

**MEMORANDUM**

CITY OF CAPE CORAL  
CITY MANAGER'S OFFICE

TO: Mayor and Council Members

FROM: John Szerlag, City Manager



DATE: December 1, 2017

SUBJECT: City Council Meeting Schedule

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Recommendation:

Beginning in calendar year 2017, I am recommending City Council conduct Regular City Council meetings on the first and third Monday of every month, with the fourth Monday of each month reserved for Committee of the Whole meetings. Exceptions will be for times when the first or third Monday is a holiday. The meeting will then be held on either the following or previous Monday. The end result will be at least two regular City Council meetings per month, along with one COW meeting per month as needed.

Background:

Moving to a twice-monthly meeting schedule for regular, voting Council meetings is another step in our ongoing efforts to streamline City operations. This would not be a new concept as Council held bimonthly voting meetings in 2012, with nonvoting, presentation/review meetings on alternate Mondays.

The total number of voting meetings in 2012 was 26, with Council considering about 300 agenda items. By comparison in FY 2016, Council held 41 voting meetings and considered just under 400 items (see attached Exhibit A). As you can see, there is not a significant increase between the number of agenda items considered and the number of regular, voting meetings. On average, moving these additional agenda items to a shorter Council meeting schedule would add less than four items to a twice-monthly agenda.

These additional items will not necessarily increase the length of the meetings. If the number of meetings are cut in half, it will not mean the meetings we have will be twice as long. This is because the length of a meeting is often dependent upon community issues as opposed to the routine business issues that come before City Council. As an example, some meetings lasted longer in the past because of budgetary issues. This is no longer the case. Another example of long meetings related to the UEP, which has not occurred with our

recent expansion projects. Our longest agenda items now pertain to planning and zoning issues, which can be apportioned so we do not overload any particular agenda.

Citizen Input will continue to be an important component of every Council meeting, including the COW meetings. Citizens will be afforded the same 45-minute slot of time to speak on City issues at least twice each month and three times with COW meetings. Two less voting meetings in most months will not limit the opportunity for citizens to provide input. With only two voting meetings each month in 2012, there were 160 people who spoke during Citizen Input. There was a high of 26 speakers one week and none in four meetings. The average for the remaining meetings was six speakers. In 2016, the total speakers was 267, with a high of 39 in one meeting and five meetings with no speakers. The average for the remaining meetings was six speakers. As you can see, regardless of the number of voting meetings, the average number of speakers remains constant. (See attached Exhibit B)

Just as an FYI – A review of Lee County and local municipalities within the County show the average number of meetings held in Cape Coral exceed those held by other governing bodies (see attached Exhibit C).

It is important to remember that our citizens will not judge us by the number of meetings we hold but rather by what we accomplish for the city. We can continue to move our city forward and accomplish our many goals with the new meeting schedule I am proposing.

Finally, Attachment D is a proposed schedule for Calendar Year 2017.

As always, please feel free to contact me should you wish to discuss further.

JS:pd  
Attachments

C: Michael Ilczyszyn, Assistant City Manager  
Kelley Fernandez, Business Manager  
Rebecca van Deutekom, City Clerk

Regular and Special Council Meeting

Dates	Consent Agenda Items	Personnel Actions	Petitions to Council	Administrative Discussions	Public Hearings	Unfinished Business	New Business	Total Items	
10/17/2011	5	0	0	1	1	12	0	0	19
10/19/2011	0	0	0	0	0	0	0	0	0
10/31/2011	11	0	0	1	1	7	0	0	20
11/14/2011	0	0	0	0	0	6	0	0	6
11/28/2011	7	0	0	0	2	5	0	0	14
12/2/2011	0	0	0	0	1	0	0	0	1
12/12/2011	9	0	0	1	3	6	0	0	19
1/23/2012	9	1	0	0	1	7	0	0	18
2/6/2012	8	1	0	1	4	4	0	0	18
2/15/2012	0	0	0	0	2	0	0	0	2
2/27/2012	5	0	0	2	3	3	0	0	13
3/9/2012	0	0	0	0	0	0	0	0	0
3/12/2012	5	0	0	1	0	4	0	0	10
3/21/2012	0	0	0	0	2	0	0	0	2
3/26/2012	10	0	0	0	0	4	0	0	14
4/6/2012	0	0	0	0	1	0	0	0	1
4/9/2012	10	3	0	1	1	4	0	0	19
4/23/2012	2	1	0	3	0	3	0	0	9
5/7/2012	5	0	0	1	3	3	0	0	12
5/21/2012	4	1	0	0	0	5	0	0	10
6/11/2012	5	0	0	0	3	7	0	0	15
7/23/2012	11	0	0	0	5	6	0	0	22
8/6/2012	3	0	0	1	1	1	0	0	6
8/20/2012	14	2	0	0	1	10	0	0	27
9/6/2012	0	0	0	0	0	2	0	0	2
9/10/2012	6	3	0	2	0	4	0	0	15
9/20/2012	0	0	0	0	0	2	0	0	2
<b>Column Totals</b>	<b>129</b>	<b>12</b>	<b>15</b>	<b>35</b>	<b>105</b>	<b>0</b>	<b>0</b>	<b>296 Meetings</b>	

FY2016 Voting Meetings

Regular and Special Council Meetings	Consent Agenda Items	Personnel Actions	Petitions to Council	Public Hearings	Unfinished Business	New Business	Total Items	
10/5/2015	2	0	0	0	1	1	0	4
10/19/2015	3	0	0	0	2	0	6	11
10/26/2015	3	1	0	0	2	0	2	8
11/2/2015	0	0	0	0	1	0	2	3
11/9/2015	0	1	0	0	1	0	6	8
11/16/2015	2	0	0	0	0	1	2	5
11/23/2015	3	0	0	0	2	0	1	6
11/30/2015	1	0	1	2	0	2	2	6
12/7/2015	5	0	0	3	0	2	10	
12/14/2015	7	0	0	1	1	5	14	
1/11/2016	4	0	0	2	1	2	9	
1/25/2016	5	0	0	7	1	0	13	
2/1/2016	2	0	0	2	1	2	7	
2/8/2016	3	0	0	4	1	0	8	
2/22/2016	1	1	1	0	2	1	6	
2/29/2016	0	0	0	0	3	1	4	
3/7/2016	1	0	0	3	2	2	8	
3/14/2016	2	0	0	3	2	1	8	
3/21/2016	2	2	0	0	2	3	9	
3/28/2016	3	3	0	8	3	0	17	
4/4/2016	2	0	0	2	4	1	9	
4/11/2016	5	0	0	2	3	0	10	
4/18/2016	0	0	0	3	3	0	6	
4/25/2016	2	0	0	0	3	1	6	
5/2/2016	2	0	0	3	3	2	10	
5/9/2016	8	2	0	0	1	1	12	
5/16/2016	4	1	0	1	1	4	11	
5/23/2016	4	0	0	3	1	2	10	
6/6/2016	7	5	0	4	1	4	21	
6/13/2016	9	0	0	3	2	0	14	
7/18/2016	5	6	0	5	2	1	19	
7/25/2016	2	0	0	11	2	3	18	
8/1/2016	3	0	0	3	1	0	7	
8/8/2016	4	0	0	2	1	1	8	
8/22/2016	5	1	0	0	4	0	10	
8/29/2016	0	0	0	14	1	1	16	
9/8/2016	0	0	0	2	0	0	2	
9/12/2016	8	0	0	4	0	0	12	
9/19/2016	2	0	0	2	2	2	8	
9/22/2016	0	0	0	2	0	0	2	
9/26/2016	7	1	0	5	1	1	15	
<b>Column Totals</b>	<b>128</b>	<b>24</b>	<b>2</b>	<b>115</b>	<b>57</b>	<b>64</b>	<b>390</b>	<b>Total All Meetings</b>

Regular and Special Council Meetings	Citizen's Input speakers	Speakers
10/17/2011	5	Betty Dill, Kara Worley, Lynn Johnson, Sharon Davies and Mike Buchinski
10/19/2011	0	none
10/31/2011	11	Lyndia Bradley, Betty Dill, Linda Prince, Kara Worley, Lynn Rosko, Jeff Lockhart, Charlie Myers, Nancy Patti, John Carioscia, Michael Streppone, Dolores Bertolini
11/14/2011	0	none
11/28/2011	19	Daryl Teblum, Betty Dill, Kara Worley, Nancy Patti, Linda Prince, Lynn Johnson, Russ Moody, Lyndia Bradley, Lynn Rosko, Bill Deile, John Traube, John Meihle, Pearl Taylor, Arnold Kempe, Larry Barton, Jeff Lockhart, Charlie Meyers, Charlene Cambell, Vicki Santini
12/2/2011	0	none
12/12/2011	10	Bill Deile; Tony Elia; Linda Prince, Betty Dill, Joe Lentini, Dolores Bertolini, Joe Mazurkiewicz, Mike Buchinski, Jack Handwork
1/23/2012	2	Lyndia Bradley, Bob Renshaw
2/6/2012	9	Lynn Rosko, Mark Muerth, Brendan Fonock, Steve Lovejoy, Gordon Ultsch, Chaplin Major Vince Cummings, Charlie Myers, Duane Adams, Bill Deile
2/15/2012	5	Charlie Myers, Angelo Montemarano, Edith Hampton, Sue Tysdal, Brian Fisher Paul Lohr, Erick Keuhn, Lynn Rosko, Sam Huber, Tim Trimble, Nancy Patti, Dan Sheppard, Linda Prince, Mike Buchinski, Stephen Lovejoy, Cara Worley, Wayne Adams
2/27/2012	12	none
3/9/2012	0	none
3/12/2012	8	Brian Whitehouse, Robert Renshaw, Ed Morris, Jim McCormack, Mike Buchinski, Charley Myers, Russ Moody, Dwyayne Adams
3/21/2012	3	Angelo Montemarno, Mike Giardulla, Thomas Dillon

FY2012 Citizens Input

3/26/2012	2	Dan Sheppard, Lyndia Bradley
4/6/2016	0	
		Lynn Rosko, Brendan Fonock , George Hemmert, Sal Grosso, Arnold Kempe, Dan Sheppard,Bob Davies, Bill Deile, Linda Prince, Charley Myers, Kara Worley, Lyndia Bradley, Ed Morris,
4/9/2012	16	Dwayne Adams, Paul Prince Carl Veaux Erick Keuhn, Dan Sheppard, Dolores Bertolini
4/23/2012	3	Bill Deile
5/7/2012	1	Paul Barnes, Lynn Rosko, Dan Sheppard,
5/21/2012	4	Carl Zeller Betty Dill, Maryanne Sweeney Renshaw, Gordon Ultsch, Bob Renshaw, Heather Mazurkiewicz, Lyndia Bradley, Nancy Patti, Dolres Bertolini, Dan Sheppard
6/11/2012	9	
		Ron York, Derek Frezier, Godfrey Krzyzanowski, Richard Pope, Tom Buchanan, Thomas McColgin, Ronald Conit, Gerry Fowler, Paul Barnes, Lyndia Bradley, Steve Lovejoy, Frederick Van Slett, Dennis Mogab, Sam Manno, John Dail, Dan Sheppard, Tim Trimble, Unknown, carl Veaux, Erick Kuehn, Ray Dylan, Vincent Smodic, Toby Doody, Bill Deile, Nancy Patti, Duane Adams
7/23/2012	26	
8/6/2012	5	Bruce Marvin, Jason Barrett, Richard Bressman, David Scott, Nate Bliss Lynn Rosko, Dan Sheppard, Linda Prince, Charlie Meyers
8/20/2012	4	
9/6/2012	0	
9/10/2012	6	Bruce Miller, Heather Mazurkiewicz, Tony Elia, Ralph Delora, Charlie Meyers, Lyndia Bradley
9/20/2012	0	
Column Totals	160	

FY2016 Citizens Input

Regular and Special Council Meetings	Citizen's Input speakers	Speakers
10/5/2015	1	Joe Lentini
		Crane, Hutton, Preston, LaGrace, Dowd, Lawrence, Chaney, Keisel, Deomogenes, Trimble, Johnson,
10/19/2015	12	Myers
10/26/2015	0	none
11/2/2015	0	none
11/9/2015	2	Hiatt, Veaux
		Chaney, Simon, Elrich, Lentini,
11/16/2015	7	Trimble
11/23/2015	1	Easton
11/30/2015	3	Darwin, Lentini, Peppe
12/7/2015	2	Conant, Burnham
12/14/2015	4	Crooks, Easton, Prince, Crane
		Holmes, Hue, Fonock, Trimble,
1/11/2016	7	Moody, Callahan, Osman
		Rosko, Lentini, Krug, Smith, Trimble, Bushaw, Esposito, Apy, Rist, Johnson, Jr., Dowd, Concha, Woodsome, DeFilippis, Aguilar, Moody, Long,
1/25/2016	23	Howard, Smith, Mason
2/1/2016	3	Pierce, Easton, Trimble
2/8/2016	2	Veaux, Servix
2/22/2016	1	Trimble
2/29/2016	4	Lentini, Liptak, Owens, Sheppard
3/7/2016	1	Bloch
		Trimble, Galvano, Jones, Paul, Sheppard, Eldardo, Bertolini, Owens, Defilippis, Lapuglia, Schmidt, Darwin,
3/14/2016	13	Fitzgerald
3/21/2016	3	Lentini, Marvin, Veaux
		Rosko, Lentini, Owens, Riddy,
3/28/2016	6	Mazurkiewicz, Carney
		Liptak, Rosko, Owens, Renshaw, Sween, Phelps, Marvin, Easton, Doviak, Grant, Miehle, Giarvardo, Meola, Thompson, Madison, Butch, Rita, Lockhard, Fisher, Sheppard, Bailly, Hazelton, Monks, Lentini,
4/4/2016	39	Jordy, Sinclair
		Lentini, Owens, Sheppard, Riti,
4/11/2016	5	Ranfranz
4/18/2016	4	Owens, Riti, Rosko, Lentini
		Mazurkiewicz, Scott, Kidd, Catalano, Weis, Bashaw, Meehouse, Trimble,
4/25/2016	9	Nikolai
5/2/2016	4	Trimble, Earnham, Adinolfi, Lentini

FY2016 Citizens Input

5/9/2016	0	none
5/16/2016	1	Fleming
5/23/2016	5	Mattichione, Blake, Bunch, Warren
6/6/2016	12	Blake, Bunch, Trimble, Owens, Smith, Coviello, Renshaw, Veaux, Sheppard Bunch, Rosko, Owens, Sheppard, Lentini, Bunch, Blake, Comer, DeFillipis, Lagays, Myers,
6/13/2016	12	Mattachione Lynch, Davis, Blake, Nichols, Ilczyszyn, Bunch, Adinolfi, Sheppard, Lagace, Lentini
7/18/2016	10	Stevens, Western, Acosta, Rosko, Sherman, Mattachione, Blake, Bunch, Bunch, Trimble, Lentini, Simpson
7/25/2016	12	Blake, Rosko, Adinolfi, Bertolini, Easton, Bunch, Bunch, Prince, Perry, Dowd, Trimble, Crew, Lentini, Mason
8/1/2016	14	Corozzo, Bertolini, Veaux
8/8/2016	3	Karcher, Smart, Repasky, Bunch, Lentini, Owens, Hickel, Blake, Osman
8/22/2016	9	Jaros, Anderson, Leathers, Geyer, Crooks, Blake, Bunch, Bunch, North
8/29/2016	9	none
9/8/2016	0	Dever, Rosko, Bunch, Barnes, Bunch, Kuehn, Blake, Lagace, Cohen, Orthodox, Easton, Owens, Bertolini, Peppe, Comer
9/12/2016	16	Trimble, Bunch
9/19/2016	2	none
9/22/2016	0	Sheppard, Trimble, Lentini, Bunch, Eldred, Mazurkiewicz
9/26/2016	6	
<b>Column Totals</b>	<b>267</b>	



# ATTACHMENT C

## Council Meeting Tracker - November 9, 2015 to Present (estimated)

Meeting Tracker	Regular Council Meetings/hours	Special Council Meetings/hours	Council Workshops/Committee of the Whole/hours	Strategic Planning/hours	Joint Meetings/hours	CRA Meetings/hours	Totals
Cape Coral	37/106 hrs	3/2 hrs	12/23 hrs	1/4 hrs	0	7/10 hrs	60/145 hrs
Sanibel	14/70	0	0	0	0	0	14/70 hrs
Fort Myers	20/54.25 hrs	10/23.75 hrs	10/25.5 hrs	2/10 hrs	0	11/24.5 hrs	53/138 hrs
Bonita Springs	25/83.5 hrs	0	11/18.75 hrs	0	0	0	36/102.25 hrs
Estero	27/64.5 hrs	3/2 hrs	8/18.5 hrs	0	0	0	38/85 hrs
Naples	16/125 hrs	3/3.75 hrs	8/68.50 hrs	0	0	5/29.25 hrs	32/226.50 hrs
Lee County	22/60.25 hrs	7/1 hr	18/23.75 hrs	0	1/2.50 hrs	0	48/87.50 hrs

# ATTACHMENT D

**2017-Draft  
City Council Regular and Committee of the Whole (COW)  
Meetings  
4:30 P.M. Council Chambers**

Monday, January 9	<p style="text-align: center;"><b>Additional Council Meetings:</b></p> <p><b>Budget Workshops:</b> These meetings are typically held in August. Date/time/location to be determined</p> <p><b>2 Special Meetings (Budget Hearings) in September 2017:</b> These Special Meetings will be scheduled after the County Commission and School Board Hearing dates have been determined</p> <p><b>Strategic Planning Session:</b> Date/time/location to be determined</p>
Monday, January 23	
Monday, January 30 - COW	
Monday, February 6	
Monday, February 13	
Monday, February 27 - COW	
Monday, March 6	
Monday, March 20	
Monday, March 27 - COW	
Monday, April 3	
Monday, April 17	
Monday, April 24 - COW	
Monday, May 1	
Monday, May 15	
Monday, May 22 - COW	
Monday, June 5	
Monday, June 19	
Monday, June 26 - COW	

**Council Hiatus: June 27 - July 23, 2017**

Monday, July 24
Monday, July 31
Monday, August 7
Monday, August 21
Monday, August 28 - COW
Monday, September 11
Monday, September 18
Monday, September 25 - COW
Monday, October 2
Monday, October 16
Monday, October 23 - COW
Monday, November 6
Monday, November 20
Monday, November 27 - COW
Monday, December 4
Monday, December 11

**Council Hiatus: December 12, 2017- January 7, 2018**