



1015 Cultural Park Blvd.
Cape Coral, FL

AGENDA FOR THE REGULAR MEETING OF THE CAPE CORAL YOUTH COUNCIL

May 12, 2023

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. Assistant City Clerk - Betty Castillo

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

A. Ancheta, Arevalo, Bella, Dupeyron, Feichthaler, G. Garcia, S. Garcia, Little, Mazurkiewicz, Muncy, Negrón, Polanco, Roman, Wydysh

4. CHANGES TO AGENDA/ADOPTION OF AGENDA

5. APPROVAL OF MINUTES

6. RECOGNITIONS/ACHIEVEMENTS

7. ADVISOR PRESENTATION (30 MINUTES MAXIMUM)

- A. Orientation - Council Liaison Jessica Cosden
- B. Sunshine Laws - Assistant City Attorney Gail Prosser
- C. Robert's Rules of Order - Advisory Mazurkiewicz
- D. Election of Chair and Vice Chair - Advisor Mazurkiewicz
- E. Processes and Procedures - Administrative Contact Connie Griglin

8. CITIZENS INPUT TIME

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

9. RECOMMENDATIONS TO COUNCIL

10. BUSINESS

- A. Ratify Love Locks Project decision
- B. 2023 FLC Youth Council Community Service Contest Discussion

11. NEXT MEETING AGENDA TOPICS

12. REPORTS

13. REPORTS OF THE COUNCIL LIAISON AND ADVISORS

14. TIME AND PLACE OF FUTURE MEETINGS

- A. Friday, June 9, 2023, at 3:00 p.m. in Council Chamber

15. MOTION TO ADJOURN

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

In accordance with the Americans with Disabilities Act and Florida Statutes 286.26, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk whose office is located at City Hall, 1015 Cultural Park Boulevard, Florida; telephone number is 1-239-574-0411, at least forty-eight (48) hours prior to the meeting for assistance. If hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (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:	7.B.
Meeting Date:	5/12/2023
Item Type:	ADVISOR PRESENTATION

**AGENDA REQUEST
FORM**
CITY OF CAPE CORAL



TITLE:

Sunshine Laws - Assistant City Attorney Gail Prosser

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
1. Staff Presentation	Presentation



FLORIDA SUNSHINE LAW

Cape Coral Attorney's Office

Florida's Government-in-the Sunshine Law

The “Sunshine” law has two primary elements:

- Public records, Chapter 119, F.S., that provides the public the right to access, inspect and copy public records.
- Public meetings and records, Section 286.011, F.S., that provides the public a right of access to government proceedings and records.



What are Public Records?

Section 119.011(12), F.S., defines “public records” to include:

- ...all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.
- The Florida Supreme Court has interpreted this definition to encompass all materials made or received in connection with official business that are used to perpetuate, communicate or formalize knowledge.

Government in the Sunshine Law, Chapter 286, F.S.

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.”

What entities are covered by the Sunshine Law?

- The Government in the Sunshine Law applies to any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision.
- The Sunshine Law is equally applicable to elected or appointed boards and commissions.
- The Sunshine Law is applicable to advisory boards.
 - Exception: Fact-finding committees (only conducts information gathering)

What constitutes a “meeting”?

- 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.
- A “meeting” includes any telephone conversations, e-mails, texts, instagrams or other social media communications.
- “Daisy Chain Meetings” is a violation of the Public Meetings Law.
- Attorney General has opined that a memo expressing opinion but not seeking reply is not a violation.

Meeting Requirements



- Reasonable public notice of meetings must be provided.
- All meetings must be open to the public.
- The meeting must be held in a location accessible to the public.
- Minutes of the meeting must be taken.

Violation of Public Meetings Law

- Second degree misdemeanor to knowingly violate the Sunshine Law
- Up to 60 days in jail and up to a \$500 fine
- Action taken in violation of Public Meetings Law is “void ab initio”
- Violation is cured if final action is taken at a public meeting after a full open hearing

Questions?

Gail G. Prosser

Assistant City Attorney

gprosser@capecoral.gov

239-574-0408



Item Number:	7.E.
Meeting Date:	5/12/2023
Item Type:	ADVISOR PRESENTATION

**AGENDA REQUEST
FORM**
CITY OF CAPE CORAL



TITLE:

Processes and Procedures - Administrative Contact Connie Griglin

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"/> 1. Youth Council Processes Procedures	Backup Material

**City of Cape Coral
Youth Council
Processes and Procedures
2023-2024**

Attendance

Attendance is required; each meeting requires a quorum (minimum number of members that must be present at any meeting to make the proceedings valid), which in our case is 8 members. If we don't have a quorum, the regular meeting now becomes a COW (Committee of the Whole - which is merely an exchange of views, and no votes can take place - which means no business can be conducted).

At the beginning of each meeting, a spreadsheet is distributed to all members, liaisons, and staff. We document the attendance for each meeting. This allows us to be transparent.

One of the Recording Secretary's responsibilities is to forward meeting notices, backup material, and keep a tally of the Members' attendance. You will be notified of the meetings as follows:

- In October-November yearly meeting schedule approved by Youth Council - make sure to add the dates to your calendar(s) and other devices.
- Outlook Calendar invitation (usually sent when the annual meeting schedule is approved) - make sure to accept or decline the invitation.
- Wednesday at 4 p.m. prior to the meeting an email is sent with the Agenda, prior draft Minutes for approval, and backup material link; and
- Members will be contacted via phone on Thursday prior to the meeting to confirm attendance. Calls are typically placed between 2-4 p.m. and will be made to the contact number(s) on file.

One of the Youth Council Members' responsibilities is to respond to emails and phone calls on a timely basis. If you are not able to attend a meeting, you **MUST** send an email to **ALL THREE** the City Clerk's Office Assistant City Clerk Betty Castillo (bcastillo@capecoral.gov), Recording Secretary Stacey Pasek (spasek@capecoral.gov), and Administrative Contact Connie Griglin (cgriglin@capecoral.gov), **by the end of the meeting**, so that your attendance is documented, and you may be marked excused.

***** If you receive an out of office from Betty Castillo or Stacey Pasek, please make sure that you are contacting the designated person in the email as the contact for the upcoming meeting *****

The Youth Council meets the 2nd Friday of each month beginning at 3:00 p.m. in Council Chambers (2nd Floor) of City Hall, 1015 Cultural Park Blvd., Cape Coral, FL 33990.

An absence will only be excused for the following reasons:

- Medical/family emergency
- Mandatory school function

Dais

Please remember while sitting on the Dais that your microphone must be turned on before speaking, and turned backed off when finished, this ensures that the recording of the minutes is accurate.

Emails

Each one of you will be given a login and password to access your city email. It is very important that you log into your email at least once a day. It very important that you are accessing your emails through the mobile app (OUTLOOK 365). Do not use the internet search engine and choose from there, we have found that many times it doesn't operate as well as the app.

Passwords

Our passwords expire approximately every two to three months. You will receive an email with the subject line "**Password Reminder**". It is important that you read those emails thoroughly. It will tell you when your password is going to expire. If you don't change your password by the expiration date, you will be locked out of your city email. You CAN'T change your password from your home computer, iPad, or phone since it not a city-owned computer or tablet. You would need to contact the HELPDESK at 239-574-0487. Something to think about before you call them, your new password will need to be at least 12 characters and contain at least 1 of the following: capital, lowercase, number, and symbol. IT recommends you use passphrases as they are easier to remember. For example, Lovemydog!:-)

**** IT is NOT allowed to email passwords for security purposes ****

Agendas

It is mandatory that you are accessing and reviewing the material on the agenda prior to the meeting. Wednesdays @ 4 p.m. prior to the Friday meeting, Betty Castillo or Stacey Pasek will send everyone an email that contains the Agenda and any prior minutes that may require Council approval. Included in that email is a link to access the packet materials. Please make sure that we are doing this in advance, so everyone is familiar with the topic on hand and any backup materials that should be reviewed.

**** I have attached instructions on how to access****

Accessing Videos

If you are not able to attend a meeting, it is your responsibility to make sure that you are watching the meeting later. This way everyone is on the same page and the information is communicated in the same fashion.

**** I have attached instructions on how access a video from our website****

Electronic devices/chargers

Please remember to bring your electronic devices and chargers to view the meeting materials during the meeting.

Safety on property

Please make sure that you are always wearing your badge and enter the building by accessing the elevator in front of City Council Offices. We try to be respectful of everyone's time and end the meetings promptly. There are times when it may finish early or go a little after. If your ride is not here when the meeting ends, please do not go outside, and wait by yourself. Please wait in Council Chambers until we have everything wrapped up and you can wait downstairs with me in Council Offices. If I'm not here, you can always go with Ms. Castillo down to the City Clerk's Office.

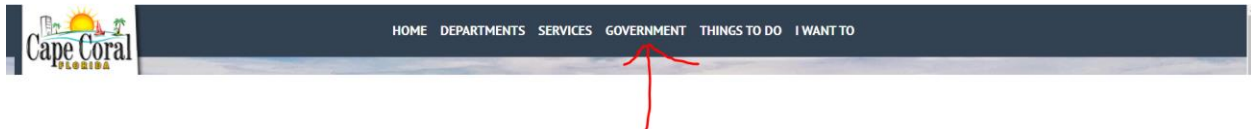
Dress code

Business casual

**City of Cape Coral
Youth Council
Instructions on Accessing
Meeting Agendas**

Go to: <https://www.capecoral.gov/>

- Click on “Government” on the tool bar



- Click on “City Government”



- Click on “City Council”



➤ Click on “Council Meetings/Agendas”



CITY COUNCIL

- Mayor
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- Council District Finder
- Youth Council
- Statement of Financial Interests
- Council Meetings/Agendas**
- Meetings of Boards and Commissions

City Council

City of Cape Coral Form of Government

The Mayor and Council govern by adhering to the articles of the City's Charter, which is similar to a constitution. The City's form of government, Council-Manager, is described in the Charter. V of government, the Mayor and Council appoint a City Manager who serves as the chief administrative officer of the City.

The City Manager supervises, directs, and coordinates the various departments throughout City Hall. The manager prepares the budget for the Council's consideration and makes recommendations to the City Council. (Article 5.03).

The residents of the City of Cape Coral elect a Mayor and seven Council Members. Council members qualify in their respective districts but are elected at large. The elected members must r district and have been continuous full-time residents of the city for the entire calendar year immediately preceding their qualification for office. All elections are non-partisan. Terms are length, and members are limited to two consecutive terms. (Article 4)

Beginning in January 2021 Regular City Council meetings will be held the first and third Wednesday of each month at 4:30 p.m. in Council Chambers. Committee of the Whole (COW) meeting the second and fourth Wednesday of the month beginning at 3:00 p.m., also in Council Chambers. Additional Committee of the Whole (COW) meetings may be scheduled to accommodate f needed.

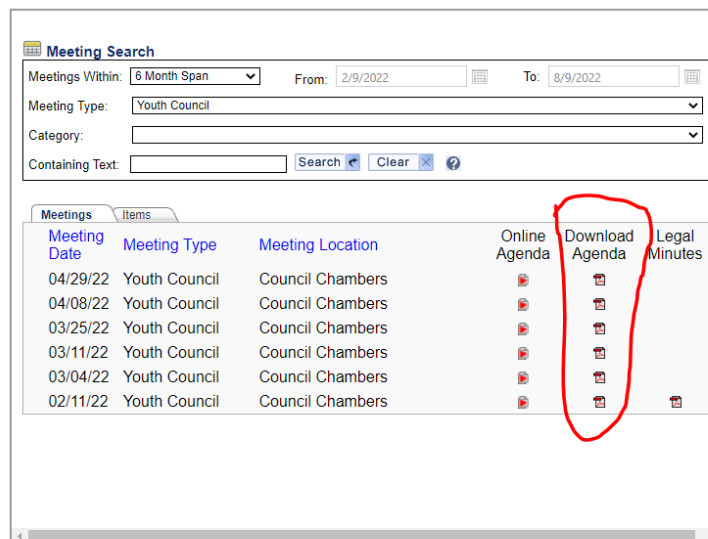
The meetings are broadcast live on CapeTV, which is live streamed on the City website. To access CapeTV, [click here](#).

[Click here for the Mayor's Page](#)

[Click to view City Council District Map](#)

District Council Members

- Scroll down to the bottom and you can search by different criteria: timeframe, meeting type, category, or key words
- To find what you are looking for: under “Meetings Within”, use the dropdown box and chose “6 Month Span”, under “Meeting Type” chose Youth Council and then click search
- Just a friendly reminder that the agenda is not available till Wednesday at 4 p.m. prior to the Friday meeting.
- Click on “Download Agenda” and it will allow you to review the entire packet



Meeting Search

Meetings Within: **6 Month Span** From: **2/9/2022** To: **8/9/2022**

Meeting Type: **Youth Council**

Category: **Council Chambers**

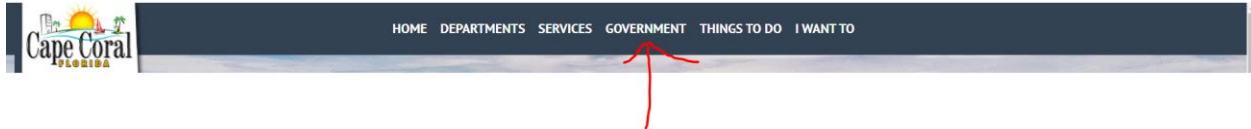
Containing Text: **Search** **Clear** **?**

Meeting Date	Meeting Type	Meeting Location	Online Agenda	Download Agenda	Legal Minutes
04/29/22	Youth Council	Council Chambers			
04/08/22	Youth Council	Council Chambers			
03/25/22	Youth Council	Council Chambers			
03/11/22	Youth Council	Council Chambers			
03/04/22	Youth Council	Council Chambers			
02/11/22	Youth Council	Council Chambers			

**City of Cape Coral
Youth Council
Instructions on Accessing
Videos from
Prior Meetings**

Go to: <https://www.capecoral.gov/>

- Click on “Government” on the tool bar



- Click on “City Government”



- Click on “City Council”



➤ Click on “Council Meetings/Agendas”



CITY COUNCIL

- Mayor
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- District 3
- District 4
- District 5
- District 6
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- Statement of Financial Interests
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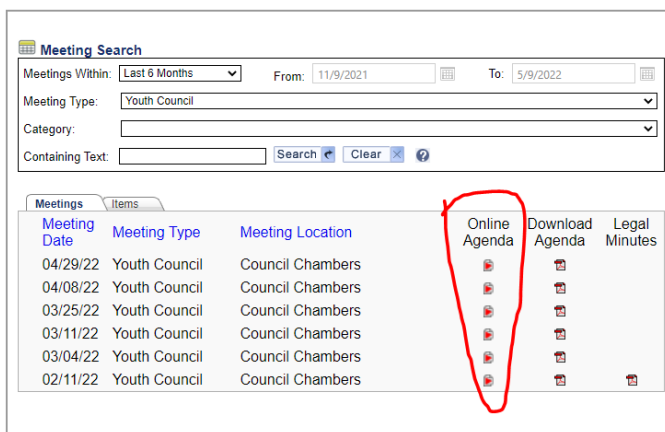
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[Click here for the Mayor's Page](#)

[Click to view City Council District Map](#)

District Council Members

- Scroll down to the bottom and you can search by different criteria: timeframe, meeting type, category, or key words
- To find what you are looking for: under “Meetings Within”, use the dropdown box and chose “Last 6 Months”, under “Meeting Type” chose Youth Council and then click search
- As you can see below, you will see the last 10 meetings
- Then under “Online Agenda” click on the corresponding red box for that meeting date



Meeting Search

Meetings Within: **Last 6 Months** From: 11/9/2021 To: 5/9/2022

Meeting Type: **Youth Council**


Category:

Containing Text:

Meeting Date	Meeting Type	Meeting Location	Online Agenda	Download Agenda	Legal Minutes
04/29/22	Youth Council	Council Chambers			
04/08/22	Youth Council	Council Chambers			
03/25/22	Youth Council	Council Chambers			
03/11/22	Youth Council	Council Chambers			
03/04/22	Youth Council	Council Chambers			
02/11/22	Youth Council	Council Chambers			

- Click on the video click, which is circled below

NovusAGENDA - Google Chrome
capecoral.novusagenda.com/AgendaPublic/MeetingView.aspx?MeetingID=2028&MinutesMeetingID=1961&doctyp...


1015 Cultural Park Blvd.
Cape Coral, FL

**AGENDA FOR THE REGULAR MEETING OF THE
CAPE CORAL YOUTH COUNCIL**

April 29, 2022	3:00 PM	Council Chambers
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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](#)

[VIDEO](#) 1. **MEETING CALLED TO ORDER**
A. Chair Young

[VIDEO](#) 2. **PLEDGE OF ALLEGIANCE**

[VIDEO](#) 3. **ROLL CALL**

Item Number: 10.A.
Meeting Date: 5/12/2023
Item Type: BUSINESS

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Ratify Love Locks Project decision

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:

Excerpt from the 4/18/2023 Youth Council Special meeting minutes: Love Locks Project

Member Reamer informed the Council that there has been an offer from a local business to pay for the entire sculpture, estimated to be completed in less than three weeks. He inquired if the project should be switched to the new business instead of Tip Top Welding.

Discussion held regarding:

- Local business with 40 years' experience in welding, looking to expand publicity
- Business would provide materials and labor
- Coating for weather resistant paint would need to be covered by Youth Council
- Estimated coating cost \$1,000
- Turning the project to a new Chair to oversee the project progress
- Request to provide contact information from potential vendor

Member Negron moved, seconded by Member Ordonez, to select this new company, Art on Board, as the vendor sponsoring the Love Locks Project.

Council polled as follows: Ancheta, Arevalo, Bella, Brucker, Feichthaler, Little, Negron, Ordonez, Osinski, Reamer, and Zajdowicz voted "aye." Eleven "ayes." Motion carried 11-0.

NOTE: This item has been placed on the 5/12 Youth Council Regular meeting in order to ratify a vote taken at the Special meeting dated 4/18/2023. Please reach out to City Clerk Bruns should you have any questions, (239) 574-0417.

LEGAL REVIEW:

EXHIBITS:

PREPARED BY:

Division- Department-

SOURCE OF ADDITIONAL INFORMATION:

Item Number:	10.B.
Meeting Date:	5/12/2023
Item Type:	BUSINESS

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

2023 FLC Youth Council Community Service Contest 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:

Youth Council Community Service Contest Brochure attached for review and discussion.

LEGAL REVIEW:

EXHIBITS:

PREPARED BY:

Division- Department-

SOURCE OF ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
1. 2023 FLC Youth Council Community Service Contest Brochure	Backup Material



2023 YOUTH COUNCIL COMMUNITY SERVICE CONTEST

Our future leaders are taking action in their hometowns to address local needs. The Florida League of Cities (FLC) wants to help showcase these efforts through its annual community service contest.

Deadline:
Wednesday, May 31, 2023

#FLCITYYOUTH



OVERVIEW

We invite youth councils to submit current projects addressing a local need. Maybe it's volunteering at a community event, educating your fellow youth or organizing a neighborhood or beach cleanup.

The deadline to submit projects is Wednesday, May 31, 2023.

APPLICATION RULES

The application packet must include:

- ① A written description in **500 words or less** that includes:
 - ▶ What the project entailed
 - ▶ What your objectives were and how they were accomplished
 - ▶ What needs the project served in your community
 - ▶ How the project helped the residents you served
 - ▶ How the project impacted your youth council.
- ② A letter of recommendation from the Mayor, Manager/Clerk or a member of the Council/Commission.
- ③ Up to five photos depicting the event.

Your nomination will NOT be scored if missing any of the above.

The FLC Community Service Contest is open only to youth councils sponsored by a city, town or village government that is a member of the FLC.

The deadline for entries is Wednesday, May 31, 2023.

Judging will be based entirely on the youth council's submitted entry. The judges' decision is final, and all material received becomes the property of the FLC, with permission to use it perpetually and universally, in any manner deemed appropriate by the League, with no additional compensation beyond the award money presented to the winner.

SUBMISSION

All work must be submitted through an online form available at flcities.com/municipal-youth-councils.

Submissions that are emailed or mailed will not be judged.

ANNOUNCEMENT OF WINNERS

Winners will be announced in June 2023. Three projects will be selected as winners. Winners will:

- ▶ Be showcased on the League's website and social media platforms
- ▶ Be recognized in press announcements and by Quality Cities magazine
- ▶ Receive a monetary award of \$250 and a trophy/plaque.

The League reserves the right not to award all prizes in any of the categories.

For more information, contact Eryn Russell at erussell@flcities.com.

