



1015 Cultural Park Blvd.
Cape Coral, FL

AGENDA FOR THE REGULAR MEETING OF THE CAPE CORAL YOUTH COUNCIL

May 24, 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.

1. MEETING CALLED TO ORDER

A. Chair Benitez

2. PLEDGE OF ALLEGIANCE

A. Chair Benitez

3. ROLL CALL

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

4. CHANGES TO AGENDA/ADOPTION OF AGENDA

5. APPROVAL OF MINUTES

A. May 10, 2019 Meeting Minutes

6. ADVISOR PRESENTATION (30 MINUTES MAXIMUM)

- A. Upcoming Council Report - Advisor Mazurkiewicz
- B. Florida League of Cities, Inc. - Program Scholarship and Annual Conference

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 Selection Process
- B. Senior Project Discussion - Youth Council Fall Gala - Chair Benitez
- C. Junior Project Discussion - Adopt-A-Road
- D. Bus Stop Movement Discussion - Member Ico
- E. Member Selection to Present the Quarterly Reports to City Council

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, June 14, 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:	5/24/2019
Item Type:	APPROVAL OF MINUTES

**AGENDA REQUEST
FORM**
CITY OF CAPE CORAL



TITLE:

May 10, 2019 Meeting Minutes

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
☐ May 10, 2019 Meeting Minutes	Backup Material

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

Friday, May 10, 2019

Recording Secretary Castillo called the meeting to order at 3:05 p.m.

Pledge of Allegiance – Recording Secretary Castillo

Roll Call: Members Benitez, Bradish, Cranford, Figueroa, Gorbanovski, Logan, Nguyen, and Roh were present. Members Ico, German (formerly known as Lemoine), Orozco and Russell were excused.

Also in attendance: Joe Coviello, Mayor
Dolores Menendez, City Attorney
Rick Williams, Council Liaison
Joe Mazurkiewicz, Advisor
Austin O'Brien, Staff Advisor
Connie Griglin, Youth Council Administrative Contact

Additional attendance:
John Szerlag, City Manager
Jay Murphy, CT Business Manager

CHANGES TO AGENDA/ADOPTION OF AGENDA

Member Benitez moved, seconded by Member Gorbanovski, to adopt the Agenda. Voice Poll: All "ayes." Motion carried.

APPROVAL OF MINUTES – April 26, 2019

Member Gorbanovski moved, seconded by Member Benitez, to adopt the Minutes from the April 26, 2019 Meeting, as presented. Voice Poll: All "ayes." Motion carried.

ADVISOR PRESENTATIONS

Indoctrination - Council Liaison Williams

Council Liaison Williams presented an overview of the purpose and objective of the Youth Council. He pointed out that a copy of the Ordinance was previously distributed before the meeting. He inquired if the Junior members understood why the Youth Council was established.

Member Roh responded that the Youth Council served as a forum for the younger generation to discuss and provide input concerning City matters.

Council Liaison Williams stated that the Youth Council represented the youth and served

as an advisory board to the City Council by connecting the youth and providing them with a forum to voice their opinions. He discussed the following:

- Importance of communications and email access
- Attendance and quorum requirements
- Objective and goals of the Youth Council
- Operations of local government
- Welcomed new members and congratulated rising Juniors
- Structure of Youth Council: members run their meetings and decide what to do
- Florida League of Cities Contest (FLC)
- FLC Annual Conference in Orlando 1- day participation trip and cost coverage

Mayor Coviello welcomed everyone and thanked them for their participation in the Youth Council. Serving as a member would expose them to the opportunity to learn about the City Council and their local government operations. The experience gained as a member could be part of their resume as they would debate serious issues and have the opportunity to formulate their own opinions and recommendations.

Mayor Coviello and Advisor Mazurkiewicz introduced City Attorney Menendez.

Sunshine Laws – City Attorney Menendez

City Attorney Menendez distributed a summary of the Florida Sunshine Law. She explained that there were two elements of the law: public records and public meetings. Anything in writing, texting, and emailing would be considered public records. She emphasized that the Clerk's Office would be the best point of reference.

Today's presentation was focused on the public meetings law. She explained that the Youth Council members are part of a Board and any discussion among two or more members on any topic that may come before the Board, would need to take place in a public meeting. Communications could be in the form of writing, emailing, texting, or utilizing any type of social media such as Facebook, Twitter, Instagram, Snapchat, etc.

City Attorney Menendez engaged the involvement of the Member in a role play discussion about email communications. She explained that the meetings are noticed, televised, and public. If members encountered each other outside of the meeting, they need to be aware of the challenge that may arise because people tend to discuss things they have in common. She reminded the members not to discuss anything that could come before the Board for a vote, discussion, etc.

Next, she explained the concept of daisy chaining, which involves using someone, not part of the board, to communicate ideas, questions and positions among the board members that could not be communicated directly. This form of communication is not allowed.

City Attorney Menendez explained that most violations of the law occur because of

commonality, such as being members on the same Board, and the temptation to discuss what people have in common. She used the election process of the Chair and Vice Chair as a relatable scenario. Members were advised to stay clear from any discussions or actions that the Board could be involved with, even if it was outlining the pros and cons of a topic, and so on.

City Attorney Menendez continued with the overview of the Sunshine Laws handout:

- Violation of Public Meetings Law: second degree misdemeanor, up to 60 days in jail, and up to \$500 fine
- Action taken in violation of Public Meetings Law called “void ab initio”
- Unintentional violations curable by the do-over process which would require a thorough and deliberative public meeting

Member Benitez inquired about the written notes taken at the meetings and the requirement to forward to the City Clerk’s Office.

City Attorney Menendez instructed the Board on notes taking and recommended that members confer with the Clerk’s Office on whether the document would need to be retained as public records. She informed that minutes are recorded for the public meetings as a requirement.

She continued with the handout as follows:

- Minutes including a record of all votes required under the Sunshine Law
- Public meetings notice and requirements; not required to be recorded or televised
- Held in locations accessible to the public

City Attorney Menendez instructed the members to refer any questions to the City Clerk’s Office and/or the City Attorney’s Office at 239-574-0408 regarding the Sunshine Law.

Advisor Mazurkiewicz shared several actual scenarios dealing with public records requests. He restated that there should not be any backroom deals, sharing notes, or having conversations among Board members related to debatable issues. The essence of the Sunshine Law served to make all communications and documentation available to the public.

He recommended that everyone exercise caution and put their best character forth as they are now members of a local advisory board.

Discussion held regarding:

- Electronic mail via City’s email
- Keeping Youth Council communications in a separate folder if personal email used
- Public records request process

City Attorney Menendez left the meeting at 3:45 p.m.

Roberts Rules of Order - Advisor Mazurkiewicz

Advisor Mazurkiewicz stated that a relaxed version of the Roberts Rules of Order would be utilized to run the organized meetings. He discussed the following:

- Policy or administrative actions voting requirements
- Voting process: Chair would request a motion, a seconded, and then discussion
- Voice Roll and Roll Call votes
- Chair and Vice Chair duties and the process of amending a motion
- Advisors and Staff would act as parliamentarians
- Discussion process
- Chair would sense when a topic would be ready for a motion and make the request
- City Council usage of a sophisticated electronic speaker system
- Due to number of members on the Youth Council the system would not be used
- To have the floor a member must be recognized by the Chair by raising their hand

Election of Chair and Vice Chair

Advisor Mazurkiewicz conducted the election of the Chair and the Vice Chair. He explained the nomination and voting process: nominations did not require a second, any upcoming Senior could be nominated, member could nominate themselves, nominations tallied, and voting would commence. If multiple nominations received, each person would have the opportunity to give a brief presentation about themselves before the vote.

Consensus agreed with the process.

Advisor Mazurkiewicz opened the floor for the Chair nominations.

Member Cranford nominated Member Benitez.

Member Benitez accepted the nomination.

Advisor Mazurkiewicz stated that there were no other nominations and no objections, therefore, he closed the floor for nominations.

Member Gorbanovski moved, seconded by Member Bradish, to appoint Member Benitez as the Chair.

Council polled as follows: Benitez, Bradish, Cranford, Figueroa, Gorbanovski, Logan, Nguyen, and Roh voted "aye." All "ayes." Motion carried 8-0.

Advisor Mazurkiewicz informed that the Vice Chair's duties would be to run the meetings when the Chair would not be available. He opened the floor for the Vice Chair nominations.

Member Logan nominated himself.

Member Benitez nominated Member Gorbanovski.

Member Gorbanovski accepted the nomination.

Member Benitez nominated Member Cranford.

Member Cranford accepted the nomination.

Advisor Mazurkiewicz stated that there were no other nominations and no objections, therefore, he closed the floor for nominations.

He announced that there were three nominations and instructed each member to state the name of the nominee that they wished to elect during the roll call. If no majority in the first round, then there would be a second round with the top two vote getters. He requested that the Clerk call the roll for the members to vote for either Cranford, Gorbanovski, or Logan.

Council was polled as follows:

<i>Member Benitez:</i>	<i>Gorbanovski</i>
<i>Member Bradish:</i>	<i>Cranford</i>
<i>Member Cranford:</i>	<i>Gorbanovski</i>
<i>Member Figueroa:</i>	<i>Gorbanovski</i>
<i>Member Gorbanovski:</i>	<i>Gorbanovski</i>
<i>Member Logan:</i>	<i>Logan</i>
<i>Member Nguyen:</i>	<i>Gorbanovski</i>
<i>Member Roh:</i>	<i>Gorbanovski</i>

Recording Secretary Castillo announced that the tallies were 6 for Gorbanovski, 1 Cranford, and 1 for Logan.

Advisor Mazurkiewicz stated that a motion would be accepted to appoint Member Gorbanovski as the Vice Chair.

Member Benitez moved, seconded by Member Cranford, to appoint Member Gorbanovski as the Vice Chair.

Council polled as follows: Benitez, Bradish, Cranford, Figueroa, Gorbanovski, Logan, Nguyen, and Roh voted "aye." All "ayes." Motion carried 8-0.

Advisor Mazurkiewicz passed the gavel to Chair Benitez to run the rest of the meeting.

Upcoming Council Report – Advisor Mazurkiewicz

Advisor Mazurkiewicz provided an overview on the upcoming topics and issues to be presented at the City Council meeting on May 13, 2019. The topics that would be discussed included the First Public Hearing on the new regulations associated with the

South Cape Downtown District and other topics dealing with the Land Use Changes. He mentioned that the prior Youth Council members were interested in the major land use zoning changes, which would be resolved by August.

Council Liaison Williams discussed the influential power of the Youth Council and stated that they were part of the decision-making process.

Chair Benitez thanked City Attorney Menendez for providing the new Board with the Sunshine Laws, Advisor Mazurkiewicz for the Roberts Rules of Order, and Council Liaison Williams for the Indoctrination. She also extended a warm welcome to the new members and looked forward to working with everyone on new projects this term. She provided an overview of the prior recommendations made to the City Council, such as the general Ordinance response.

CITIZENS INPUT TIME

None.

RECOMMENDATIONS TO COUNCIL

None.

BUSINESS

Communications Director Application Discussion

Chair Benitez announced that a new Communications Director would need to be appointed as the spokesperson on behalf of the Youth Council body. The Communications Director Responsibilities and Duties, as well as the Application were distributed to the Board prior to meeting in the backup material. The members were directed to disburse the forms to their school IT teachers and clubs, as well as principals and counselors. The deadline for the applications submission would be June 7th and the Youth Council would vote on the applicants at the June 14th meeting.

The Clerk agreed to email the members a copy of the forms for easier access.

Chair Benitez reminded the members to log into their City emails and to contact the Clerk's Office or Administrative Contact Griglin for any assistance.

Senior Project Discussion – Youth Council Fall Gala – Member Benitez

Chair Benitez provided an update on the planning of the Youth Council Fall Gala.

Discussion held regarding:

- Preferred date in September at the Yacht Club or any other venue
- Purpose to bring together the youth, government officials, and local businesses to interact with each other, network, and raise funds for the Youth Council's charity

- Timeline: String quartet; presentations; music; dinner; and charity fundraiser
- Funds would be donated to the legacy organization “Blessings in a Backpack”
- Background and overview of “Blessing in a Backpack”
- Opportunity to bring awareness of the Youth Council to the citizens and youth
- Planning meeting with the Advisors and Staff

Member Cranford mentioned that the event date should be planned around any homecoming events and be mindful of any other school activities.

Chair Benitez responded that a date would be selected taking into consideration any other conflicting school events. She inquired about the deadline to select the date.

Advisor Mazurkiewicz stated that this would depend on the venue’s availability.

Administrative Contact Griglin informed that she spoke with Staff Liaison Cagle and the only available date would be September 20th at the Yacht Club, which has been placed on hold.

Discussion held regarding working on alternate dates and locations.

Member Logan inquired about other options to host the event.

Discussion held regarding the cost and accessibilities of other venues that could prepare and serve the meals and have the space availability to host the event.

Member Benitez agreed to continue working on the event and schedule the meeting with the Advisors before the next meeting.

Adopt-A-Road Discussion

Chair Benitez stated that this was a topic presented at the last meeting by Administrative Contact Griglin and it was recommended to integrate the participation of the new Junior members.

Administrative Contact Griglin provided an overview of the Adopt-A-Road program:

- Free program offered by the City to citizens, schools, organizations, etc.
- Opportunity to earn community and volunteer hours
- Supplies provided by the City for the clean-ups
- Only six required clean-up a year
- Choosing a specific area or working on a pre-selected area
- Sign posting identifying the Youth Council as group maintaining the road and litter

Chair Benitez mentioned that this item was in response to getting the youth involved with maintaining the City roads. She opined that this would be a good project to be tackled by the new Junior members.

Advisor Mazurkiewicz mentioned that this would not be the only Junior project and that there are unlimited projects that could be considered.

Chair Benitez highly encouraged the members to introduce any other programs, topics, or projects for the Youth Council's review, discussion, and consideration.

Vice Chair Gorbanovski agreed that the Adopt-A-Road program was a good project and voiced her vote to get involved to help the community.

Discussion held regarding the application process.

Vice Chair Gorbanovski moved, seconded by Member Bradish, to take on the Adopt-A-Road project as a Youth Council project. Voice Poll: All "ayes." Motion carried.

Council polled as follows: Benitez, Bradish, Cranford, Figueroa, Gorbanovski, Logan, Nguyen, and Roh voted "aye." All "ayes." Motion carried 8-0.

Bus Stop Movement Discussion – Member Ico (not present)

Chair Benitez requested that this topic be moved to the next meeting's Agenda as Member Ico was not present and she introduced this topic.

Advisor Mazurkiewicz provided an update from the last City Council meeting. An agreement, memorandum of understanding, between the City of Cape Coral, Lee County School Board, and the collective Rotary Clubs was decided to facilitate the installation of 200 benches throughout the City at designations selected that met the bus stops criteria. The plan would be to deploy the benches before the start of the school year.

Chair Benitez provided a recap about the last discussion on this topic.

NEXT MEETING AGENDA TOPICS

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

Advisor Mazurkiewicz suggested to move all the Business items as one mass motion to the next meeting Agenda (Communications Director Selection Process, Senior Project Discussion – Youth Council Fall Gala, Junior Project Discussion – Adopt-A-Road, and Bus Stop Movement Discussion).

Vice Chair Gorbanovski moved, seconded by Member Logan, to adopt to move all listed 9. Business Items to the next meeting Agenda (Communications Director Selection Process, Senior Project Discussion – Youth Council Fall Gala, Junior Project Discussion – Adopt-A-Road, and Bus Stop Movement Discussion). Voice Poll: All "ayes." Motion carried.

REPORTS

Advisor Mazurkiewicz provided a summary of how this section would be conducted. Members have the opportunity to provide a report on issues presented by their peers, topics to be considered and discussed, as well as events that the members have attended on behalf of the Youth Council.

Chair Benitez:	Topic: No Report
Member Bradish:	Topic: No Report
Member Cranford:	Topic: No Report
Member Figueroa:	Topic: No Report
Member Gorbanovski:	Topic: No Report
Member Ico:	Topic: Excused
Member German:	Topic: Excused (formerly known as Lemoine)
Member Logan:	Topic: He introduced himself as a new Senior member and thanked everyone for the opportunity of being a representative of the Youth Council. He voiced his interest for further discussion of the following topics: commercial recycling, school bus benches, and the installment of lights over bus stops.
Member Nguyen:	Topic: No Report
Member Orozco:	Topic: Excused
Member Roh:	Topic: No Report
Member Russell:	Topic: Excused

REPORTS OF COUNCIL LIAISON AND ADVISORS

Council Liaison Williams introduced himself as the liaison between the City Council and Youth Council. He mentioned that the meetings are run directly by the members and their decisions affect how the Youth Council would act. His job is to lobby on behalf of the Youth Council to the City Council. He discussed the Ordinance requirement of presenting quarterly reports to the City Council on what the Youth Council is planning and doing. Members can reach him by contacting Administrative Contact Griglin in the Council Offices. He congratulated Chair Benitez and Vice Chair Gorbanovski to their new positions.

Administrative Contact Griglin welcomed and congratulated everyone for being part of the Youth Council. She may be reached by email and/or phone with any questions. Once the City badges are obtained, then the City emails process would begin and until then correspondences would be sent to their personal emails. She urged that emails be checked periodically.

Chair Benitez encouraged the members to periodically check and monitor their City emails once established, and to make sure to reset their passwords as instructed by the IT department.

Council Liaison Williams discussed the purpose of having the City badges. He informed that T-shirts would be distributed to be worn when attending events, conferences, and even during school to promote the Youth Council.

Recording Secretary Castillo introduced herself and welcomed all the new and rising members to the Youth Council. She explained that the Agenda and backup materials are released by 4:00 p.m. on Wednesday before the Friday meeting.

Recording Secretary Castillo announced that the Clerk's Office learned after the last meeting that Member Zivkovic was a graduating Junior. He was recognized for his service and participation in the Youth Council and the best wishes were extended in his new endeavors.

Chair Benitez informed that there are business cards, brochures, and pens that would be distributed at the next meeting, so that the members could promote and advertise the Youth Council.

TIME AND PLACE OF FUTURE MEETINGS

A regular meeting of the Cape Coral Youth Council was scheduled for Friday, May 24, 2019, at 3:00 p.m. in Council Chambers.

MOTION TO ADJOURN

There being no further business, the meeting was adjourned at 4:32 p.m.

Submitted by,

Betty Castillo
Recording Secretary

Item Number:	6.B.
Meeting Date:	5/24/2019
Item Type:	ADVISOR PRESENTATION

**AGENDA REQUEST
FORM**
CITY OF CAPE CORAL



TITLE:

Florida League of Cities, Inc. - Program Scholarship and Annual Conference

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
▣ 2019 Youth Council Annual Conference Program Scholarship	Backup Material
▣ Florida League of Cities Annual Conference Registration Information	Backup Material

2019 Youth Council Annual Conference Program Scholarship

The Florida League of Cities is offering a scholarship for one youth council who is interested in attending the Youth Council Annual Conference Program on August 17, 2019 at the World Center Marriott in Orlando, Florida. **The scholarship will waive the \$75.00 program fee for up to five (5) council members (total waived fees would be equal to \$375.00.)**

The Florida League of Cities asks youth councils to submit an essay up to 250 words describing how the program would benefit the attending council members.

Conference Details:

World Center Marriott, Orlando, FL

Saturday, August 17, 2019 8:30 a.m. - 4:30 p.m.

Registration information is available at flcities.com.

Application Rules:

The Florida League of Cities Youth Council Annual Conference Program Scholarship is open only to youth councils sponsored by a city, town or village government that is a member of the Florida League of Cities.

Please email the essay (up to 250 words) to Eryn Russell at erussell@flcities.com.

The deadline for applications is **June 10, 2019**.

The application winner will be announced in June. Fees will be waived after the registration form of the winning council is submitted. This scholarship is only applicable for the 2019 Annual Conference Program.

The winning council must submit their registration form by **July 10, 2019**. If the winning council does not submit their registration form by July 10, 2019, the runner up will receive the scholarship.

The League reserves the right not to award a scholarship.

For more information, please contact Eryn Russell at (850) 701-3616 or erussell@flcities.com.



August 15-17, 2019 ■ Orlando World Center Marriott

Registration Information



**Paid registration
is required to receive
housing information,
so sign up early!
See page 10
for details.**

Hotel Registration Deadline: July 24, 2019

Conference Registration Deadline: August 2, 2019

#FLCities2019

General Information

The **93rd Annual Conference of the Florida League of Cities** will be held August 15-17, 2019, at the Orlando World Center Marriott.

The conference is an opportunity for municipal officials and senior staff to enhance leadership skills, learn from municipal experts, share ideas with peers, discuss strategies for Florida's future and hear about the latest in products and services for municipal governments.

This year's conference will include breakout sessions, committee meetings, keynote presentations, awards and more. Plus, we will be discussing and adopting the FLC 2020 Legislative Action Agenda to guide advocacy efforts at the state Capitol. Don't miss this opportunity to learn, network and share.

Location/Dates

Orlando World Center Marriott

Thursday, August 15 - Saturday, August 17, 2019

Registration Hours

Thursday, August 15: 7:30 a.m. - 7:00 p.m.

Friday, August 16: 7:00 a.m. - 5:00 p.m.

Saturday, August 17: 7:30 a.m. - 4:00 p.m.

Registration Fees

City/County/Government (\$550), **Corporate** (\$650) and **Guest** (\$150): These fees cover your name badge, admission to all conference sessions and the exhibit hall, refreshment breaks, Friday's membership networking event, Saturday's Past Presidents' Luncheon and the Inaugural Celebration Saturday night.

NOTE: Registrants are defined as any elected government official or any employee of governments, organizations or corporations. **Guests** are defined as spouses, partners or other non-professional relations of conference delegates. Guest registration **may not** be used for other elected government officials, staff or company representatives.

Teen Guest 13-18 years (\$20) and **Child Guest 3-12 years** (\$15): These fees cover your name badge, admission to the exhibit hall, Friday's membership networking event and refreshment breaks. **Teen and child guest registration does not include Saturday's Past Presidents' Luncheon or Inaugural Celebration.**

Exhibit Hall Pass (\$50): This pass allows family members and guests who are not registered for the conference to visit our vendors on Thursday and Friday. Passes permit access to the exhibit hall on Thursday afternoon, Thursday evening and Friday morning. The pass allows access to all events in the exhibit hall, as well as Friday's membership networking event. **The pass is not good for any other conference events and is not equivalent to a registration.**

Youth Council Program (\$75): This fee covers all Youth Council Program activities on Saturday, plus lunch. See page 12 for details and registration information.

Registration Procedures

Mail Registration

To register in advance, fill out the registration form on page 11, attach a check for the appropriate fee and mail it to the League office by **Friday, August 2, 2019**. Your name badge and other information can be picked up at the conference registration desk.

Online Registration

Visit the League website, *flcitiesconference.com*, to access online registration.

If you register online, there are two payment options. You can send your registration fees by check to the Florida League of Cities. **(Note: You are not registered until we receive your payment, and you will not receive your housing information until your registration is paid.)** Or, you can simply pay online with your Visa, Mastercard or American Express. Registrations submitted and paid online via credit card will automatically be marked as paid, and you will receive your conference confirmation immediately via email! Conference confirmations include your registration information, totals and registration number for your reference. Please check your confirmation carefully to verify that all information is correct. Please inform the League immediately of any errors. **Please note that payments via credit card may be made online only.**

Deadlines

Registration – Conference registration forms must be received no later than **Friday, August 2, 2019**. If you are unable to meet this deadline please register on-site. **NOTE: Registration fees will increase to \$580 for government and \$680 for corporate registrants for all registrations done on-site**, so we encourage you to register in advance.

Hotel Reservations – The cut-off date for reservations at the Marriott is **July 24, 2019**. Reservations must be made via an FLC-provided security code only; no one will receive housing information until **after** their **paid** registration is received. Please see page 10 for more details.

Cancellation Policy

Conference registration cancellations must be done in writing via email or fax to ***mhowe@flcities.com* or (850) 222-3806**. All cancellations received in the FLC office by 5:00 p.m., **Friday, August 2, 2019**, will receive refunds, minus a **\$50.00** cancellation fee. Refunds will be issued after the conference. **No refunds can be made after August 2 or for early departure from the conference.**

Hotel deposits will be refunded only if the hotel is given notification no later than **72 hours** prior to the scheduled arrival date.

Special Needs

If you are physically challenged and require special services, or if you have special dietary needs (i.e. allergies or Kosher or vegetarian meals), please attach a written description to your registration form. Contact the hotel directly if you will need any special accommodations in your room.

Continuing Education Credit

Some of the conference's educational sessions may be eligible for continuing education credit through the Florida Bar and/or the Florida Board of Accountancy. It is the attendee's responsibility to submit these hours for approval. FLC will provide sign-in sheets at each session and will send certificates of attendance to all delegates who complete the sign-in sheets.

Live Feeds via Social Media



The League will be posting real-time updates and photos via Twitter, Facebook, Instagram and YouTube during the conference. Follow, friend or like **@FLCities** on all major platforms. Connect with the conversation or pose questions by using the hashtag **#FLCities2019** in all your conference-related posts.

Thursday is City Shirt Day!

We encourage all of you to show your city spirit by wearing your city shirt on **Thursday, August 15**.

Contact Information

For additional information, please contact Melanie Howe at mhowe@flcities.com or (850) 222-9684.

Tentative Program

Following is a tentative schedule of conference events. Be sure to check our website for updates!

Wednesday, August 14, 2019

8:30 a.m. - 1:00 p.m.

Research Symposium

Additional registration required through the League's Center for Municipal Research and Innovation; contact Liane Giroux at lgiroux@flcities.com.

2:00 p.m. - 5:00 p.m.

Florida League of Mayors Roundtable

Additional registration required through the Florida League of Mayors; contact Rachel Embleton at rembleton@flcities.com.

Thursday, August 15, 2019

7:30 a.m. - 7:00 p.m.

Registration Desk Open

8:00 a.m. - 12:00 p.m.

Continuing Education in Ethics: Have You Completed Your Hours?

Florida's municipal elected officers are required to take four specific hours of continuing education in ethics per year. If you haven't completed your hours yet, this is your opportunity! The four hours include two hours on the Florida Ethics Law (Chapter 112, Florida Statutes), one hour of public meetings (Chapter 286, Florida Statutes) and one hour of public records (Chapter 119, Florida Statutes). If your hours are completed, this is a good refresher class.

NOTE: *You must be registered for the full conference to attend this session, and pre-registration is required. Registration is limited to the first 150 people. See the registration form for details.*

9:00 a.m. - 10:00 a.m.

Florida League of Mayors Nominating Committee Meeting

10:00 a.m. - 11:00 a.m.

Florida League of Mayors Business Meeting

For more information, contact Rachel Embleton at rembleton@flcities.com.

11:00 a.m. - 12:00 p.m.

Florida League of Mayors Board of Directors Meeting

12:30 p.m. - 7:30 p.m.

Exhibit Hall Open

1:00 p.m. - 3:00 p.m.

"Cities 101" Workshop

If you are newly elected or newly appointed, this "crash course" is designed for you. Details about Florida municipalities, services and governing challenges will be discussed. This is a prequel to the popular Institute for Elected Municipal Officials but is not a substitute for the three-day IEMO class.

Thursday, August 15, 2019

1:00 p.m. - 3:00 p.m.

Legislative Policy Committee Meetings

Finance, Taxation and Personnel

Land Use and Economic Development

Municipal Administration

Transportation and Intergovernmental Relations

Utilities, Natural Resources and Public Works

3:15 p.m. - 5:00 p.m.

Workshops

5:00 p.m. - 6:00 p.m.

Federal Action Strike Team Meeting

5:15 p.m. - 6:00 p.m.

First-Time Attendees' Orientation

If this is your first FLC Conference, **welcome!** This workshop will acquaint you with the League, the conference program (with tips for the best use of your time), how to get involved in your local or regional league, FLC legislative policy committees and other municipal services.

6:00 p.m. - 7:30 p.m.

President's Welcome Reception in Exhibit Hall

Friday, August 16, 2019

6:30 a.m. - 8:00 a.m.

5K Fun Run

See page 9 for full details.

7:00 a.m. - 8:30 a.m.

Florida Black Caucus of Local Elected Officials Breakfast

To be eligible to attend, a membership application and paid dues must be submitted.

Membership applications can be obtained at fbcleo.org. For more information regarding FBC-LEO, visit their website.

7:00 a.m. - 9:00 a.m.

Continental Breakfast in Exhibit Hall

7:00 a.m. - 1:15 p.m.

Exhibit Hall Open

7:00 a.m. - 5:00 p.m.

Registration Desk Open

8:00 a.m. - 9:00 a.m.

Workshops

9:15 a.m. - 10:30 a.m.

Resolutions and Legislative Committee Meetings

9:15 a.m. - 10:30 a.m.

Workshops

10:45 a.m. - 12:15 p.m.

Opening General Session

Featuring the presentation of the E. Harris Drew Award and a keynote presentation by **Mark McQueen**.

11:00 a.m. - 3:00 p.m.

Grants Expo

Need Information on available grants and technical assistance? Don't miss this opportunity to talk with representatives from various federal, state and nonprofit organizations about their grant programs, ranging from housing and historic preservation to emergency management and economic development.

12:15 p.m. - 1:15 p.m.

Sidewalk Café in Exhibit Hall (Cash Sales)

1:30 p.m. - 2:30 p.m.

Workshops

2:45 p.m. - 4:00 p.m.

Workshops

4:15 p.m. - 5:30 p.m.

Workshops

6:00 p.m. - 7:00 p.m.

Membership Networking Event

Evening Open

Saturday, August 17, 2019

7:30 a.m. - 8:30 a.m.

Various Local/Regional League Breakfast Meetings

Contact your local league for more information.

7:30 a.m. - 4:00 p.m.

Registration Desk Open



MAJOR GENERAL (RETIRED)

MARK T. MCQUEEN

CITY MANAGER , CITY OF PANAMA CITY

When **Mark McQueen** started his job as city manager of Panama City, little did he know that two weeks later a massive Category 5 hurricane would directly hit, resulting in catastrophic damage to most of the city. The recently retired two-star general has served multiple deployments in Bosnia, Afghanistan and Baghdad. He used his 30 years of experience and knowledge to respond to the disaster zone left from Hurricane Michael. You won't want to miss McQueen share his ongoing story of recovery and resilience.

McQueen was an ROTC Distinguished Military Graduate at Auburn University, where he received a Bachelor of Science in finance. He was commissioned in the Army as an Adjutant General's Corps officer and later transferred into the Civil Affairs Corps, which was then a part of the Army's Special Operations Command.

McQueen has served in every level of command and staff, from company command to general officer. He has served in multiple deployments, including Operation Joint Endeavor in Bosnia, Operation Enduring Freedom in Afghanistan and Operation Iraqi Freedom in Baghdad, Iraq.

His awards and decorations include the Legion of Merit (with two oak leaf clusters), Bronze Star, Defense Meritorious Service Medal, Meritorious Service Medal with 3 oak leaf clusters, Army Commendation Medal with oak leaf cluster, Army Achievement Medal with oak leaf cluster and Combat Action Badge.

Saturday, August 17, 2019 (Continued)

8:30 a.m. - 9:00 a.m.

Voting Delegate Registration Open

8:30 a.m. - 4:30 p.m.

Youth Council Program

See page 12 for details and registration information.

9:00 a.m. - 10:00 a.m.

Annual Business Meeting

10:15 a.m. - 12:15 p.m.

Second General Session

Featuring recognition of the Years of Service awards and a keynote address by **Josh Linkner**.

12:30 p.m. - 2:15 p.m.

Past Presidents' Luncheon and Installation of New President

2:30 p.m. - 5:00 p.m.

Workshops

6:00 p.m. - 10:00 p.m.

Childcare Provided

Pre-registration required. See enclosed form to register.

6:30 p.m. - 9:30 p.m.

Inaugural Celebration

Join us for a delicious buffet dinner and strolling entertainment, then dance the night away to the sounds of the **Miami Power Band**, accompanied by guest artist **Eric Perez** on congas and percussion.

Schedule and speakers subject to change.



JOSH LINKNER

Josh Linkner, who started his career as a jazz guitarist, has been the founder and CEO of five tech companies, which sold for a combined value of over \$200 million. He is also a deeply experienced business leader, venture capitalist, top-rated keynote speaker, *New York Times* bestselling author and a professional jazz guitarist. He is a world-renowned expert on innovation, disruption and hyper-growth leadership.

Additional Activities

Off-Site and Children's Activities

The Marriott provides a professional concierge desk to answer all questions regarding what to do, where to dine and how to get there, as well as brochures on area attractions, shopping and restaurants. The Marriott also offers a wide range of children's activities that changes daily. For complete information, please contact the Marriott at (407) 239-4200 or visit their Web site at marriottworldcenter.com.

FLC 5K Fun Run

We will be holding our fourth biennial **Florida League of Cities 5K Fun Run/Walk** on **Friday, August 16 at 6:30 a.m.** (Please plan to meet by 6:15 a.m.) The run will take place on the grounds of the Marriott World Center's golf course and is open to everyone participating in the conference. This will be a "fun run" and will not be a timed event. There is no charge for the event, **but pre-registration is required.** (See main registration form.) All participants will receive a T-shirt and gym towel. Light refreshments will be provided after the race. So come on out and start your morning off right with a FUN RUN and great company!

Saturday Night Childcare

Childcare services will be available on **Saturday, August 17, from 6:00 p.m. until 10:00 p.m.** during the Inaugural Event. This service, provided by the League through Sitter Solutions, will be offered at no charge, but pre-registration is required.

The League will provide pizza, popcorn and drinks. Sitter Solutions will provide quality childcare with loads of activities and games. Toys will be provided for children 1-3 years old, as well as videos for quiet time. Pillows and blankets will also be available. This service is licensed, bonded, insured and CPR-trained, and there is no cost to you.

Agenda

6:00 p.m. – 6:30 p.m.	Registration
6:30 p.m. – 7:30 p.m.	Dinner
7:30 p.m. – 10:00 p.m.	Activities
10:00 p.m.	Closes

Please be sure to pick up your child by 10:00 p.m.

In order for us to provide this service, you will need to fill out the Childcare Registration Form on page 13 so we can determine how many sitters will be needed. Please return childcare forms to Melanie Howe, mhowe@flcities.com, fax (850) 222-3806 or mail to P.O. Box 1757, Tallahassee, FL 32302-1757.

Conference Housing Information

The Orlando World Center Marriott will serve as the conference hotel. It is located at 8701 World Center Drive in Orlando. The resort phone is (407) 239-4200. (**NOTE:** Reservations may be made via an FLC-provided security code only. Please **do not** call the resort to make reservations until you receive this code, which will be provided with your paid registration.) FLC has secured the reduced rate of **\$5.00** per day for self-parking and **\$15.00** per day for valet parking.

Located on 200 lush acres only minutes away from Orlando's main attractions, the Marriott features championship golf, award-winning cuisine and an exquisite spa. There are multiple restaurants and lounges, a lagoon pool and lots of activities for the family. Visit the hotel's website at marriottworldcenter.com for more details.

NOTE: The Marriott is a smoke-free property.

ROOM RESERVATIONS - IMPORTANT - PLEASE READ

In order to protect our room blocks for conference registrants, it is our policy that no one will receive housing information **until we have received your PAID registration**. Once your registration is paid, you will be sent housing information via e-mail. (If you do not have an e-mail address, we will mail or fax the information to you.) **NOTE:** If you register online, but choose to mail in your check, you **will not** receive your housing information until your registration is **paid**.

Please note that the reservation cut-off date at the Marriott is **July 24, 2019**, and the rate is **\$176/night**. It is important that you register for the conference early so you have plenty of time to make your reservations. **Availability is on a first-come, first-served basis.**

Remember that we are unable to guarantee reservations for anyone or the exact date on which the hotel block will sell out, **so please register early.**



2018 FLC Annual Conference Registration Form

August 15-17, 2019 | Orlando World Center Marriott

Florida League of Cities | P.O. Box 1757 | Tallahassee, FL 32302 | (850) 222-9684 | Fax (850) 222-3806 | mhowe@flcities.com

Return completed form with check payment to Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757; or visit the League website, flcitiesconference.com, to access online registration. **NOTE: Credit card payments may only be made online.**

DELEGATE INFORMATION

Name: _____
First M.I. Last

First Name or Nickname: _____
As You Wish to Appear on Badge

Title: _____ Affiliation: _____
City, County, Government or Company

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Email Address (for confirmations): _____
Please provide the address of the person who should receive the confirmation.

First-Time Attendee? ☐ Yes ☐ No Contact Person: _____

GUEST INFORMATION (Please complete only if registering a guest for the conference.)

Guest's Name: _____ First Name: _____
As You Wish to Appear on Badge

Child's Name: _____ Age: _____ First Name: _____
As You Wish to Appear on Badge

Child's Name: _____ Age: _____ First Name: _____
As You Wish to Appear on Badge

REGISTRATION FEES	NO.	FEE	TOTAL FEE
City/County/Government	___ @	\$550.00*	\$ _____
Corporate	___ @	\$650.00*	\$ _____
Guest	___ @	\$150.00	\$ _____
Guest (13-18 years)	___ @	\$20.00	\$ _____
Guest (3-12 years)	___ @	\$15.00	\$ _____
Exhibit Hall Pass	___ @	\$50.00	\$ _____

OPTIONAL ACTIVITIES	NO.	FEE	TOTAL FEE
Thursday, August 15			
Ethics Session	___ @	\$0.00	\$ _____
Friday, August 16			
5K Fun Run	___ @	\$0.00	\$ _____
T-shirt size? _____			
Saturday, August 17			
Extra Luncheon Ticket	___ @	\$50.00	\$ _____
Extra Inaugural Celebration Ticket	___ @	\$60.00	\$ _____
Total			\$ _____

SPECIAL NEEDS

If you require special services, or have special dietary needs, please attach a written description to your registration form.

REGISTRATION

Registration form must be accompanied by payment made payable to **Florida League of Cities**. Mail this form to: Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757.

Registration forms must be postmarked by **August 2, 2019**.

Remember: You will not receive housing information until we have received your **PAID** registration.

CANCELLATION POLICY

All cancellations received in writing via email or fax to mhowe@flcities.com or (850) 222-3806 and received by 5:00 p.m., **August 2, 2019**, will receive refunds, minus a **\$50.00** cancellation fee. Refunds will be issued after the conference. **No refunds can be made after August 2 or for early departure from the conference.**

***NOTE: Registration fees will increase to \$580 for government and \$680 for corporate for all registrations done onsite.**

2019 Florida League of Cities Youth Council Program

Saturday, August 17, 2019 | 8:30 a.m. - 4:30 p.m.

We are pleased to invite youth councils from throughout the state to participate in the annual conference. Attendees will learn about issues facing municipalities across the country and have the opportunity to network with other Florida youth councils.

The registration fee for this program is **\$75** per person and includes the keynote presentation during Saturday's general session, lunch and youth-targeted presentations. **For more information please contact Sharon Berrian at (850) 222-9684.**

NOTE: Students **must** be members of an established municipal youth council in order to participate in this program.

Please complete one form per youth council. The form may be duplicated if you are registering more than six people.

Youth Council Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Contact Cell Phone: _____

Name: _____ ☐ Student ☐ Chaperone

Name: _____ ☐ Student ☐ Chaperone

Name: _____ ☐ Student ☐ Chaperone

Name: _____ ☐ Student ☐ Chaperone

Name: _____ ☐ Student ☐ Chaperone

Name: _____ ☐ Student ☐ Chaperone

Registration Fee: \$75.00 per person if received by Friday, August 2, 2019. The final deadline for registration is **Friday, August 2, 2019.**

Total Amount Enclosed: \$ _____

Return completed form with check payment to Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757.

NOTE: If you wish to pay with a Visa, Mastercard or American Express, please complete this form and email it to mhowe@flcities.com. You will be contacted directly for your card information.

Youth council registration cancellation must be done in writing via email or fax to mhowe@flcities.com or (850) 222-3806. All cancellations received in the FLC office by 5:00 p.m. **Friday, August 2, 2019**, will receive refunds. Refunds will be issued after the conference.

Saturday Night Childcare Form

August 15-17, 2019 | Orlando World Center Marriott



Sitter Solutions, Inc.
Pre-Registration Form

Parent Name: _____ Phone () _____
Address: _____ Cell Phone: _____
City: _____ State: _____ Zip/Postal Code: _____

Please list each child's name, age and any allergies or special needs as indicated below.

Child Name	Age	Allergies/ Special Needs

Who is authorized to pick up your child?

Name: _____	Relationship: _____
Name: _____	Relationship: _____

1. The undersigned parent/guardian, for himself or herself, and his or her heirs, successors and/or assigned, hereby releases, acquits and fully discharges, Sitter Solutions and their respective shareholders, officers, directors, agents, employees, representatives, predecessors, successors and assigns from any and all claims, suits, sums of money, judgments, executions, damages, losses, expenses of any kind including without limitation, court demands, causes of actions and rights whatsoever, known or unknown contingent or otherwise, that parent, guardian or child might have, in whole or in connection with directly or indirectly, in the provision of child care services and or any use by parent/guardian or their children at such facility.
2. Parent/guardian may not bring toys, jewelry, valuables or medications into child care facility. Sitter Solutions, Inc. will not be responsible for such items and will not administer medication of any kind.
3. Parent/guardian warrants that the child has no allergies or disabilities, which have not been noted above.
4. This agreement shall be interpreted and construed under and in accordance with the laws of the State of Florida.
5. I hereby grant permission for Sitter Solutions, Inc. to take whatever steps necessary to obtain emergency medical care if warranted. If the parent cannot be reached emergency personnel will be called.
6. I hereby give permission for photographs/video to be taken of my child (ren) while attending a Sitter Solutions, Inc. children's convention. These photographs/video may be used for Sitter Solutions, Inc.

This will serve as my authorization to Sitter Solutions, Inc.

Signature

Relationship

For more information, call Sitter Solutions, Inc. at

813-900-0927