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: Dave Stokes
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
Rebecca van Deutekom

AGENDA FOR SPECIAL MEETING OF THE CAPE CORAL CITY COUNCIL

January 11, 2018

1:00 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, STOKES, STOUT, WILLIAMS

3. BUSINESS

A. Council Office Personnel Discussion

4. TIME AND PLACE OF FUTURE MEETINGS

A. A Regular Meeting of the Cape Coral City Council is Scheduled for Monday, January 22, 2018 at 4:30 p.m. in Council Chambers

5. 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 fr 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: 3.A.

Meeting Date: 1/11/2018 Item Type: BUSINESS

AGENDA REQUEST FORM CITY OF CAPE CORAL



TITLE:

Council Office Personnel Discussion

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:

Back up materials distributed at the Special Meeting

PREPARED BY:

Division- Department-

SOURCE OF ADDITIONAL INFORMATION:

ATTACHMENTS:

Description Type

Back up materials distributed at the Special Meeting

Backup Material

Hello Rick:

Attached is data regarding Pearl's pay that we have discussed and can be used for your Thursday Council Special Meeting. Both Angie Cline our Compensation Manager and myself will be present at that meeting.

Please let us know if you would like us to distribute any of this data to the other council members before the meeting, or if you will be doing that, etc.

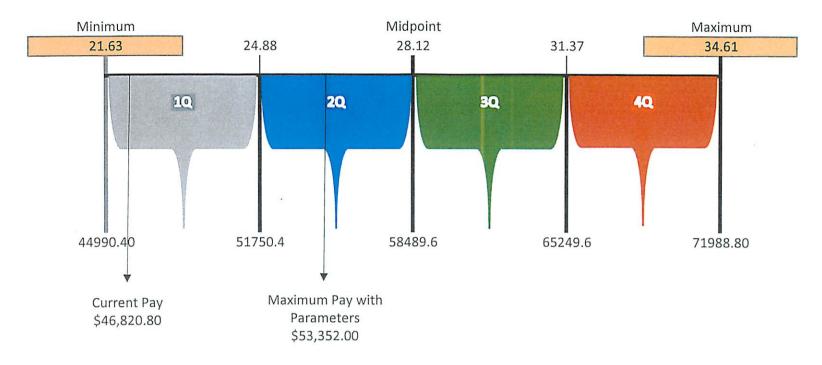
I am in the office Tuesday and Thursday but out of the office Monday and Wednesday. Angle is in the office all week x4520.

As always, give us a call if you would like any other information outlined or reviewed for the Thursday meeting.

Thank you,

Lisa

x4528



Pearl Taylor FY18 Pay Increase Review

* 4 years in position, 12 years total with the City

Parameters:

- * 3% eligible for Andrea Butola effective 5/1/2017 (1 year anniversary)
- * Maximum increase available for Pearl at this time

	Positions		Current Salaries			+ 3%	FY18 Salaries			
City Council*		4	\$	276,390	\$	8,292	\$	284,682		

^{*} The City Auditor position is included in the City Council's data.

					Current Range		
Name	Grade	Grade Minimum		le Maximum	Penetration	Time in Position	Years of Service
TAYLOR, PEARL	\$	44,990	\$	71,989	6.78%	4	12
BUTOLA, ANDREA	\$	100,984	\$	166,608	59.46%	<1	<1

BUTOLA, ANDREA Pay Scenarios

	Curi	ent Annual:	3% Increase	4% Increase	5% Increase
Annual	\$	140,004.80	\$ 144,206.40	\$ 145,600.00	\$ 147,014.40
FY Cost		到大哥为" <u>4</u> 里	\$ 1,751	\$ 2,331	\$ 2,921
Remaining Budget			\$ 6,541	\$ 5,961	\$ 5,371

Based on increase effective 5/1/2018 (1 year anniversary)

TAYLOR, PEARL Pay Scenarios

OR, PEARL Pay Sci	enai	ios												
		Current:		3% Increase		4% Increase		5% Increase	6% Increase	7% Increase	8% Increase	9% Increase	1	0% Increase
Hourly Rate:	\$	22.51	\$	23.19	\$	23.48	\$	23.64	\$ 23.86	\$ 24.09	\$ 24.31	\$ 24.54	\$	24.7
Annual Rate:	\$	46,820.80	\$	48,235.20	\$	48,838.40	\$	49,171.20	\$ 49,628.80	\$ 50,107.20	\$ 50,564.80	\$ 51,043.20	\$	51,500.8
FY Cost:			\$	1,414	\$	2,018	\$	2,350	\$ 2,808	\$ 3,286	\$ 3,744	\$ 4,222	\$	4,68
Ma	axin	num Increase f	or 1	Taylor assuming	g 3%	6 partial year ir	icre	ase for Butola						
					\$	25.65								
				New Annual	\$	53,352.00								
				FY Cost	\$	6,531.20								
				% Increase		13.95%								
			Ra	ange Penetratio		30.97%								

PACK, GIANNA \$44,116.80 (end pay)

PERRY, REBECCA \$45,448.00 (end pay)

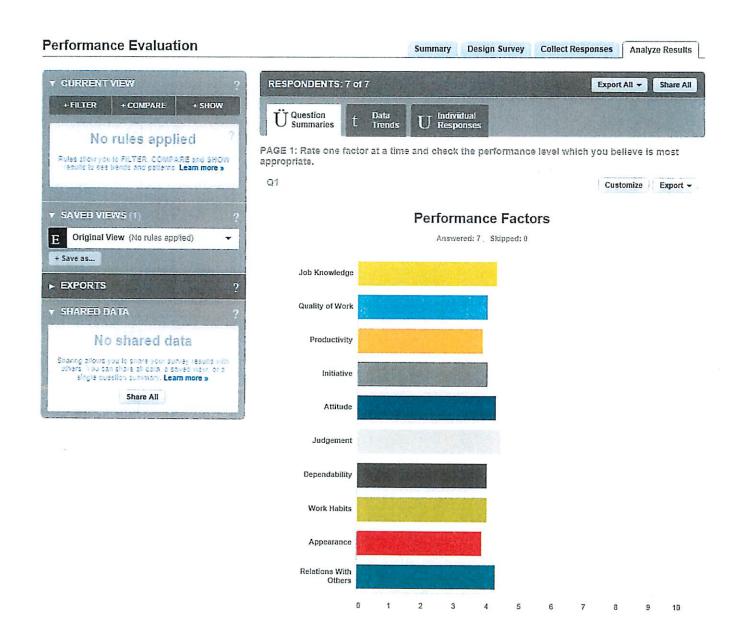
TAYLOR, PEARL \$46,820.80 (current)

Salary Analysis By Job e As of 12/11/2017

Name .	Position Title	Salary Grade	Base Pay Rate Per	Hours	Base Annual Salary	Service	Range Max Annuai Salary	Range Min Annual Salary
Job Title: Executive Assistant to City	Mgr						·	
DELIA DOS DIRECTO								
DEMARCO, PHYLLIS	Executive Assistant to City Mgr	NB109	27.19 Hourly	40	56,555.20	4.8	75,587.20	47,257.60
Totals		Average Annual Salar	У		\$56,555.20			
		Total Annual Salary Employees			\$56,555.20 1			
Job Title: Legislative Exec Admin Ass	sistant	·						
PERRY, REBECCA L	Legislative Exec Admin Assist	NB108	21.85 Hourly	40	45,448.00	11.9	71,988.80	44,990.40
TAYLOR, PEARL H	Council Legislative Exec Admin Assistant Mayor	NB108	22.51 Hourly	40	46,820.80	12.5	71,988.80	44,990.40
Totals	mbyor .	Average Annual Salar	v		\$46,134.40			
		Total Annual Salary			\$92,268.80			
		Employees			2			
Job Title: Senior Administrative Spec	lalist							
WOLOWSKI , SHARON L	Senior Administrative Specialist -	NB108	25.82 Hourly	40	53,705.60	11.8	71,988.80	44,990.40
DELGADO, ELISABETH A	City Senior Administrative Specialist -	NB108	22.12 Hourly	40	46,009.60	2.6	71,988.80	44,990.40
LOPEZ, SUZANNE	DCD A Senior Administrative Specialist - Finan	NB108	27.80 Hourly	40	57,824.00	14.6	71,988.80	44,990.40
LIEBEGOTT, MOLLY A	rınan Senlor Administrative Specialist - Human	NB108	24.37 Hourly	40	50,689.60	10.6	71,988.80	44,990.40
LAFOREST, MARTHA B	Senior Administrative Specialist - PD Ad	NB108	24.09 Hourly	40	50,107.20	10.4	71,988.80	44,990.40
FUHRMANN, DONNA S	Senior Administrative Spec-City Auditor	NB108	27.01 Hourly	40	56,180.80	16.2	71,988.80	44,990.40

Name	Position Title	Salary Grade	Base Pay Rate Pe	er	Hours	Base Annual Salary	Service	Range Max Annual Salary	Range Min Annual Salary
KURZMANN , LINDA A	Senior Administrative Specialist - Fire	NB108	24.85 H	ourly	40	51,688.00	11.0	71,988.80	44,990.40
WERNER , TANA E	Senior Administrative Specialist-ITS	NB108	24.37 Ho	ourly	40	50,689.60	11.2	71,988.80	44,990.40
WILLIS, BRENDA J	Senior Administrative Specialist-PW Admi	NB108	25.60 H	ourly	40	53,248.00	15.1	71,988.80	44,990.40
BURDIER, EMILIA A	Senior Administrative Specialist - Util	NB108	29.23 Ho	ourly	40	60,798.40	19.6	71,988.80	44,990.40
LYNCH, THERESA	Senior Administrative Specialist-P&R Adm	NB108	30.18 Ho	ourly	· 40	62,774.40	24.1	71,988.80	44,990.40
Totals		Average Annual Salar	у			\$53,974.11			
		Total Annual Salary				\$593,715.20			
		Employees				11			

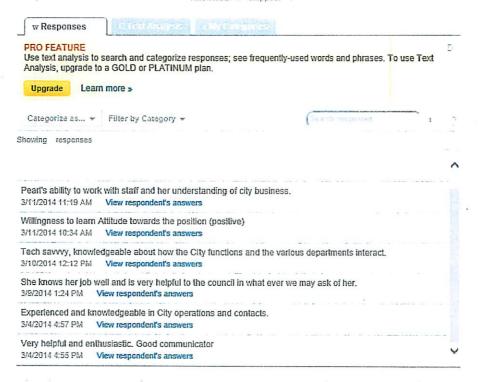
Legislative Executive Administrative Assistant to the Mayor - March 2014



-	Unfit Operational Standard	Below Operational Standard	Operational Standard	Above Operational Standard	Superior Operational Standard	Total	Weighted Average
Job Knowledge	0.00% 0	0.00% 9	14.29 % 1	42.86% 3	42.86% 3	7	4.29
Quality of Work	0.08% 0	0.00% 0	42.86% 3	14.29% 1	42.86% 3	7	4.00
Productivity	0.00% 0	0.00% 9	42. 86% 3	28.57% 2	28.57% 2	7	3.66
Initiative	0 .00% 0	0.00% 0	28.57 % 2	42.86% 3	28.57% 2	7	4.00
Attitude	0.00% 0	0.0 0% 0	14.29% 1	42.86% 3	42.86% 3	7	4.29
Judgement	0.00% 0	0.0 0% 0	14.29 % 1	28.57% 2	57.14% 4	7	4.43
Dependability	0.00% 0	14.29% 1	14.29% 1	28.57% 2	42.86% 3	7	4.00
Work Habits	0.00% 0	0.00% 0	28.57% 2	42. 86% 3	28.57% 2	7	4.00
Appearance	0.00% D	0.0 0% 0	42. 86% 3	28.57% 2	28.57% 2	7	3.86
Relations With Others	0.00% O	0.00% 0	14.29% 1	42.86 % 3	42.86 % 3	7	4.29

Employee's Major Strong Points:

Answered: 6 Skipped: 1



Q3

Export -

These Can Be Used More Effectively By:

Answered: 3 Skipped: 4

w Respon	nses (4)	C Text Analysis Liby Categ		
PRO FEAT Use text and Analysis, up	alysis to	search and categorize responses; see a GOLD or PLATINUM plan.	frequently-used words and phrases. T	o use Text
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Showing resp	ocnses	- 10 40		
Continuing to	o foster h	er strengths.		Market on a second contract of
3/10/2014 12:	12 PM	View respondent's answers		
An education	n program	n need to be put back in place so they	can keep up to date with technology.	
3/9/2014 1:24		iew respondent's answers		
DNA				
3/4/2014 4:57	PM V	iew respondent's answers		

Employee's Major Weak Points Are:

Answered: 5 Skipped: 2

Use text analysis Analysis, upgrade	to search and categorize responses; see to a GOLD or PLATINUM plan.	requently-used words and phrases. I	o use Text
Upgrade Le	arn more »		
Categorize as	Filter by Category +	Search responses	1
howing responses		* Y 24 (0) 3 ****	- local or
		the first of the second of the	
	View respondent's answers		
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3/11/2014 10:34 AM Lack of current IT t	View respondent's answers tools, her time on this current job.		
3/11/2014 10:34 AM Lack of current IT 1 3/10/2014 12:12 PM	View respondent's answers tools, her time on this current job. View respondent's answers		
3/11/2014 10:34 AM	View respondent's answers tools, her time on this current job. View respondent's answers		
3/1/2014 10:34 AM Lack of current IT t 3/10/2014 12:12 PM keeping a clean an 3/9/2014 1:24 PM	View respondent's answers tools, her time on this current job. View respondent's answers and neat work area. View respondent's answers		
3/11/2014 10:34 AM Lack of current IT 1 3/10/2014 12:12 PM keeping a clean an 3/9/2014 1:24 PM None detected at t	View respondent's answers tools, her time on this current job. View respondent's answers and neat work area. View respondent's answers		
3/11/2014 10:34 AM Lack of current IT 1 3/10/2014 12:12 PM keeping a clean an	View respondent's answers tools, her time on this current job. View respondent's answers and neat work area. View respondent's answers his time.		

Q5

Export -

These Can Be Strengthened By:

Answered: 4 Skipped: 3

w Responses (4		7728	
PRO FEATURE Use text analysis to Analysis, upgrade	o search and categorize responses; see to a GOLD or PLATINUM plan.	frequently-used words and phrases. To u	se Text
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Showing 4 responses			
3/11/2014 10:34 AM	ontinuously on duties (keep doing them View respondent's answers	daily)	0.000.000
Updating equipment	and allowing her to continue with her po View respondent's answers	osition.	E 65. B
	the back space area with all the stuff we View respondent's answers	don't use.	
DNA			
	View respondent's answers		

FY 2018 Operating Budget City Council November

City Council FY 2018 Operating Budget November Table of Contents

Highlights

High level overview of the activity

Overview

Overview of Expenditures by Category and by Program
Last year Actual and Amended Budget
Current year YTD Actual, Adopted Budget and Amended Budget

Monthly Expenditures

Current year expenditures by business unit and account number

Monthly Actual, Total Encumbrance, Total Budget and percentage of Budget Utilized

Monthly Actual, Total Encumbrance, Total Budget and percentage of Budget Utilized by Category

Staffing Summary

Staffing by Fiscal Year, Business Unit, Position and FTE

City Council FY 2018 Operating Budget November **Highlights** 784,314 **Total Budget** 84.01% Overall Under Total Budget by 658,875 125,439 15.99% Total Budget Utilized or Target: 2 Months 16.67% Budget 15.99% Actual **Total Budget Utilized** 10.75% Payroll 33.68% Operating 0.00% Capital Adjustment to FY 2018 Adopted Budget \$ **Payroll** 89.25% Overall Under Total Budget **Operating**

84.01% Overall Under Total Budget

\$ 57,492 Open Encumbrance

Capital

100.00% Overall Under Total Budget

\$ - Open Encumbrance

Note:

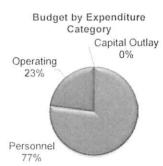
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^{* 3} Scheduled Pay Periods in March & August w/ end of year accruals for prior and current years affecting postings 2 Scheduled Pay Periods in October, November, December, January, February, April, May, June, July and September

<u>return</u>

City Council FY 2018 Operating Budget November Overview

		FY 2016 Actual		FY 2017 Amended		FY 2017 Actual		FY 2018 Adopted		FY 2018 Amended		FY 2018 TD Actual	Percentage
Expenditure Category	Ex	oenditures		Budget		cpenditures		Budget		Budget	Ex	penditures	of Budget
Personnel		523,660	\$	616,777		524,474	\$	605,059	\$	605,059	\$	65,060	10.75%
Operating		183,675		179,803		145,621		179,255		179,255		60,379	33.68%
Capital Outlay		= 1		_		-		_		-		-	0.00%
Debt Service		21		_		-		-		-		-	0.00%
Other		-		-		-		-		_		-	0.00%
Total	\$	707,335	\$	796,580	\$	670,095	\$	784,314	\$	784,314	\$	125,439	15.99%
	FY 2016 FY 2017			FY 2017	- 1	FY 2018	FY 2018			FY 2018			
		Actual Amended			Actual	ctual Adopted			Amended	Y'	TD Actual	Percentage	



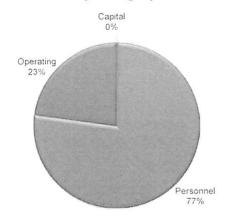
City Council FY 2018 Operating Budget November Monthly Expenditures

City Council	Paradiation	Oct	Nov	Dec	Jan	Feb	Mar	Арг	May	Jun	Jul	Aug	Sep	Encumber	Actual	Budget	% of Budget Utilized	Variance B-A
City Council	Description	OGT	Nov	Dec	Jan	Feb	Mar	Apr	may	Jun	Jul	Aug	Seb	Encumber	Actual	Budget	Unitzea	Б-А
111001,611001	Executive Salary	15,276	20,760		-				-	-			-		36,037	264,826	13.61%	228,789
	Regular Salary	5,323	7,098		380	-	-	1.5		-	77			-	12,421	141,847	8.76%	129,426
111001.614101		11	65		-	-		-	-	-	-	-	-	2	76	-	0.00%	(76)
111001.615101	Special Pay/Add Pay	53	70	-	-	-	-	-	-	-	-		-	-	123	1,040	11.78%	918
111001.621101	FICA Taxes	1,358	1,620	-	-	-		-	-	-	2		-	2	2,978	25,528	11.66%	22,550
111001.621102	Medicare Taxes	318	379	2	-	-	-	-	-	-	2	-	-	-	696	5,973	11.66%	5,277
111001.622101	General Retirement	475	629	2	-	-	-	-	-	-	-	-	-	-	1,104	15,569	7.09%	14,465
111001.623101	Life, Health, Disability Insur	2,114	2,818		*	-	-	-	-		-	-	-	*	4,932	76,614	6.44%	71,682
111001,623102	Self-Insured Health Plan	2,808	3,744	-	-	-	(-	-	-	-	-	-	-	-	6,551	68,283	9.59%	61,732
111001.624101	Workers Compensation	66	76	-	-	-	-	-	- 1	-	2	-			141	1,037	13.64%	896
111001.624103	Leave Payout		5.			-			-	-	-	-	-	-	-	4,342	0.00%	4,342
	Total Personnel	27,801	37,259				300	e=:	-	-	-	-	•	-	65,060	605,059	10.75%	539,999
111001.631399	Other Professional Services	-	2	2	-	-	-	-	1.0		-	-	-		-	5,000	0.00%	5,000
	Employee Health Clinic Charge	720	-				-	-		-	-	-		-	-	100	0.00%	100
	Outside Services	50		-		-	-		-	-		-		-	50	200	25.00%	150
111001.640101	Food And Mileage (City)	-	72		-	-		-			-	-	-	-	72	2,000	3.59%	1,928
111001.640105		480	-			-		-	-	-	-	-	-	-	480	25,000	1.92%	24,520
	Communication Service	74	158	2		-	-	-		-	-	_	-	10,800	11,032	10,800	102.15%	(232)
111001.641102	Telephone Service	(7)	-		2	_	-	-	-	-	-	-	-	-	(7)	250	-2.99%	257
	Postage & Shipping	2	42	-	12	_				2	2	-	-	2)	43	75	57.92%	32
111001.643202		-	592		- 2	-	2	-	_	2	_	-	-	7,969	8,561	9,097	94.11%	536
	Water & Sewer	77	-	_	12	120	-	-	-	_	2	-	-	=	77	933	8.20%	856
	Copy & Fax Machine Rent/Leas	128	_				-	-	-	-	-	-	-	1,600	1,728	1,600	108.00%	(128)
	Equip Repair/Maintenance	-	-	*			-	-	-	-	-		-	-	-	500	0.00%	500
	Facilities Charges	-		-		-			-	-	-	-	-	-		5,000	0.00%	5,000
111001.647101	Printing	45						- 7	-	5	-	2	-	-	45	500	9.00%	455
111001.648102	Public Relations		-	-		-		-	-	-	-	-	-	-		500	0.00%	500
	Office Supplies		124		-	-	-	-	-	-	-	-	-	-	124	3,500	3.54%	3,376
111001.652113		-	-		-	-		-	-		2	2	-	-	2	250	0.00%	250
111001.652116	Small Equipment	-	2	2	-	-	-	-	-	-	2	-	-	-	-	400	0.00%	400
111001.652121	Computer Equip/Accessory	-	2	¥	-	-		-	-	-	*	*	-	-	×	3,000	0.00%	3,000
111001.652122	Computer Software/License	-	-	-		-	-			-	-	-	-	196	-	150	0.00%	150
111001.652199	Other Operating Mat & Supplies	-	68	-	77	-	-	: - :		-	-		170	1,536	1,604	1,400	114.56%	(204)
111001.654101	Books Pubs Subscrpt & Membr	-	-	-		-				5	-	-	-	35,586	35,586	100,000	35.59%	64,414
111001.655101	Training & Seminars	660	325	-	7	-	-	-	-	=	8	-	-	-	985	9,000	10.94%	8,015
	Total Operating	1,508	1,379						-			-		57,492	60,379	179,255	33.68%	118,876
	Total Capital	-	-	ū.		1 <u>2</u> 13	(2)	-		-	·	-	-	14	-	-	0.00%	-
	Personnel	27,801	37,259			-		-	-				-		65,060	605,059	10.75%	539,999
	Operating	1,508	1,379				(**)	0=0					-	57,492	60,379	179,255	33.68%	118,876
	Capital		87 VI		-	-			-	-	-	-	-		155		0.00%	* 3
	Total City Council	29,309	38,638							-	-	-	-	57,492	125,439	784,314	15.99%	658,875

City Council FY 2018 Operating Budget November Monthly Expenditures

City Council - Grand Total Expenditure by Category	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Encumber	Actual	Budget	% of Budget Utilized	Variance B-A
Personnel Operating Capital	27,801 1,508	37,259 1,379		:	:	:	:	:		:			57,492 -	65,060 60,379	605,059 179,255 -	10.75% 33.68% 0.00%	539,999 118,876
City Council Grand Total	29,309	38,638											57,492	125,439	784,314	15.99%	658,875

Actual Expenditure by Category



Actual With Encumbrance	
Budget:	\$ 784,314
Actual with Encumberance:	\$ 125,439
Month Target:	16.67%
Month Actual with Encumbrance:	15.99%
Actual WithOut Encumbrance	
Budget:	\$ 784,314
Actual without Encumberance:	\$ 67,947
Month Target:	16.67%

<u>return</u>

City Council FY 2018 Operating Budget Staffing Summary

	FY 2 Amer		FY 2 Adop		FY 2 Amer		FY 2 Adop		FY 2018 Amended	
	Position	FTE's	Position	FTE's	Position	FTE's	Position	FTE's	Position	FTE's
Part-Time Temporary:										
Mayor	1	1.00	1	1.00	1	1.00	1	1.00	1	1.00
Council Member	7	7.00	7	7.00	7	7.00	7	7.00	7	7.00
Full-Time:			1			- 1	1			
Legislative Executive Admin Assistant to Mayor	1	1.00	1	1.00	1	1.00	1	1.00	1	1.00
Legislative Executive Admin Assistant to Council	2	2.00	2	2.00	2	2.00	2	2.00	2	2.00
Subtotal:										
Full-Time	3	3.00	3	3.00	3	3.00	3	3.00	3	3.00
Part-Time Regular	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Part-Time Temporary	8	8.00	8	8.00	8	8.00	8	8.00	8	8.00
Professional Contract	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Contract No-Benefits	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Total	11	11.00	11	11.00	11	11.00	11	11.00	11	11.00