------|----------------------------|--------------------------|--------------------------|
| Cape Coral Fire Department | KURZMANN , LINDA A | Senior Administrative Specialist - Fire | NB108 | \$ 26.16 | \$ 54,412.80 | \$ 27.36 | \$ 56,908.80 |
| City Auditor | LIEBEGOTT , MOLLY A | Senior Administrative Spec-City Auditor | NB108 | \$ 25.16 | \$ 52,332.80 | \$ 25.98 | \$ 54,038.40 |
| City Clerk | WOLOWSKI , SHARON L | Senior Administrative Specialist - City | NB108 | \$ 26.66 | \$ 55,452.80 | \$ 27.82 | \$ 57,865.60 |
| City Council | TAYLOR , PEARL H | Legislative Exec Admin Assistant Mayor | NB108 | \$ 26.87 | \$ 55,889.60 | \$ 27.74 | \$ 57,699.20 |
| City Council | GRIGLIN , CONNIE L | Legislative Exec Admin Assist Council | NB108 | \$ 22.77 | \$ 47,361.60 | \$ 23.51 | \$ 48,900.80 |
| Community Development | HELSEL , ELISABETH A | Senior Administrative Specialist - DCD A | NB108 | \$ 23.23 | \$ 48,318.40 | \$ 24.02 | \$ 49,961.60 |
| Financial Services | LOPEZ , SUZANNE | Senior Administrative Specialist - Finance | NB108 | \$ 29.12 | \$ 60,569.60 | \$ 30.58 | \$ 63,606.40 |
| Human Resources | LOVEJOY , GABRIELLE | Senior Administrative Specialist - Human | NB108 | \$ 22.12 | \$ 46,009.60 | \$ 22.12 | \$ 46,009.60 |
| Information Tech | WERNER , TANA E | Senior Administrative Specialist-ITS | NB108 | \$ 25.36 | \$ 52,748.80 | \$ 26.18 | \$ 54,454.40 |
| Parks Recreation | LYNCH , THERESA | Senior Administrative Specialist-P&R Adm | NB108 | \$ 31.41 | \$ 65,332.80 | \$ 32.51 | \$ 67,620.80 |
| Police | COPPING , ANGELA G | Communications Training Coordinator | NB108 | \$ 33.85 | \$ 70,408.00 | \$ 34.61 | \$ 71,988.80 |
| Police | LAFOREST , MARTHA B | Senior Administrative Specialist - PD Ad | NB108 | \$ 24.87 | \$ 51,729.60 | \$ 26.11 | \$ 54,308.80 |
| Public Works | MACKOWSKI , CHERYL A | Senior Administrative Specialist-PW Admin | NB108 | \$ 24.82 | \$ 51,625.60 | \$ 25.65 | \$ 53,352.00 |
| Utilities Dept | BURDIER , EMILIA A | Senior Administrative Specialist - Util | NB108 | \$ 30.49 | \$ 63,419.20 | \$ 31.71 | \$ 65,956.80 |

From: John Gunter <jgunter@capecoral.net>
Sent: Friday, October 25, 2019 2:47 PM
To: Gabrielle Lovejoy <glovejoy@capecoral.net>
Subject: Re: NB108 - Employees and Hire Dates

Can we add the existing salaries of these employees (as of 10/01/19) to this spreadsheet for further comparison.

Thanks.

CM John Gunter

From: Gabrielle Lovejoy <glovejoy@capecoral.net>
Sent: Monday, October 21, 2019 3:03 PM
To: Joe Coviello <jcoviell@capecoral.net>; John Carioscia <jcariosc@capecoral.net>; Marilyn Stout <mstout@capecoral.net>; Jennifer I. Nelson <jnelson@capecoral.net>; Richard Williams <rwilliam@capecoral.net>; Jessica Cosden <jcosden@capecoral.net>; John Gunter <jgunter@capecoral.net>
Cc: John Szerlag <jszerlag@capecoral.net>; Connie Barron <cbarron@capecoral.net>; Lisa Sonego <lsonego@capecoral.net>; Pearl Taylor <ptaylor@capecoral.net>; Gabrielle Lovejoy <glovejoy@capecoral.net>
Subject: FW: NB108 - Employees and Hire Dates

Good afternoon,

Please see below/attached in response for data for a request from John Gunter received this afternoon on what the years of service are for individuals in NB108 pay grade.

Thank you and have a great day!

Kind Regards,

~Gabrielle

Gabrielle Lovejoy, Senior Administrative Specialist

CITY OF CAPE CORAL HUMAN RESOURCES

P: 239.574.0527 or glovejoy@capecoral.net

Florida has a very broad public records law. Most written communications including e-mail's to or from City Employees and Officials regarding City business are subject to public records laws and available to the public and media upon request.

Lisa –

As requested, below are the employees in pay grade NB108 and their hire date.

| Department | Name | Position | Pay Grade | Hire Date | YOS 10/1/2019 |
|----------------------------|----------------------|--|-----------|------------|------------------|
| Cape Coral Fire Department | KURZMANN , LINDA A | Senior Administrative Specialist - Fire | NB108 | 12/18/2006 | 12.79 |
| City Auditor | LIEBEGOTT , MOLLY A | Senior Administrative Spec-City Auditor | NB108 | 05/21/2007 | 12.37 |
| City Clerk | WOLOWSKI , SHARON L | Senior Administrative Specialist - City | NB108 | 02/13/2006 | 13.64 |
| City Council | TAYLOR , PEARL H | Legislative Exec Admin Assistant Mayor | NB108 | 05/31/2005 | 14.35 |
| City Council | GRIGLIN , CONNIE L | Legislative Exec Admin Assist Council | NB108 | 03/30/2018 | 1.51 |
| Community Development | HELSEL , ELISABETH A | Senior Administrative Specialist - DCD A | NB108 | 05/11/2015 | 4.39 |
| Financial Services | LOPEZ , SUZANNE | Senior Administrative Specialist - Finance | NB108 | 05/19/2003 | 16.38 |
| Human Resources | LOVEJOY , GABRIELLE | Senior Administrative Specialist - Human | NB108 | 08/26/2019 | 0.10 |
| Information Tech | WERNER , TANA E | Senior Administrative Specialist-ITS | NB108 | 0/16/2006 | 12.97 |
| Parks Recreation | LYNCH , THERESA | Senior Administrative Specialist-P&R Adm | NB108 | 0/25/1993 | 25.95 |
| Police | COPPING , ANGELA G | Communications Training Coordinator | NB108 | 9/02/2000 | 19.09 |
| Police | LAFOREST , MARTHA B | Senior Administrative Specialist - PD Ad | NB108 | 7/23/2007 | 12.20 |
| Public Works | MACKOWSKI , CHERYL A | Senior Administrative Specialist-PW Admin | NB108 | 1/24/2011 | 8.69 |
| Utilities Dept | BURDIER , EMILIA A | Senior Administrative Specialist - Util | NB108 | 5/04/1998 | 21.42 |

Please let me know if you have any additional questions or if I can be of any further assistance.

Thank you,

~ *Angie*

Angela D. Cline, CCP, CMS, SHRM-SCP, SPHR
Classification & Compensation Manager
City of Cape Coral Human Resources
(239) 574-0520

NOTE: Florida has a very broad public records law, and under Florida law, most written communications to or from city staff regarding city business to include your e-mail address is considered public records and will be made available to the public and the media upon request. If you do not want your email message and or your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. Additionally, this communication is intended only for the addressee. If you are not the intended recipient, do not copy, disclose, or distribute this message to anyone else. If you have received this communication in error, please contact the sender of the message to inform him or her of the error and then delete this message.

| | |
|----------------------|-------------------|
| Item Number: | 4.C. |
| Meeting Date: | 10/28/2019 |
| Item Type: | BUSINESS |

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Youth Council Gala update

REQUESTED ACTION:

STRATEGIC PLAN INFO:

1. Will this action result in a Budget Amendment?
2. Is this a Strategic Decision?
If Yes, Priority Goals Supported are listed below.
If No, will it harm the intent or success of the Strategic Plan?

PLANNING & ZONING/HEARING EXAMINER/STAFF RECOMMENDATIONS:

SUMMARY EXPLANATION AND BACKGROUND:

LEGAL REVIEW:

EXHIBITS:

Fall Gala 9.14.2019 budget
Fall Gala 9.14.2019 detailed budget

PREPARED BY:

Division- Department-

SOURCE OF ADDITIONAL INFORMATION:

ATTACHMENTS:

| Description | Type |
|--|-----------------|
| <input type="checkbox"/> Fall Gala 9.14.2019 budget | Backup Material |
| <input type="checkbox"/> Fall Gala 9.14.2019 detailed budget | Backup Material |

Fall Gala 9.14.2019

| | | |
|---------------------|------------|------------|
| Target event budget | \$5,550.00 | \$5,550.00 |
|---------------------|------------|------------|

| | | |
|------------------------|------------|------------|
| Total cost of the Gala | \$3,376.44 | \$3,376.44 |
|------------------------|------------|------------|

| | |
|------------------------|------------|
| You're under budget by | \$2,173.56 |
|------------------------|------------|

| Item | Description | Cost | Qty | Amount | Notes |
|----------------|---------------------------------|------------|-----|------------|-------|
| Catering | Artisian Bread | \$2,250.00 | 1 | \$2,250.00 | |
| DJ/Photo booth | Peter Kachinoski | \$650.00 | 1 | \$650.00 | |
| Rental Hall | Kiwanis Hall | \$173.00 | 1 | \$173.00 | |
| Decorations | Michaels/Party City/Dollar Tree | \$303.44 | 1 | \$303.44 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|-------|------------|
| Total | \$3,376.44 |
|-------|------------|



2019 Fall Gala Budget

| Donations | Totals |
|--|------------|
| Gunterberg Foundation | \$2,500.00 |
| Mr. Mazurkiewicz - Bar (not included in total) | \$328.90 |
| Rotary Club | \$500.00 |
| Total donation amount | \$3,000.00 |

| Expenses | Projected Cost | Actual Cost |
|-------------------------|----------------|-------------|
| Catering (75 @ \$30.00) | \$4,100.00 | \$2,250.00 |
| DJ/Photo Booth | \$650.00 | \$650.00 |
| Rental Hall | \$250.00 | \$173.00 |
| Decorations | \$500.00 | \$303.44 |
| | | |
| Subtotal | \$5,500.00 | \$3,376.44 |

| Sponsorships/Ticket sales | Projected Cost | Actual Cost |
|--|----------------|-------------|
| Gunterberg Foundation | | \$2,500.00 |
| Rotary Club | | \$500.00 |
| Ticket sales online | | \$960.00 |
| Ticket sales at door | | \$180.00 |
| Tip jar (located at bar- goes directly to Blessings in a Backpack) | | \$39.00 |
| | | |
| Subtotal | | \$4,179.00 |

| | | |
|------------------------|------------|------------|
| Total Projected Cost | \$5,550.00 | |
| Total Actual Cost | | \$3,376.44 |
| Total Funds Brought in | | \$4,179.00 |
| Difference | | \$802.56 |

| | | |
|---|-------------------|----------|
| Total Donation to Blessings in a Backpack | Difference + tips | \$841.56 |
|---|-------------------|----------|