



1015 Cultural Park Blvd.
Cape Coral, FL

AGENDA FOR THE COUNCIL OFFICE MEETING

April 10, 2017

3:00 PM

**Conference Room
220A**

1. Meeting Called To Order

A. Mayor Pro Tem Williams

2. Roll Call:

A. MAYOR SAWICKI, COUNCIL MEMBERS BURCH,
CARIOSCIA, COSDEN, ERBRICK, LEON, STOUT, WILLIAMS

3. Business:

- A. Budget YTD Actual Comparison; Office Expenditures
- B. Council Rules
- C. Food for Back-to-Back Council Meetings/Council Snacks

4. Time and Place of Next Meeting

A. A Regular Meeting of the Cape Coral City Council is Scheduled for
Monday, April 17, 2017 at 4:30 p.m. in Council Chambers

5. Meeting Adjourned

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

In accordance with the Americans with Disabilities Act and Florida Statutes 286.26, persons needing a special accommodation to participate in this proceeding should contact the Human Resources Department whose office is located at Cape Coral City Hall, 1015 Cultural Park Boulevard, Cape Coral, Florida; telephone 1-239-574-0530 for assistance, if hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance.

If a person decides to appeal any decision made by the Board/Commission/Committee with respect to any matter considered at such meeting or hearing, he will need a record

of the proceedings, and for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Item Number:	3.A.
Meeting Date:	4/10/2017
Item Type:	Business:

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Budget YTD Actual Comparison; Office Expenditures

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
☐ City Council FY17 YTD	Backup Material
☐ Handout at meeting	Backup Material

		FY 2015 Actual	FY 2016 Amended	FY 2016 Actual	FY 2017 Adopted	FY 2017 Amended	FY 2017 Actual	FY 2017 Encumbr
111001.611001	Executive Salary	157,283	256,028	256,028	297,708	297,708	127,304	0
111001.612001	Regular Salary	87,901	133,779	131,805	146,516	146,516	65,448	0
111001.614101	Overtime	0	0	102	0	0	113	0
111001.615101	Special Pay/Add Pay	500	390	746	1,170	1,170	375	0
111001.621101	FICA Taxes	16,404	18,626	26,135	26,937	26,937	12,739	0
111001.621102	Medicare Taxes	3,837	4,370	6,113	6,303	6,303	2,979	0
111001.622101	General Retirement	3,611	7,937	8,320	13,530	13,530	5,736	0
111001.623101	Life,Health,Disability Insur	82,797	101,004	48,000	6,972	6,972	20,378	0
111001.623102	Self-Insured Health Plan	0	0	37,420	135,777	135,777	24,626	0
111001.624101	Workers Compensation	735	812	1,064	1,084	1,084	491	0
111001.624103	Leave Payout	0	7,930	7,930	780	780	0	0
111001.631304	Legal Services	0	0	0	0	0	3,180	0
111001.631399	Other Professional Services	0	0	0	0	0	25	0
111001.634119	Employee Health Clinic Charges	25	100	0	100	100	0	0
111001.634120	Outside Services	368	500	977	500	500	125	0
111001.640101	Food And Mileage (City)	667	1,000	767	2,000	2,000	392	0
111001.640105	Travel Costs	24,158	18,000	22,505	20,000	20,000	8,400	0
111001.641101	Communication Service	10,443	13,000	13,757	9,300	9,300	8,173	1,155
111001.641102	Telephone Service	662	0	235	0	0	69	0
111001.641104	Postage & Shipping	52	200	26	100	100	37	0
111001.643202	Electric	7,395	8,743	7,032	8,918	8,918	2,578	6,340
111001.643203	Water & Sewer	876	910	918	910	910	462	0
111001.644103	Copy & Fax Machine Rent/Lease	3,062	2,775	1,685	2,200	2,200	768	896
111001.646102	Equip Repair/Maintenance	0	500	0	500	500	0	0
111001.646109	Facilities Charges	1,047	35,788	35,788	3,500	3,500	1,110	0
111001.646109.OVERHEAD	Facilities Charges Overhead	1,186	29,865	29,865	0	0	982	0
111001.647101	Printing	345	1,200	210	500	500	225	0
111001.648102	Public Relations	0	0	120	400	400	0	0
111001.649103	Various Fees	106	0	0	0	0	0	0
111001.652101	Office Supplies	1,433	4,914	2,150	3,500	3,500	851	0
111001.652113	Uniforms	17	250	114	75	75	120	0
111001.652116	Small Equipment	820	500	1,332	400	400	0	0
111001.652121	Computer Equip/Accessory	1,425	3,000	2,850	3,000	3,000	280	0
111001.652122	Computer Software/License	0	150	560	150	150	0	0
111001.652199	Other Operating Mat & Supplies	553	4,375	1,214	750	750	383	465
111001.654101	Books Pubs Subscript & Membrshp	52,423	84,000	53,010	95,000	95,000	54,287	0
111001.655101	Training & Seminars	8,037	7,000	8,560	8,000	8,000	1,508	0
City Council	Total	468,167	747,646	707,335	796,580	796,580	344,145	8,856

Account Number	BU	OBJ	SUB	Account Description	FY 2015 Actual	FY 2016 Amended	FY 2016 Actual	FY 2017 Adopted	FY 2017 Amended	FY 2017 Actual 12.31.16	FY 2017 Encumb	FY 2018 Proposed DO NOT ALTER	FY 2018 Department Request	FY 2018 Comments: What is being budgeted in FY 2018?	FY 2019 Proposed DO NOT ALTER	FY 2019 Department Request	FY 2019 Comments: What is being budgeted in FY 2019?	FY 2020 Department Request	FY 2020 Comments: What is being budgeted in FY 2020?
111001.611001	111001	611001		Executive Salary	157,283	256,028	256,028	297,708	297,708	56,014	-	293,966			301,915			-	
111001.612001	111001	612001		Regular Salary	87,901	133,779	131,805	146,516	146,516	28,208	-	150,571			154,647			-	
111001.614101	111001	614101		Overtime	-	-	102	-	-	110	-	-			-			-	
111001.615101	111001	615101		Special Pay/Add Pay	500	390	746	1,170	1,170	165	-	1,170	1,040		1,170	1,040		1,040	
111001.621101	111001	621101		FICA Taxes	16,404	18,626	26,135	26,937	26,937	5,634	-	27,686			28,434			-	
111001.621102	111001	621102		Medicare Taxes	3,837	4,370	6,113	6,303	6,303	1,318	-	6,477			6,650			-	
111001.622101	111001	622101		General Retirement	3,611	7,937	8,320	13,530	13,530	2,478	-	13,902			14,276			-	
111001.623101	111001	623101		Life,Health,Disability Insur	82,797	101,004	48,000	6,972	6,972	9,746	-	7,161			7,364			-	
111001.623102	111001	623102		Self-Insured Health Plan	-	-	37,420	135,777	135,777	11,334	-	136,966			146,554			-	
111001.624101	111001	624101		Workers Compensation	735	812	1,064	1,084	1,084	214	-	1,111			1,145			-	
111001.624103	111001	624103		Leave Payout	-	7,930	7,930	780	780	-	-	819	7,500		844	7,500		7,500	
111001.634119	111001	634119		Employee Health Clinic Charges	25	100	-	100	100	-	-	100			100			-	
111001.634120	111001	634120		Outside Services	368	500	977	500	500	25	-	500	200	moving Council water cooler from this acct to 652199.	500	200		200	
111001.640101	111001	640101		Food And Mileage (City)	667	1,000	767	2,000	2,000	-	-	2,000			2,000			-	
111001.640105	111001	640105		Travel Costs	24,158	18,000	22,505	20,000	20,000	2,231	-	20,000	25,000		20,000	25,000		25,000	
111001.641101	111001	641101		Communication Service	10,443	13,000	13,757	9,300	9,300	5,652	3,660	9,300	10,800		9,300	10,800		12,800	
111001.641102	111001	641102		Telephone Service	662	-	235	-	-	28	-	-			-			-	
111001.641104	111001	641104		Postage & Shipping	52	200	26	100	100	10	-	100	75		100	75		75	
111001.643202	111001	643202		Electric	7,395	8,743	7,032	8,918	8,918	1,080	7,838	9,097			9,097			-	
111001.643203	111001	643203		Water & Sewer	876	910	918	910	910	154	-	910			910			-	
111001.644103	111001	644103		Copy & Fax Machine Rent/Lease	3,062	2,775	1,685	2,200	2,200	384	1,280	2,200	1,600		2,200	1,600		1,600	
111001.646102	111001	646102		Equip Repair/Maintenance	-	500	-	500	500	-	-	500			500			-	
111001.646109	111001	646109		Facilities Charges	1,047	35,788	35,788	3,500	3,500	946	-	5,000			5,000			-	
111001.646109.OVERHEAD	111001	646109 OVERHEAD		Facilities Charges Overhead	1,186	29,865	29,865	-	-	-	-	-			-			-	
111001.647101	111001	647101		Printing	345	1,200	210	500	500	-	-	500			500			-	
111001.648102	111001	648102		Public Relations	-	-	120	400	400	-	-	500			500			-	
111001.649103	111001	649103		Various Fees	106	-	-	-	-	-	-	-			-			-	
111001.652101	111001	652101		Office Supplies	1,433	4,914	2,150	3,500	3,500	164	-	3,500			3,500			-	
111001.652113	111001	652113		Uniforms	17	250	114	75	75	120	-	250			75	250		250	
111001.652116	111001	652116		Small Equipment	820	500	1,332	400	400	-	-	400			400			-	
111001.652121	111001	652121		Computer Equip/Accessory	1,425	3,000	2,850	3,000	3,000	280	-	3,000			2,500			-	
111001.652122	111001	652122		Computer Software/License	-	150	560	150	150	-	-	150			150			-	
111001.652199	111001	652199		Other Operating Mat & Supplies	553	4,375	1,214	750	750	172	641	750	1,400	JM Todd per copy fee / cell phone cases / Culligan monthly charge \$300 from 634120.	750	1,400		1,400	
111001.654101	111001	654101		Books Pubs Subscript & Membrshp	52,423	84,000	53,010	95,000	95,000	23,520	18,323	100,000			110,000			-	
111001.655101	111001	655101		Training & Seminars	8,037	7,000	8,560	8,000	8,000	1,489	-	8,500	9,000		9,500			10,000	
Total					468,167	747,646	707,335	796,580	796,580	151,475	31,742	807,086	56,615		840,581	47,865		59,865	
														13,746 Total amount added to proposed budget request is < 1.75% increase					

Item Number:	3.B.
Meeting Date:	4/10/2017
Item Type:	Business:

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Council Rules

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
☐ Council Agenda Rules of Procedure	Backup Material
☐ Handout at meeting	Backup Material

COUNCIL AGENDA RULES OF PROCEDURE

A. MEETINGS HELD; TIMES AND DATES

City Council holds meetings to accomplish the business of the City. Depending on the type of business to be conducted or timeliness of the business, meetings can be in the form of Regular meetings, Special meetings, or Committee of the Whole meetings.

Regular meetings are voting meetings where Council takes action on items on the agenda and public hearings are held for ordinances and resolutions. Unless otherwise resolved, regular meetings of the Cape Coral City Council shall convene at 4:30 p.m. on Mondays, as set forth on the yearly calendar of City Council Regular and Committee of the Whole meetings adopted by Council prior to January each year. In the event Monday is a paid holiday recognized by the City, which includes New Year's Day, Martin Luther King Jr.'s Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, and Christmas Day, then no regular meeting of the City Council shall be scheduled for that week, unless otherwise resolved. Council shall hold not less than two regular meetings per month.

When setting its meeting schedule for the year, City Council shall decide whether to hold a regular meeting on any other holiday not recognized by the City as a paid holiday that happens to fall on a Monday during the course of the year. If Council votes to cancel a regular meeting that falls on a holiday not recognized by the City as a paid holiday, then Council shall also vote to decide whether to hold the meeting on a day other than this holiday or cancel the meeting for the entire week of the holiday.

Upon the setting of its regular meeting schedule for the year, City Council shall vote to adopt the schedule; however, additional meetings or special meetings may be called at any time upon vote of Council as provided herein.

Committee of the Whole meetings shall be held when called by the Mayor or any four (4) members of Council upon at least a twelve (12) hour notice. Items scheduled for such meetings shall be informational for the general discussion of matters, and to provide Council with the opportunity to become familiar with issues facing the City and discuss the items with staff in order to have any questions or concerns resolved. Any votes, if taken, shall not be binding but shall only be a recommendation ~~to~~ of the City Council.

Special meetings are voting meetings called when matters are not scheduled on a regular meeting due to time constraints or urgency and importance of the matter. The Mayor or any four members of Council may call special meetings, whenever practicable, upon at least a twelve hour notice.

Meetings allow citizens the opportunity to provide input at the designated Citizens Input times, however, public hearings are not held at Committee of the Whole meetings and items scheduled for Public Hearing or Public Input are not to be addressed by citizens during Citizens' Input, but are to be addressed at the time of the Public Hearing or Public Input.

B. AGENDA PREPARATION AND AGENDA

For Regular meetings, all reports, communications, contract documents or other matters, including position approvals, discussion items, and consent agenda items shall be submitted as follows:

Monday, 3:00 pm (two weeks prior to regular meeting – submitted to City Manager
Tuesday, 3:00 pm (prior to regular meeting) – all packet materials submitted to City Clerk
Tuesday, 4:00 pm (prior to regular meeting) – agenda provided to Mayor for approval
Wednesday, 3:00 pm (prior to regular meeting) – packets distributed/published

Backup documentation for all agenda items will be provided upon placement of the item on the agenda. Resolutions and Ordinances may be placed on the agenda if submitted by 12:00 noon on the Tuesday before the regular meeting of Council at which they are to be introduced, provided all required public notice and advertising are completed. The Council shall adopt its order of business on the agenda and, in the absence of Council action, the Mayor shall adopt the order of business on the agenda.

Citizen's petitions to council shall be submitted as a request in writing to the Mayor's office specifying the subject on which they will speak, along with the specific request and together with any backup information pertaining to the request. The petition to council shall be considered at a council meeting as soon as practicable after submission. The Mayor's office shall provide the petitions to council to the City Clerk's office no later than 3:00 p.m. on the Tuesday before the regular meeting of Council at which such matter is to be considered. The Council shall adopt its order of business on the agenda and, in the absence of Council action, the Mayor shall adopt the order of business on the agenda.

For Committee of the Whole (COW) meetings all reports, communications, contract documents or other materials to support items on the COW agenda shall be submitted as follows:

Monday, 3:00 pm (week prior to COW meeting) – submitted to City Manager
Tuesday, 3:00 pm (week prior to COW meeting) – all packet materials submitted to City Clerk
Tuesday, 4:00 pm (week prior to COW meeting) – agenda provided to Mayor for approval
Wednesday, 3:00 pm (week prior to COW meeting) – packets distributed/published

All scheduled COW meetings shall follow the submitting schedule above. For additional or special COW meetings the submitting schedule should be followed unless time does not permit following the above schedule. In such cases packet materials will be distributed by the City Clerk's Office upon receipt from staff and/or Council to include both paper copies and electronically scanned documents.

All scheduled Special meetings shall follow the submitting schedule set forth above for COW meetings unless time does not permit. In such cases packet materials will be distributed by the City Clerk's office upon receipt from staff and/or Council to include both paper copies and electronically scanned documents.

C. PRESIDING OFFICER

The Mayor, or in his absence, the Mayor Pro Tem, shall, at the time the meeting convenes, call the meeting to order and chair the meeting. In the absence of both the Mayor and Mayor Pro Tem, the members may appoint a member to chair the meeting, but such appointment shall not extend beyond the arrival of the Mayor, the Mayor Pro Tem, or the adjournment for the day, whichever occurs first. A majority vote of all Council members present, but not less than four (4), shall be required to overrule a decision of the presiding officer.

D. INVOCATION/INSPIRATIONAL MESSAGE, OR MOMENT OF SILENCE

After the meeting is called to order, the Councilmember scheduled to recite the invocation/inspirational message for that meeting shall have the option to recite one of the invocations/inspirational messages previously approved by City Council for such purpose for the Council's benefit may choose to observe a moment of silence for personal reflection, or may recite another message that complies with the restrictions contained herein. One Councilmember shall be scheduled for each meeting on a rotating basis in alphabetical order by last name for all meetings occurring during that, and then repeated accordingly. City Council hereby approves the following invocations/inspirational messages:

1. We pray/ask that tonight laws are rightly administered and enacted. We pray/ask tonight for guidance for our President, for all of our elected officials at the national level; for our State and County officials; and for this Council. May decisions be for the good of the people they serve. May Council always encourage due respect and virtue in life, and as we live out our daily existence in this community. May the Council execute laws and make decisions with justice and mercy, and seek to help all people live in freedom. May we always seek to preserve peace, to promote national happiness; and to continue to bring the blessings of liberty and quality for all people. Amen.
2. We come here tonight to celebrate the beauty of this City; the beauty of the weather that we have; and the beauty of the people who live here. We celebrate the fact that we have a government that listens to its people, in which we have a voice, in which we can speak and make suggestions. We celebrate tonight a government in which we can elect our officials and are heard. Amen.
3. Let us pray. Lord God, we are mindful of your promise to remain with us always. We are mindful that you work through your people, through those who open their lives to you. Lord, we pray this day, for that openness, for your will to be done in us, and through us. We seek Lord your special blessing upon this gathering, this meeting. May your spirit abound, and may our hearts always give you praise by what we do, and by what we say. Guide us and lead us, even as you call us, to guide and to lead. This is a prayer we ask, we ask it with trust, and with hope. For we pray as your faithful people always and forever. Amen.

Additional invocations/inspirational messages may be utilized provided that the tone, tenor and content of the invocation or inspirational message does not advance or disparage any specific religion. The invocation or inspirational message must be non-sectarian with elements of the

American civil religion and must not be used to proselytize or advance any particular faith, belief, sect, creed or religion or to disparage any particular faith, belief, sect, creed or religion. The invocation or inspirational message shall not refer to any particular religious holiday, significant religious date, holy day or religious event and shall not contain any direct quote from any sectarian book, doctrine or material.

E. ROLL CALL; QUORUM

After a brief invocation or meditation, and the Pledge of Allegiance, a roll of the members shall be called and the names of members present and the members absent shall be entered in the Council minutes. Five Members of the Council shall constitute a quorum to do business.

F. ORGANIZATIONAL MEETING OF COUNCIL

Following each general election, the first regularly scheduled meeting of the Cape Coral City Council shall commence as an organizational meeting. During the organizational meeting, matters pertaining to the organization of the City Council or the method or manner of how it conducts its business shall be considered. After the organizational matters have been considered, the City Council may conduct other city business with the majority consent of the City Council.

G. ORDER OF BUSINESS

After the roll call, the first order of business shall be a vote on the adoption of the agenda for the meeting. Matters not listed on the agenda may be added to the agenda by a majority vote of all members of the Council prior to the adoption of the agenda for the meeting and not at any other time during the meeting. The presiding officer may take matters out of their order on the agenda for the convenience of the public, unless overruled by a majority vote of Council members present, but not less than four (4). Any matter of a non-controversial nature may be placed on the consent agenda, which may immediately precede other matters on the agenda for the meeting. The matters on the consent agenda may be acted upon by a single motion by the Council without debate. A member of the Council or the Mayor may remove any matter from the consent agenda by requesting removal prior to the voting thereon.

H. MOTION AND RESOLUTION

No motion or resolution shall be debated or voted on unless it has been seconded. The presiding officer may require a motion or resolution to be read in full unless the reading is dispensed with by unanimous consent of the Council. After a motion has been made, it is in the possession of the Council and, unless withdrawn before it is voted upon, or before adjournment that day, it shall be entered in the minutes, together with the name of the member offering it. No member may make two motions at the same time.

I. ORDER AND DIVISION OF A QUESTION

A division of any question, which contains several points, may be made. A motion to strike and insert shall not be divisible. Except in the case of a privileged question or as otherwise provided by these rules, questions shall be put in the order in which they are moved. When filling blanks, or on

any other matter not otherwise provided for herein, a motion that puts the question farthest away from enactment shall be considered first.

J. THE PREVIOUS QUESTION

A motion calling for the previous question must be seconded. If a motion for the previous question is ordered by the vote of the Council, it shall have the effect of cutting off all debate and bringing the Council to a vote on the question. When the previous question is decided in the negative, the main question remains under debate until disposed of by the vote or in some other manner.

K. MOTION TO BE GERMANE

No motion or proposition on a subject, different from that under consideration, shall be admitted under the guise of its being an amendment.

L. MOTION FOR RECONSIDERATION

When a question has been decided, either in the affirmative or the negative, it shall be in order for any member who voted with the prevailing side to move its reconsideration, provided that such a motion is made either on the same day or on or before the next regular scheduled Council meeting.

M. PRECEDENCE OF MOTIONS

When a question is under debate, no motion shall be received except the following, the first five of which shall be decided without debate:

- (1) To adjourn
- (2) To recess
- (3) To table or postpone indefinitely
- (4) To commit or refer
- (5) For the previous question
- (6) To Continue or postpone to a day certain
- (7) To amend

The motions shall have precedence in the order listed.

N. MOTION TO ADJOURN

A motion to adjourn shall always be in order except during roll call. When a motion to adjourn is made, it shall be in order for the presiding officer before putting the question to permit any member to state reasons which would seem to render adjournment improper at that time. But debate thereon shall not be had.

O. DEBATE AND DECORUM

Every Councilmember, before speaking, shall wait to be recognized by the presiding officer. When two or more members wish to speak at the same time, the presiding officer shall designate the member to speak first. No member shall speak more than once until every other member wishing

to speak on the pending question has had an opportunity to do so. No member shall walk out of the meeting while a roll call is being taken. After roll call, any member wishing to leave the dais shall advise the presiding officer of his or her desire to do so prior to departing. No more than three (3) members shall leave the dais at any one time so as to maintain a quorum.

P. COUNCIL COMMITTEES

The Council may, from time to time, refer matters to a committee composed of members of the City Council to study an issue or matter, and report its findings and or recommendation to the City Council.

Q. PUBLIC COMMENT OPPORTUNITIES

- (1) Citizens are given several opportunities to be heard concerning matters scheduled on the Council Agenda, and on any other matters of interest or concern to them. In order to promote an orderly system of holding a public meeting, to give every person an opportunity to be heard, and to ensure that individuals are not embarrassed or harassed as a result of the exercise of their right of free speech, the following rules and guidelines are established:
 - (a) When recognized by the presiding officer, a speaker shall address the City Council from the designated speaker's lectern, and shall state his or her name and whom, if anyone, he or she represents. An address shall only be required if necessary to comply with a federal, state, or local law.
 - (b) When the City Council has placed a limit on the time a speaker may speak, such time limitation shall be announced by the Mayor. When the designated time limit has been reached by a speaker, the Mayor shall inform the speaker accordingly, and the speaker's remarks shall be terminated. A speaker may not yield any part of the speaker's time to any other person nor may any person yield his or her time to a speaker. Except during quasi-judicial proceedings, no speaker may be heard more than once, unless permitted to do so by a majority vote of the City Council.
 - (c) Speakers shall address their comments to the City Council as a whole, rather than to individual Councilmembers, City Staff, or to members of the audience. In order to avoid redundant comments, persons having the same or similar viewpoints on a subject are encouraged to appoint one representative speaker to comment on their behalf.
 - (d) Proper decorum shall be maintained at all times. Only persons who have been recognized by the presiding officer shall address the City Council or make audible remarks during a meeting. Unauthorized remarks, stamping of feet, whistling, or similar demonstrations shall not be permitted during any meeting of the City Council. Furthermore, during any meeting of the City Council, no person shall:

- (i) Interrupt the Council's proceedings or the comments of any person recognized by the Mayor or any City Councilmember in any manner;
 - (ii) Make personal or profane remarks or gestures;
 - (iii) Behave in a disorderly manner;
 - (iv) Display any banner, placard, or sign (except as part of a presentation to the City Council by a person recognized by the Mayor or a Councilmember.) Any banner, placard, or sign displayed as part of a presentation shall not bear a message that is personal, obscene, or profane;
 - (v) Distribute any handouts or materials to members of the audience; or
 - (vi) Refuse to follow the instructions of the Mayor or City Council or to comply with these policies or any other rules governing the Council's proceedings.
 - (e) Any person who engages in behavior that is prohibited herein and/or who is boisterous or disruptive in any manner to the conduct of a meeting shall be asked to leave by the presiding officer and may be escorted from the meeting room by the Police Department. Any person so removed from a Council meeting shall be barred from further attendance at that Council meeting unless expressly permitted to return by a majority vote of the City Council.
- (2) The following opportunities for citizen participation are scheduled on each Council Agenda:
- (a) Petitions to Council.

Citizens may submit in writing a specific request to Council to be heard at a Council regular meeting under Petitions to Council. Citizens who submit petitions to Council pursuant to Section B. shall be allowed a maximum of ten (10) minutes per petition, and the speaker shall be limited to the particular subject stated.
 - (b) Public Comment on Consent Agenda. Prior to Council addressing items on the Consent Agenda, citizens may address Council only on items listed on the Consent Agenda. Public comment shall be limited to a maximum of three (3) minutes per individual, with a maximum of sixty (60) minutes total, unless time is extended as described in subsection Q(3) below.
 - (c) Citizen's Input Time.
 - (i) Time is set aside for any citizen to address the City Council on matters within Council jurisdiction during Citizens' Input Time. No prior scheduling is necessary.

- (ii) Citizens' Input shall be limited to a maximum of three (3) minutes per individual, with a maximum of sixty (60) minutes total, unless time is extended as described in subsection Q(3) below.
- (iii) Items scheduled for Public Hearing or Public Input are not to be addressed by citizens during Citizens' Input, but are to be addressed at the time of the Public Hearing or Public Input.
- (iv) There shall be no discussion on the issues presented during Citizens' Input by City Councilmembers or City Staff during Public Comment. Once Public Comment has been closed, the items may be addressed in the order presented by first the Councilmembers, Mayor, City Manager, and City Attorney. During this time, without objection, the Mayor or Councilmember may recognize any other individual concerning the issue.

(d) Public Hearing/Public Input for Ordinances and Resolutions

At the time an ordinance is scheduled for public hearing, or a resolution is scheduled for public input, citizens have the opportunity to express their opinions concerning the ordinance or resolution being heard pursuant to Section T. and herein. Appropriate time limits may be placed on speakers by the presiding officer or by a majority vote of the City Council.

- (3) The Mayor and Council shall have discretion in implementing certain procedures as follows:
 - (a) The Council, by motion, or the Mayor, with the majority consent of the City Council, may extend time limits for citizen input and/or public comment at regular Council meetings or at COW meetings and also set time limits on the length of time each individual may speak.
 - (b) There shall be no public input on issues scheduled as Discussion items unless a majority of Council approves the recognition of a member of the public for the purpose of providing clarification or asking a relevant question. Any other public input during a Discussion item shall not be heard unless approved by a majority vote of City Council. However, citizens may speak during Citizen's Input on any matter scheduled as a Discussion item.

R. ADVISORY COMMITTEES, BOARDS AND COMMISSIONS

The names, addresses, and background information of all persons to be considered for appointment by City Council to various City Advisory Committees, Boards, or Commissions shall be submitted in writing on a form provided by the City Clerk. Before Council action, the applications may be considered in the Committee of the Whole. Advisory committees, such as Task Forces, are to be composed of eight (8) representatives, one appointed by the Mayor and each Councilmember, unless otherwise decided by Council.

S. ROLL CALL

Roll Call votes at City Council Meetings shall be taken in a rotating alphabetical order; that is, rotating one Council Member's name alphabetically after each Council Meeting.

T. ORDINANCE AND RESOLUTION ADOPTION PROCEDURE

Ordinances and resolutions may be prepared and brought before City Council as initiated by the City Manager or City Attorney, or by the request of the Mayor or a City Councilmember.

- (1) When an ordinance or resolution is proposed by the Mayor or a Councilmember, the Mayor or Councilmember shall present the subject matter of the ordinance or resolution to City Council prior to proceeding with drafting the proposed ordinance in order for Council to decide if the concept is one that it would like to see developed. At least one (1) member of Council must concur with the initiating member in order for the initiating Councilmember or Mayor to advance the ordinance or resolution to staff and ultimately to Council. Although not required, the Mayor or Councilmember who initiates an ordinance or resolution may sponsor that ordinance or resolution.
- (2) Ordinances or resolutions initiated by either the City Manager or City Attorney do not need to be brought before Council for conceptual review. Ordinances and resolutions initiated by the City Manager or City Attorney may include, but are not limited to:
 - (a) Ordinances or resolutions required to be prepared upon application by members of the public, including but not limited to applications by property owners for land use and zoning amendments, vacations of plats, appeals, or planned development projects shall be prepared and brought before the City Council without any prior approval of the Council; and
 - (b) Ordinances or resolutions required by the City of Cape Coral Code of Ordinances, Land Use and Development Regulations, City Charter, or State Statutes shall be prepared to comply with the required regulation or legislation and brought before the City Council without any prior approval of the Council.
- (3) All ordinances and resolutions shall be reviewed and approved by the City Attorney or an Assistant City Attorney for legal sufficiency or form or both prior to the ordinance or resolution being brought before City Council.
- (4) At first reading of a proposed ordinance, the City Manager or City Attorney shall explain the proposed ordinance and answer questions of Councilmembers. The City Council shall set the date(s) of the public hearing(s) on the ordinance. At first reading, the City Council may amend a proposed ordinance; however, if an amendment encompasses substantive changes not within the subject matter

described in the title of the ordinance, the ordinance will then be placed on a City Council Agenda for another first reading.

- (5) The provisions of this subsection shall be adopted to accommodate any requirements of State Statute for particular ordinances or types of ordinances.
- (6) Public Hearings on ordinances shall be conducted as follows:
 - (a) The City Clerk shall read the title of the ordinance into the record.
 - (b) When applicable, City staff shall make a presentation.
 - (c) The Mayor shall, without comment, open the Public Hearing.
 - (d) Any person wishing to speak shall state their name prior to addressing council. Each individual wishing to address council on the ordinance shall have one opportunity to address City Council during the public hearing. Except during quasi-judicial proceedings, no speaker may be heard more than once, unless permitted to do so by a majority vote of the City Council.
 - (e) The Mayor shall close the Public Hearing.
 - (f) There shall be no discussion by City Council on the ordinance until a motion is made and seconded. Once each Councilmember has been given the opportunity to address the motion, the Mayor shall recognize Councilmembers in the order of the additional request to speak. The Mayor shall maintain a list of Councilmembers, as they are recognized, to avoid confusion as to the order of the requests. After all Councilmembers have been given full opportunity to comment on the motion, the Mayor shall have the final opportunity to address the motion prior to calling the roll.
- (7) At the time a resolution is presented to City Council for adoption, there shall be public input time allowing citizens to provide input on the proposed resolution. Citizens may provide public input concerning any resolution as follows:
 - (a) When required by law, or when requested by the Mayor or a Councilmember, public input shall be scheduled and held at the time the resolution is considered by council. The procedure for such public input shall be the same as that identified for Public Hearings in Section T.(6) above;
 - (b) If the resolution is scheduled on the Consent Agenda, citizens may provide public input during Public Comment on the Consent Agenda; or
 - (c) If the resolution is scheduled on the agenda anywhere other than the Consent Agenda, and public input is not scheduled for when the resolution is being considered by Council, citizens may provide public input during the regularly scheduled Citizen's Input time.

U. ROBERTS RULES OF ORDER

Matters not expressly covered by these rules shall be governed by the current edition of Robert's Rules, newly revised, as the parliamentary procedure for the City Council of the City of Cape Coral. A copy of said Robert's Rules shall be kept on file in the Office of the City Clerk of the City of Cape Coral.

V. SUSPENSION OR AMENDMENT OF THE RULES

The concurrence of a majority of the members elect shall be required to amend or suspend any of the Permanent Rules of the City Council of Cape Coral.

W. COUNCILMEMBER ABSENCES

Pursuant to Section 4.11 of the Charter, any member who has three consecutive, unexcused absences from regular meetings will be removed from office. Absences are presumed excused, and are unexcused only by a motion to hold the absence unexcused and a majority vote in favor of that motion. Such motion and vote must occur on the next regularly scheduled Council meeting after the date absent.

ORD	SPONSOR	Topic
1-14	Burch	5 year schedule for capital improvements
2-14	Leon	Golf Course advisory Board/Fees
3-14	Carioscia	ZA 13-0003
4-14	Erbrick	Taxi Cabs
5-14	Carioscia	Flood Plain
6-14	Nesta	Amend Building codes
8-14	Erbrick	Repealing CPRB
11-14	Erbrick	Triangular Property
12-15	Leon	Extended Bar Hours
32-15	Sawicki	Out of Classification/Transfers
19-16	Council Office	Extended Bar Hours
47-16	Williams	Establish the Youth Council
4-17	Cosden	City Employment/Gender

13 Ordinances Advanced by Council

5 Items advanced after council rule change

highlights items sponsored prior to rule change (4/1/14)

Resolutions	
2012	57
2013	87
2014	change
2015	212
2016	233

Staff now uses resolutions for purchasing, interlocal agreements, master plan adoption, personnel matters, maintenance agreements, edo incentive agreements donations, cooperative funding agreements, staffing and cost proposal for engineers, mutual aid agreements, grant submittal and acceptance, SAC rankings, etc.

Ordinances	
2012	33
2013	77
2014	change
2015	65
2016	60

RES	SPONSOR	Topic
10-14	Carioscia	VP14-0001 CoCC
11-14	Burch	VP13-0004 Williams
50-15	Mayor	Support EAA land purchase
99-15	Mayor	Est. Budget Review Alternate
144-15	Burch	FL League of Cities board seat
192-15	Mayor	Support FMIT board seat
16-16	Mayor	Oppose Seismic blasting and offshore drilling
25-16	Council Office	Petition to Council - Grocery store/Coralwood Mall
54-16	Cosden	Reinstate Bear Hunting Ban
81-16	Council Office	Charter School Lease, Chambers and Office Renovations
133-16	Mayor	Water Quality
140-16	Carioscia	Support Conservation 20/20
162-16	Mayor	Accelerate the EAA Project
172-16	Stout	Recognition of Lee Memorial Health System
21-17	Stout	Council Agenda Rules/Citizens input
53-17	Mayor	Lake O Compact
63-17	Mayor	Redefining Veterans Day and Memorial Day

16 Resolutions Advanced by Council

14 Items advanced after rule change

Item Number:	3.C.
Meeting Date:	4/10/2017
Item Type:	Business:

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Food for Back-to-Back Council Meetings/Council Snacks

SUMMARY:

ADDITIONAL INFORMATION: