



Chair Robert Hu
Vice Chair Jolene Brown
Member Abigail Carvil
Member Raymond Liu
Member Aaliyah Wilson

City Manager Mike DaRoza

The Youth Advisory Council will conduct a
Regular Youth Advisory Council Meeting
At 6:00 PM

to address the item(s) below.

Meeting Date: April 24, 2025

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

Youth Advisory Council Meeting

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

I. OLD BUSINESS

II. NEW BUSINESS

A) SUNSHINE LAW OVERVIEW

B) PARLIAMENTARY PROCEDURE OVERVIEW

C) MUNICIPAL GOVERNMENT REVIEW

D) DISCUSS CHANGING MEETING TIMES TO 5 PM

E) DISCUSS FUTURE FIELD TRIPS OR TOURS

F) DISCUSS THE STORM DRIVE PROJECT

G) DISCUSS CANCELLING THE NEXT TWO MEETINGS AND SCHEDULING WORKSHOPS IN THEIR PLACE.

III. BOARD COMMENTS/DISCUSSION

IV. CITIZENS COMMENTS

ADJOURN



Commission Agenda Item

MEETING DATE: April 24, 2025

SUBJECT: Sunshine Law Overview

PREPARED BY: John Hansen, Recreation and Culture Assistant Director

RECOMMENDED ACTION:

Receive presentation.

Summary

Presentation will be provided by John Hansen, Recreation and Culture Assistant Director.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

ATTACHMENTS

1. Sunshine.Law.COA

SUNSHINE LAW & PUBLIC RECORDS



City of
ALACHUA
the good life community

Florida's Sunshine Law

- Florida's Sunshine Law is considered the gold standard of open records and meetings laws across the country
- No other government on the planet is as open as Florida

What this Means for Board Meetings

- Provides a right of access to governmental proceedings
- Affects mostly city council and advisory board members
- Meetings must be open to the public
- Reasonable notice must be given
- Minutes must be taken

What it Means for the interaction of the Board Members

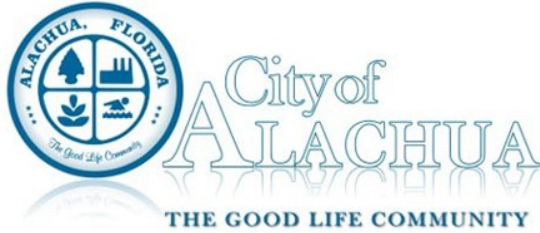
- All discussion about Public Business must be conducted in a Public Meeting
- Any discussion about Public Business conducted in private is strictly forbidden: this includes siblings, spouses, etc.
- All discussion about Public Business on Social Media must be maintained by the City: Facebook, Twitter, Instagram, YouTube, email, text messages.

Public Records

- A Public Record is any document or varying mediums related to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.
- If you used it to communicate public business, it's a public record
- Rule of Thumb: Don't create a record until it is necessary

Questions?





Commission Agenda Item

MEETING DATE: April 24, 2025

SUBJECT: Parliamentary Procedure Overview

PREPARED BY: John Hansen, Recreation and Culture Assistant Director

RECOMMENDED ACTION:

Receive presentation.

Summary

Presentation will be provided by John Hansen, Recreation and Culture Assistant Director.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

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1. Parliamentary.Procedure.COA

Parliamentary Procedure





What is parliamentary procedure?

The rules that help us maintain order and ensure fairness in all decision-making processes.



What are Robert's Rules of Order?

Codification of general present-day parliamentary procedures.

Basic Principles

- Someone must facilitate meetings and maintain order (the presiding officer)
- All members have a right to bring up ideas
- Members should come to an agreement about what course of action to take
- The majority rules, but the basic rights of the minority are always protected by assuring them the right to speak and to vote
- Parliamentary procedure enables members to take care of business in an efficient manner while maintaining order
- It ensures everyone gets the right to speak and to vote
- Takes up business one item at a time and promotes courtesy, justice, and impartiality

The Presiding Officer

- The presiding officer (often referred to as “the chair”) is the person who conducts the meeting
- The presiding officer is a role – not a position. This means that the presiding officer is the person who occupies the chair at a given instant of time. (during the meetings)
- The general duties of the presiding officer are:
 - To call the meeting to order at the **scheduled time**, not before
 - If a quorum is not present, the meeting is to be canceled
 - To announce the business that is to come before the body
 - To recognize members who wish to speak
 - To state and put to vote all questions that come before the body
 - To enforce the rules relating to debate
 - To decide all questions of order
 - To declare the meeting adjourned

Promoting Courtesy

- Members should refer to each other in a cordial and courteous manner, for example:
 - “the previous speaker” or “Miss Smith”
- All remarks are made through and to the chair
- If a motion is out of order the chair should state: “The motion is out of order”
- Only major infractions of rules are corrected
- If members of the Board or audience are out of order, any member of the Board can call for order.
- Once the Chair calls “Order” he/she reclaims the floor and the house should fall silent.

Order of Business

- Commonly referred to as an agenda, the order of business is the sequence of general business items that will be addressed in the meeting
- The order of business or agenda must be adopted by the body prior to addressing business.
- The standard order of business includes:
 - Call to Order
 - Invocation
 - Pledge to the Flag
 - Approval of Agenda
 - Agenda
 - Council Comments
 - Adjournment
- Different organizations may establish their own standard order of business pursuant to their by-laws.

Motions 101

Motions

- A motion is a formal proposal that recommends a course of action that the body should take
- A motion contains three basic pieces of information:
 - Who: References who is authorized or directed
 - What: References the action to be taken
 - When: References the timeframe in which the action is to be taken
- Only one motion can be considered at a time.
- Once a motion has been made and seconded, it must be acted upon before another motion is considered
- The chair may not make or second a motion

Making A Motion

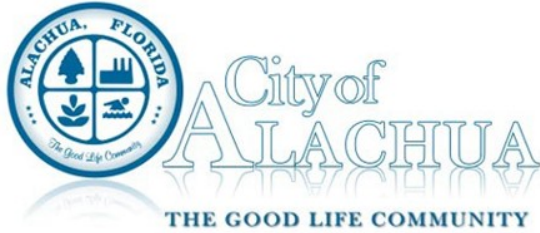
- To make a motion, the maker should say:
 - “I move that...” or “ I move to...”
- Never say “I make a motion to...”
- A motion must be seconded by another member to stand
- A second merely implies the seconder of the motion agrees the body should consider/discuss the motion on the floor – not necessarily that he/she supports the motion itself.
- Once a motion is made and properly seconded, the chair should open the floor for comments from citizens present.
- Once all citizens have commented the chair should restate the motion, which means the motion belongs to the board and no longer to the maker of the motion.
- After the motion belongs to the board the chair puts the motion to a vote by saying: “All those in favor say Aye..... All opposed say Nay”.
- After the vote is tallied, the chair rules on which side won the vote.

Amending A Motion

- Amending a motion means to modify a pending motion in some manner prior to voting on the pending motion.
- An amendment must be related to the pending motion and have a relevant bearing on the meaning of the pending motion.
- There are three basic processes for amending a motion:
 - To insert or to add words
 - To strikeout words
 - To strikeout and insert words
- The amended motion requires a second and the floor should be opened for public comment after amended motion stands
- The amendment requires a majority vote to adopt

Summary

- The chairperson runs the meeting
- The meeting starts when the chairperson calls the meeting to order
- If a motion is to stand for discussion, someone has to “second” it
- If the motion is to be changed, someone must make a motion to amend.
- At the end, the chairperson will take a vote. Majority wins.



Commission Agenda Item

MEETING DATE: April 24, 2025

SUBJECT: Municipal Government Review

PREPARED BY: John Hansen, Recreation and Culture Assistant Director

RECOMMENDED ACTION:

Receive presentation.

Summary

Presentation will be provided by John Hansen, Recreation and Culture Assistant Director.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

ATTACHMENTS

1. 4._Municipal_Government_Review_(2023)1

Municipal Government Cities 101

City of Alachua
Youth Advisory Council



Today's Goals

- ◆ Understand Florida's Municipal Governments
- ◆ Understand Alachua's-specific city issues



Florida's Governments

- ❖ Florida's Constitution provides for four (4) local governments: counties (67), municipalities (411), school districts (73) and special districts (1,800 +/-)
- ❖ Municipal governments are defined in Article VIII, Section 2 of the Constitution



Municipal Powers

- ❖ Municipalities are cities, towns and villages
- ❖ All Floridians live in either unincorporated county (outside a city) or within a city
- ❖ Cities, towns and villages have the SAME powers in FL; not true in other states
- ❖ Voters choose the type of name



More on Powers

- ❖ Municipal governments in FL have Home Rule (Article VIII, section 2) – provides that a city may enact any law, provided it does not conflict w/state or federal law
- ❖ Very broad power; used to be just the reverse and a city had to have state permission to do everything



Florida's Municipalities

- ❖ If you live or work in a city, you are ALWAYS within the county, school district and usually at least one special district (water management district)
- ❖ Cities are citizen-driven in creation: desire to live together for common goals, common service delivery
- ❖ Cities are the level of government closest to people: “taste, touch, smell” services



Florida City: Statistics

- ◆ 411 active municipalities
- ◆ Populations range from Marineland (9) to Jacksonville (986,843)
- ◆ Jacksonville has the largest land mass (875 square miles) while Lazy Lake has the smallest land mass (0.02 square miles)
- ◆ 2022 Estimated Population in Florida: 22.61 Million
- ◆ While Northerners are moving to South Florida, South Florida natives are moving to North Florida



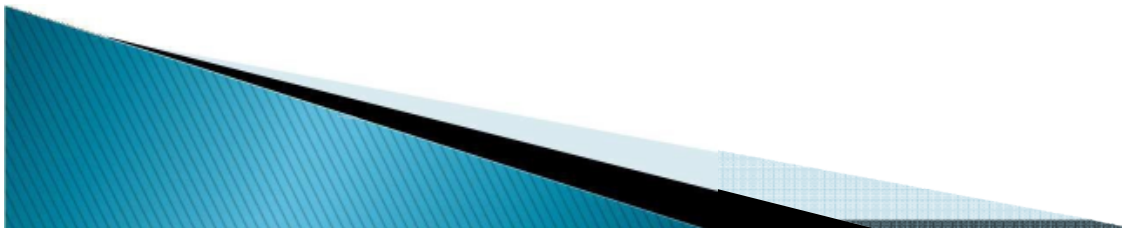
How Cities Govern

- ❖ Elected body: called council or commission
- ❖ Elected; non-partisan and usually part-time with no to low pay for serving
- ❖ Staff reports to Council or City Manager
- ❖ Council legislates; staff implements
- ❖ City Constitution: charter; every city has one in FL and it describes the elected body, chain of command and form of government



Forms of City Government

- ❖ Mayor–Council: can vary in mayoral powers (weak to strong); council does all things collectively
- ❖ City of Alachua is a Council–Manager form of Government
- ❖ Population 10,834 (estimate 2023)
- ❖ Alachua County consistently sees about a 0.59% yearly growth in population



Tools City Use to Govern

- ❖ City Charter: establishes the government
- ❖ City Ordinances (laws): local application and enforcement
- ❖ City Policies: developed internally to guide staff and used as rules, procedures
- ❖ Proclamations: commemorate and honor
- ❖ Resolutions: establish fee schedules, approve budgets and amendments, ect.
- ❖ Citizen Advisory Boards: volunteers who help guide, evaluate and give input

City Services

- ❖ Main reason for city creation: share the cost and scope of services like water, wastewater, police, fire, solid waste, planning, zoning, parks & recreation, building inspection, transportation, library, cemetery
- ❖ Each council determines the services and how they are paid for (tax, fee, assessment)
- ❖ Biggest Challenge for municipalities – Balancing service demand with funds



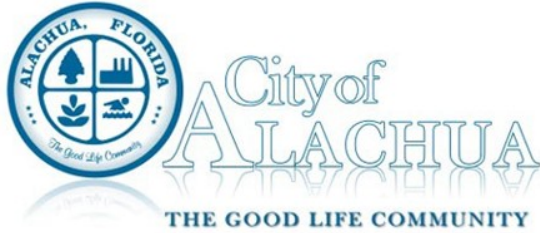
City Funding/Expenses

- ❖ Largest revenue for a city is fees (charge for service) – water, storm water, wastewater, solid waste, parks, libraries, permits
- ❖ Taxes: property tax, utility tax, portion of state sales tax – usually used for citywide programs like fire, police, planning, zoning
- ❖ Assessments: benefits a specific area with a specific need with ear-marked dollars



Cities in Alachua County

- ❖ 9 Cities within the County; population ranges from 321 in La Crosse to 185,286 in Gainesville
- ❖ Charters are all unique (Alachua, Archer, Gainesville, Hawthorne, High Springs, LaCrosse, Micanopy, Newberry, Waldo)
- ❖ Services vary by city: no two the same; some services are shared among cities
- ❖ 2 Towns within the County (LaCrosse, Micanopy)
- ❖ 22 Unincorporated Areas (Jonesville)



Commission Agenda Item

MEETING DATE: April 24, 2025

SUBJECT: Discuss Changing Meeting Times to 5 PM

PREPARED BY: John Hansen, Recreation and Culture Assistant Director

RECOMMENDED ACTION:

Discuss among the board.

Summary

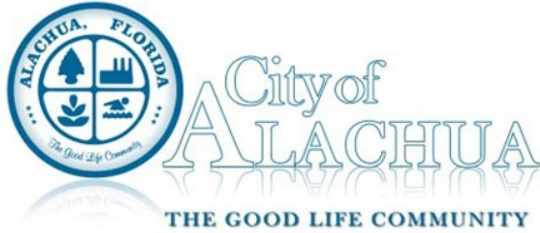
The board will discuss changing meeting times to 5 PM for the rest of the year.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

ATTACHMENTS

None



Commission Agenda Item

MEETING DATE: April 24, 2025

SUBJECT: Discuss Future Field Trips or Tours

PREPARED BY: John Hansen, Recreation and Culture Assistant Director

RECOMMENDED ACTION:

Discuss among the board.

Summary

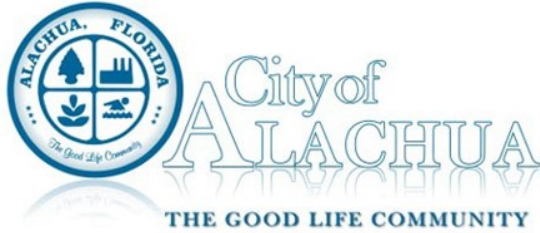
Board members will discuss interest in a city tour and/or future field trips.

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ATTACHMENTS

None



Commission Agenda Item

MEETING DATE: April 24, 2025

SUBJECT: Discuss the Storm Drive Project

PREPARED BY: John Hansen, Recreation and Culture Assistant Director

RECOMMENDED ACTION:

Discuss the project and future workshops.

Summary

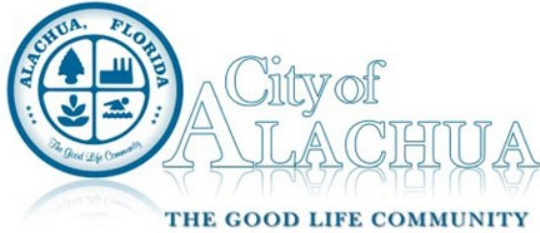
Board members will discuss the Storm Drive project and work on next steps.

FINANCIAL IMPACT

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ATTACHMENTS

None



Commission Agenda Item

MEETING DATE: April 24, 2025

SUBJECT: Discuss Cancelling the Next Two Meetings and Scheduling Workshops in Their Place.

PREPARED BY: John Hansen, Recreation and Culture Assistant Director

RECOMMENDED ACTION:

Discuss among the board.

Summary

Board members will discuss cancelling the next two meetings and scheduling project workshops in their place. Workshops will need to be scheduled before the meeting ends.

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ATTACHMENTS

None