



1015 Cultural Park Blvd.
Cape Coral, FL

AGENDA FOR THE REGULAR MEETING OF THE CAPE CORAL YOUTH COUNCIL

May 10, 2019

3:00 PM

Council Chambers

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.

VIDEO

1. MEETING CALLED TO ORDER

A. Recording Secretary Castillo

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

A. Benitez, Bradish, Cranford, Figueroa, Gorbanovski, Ico, Lemoine,
Logan, Nguyen, Orozco, Roh, and Russell

4. CHANGES TO AGENDA/ADOPTION OF AGENDA

5. APPROVAL OF MINUTES

A. Approval of Meeting Minutes - April 26, 2019

6. ADVISOR PRESENTATION (30 MINUTES MAXIMUM)

- A. Indoctrination - Council Liaison Williams
- B. Sunshine Laws - City Attorney Menendez
- C. Roberts Rules of Order - Advisor Mazurkiewicz
- D. Election of Chair and Vice Chair - Advisor Mazurkiewicz
- E. Upcoming Council Report - Advisor Mazurkiewicz

7. CITIZENS INPUT TIME

Input of citizens on matters concerning City Government; 3 minutes per individual.

8. RECOMMENDATIONS TO COUNCIL

9. BUSINESS

- A. Communications Director Application Discussion
- B. Senior Project Discussion - Youth Council Fall Gala - Member Benitez
- C. Adopt-A-Road - Junior Project Discussion
- D. Bus Stop Movement Discussion - Member Ico

10. NEXT MEETING AGENDA TOPICS

11. REPORTS

12. REPORTS OF THE COUNCIL LIAISON AND ADVISORS

13. TIME AND PLACE OF FUTURE MEETINGS

- A. A regular meeting of the Cape Coral Youth Council will be held on Friday, May 24, 2019, at 3:00 p.m. in Council Chambers.

14. MOTION TO ADJOURN

**GENERAL RULES AND PROCEDURES REGARDING
THE CAPE CORAL CITY COUNCIL AGENDA**

In accordance with the Americans with Disabilities Act and Section of 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the Office of the City Clerk at least forty-eight (48) hours prior to the meeting. If hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8770 (v) for assistance.

Persons wishing to address the Youth Council under Citizens Input may do so during the designated times at each meeting. No prior scheduling is necessary. All speakers must have their presentations approved by the City Clerk's office no later than 11:00 AM the day of the meeting. Members of the audience who address the Youth Council shall step up to the speaker's lectern and give his or her full name, address, and whom he or she represents. Proper decorum shall be maintained at all times. Any audience member who is boisterous or disruptive in any manner to the conduct of this meeting shall be asked to leave or be escorted from the meeting room.

Copies of the agenda are available in the main lobby of Cape Coral City Hall and in the City Council Office, 1015 Cultural Park Boulevard. Copies of all back-up documentation are also available for review in the lobby of Council Chambers. You are asked to refrain from removing any documentation. If you desire copies, please request they be made for you. Copies are 15 cents per page. Agendas and back-up documentation are also available on-line on the City website (capecoral.net) after 4:00 PM on the Wednesday prior to the Youth Council Meeting.

Item Number:	5.A.
Meeting Date:	5/10/2019
Item Type:	APPROVAL OF MINUTES

**AGENDA REQUEST
FORM**
CITY OF CAPE CORAL



TITLE:

Approval of Meeting Minutes - April 26, 2019

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/Staff Recommendations:

SUMMARY EXPLANATION AND BACKGROUND:

LEGAL REVIEW:

EXHIBITS:

PREPARED BY:

Division- Department-

SOURCE OF ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Meeting Minutes - April 26, 2019	Backup Material

**MINUTES FOR THE MEETING
OF THE CAPE CORAL YOUTH COUNCIL**

Friday, April 26, 2019

Chair Baxter called the meeting to order at 3:03 p.m.

Pledge of Allegiance – Chair Baxter

Roll Call: Chair Baxter, Members Benitez, Bevan, Curulli, Gorbanovski, Ico, Orozco, Saunders, and Zivkovic were present. Vice Chair Bernau and Member Rodriguez were excused. Members Dunkle and Molfino were absent. Member Nguyen arrived at 3:05 p.m.

Also in attendance: Rick Williams, Council Liaison
Joe Mazurkiewicz, Advisor
Mark Cagle, Staff Advisor
Austin O'Brien, Staff Advisor
Cole DeLong, Communications Director
Connie Griglin, Youth Council Administrative Contact

CHANGES TO AGENDA/ADOPTION OF AGENDA

Member Benitez moved, seconded by Member Bevan, to adopt the Agenda, as presented.

Member Nguyen arrived at 3:05 p.m.

Council polled as follows: Orozco, Saunders, Zivkovic, Baxter, Benitez, Bevan, Curulli, Gorbanovski, Ico and Nguyen voted "aye." All "ayes." Motion carried 10-0.

APPROVAL OF MINUTES

April 12, 2019 Meeting Minutes

Member Curulli moved, seconded by Member Orozco, to approve the April 12, 2019 Meeting Minutes, as presented. Voice Poll: All "ayes." Motion carried.

ADVISOR PRESENTATIONS

City Council Meeting Agenda Report - Advisor Mazurkiewicz

Advisor Mazurkiewicz discussed the following City Council's upcoming Agenda topics for May 6, 2019:

- Bus Stops Benches Pilot Program
- City, School Board, Rotary, and other groups working collectively

- Deployment of 200 benches before the start of the next school year
- Selection of sites based on bus stops location, traffic, and safety
- Program would continue for first semester of the school year
- Ongoing observations, reporting, surveys, and testing the benches effectiveness
- Final Adoption Hearing for Zoning associated with Seven Islands Project

Member Benitez discussed the placement of benches created and donated by a member of the Community. She suggested giving recognition to the gentleman for his donation at the next City Council meeting and was working on obtaining the name of the unknown donor. She voiced her full support of the benches pilot program. Ms. Benitez inquired if the Youth Council could discuss the Seven Islands project at the next meeting and provide a recommendation to the Council.

Advisor Mazurkiewicz responded that the Seven Islands zoning would be completed on May 6th as the final adoption hearing that has been scheduled for that day. He suggested that the new Board concentrate and watch the request for the proposal process and see how the private sector would respond to the development of the project.

He addressed the benches and picnic benches as follows:

- Placement and safety challenges of the donated picnic benches
- Permitting process
- Rotary, City, and School Board working together to resolve these challenges
- Relocation/Removal of the picnic benches and deployment of permanent benches
- Public safety education
- Importance of taking input from experts and not taking solutions into our own hands

Chair Baxter inquired about placing solar powered lights to illuminate the benches to make them more noticeable to the traffic.

Advisor Mazurkiewicz responded that this was an excellent idea and the Rotary has already investigated this item and have contemplated placing solar lights on some of the benches. He discussed the following:

- Maintenance cost and deployment of the solar lights
- Anchoring and upkeep of the solar lights and benches
- Promoting bus stop safety
- Sidewalks cost between \$1.2 - \$2 billion
- Following rules and regulations and taking educational and personal responsibility
- Deployment of proper equipment while considering and following safety and regulations

Member Ico inquired about the process of removing the picnic benches and notifying the individual or organization that placed them originally.

Advisor Mazurkiewicz responded that the City had no knowledge of who installed the picnic benches and he informed that the benches were deployed without permits.

Discussion held regarding:

- Legal repercussions
- Various factors to consider in this situation
- Spreading awareness
- Adding topic to next meeting agenda
- Sharing concerns with the community through public notices and news outlets

Focus Groups Discussion – Council Liaison Williams

Council Liaison Williams announced that he would need to work on other ideas to incorporate the Youth Council participation in the Focus Groups (school bus stop safety), if possible. He discussed the following:

- New Youth Council members appointed at the May 6th City Council meeting
- Youth Council welcome to attend meeting – to gain exposure to the process
- Applications received, interviews scheduled, and encouraged members to continue to share applications with their schools
- Educational opportunity to learn about the Union negotiations
- After meeting Seniors farewell celebration with cake and refreshments

Advisor Mazurkiewicz followed-up on the Union negotiations impasse and discussed the factors involved in this topic. He encouraged the Board to consider watching or attending the meetings as it would be informative and a good learning experience.

Chair Baxter inquired about the Youth Council applications submission.

Administrative Contact Griglin updated that the Staff has only received applications from three schools.

Chair Baxter requested that the members follow-up with their school counselors regarding the applications.

Discussion held regarding forthcoming applications and the residency requirement.

CITIZENS INPUT TIME

None.

RECOMMENDATIONS TO COUNCIL

None.

BUSINESS

Senior Wrap-up

Chair Baxter opened the floor for discussion and requested input from the Seniors.

Member Curulli voiced her gratitude for being part of the Youth Council even though she was only a member for one year as she was graduating early. She would be looking forward to the continued work and involvement from the Youth Council after her term.

Chair Baxter shared her experience before and after becoming a member, participation in the various projects throughout the last two years, and her journey as the Chair. She thanked the Advisors and her fellow members for their support. She wished the Seniors the best in their new college endeavors and she anticipated that the Juniors would do great things on the Youth Council.

Member Saunders shared her experience and was grateful for having the opportunity to participate in the Youth Council. She thanked everyone for the support. She wished the best for the Juniors becoming Seniors and offered that she would only be a phone call or text away if they had any questions.

Council Liaison Williams voiced that he was proud of the Youth Council accomplishments and that it was a pleasure working with everyone. He shared some words of encouragement and congratulated the Seniors on their new endeavors. Lastly, he reminded the Juniors to return as their term was not over and he was looking forward to working with them as Seniors.

Advisor Mazurkiewicz congratulated the Youth Council and stated that they were inspirational. He encouraged that they continue to be leaders.

Communications Director DeLong voiced that the last two years were enjoyable. He expressed appreciation to Council Liaison Williams for his commitment to the students.

Adopt-A-Road Discussion

Chair Baxter turned the floor over to Administrative Contact Griglin as she added this item to the Agenda.

Administrative Contact Griglin mentioned that this was a topic discussed at the last meeting. She pointed out the program highlights and summarized that this could be a good Junior project to add to the Youth Council's legacy.

Chair Baxter agreed that this would be a great Junior program to support the beautification of the City.

Member Ico inquired about the roads included in the Adopt-A-Road program.

Discussion held regarding:

- Requesting specific areas and obtaining the list of the areas already identified
- Participation of the Youth Council as one entity
- Availability to citizens, businesses, and organizations
- Suggestion to share program with schools and clubs
- Fulfillment options for required community hours
- Suggestion to discuss at the next meeting with the new Board
- Application process and commitment schedule
- Commencing application process with new Board

Youth Council Fall Gala - Junior Project Discussion

Chair Baxter turned the floor over to Member Benitez for an update and planning process on the Youth Council Fall Gala.

Member Benitez reported that the Fall Gala was moved to the beginning of the next school year. The plan would be to brief the new Board and continue planning the event. She continued to discuss the following:

- Coordinating the meeting with the Advisors
- Sponsors could substantially cover the expenses
- Incorporating the Board's ideas and participation

Member Ico announced that the 2020 School Year Calendar was released and disclosed the dates that could pose a conflict.

Member Benitez discussed the prospective dates in September and thanked Member Ico for providing the information.

NEXT MEETING AGENDA TOPICS

Chair Baxter opened the floor and inquired if there were any other Agenda topics for consideration at the next meeting.

Member Bevan moved, seconded by Member Zivkovic, to add the topic of Chair and Vice Chair elections to the next meeting Agenda. Voice Poll: All "ayes." Motion carried.

Member Saunders moved, seconded by Member Orozco, to add Adopt-A-Road to the next meeting agenda. Voice Poll: All "ayes." Motion carried.

Member Benitez moved, seconded by Member Bevan, to add the topic of Junior Project Discussions to the next meeting Agenda.

Advisor Mazurkiewicz suggested to change title to Senior Project Discussions.

The motion maker and second agreed to amend the motion to state the Senior Project Discussion. Voice Poll: All “ayes.” Motion carried.

Council Liaison Williams suggested to add the topics of Sunshine Laws and Robert's Rules to the next meeting agenda.

Member Bevan moved, seconded by Member Zivkovic, to add the topics of Sunshine Laws and Robert's Rules to the next meeting agenda. Voice Poll: All “ayes.” Motion carried.

Member Ico moved, seconded by Member Saunders, to add the Bus Stop Movement to the next meeting Agenda. Voice Poll: All “ayes.” Motion carried.

Member Benitez moved, seconded by Member Zivkovic, to add the topic of electing a new Communications Director to the next meeting Agenda. Voice Poll: All “ayes.” Motion carried.

REPORTS

Member Orozco: Topic: He announced that he would not be present at the next meeting due to his AP exam.

Member Rodriguez: Topic: Excused

Member Saunders: Topic: Thanked everyone again for an amazing 2-year term and she would be looking forward to the accomplishments of the new Board.

Member Zivkovic: Topic: No Report

Member Benitez: Topic: She attended the Volunteer Appreciation Luncheon and provided an overview about the event. She mentioned that she was accompanied by Members Ico and Nguyen and Council Liaison Williams.

Vice Chair Bernau: Topic: Excused

Member Bevan: Topic: Thanked the Youth Council, Advisors, Liaisons, and the rising Seniors. She will be attending college out-of-state.

Member Curulli: Topic: No Report

Member Dunkle: Topic: Absent

Member Gorbanovski: Topic: No Report

Member Ico: Topic: No Report

Member Molfino: Topic: Absent
Member Nguyen: Topic: No Report

Chair Baxter: Topic: Thanked the Youth Council, Advisors, and Liaison for the opportunities and support in the past two years.

REPORTS OF COUNCIL LIAISON AND ADVISORS

Administrative Contact Griglin announced that it was a pleasure working with all the members and stated that their participation had made an impact on the Community.

- Graduating Seniors: Carsyn Baxter, Alecia Bernau, Kelly Bevan, Cosette Dunkle, Antonella Molfino, Jesus Rodriguez, and Kourtnee Saunders
- Graduating Junior: Brittney Curulli

Staff Advisor Cagle thanked the Youth Council for their service and reminded them of the projects that they worked on, such as Blessings in a Backpack. The Youth Council made an impact on the Community and the Board served their Community well. He congratulated the Seniors and would be looking forward to working with the Juniors. He introduced Staff Advisor O'Brien as he would be covering some of the meetings when schedule conflicts arise.

TIME AND PLACE OF FUTURE MEETINGS

A regular meeting of the Cape Coral Youth Council was scheduled for Friday, May 10, 2019 at 3:00 p.m. in Council Chambers.

MOTION TO ADJOURN

There being no further business, the meeting was adjourned at 4:04 p.m.

Submitted by,

Betty Castillo
Recording Secretary

Item Number:	6.A.
Meeting Date:	5/10/2019
Item Type:	ADVISOR PRESENTATION

**AGENDA REQUEST
FORM**
CITY OF CAPE CORAL



TITLE:

Indoctrination - Council Liaison Williams

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/Staff Recommendations:

SUMMARY EXPLANATION AND BACKGROUND:

LEGAL REVIEW:

EXHIBITS:

PREPARED BY:

Division- Department-

SOURCE OF ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Code of Ordinances - Div. 12 Youth Council	Backup Material

DIVISION 12. YOUTH COUNCIL**§ 2-120.49 Youth Council.**

(a) *Creation and purpose.* There is hereby created and established a Youth Council. In order to serve the Cape Coral City Council in an advisory capacity on matters concerning the youth of the community, the Youth Council is created to make recommendations and furnish input and helpful information to the City Council to assist them in their policy making as it pertains to issues that affect the city's youth.

(b) *Composition; qualifications; and terms.*

- (1) The Youth Council shall be composed of 14 members, appointed by the City Council on or before May 1 of each year. Youth Council members shall be residents of the City of Cape Coral and enrolled in a source identified below at all times while serving on the Youth Council. The Youth Council shall be composed of one junior and one senior student from each of the following sources:
 - a. Mariner High School;
 - b. Ida Baker High School;
 - c. Island Coast High School;
 - d. Oasis High School;
 - e. Cape Coral High School;
 - f. North Fort Myers High School; and
 - g. At-large from home schooling or other source, including, but not limited to, a private school, charter school, or virtual school.
- (2) For the initial Youth Council, seven seniors shall serve a term beginning upon appointment by the City Council until a successor is appointed on or before May 1, 2017, and seven juniors shall serve a term beginning upon appointment by the

City Council until a successor is appointed on or before May 1, 2018. On or before May 1, 2017, and each year thereafter, the City Council shall appoint seven rising juniors to the Youth Council to serve a term of two years, or until a successor is appointed, unless a member is no longer qualified hereunder or is removed pursuant to subsection (e) below.

- (3) In the event that a Youth Council member shall no longer be enrolled in the school source that the member was appointed from, the member shall immediately forfeit the member's seat and the seat shall be declared vacant.
- (4) In the event that there is no available student applicant from a class or source identified in subsection (b)(1) in any given year, the City Council may appoint a substitute student from one of the other subsection (b)(1) sources to serve that applicable term.
- (5) The City Council shall appoint a City Council member to serve as a liaison between the City Council and the Youth Council.

(c) *Parental consent and application.* Each Youth Council member shall, as a prerequisite for serving, complete an application and parental consent form. The format of the application and parental consent form shall be provided by the city. Notwithstanding the foregoing, a prospective member that has reached the age of majority shall not be required to complete a parental consent form. The City Council shall appoint Youth Council members from the pool of candidates submitting an application and meeting the qualifications of subsection (b) above.

Prospective members' participation in the Chamber of Commerce Junior Leadership Program is strongly preferred but not required.

(Ord. 59-17, § 1, 11-6-2017)

(d) *Election of officers.* Members of the Youth Council shall annually elect a chairperson and vice-chairperson from among its members, each of whom shall serve until a successor is elected and qualified. Elections shall be held at the first regular meeting of the Youth Council after annual appointments are made by the City Council. The chairperson shall preside at all meetings and exercise all the usual rights, duties, and prerogatives of chairperson. The vice-chairperson shall perform the duties of the chairperson in the absence or disability of the chairperson. Vacancies of either office shall be filled by an existing Youth Council member for the unexpired term by a new election of the members.

(e) *Vacancies and removal.*

(1) Vacancies on the Youth Council shall be filled by appointment of the City Council. In the event of vacancies on the Youth Council due to resignation, illness, death, lack of attendance, removal, or lack of qualifications, the City Council shall appoint a replacement member to serve for the remainder of that term.

(2) Youth Council members may be removed from the Youth Council by the City Council, for cause.

(f) *Meetings, quorum; forfeiture of office; minutes, records; and compensation.*

(1) Regular meetings of the Youth Council shall be held every month, unless there is no business to transact by three days before a regular meeting date. Special meetings may be called by the chairperson, vice-chairperson, or by five or more members of the Youth Council.

(Ord. 59-17, § 1, 11-6-2017)

(2) The presence of a majority of the members of the Youth Council shall constitute a quorum for the transaction of business.

(3) Youth Council members shall be subject to the forfeiture of office provisions of § 2-58 of this article.

(4) Notice of the date, time, and location and the agenda for all meetings of the Youth Council shall be provided to the City Clerk in a timely manner prior to the meeting for inclusion in the notice of public meetings in order to comply with Sunshine Law regulations. The City Clerk shall keep minutes and records of all meetings of the Youth Council, and all meetings shall be open to the public.

(5) Youth Council members shall serve without compensation.

(g) *Rules and regulations.* Robert's Rules of Order shall govern all meetings of the Youth Council.

(h) *Duties and responsibilities.* The Youth Council shall have the duty and responsibility to:

(1) Evaluate and review problems facing youth in the city.

(2) Facilitate neighborhood meetings with youth to discuss problems, needs, and suggested improvements for the community.

(3) Meet with the City Council to share ideas and discuss issues, concerns, and needed improvements.

(4) Present recommendations to the City Council for public projects and programs.

(5) Assist in planning youth/recreation activities.

- (6) Evaluate and advise the City Council on issues forwarded to the Youth Council for advice.

(i) *Reporting.* The Youth Council shall make recommendations to the City Council by written memoranda, on the first day of October, January, March, and May of each year, or more frequently as deemed necessary by the City Council. The Youth Council should make every effort to attend the meetings of the City Council where the recommendations or written memoranda of the Youth Council are to be presented or considered.

(Ord. 47-16, § 4, 9-26-2016)

DIVISION 13. NUISANCE ABATEMENT BOARD

§ 2-120.50 Nuisance Abatement Board.

(a) *Creation and intent.* Pursuant to F.S. § 893.138, the Cape Coral City Council hereby creates a nuisance abatement board. It is the intent of this Division 13 to establish the nuisance abatement board to promote, protect, and improve the health, safety, and welfare of the citizens of the City of Cape Coral by providing an equitable, expeditious, and effective method to reduce the use of property within the city for the unlawful sale, delivery, manufacture, cultivation, or possession of controlled substances; prostitution; gang activity; or stolen property.

(b) *Definitions.* The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

BOARD. The Nuisance Abatement Board of the City of Cape Coral.

CONTROLLED SUBSTANCE. Any substance named or described in Schedules I—V

of F.S. § 893.03; any substance sold in lieu of a controlled substance in violation of F.S. § 817.563; or any imitation controlled substance defined in F.S. § 817.564.

COUNCIL. The City Council of the City of Cape Coral.

OWNER. The legal or equitable title holder of the place or premises that is the subject of a complaint filed with the Nuisance Abatement Board.

PLACE or PREMISES. The land and its appurtenances, structures, and fixtures thereon, as such land is described or contained in a deed or instrument of conveyance and recorded in the official records of Lee County, Florida.

PUBLIC NUISANCE. Any place or premises that has been used:

- (1) On more than two occasions within a six-month period, as the site of a violation of F.S. § 796.07;
- (2) On more than two occasions within a six-month period, as the site of the unlawful sale, delivery, manufacture, or cultivation of any controlled substance;
- (3) On one occasion, as the site of the unlawful possession of a controlled substance, where such possession constitutes a felony and such place or premises have been previously used on more than one occasion as the site of the unlawful sale, delivery, manufacture, or cultivation of any controlled substance;
- (4) By a criminal gang for the purpose of conducting criminal gang activity, as defined by F.S. § 874.03;
- (5) On more than two occasions within a six-month period, as the site of a violation of F.S. § 812.019 relating to dealing in stolen property; or

Item Number:	6.B.
Meeting Date:	5/10/2019
Item Type:	ADVISOR PRESENTATION

**AGENDA REQUEST
FORM**
CITY OF CAPE CORAL



TITLE:

Sunshine Laws - City Attorney Menendez

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/Staff Recommendations:

SUMMARY EXPLANATION AND BACKGROUND:

LEGAL REVIEW:

EXHIBITS:

PREPARED BY:

Division- Department-

SOURCE OF ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
☐ Sunshine Laws	Backup Material

SUNSHINE LAW PRESENTATION
Cape Coral Attorney's Office

I. Public Meetings Law (Chapter 286, Fla. Stat.)

A. The Public Meetings Law states:

“All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meetings.”

B. Applicability

1. Applicability to Advisory Boards—Advisory Boards whose powers are limited to making recommendations to a public agency and which possess no authority to bind that agency in any way are still subject to the Public Meetings Law.
2. Applicability to Quasi-Judicial Proceedings—Boards or commissions acting in a “quasi-judicial” capacity are still subject to the Public Meetings Law.

C. A “meeting,” for purposes of the Public Meetings Law, is any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the board or commission.

D. “Board or commission” includes advisory bodies, unless purely factfinding and do not make any recommendations.

E. Cannot use written memoranda circulated between board members in an effort to avoid the public meeting requirement.

1. i.e., where memorandum reflecting views of a board member on a pending issue is circulated among other board members and asks each to indicate their approval or disapproval, public meetings law is violated.
2. Key is to avoid any interaction between board members except at a duly noticed public meeting.
3. Can send a memorandum to other board members to inform them on an issue which will come before the board, but cannot ask them to respond.

- F. Public Meetings Law also applies where board delegates authority to one member to act on behalf of the board.
- G. Cannot “daisy-chain” through the use of third parties to avoid compliance with the Public Meetings Law.
- H. Law applies to any gathering of two or more members; it therefore applies to workshops, informal discussions, any time two or more board members want to discuss a pending issue. It also applies to all functions of covered boards and commissions, whether formal or informal, which relate to the affairs and duties of the board or commission. The fact that a board characterizes business as “non-substantive” does not necessarily remove it from the ambit of the law. If the “non-substantive” business requires the approval or consideration of the entire board or concerns matters which should appropriately be considered and discussed by the board, then the law requires that such business be conducted in the sunshine.
- I. Must give “reasonable” notice of any public meeting
 - 1. Notice must be given regardless of whether a quorum is present.
 - 2. Publication of notice is not necessary, but is preferred.
 - 3. Should include an agenda for the meeting.
- J. Location of meeting must not unduly restrict public access—i.e. out of area meetings, luncheon meetings where admission is charged are prohibited.
- K. Violation of Public Meetings Law
 - 1. Knowing violation is second degree misdemeanor
 - 2. Up to 60 days in jail and up to \$500 fine
 - 3. Action taken in violation of Public Meetings Law is “void ab initio”
 - 4. Violation is cured if final action is taken at a public meeting—but only a full open hearing will cure the defect; a violation will not be cured by a perfunctory ratification of the action taken in violation of the Public Meetings Law. Moreover, even though the defect may be cured by a later open meeting, members of the board or commission who met in secret in violation of the Public Records Law are still subject to the penalty provisions of the statute.
- L. Section 286.012, Fla. Stat. requires voting unless there is, or appears to be, a conflict of interest. Public officers may not vote in their official capacity on any measure which would inure to the officer’s special private gain or loss; the special private gain or loss of any principal by whom the officer is retained; or which the officer knows would inure to the special private gain or loss of a relative or business associate. If there is an actual conflict, the person must:

1. State the nature of the conflict prior to the vote;
2. Abstain from voting; and
3. File a conflict form (available from City Clerk).

Even though there may be a conflict, an officer is not prohibited from discussing the matter for the purpose of attempting to influence the decision, provided the following is met:

1. For elected officials, the nature of the conflict must be publicly stated prior to the vote being taken on such matter and the required memorandum of voting conflict form must be filed with the person responsible for recording the minutes within fifteen (15) days after the vote occurs.
2. For appointed officials, the memorandum of voting conflict must be filed with the Clerk before the meeting at which the matter will be considered and must be incorporated into the minutes of the meeting. A copy of the disclosure form must also be provided to each other member of the board or agency and must be read publicly at the next meeting held subsequent to the filing of the written memorandum.

M. Minutes, including a record of all votes cast, must be kept of all public meetings.

1. Meeting may be tape-recorded (not required), but there must also be written minutes.
2. The minutes do not have to be a verbatim transcript.

04/07/03

Item Number:	9.A.
Meeting Date:	5/10/2019
Item Type:	BUSINESS

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Communications Director Application 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.
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Planning & Zoning/Staff Recommendations:

SUMMARY EXPLANATION AND BACKGROUND:

LEGAL REVIEW:

EXHIBITS:

PREPARED BY:

Division- Department-

SOURCE OF ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
☐ Communications Director Responsibilities and Duties	Backup Material
☐ Communications Director Application	Backup Material



City of Cape Coral Youth Council

Communications Director Responsibilities and Duties

- 1) The title of the position discussed in this document is to be known as the City of Cape Coral Youth Council Communications Director.
- 2) The purpose of this position is to act a spokesperson on behalf of the Youth Council body.
 - a) The Communications director can perform his/her duty through
 - i) Social media, connecting to the students and parents of Cape Coral through social media platforms including but not limited to: Instagram, Facebook, Twitter, and Snapchat,
 - ii) Connecting members of the Youth Council to newspapers and television outlets,
 - iii) Communicating with school officials to advertise the Youth Council through the use of school media and its newspapers,
 - iv) Maintaining an email on behalf of the Youth Council, to better be able to communicate with the public,
 - v) And other means necessary and available.
- 3) The Communications Director shall be responsible for:
 - a) communicating in a mature and appropriate manner, as he/she is a representative of the city and the Youth Council,
 - b) Collaborating with the Youth Council members to be informed about the Youth Council actions when communicating with the public,
 - c) Discussing input from citizens at Youth Council meetings,
 - d) Not contradicting the Councils message at any point in time,
 - e) And other actions appropriate with the purpose of this position.
- 4) There shall be a mandatory, minimum of two weeks' notice from a communications director until the communications director can officially end his/her tenure.
- 5) The position discussed should be appointed by the Youth Council.
 - a) Appointments for this position should occur yearly,
 - b) The Youth Council may vote to maintain the current holder of the position rather than holding a new election.



CITY OF CAPE CORAL
YOUTH COUNCIL COMMUNICATIONS DIRECTOR APPLICATION

This Youth Council Communications Director Application, when completed, signed and filed with school administration is a **PUBLIC RECORD** under Chapter 119, Florida Statutes, and, therefore, is open to public inspection by any person. Applications will be retained in accordance with State Records Retention laws.

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

HOME PHONE: _____ CELL: _____

E-MAIL ADDRESS: _____

PARENT(S) FIRST AND LAST NAME: _____

HOME PHONE: _____ CELL: _____

E-MAIL ADDRESS: _____

HOW LONG HAVE YOU LIVED IN CAPE CORAL? _____

ARE YOU A U.S. CITIZEN? _____

SCHOOL: _____

CURRENT GRADE: _____ GPA: _____

1. HOW DID YOU HEAR ABOUT THE CITY'S YOUTH COUNCIL? _____

2. WHAT DO YOU SEE AS THE ROLE OF YOUTH IN OUR SOCIETY AND HOW WOULD YOU LIKE THAT TO CHANGE IN THE FUTURE?

3. PLEASE LIST ANY BACKGROUND YOU HAVE WITH COMPUTER TECHNOLOGY AND SOCIAL MEDIA.

4. WHAT CAN YOU DO TO HELP THE YOUTH COUNCIL COMMUNICATE WITH YOUTH IN THIS CITY?

5. ARE YOU WILLING TO ATTEND YOUTH COUNCIL MEETINGS ON THE SECOND AND FOURTH FRIDAY OF THE MONTH?

☐ YES ☐ NO

I understand that if I am selected as the Communications Director to the City of Cape Coral Youth Council, I will need to attend Youth Council meetings the 2nd and 4th Friday of every month (schedule to be approved every Fall) and participate in a manner that brings honor and respect to the citizens of the City of Cape Coral.

Signature

Date

I give permission for _____ to apply for the Communications Director to the City of Cape Coral Youth Council. If selected, I will support him/her in attending meetings and functions related to the City's Youth Council. PARENTAL CONSENT REQUIRED (unless the applicant has reached the age of majority).

Signature of Parent or Guardian

Date

Home Phone: _____

Work Phone: _____

School Administration approval:

Signature

Title

Item Number:	9.B.
Meeting Date:	5/10/2019
Item Type:	BUSINESS

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Senior Project Discussion - Youth Council Fall Gala - Member Benitez

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/Staff Recommendations:

SUMMARY EXPLANATION AND BACKGROUND:

LEGAL REVIEW:

EXHIBITS:

PREPARED BY:

Division- Department-

SOURCE OF ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
☐ Emails RE Yacht Club Availability for Fall Gala	Backup Material

Betty Castillo

Subject: FW: Youth Council Gala

From: Mark Cagle
Sent: Friday, May 03, 2019 9:23 AM
To: Connie Griglin <cgriglin@capecoral.net>
Cc: Austin O'Brien <aobrien@capecoral.net>
Subject: Fwd: Youth Council Gala

Hi Connie,
The only date available is Sept 20th.
Barbara Dickson will hold the date.

Tks, Mark Cagle

Get [Outlook for Android](#)

From: Barbara Dickinson
Sent: Friday, May 3, 8:30 AM
Subject: RE: Youth Council Gala
To: Mark Cagle

Hello,

The only weekend date I have open is Friday, Sept 20th.

From: Mark Cagle
Sent: Friday, May 03, 2019 8:28 AM
To: Barbara Dickinson <bdickins@capecoral.net>
Cc: Austin O'Brien <aobrien@capecoral.net>
Subject: Fwd: Youth Council Gala

Hi Barbara,
The Youth Council is rescheduling the gala to September and is looking for an available Friday or Saturday. Do you have any nights available? Please see below.

Tks, Mark

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From: Connie Griglin
Sent: Monday, April 29, 9:17 AM
Subject: Youth Council Gala
To: Mark Cagle

Good morning Mark,

Happy Monday!

I just want to make sure that you will be able to check the availability of the Yacht Club in the month of September before next month's meeting on May 10. They are looking at either Friday or Saturday night again. If you need my assistance, please just let me know.

Thank you ~

Connie Griglin
Legislative Executive Assistant to the Council
City of Cape Coral
1015 Cultural Park Blvd.
Cape Coral, FL 33990
239-574-0437

Item Number:	9.C.
Meeting Date:	5/10/2019
Item Type:	BUSINESS

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Adopt-A-Road - Junior Project 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/Staff Recommendations:

SUMMARY EXPLANATION AND BACKGROUND:

LEGAL REVIEW:

EXHIBITS:

PREPARED BY:

Division- Department-

SOURCE OF ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Adopt-A-Road Brochure	Backup Material

PROGRAM HIGHLIGHTS

- City provides garbage bags and gloves
- City removes collected garbage
- City erects signs in your group's area that identifies your group
- Only 6 required clean-ups a year
- Free



- Earn community service hours
- A cleaner, more earth friendly Cape



Adopt-A-Road



City of Cape Coral
Public Works Maintenance Division

P. O. Box 150027

Cape Coral, FL 33915

Phone: (239) 574-0811

Fax: (239) 574-0771

Email: rloweke@capecoral.net

Adopt-A-Road



**Be the difference,
Make a difference**



Tel: (239) 574-0811



ADOPT-A-ROAD Be a difference, Make a difference

Program Guidelines

1. Road is to be a multi-lane road.
2. A minimum of one mile in length.
3. A minimum of six "clean-ups" per calendar year.
4. Volunteers must be at least the age of 13 years old.
5. Bi-annually the group leader is to provide updated Group contact information to the City's Adopt-A-Road representative.



Special notes:

-Roads outside of the City's jurisdiction or outside of City right-of-way are not eligible.

-Roads maintained by City contracted Landscape Maintenance Crews are not eligible.

-Volunteers under the age of 13 years are not permitted.

-Volunteers under 18 years of age are to be under the direct supervision of the group leader or the group leader's adult designee.

-Local, two lane roads and undivided roads are not eligible.

What is Adopt-A-Road

The Adopt-A-Road program is a volunteer partnership between residents and the City of Cape Coral in an effort to keep the city litter free.

Adopt-A-Road program is litter-reduction campaign designed to reduce litter & debris from the divided roadways within the City right-of-ways. Volunteer groups "adopt" one mile sections of roads, in which they perform litter removal a minimum of 6 times a year.

The collected garbage is staged at a central location within their area for removal by City crews.

The program is on-going and does not expire, as long as the group remains active.

PROGRAM FAQ's

Who can apply?

School organizations, business, families, neighborhood associations, churches,



How do I apply?

Applying is easy, simply call or email the program representative at the number/email provided on this pamphlet to request an application and map of current eligible roads. Once you receive the packet, fill out the necessary forms

How long does it take to process the application and to find out if I got the road I chose?

The whole process goes rather quickly. It has been said that it took longer for the group to decide on their name than it did to process and be approved for the program. The program representative serves as your single point of contact. Thus this provides for a faster, more efficient response to your interests.

Are there any costs to apply or participate?

The answer is no, other than your time and your transportation to and from the site. The City provides: Safety vests, Garbage Bags, Gloves, and Removal of Collected Trash.

Can I use my own gloves and safety vests?

Yes you may. You may elect to use your own gloves, bags, vests, or removal tools (e.g. trash pickers). This is at your own individual expense and choosing.