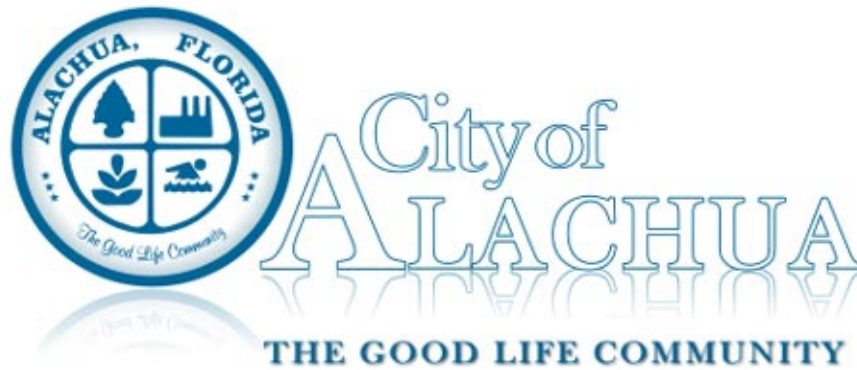




Youth Advisory Council Agenda September 22, 2022

Chair Addison Grosz

City Manager Mike DaRoza

Vice Chair Emma Cedenno-Alonso

Member Micah Latham

Member Abigail Blumer

Member Keyosha Queen

Youth Advisory Council At 5:30 PM

Meeting Date: September 22, 2022

Meeting Location: James A Lewis Commission Chambers

15100 NW 142 Ter.

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.
--

YOUTH ADVISORY COUNCIL MEETING AGENDA

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

I. OLD BUSINESS

II. NEW BUSINESS

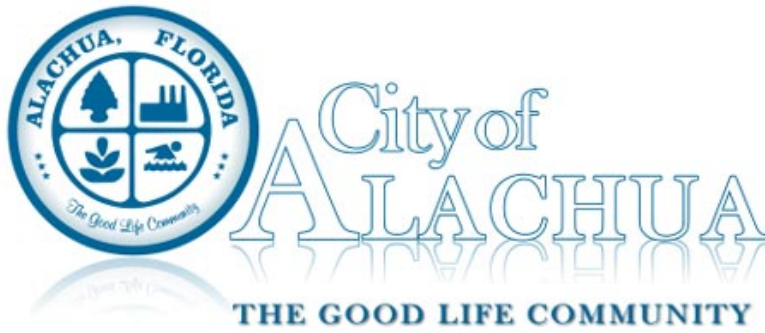
- A. Election of Chair and Vice Chair
- B. Appoint Applicants to the General Council

- C. Municipal Government Review
- D. Parliamentary Procedures Review
- E. Sunshine Law and Public Records Presentation
- F. Calendar for School Year 2022-2023
- G. June 23, 2022 Youth Advisory Council Meeting Minutes

III. BOARD COMMENTS/DISCUSSION

IV. CITIZENS COMMENTS

ADJOURN



Board/Committee Agenda Item

MEETING DATE: 9/22/2022

SUBJECT: Election of Chair and Vice Chair

PREPARED BY: Diane Amendola, Assistant Deputy City Clerk

RECOMMENDED ACTION:

Elect a chairperson and vice chairperson.

Summary

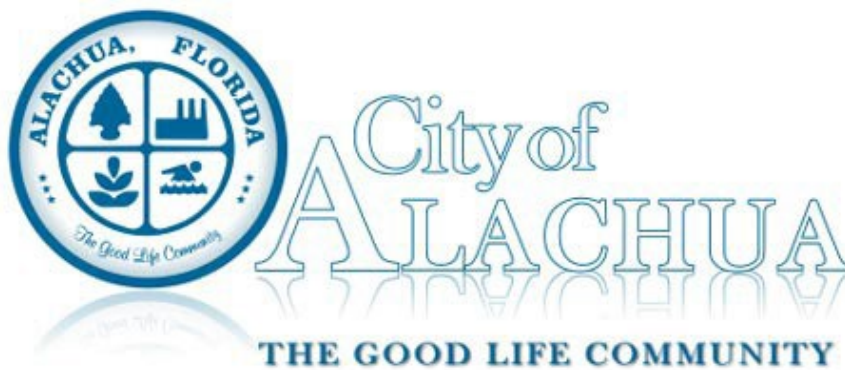
The Youth Advisory Council chairperson and vice chairperson serve one-year terms. City Code Section 2-963 provides the process for election of chair and vice chair. Both positions are to be elected from among the voting members of the YAC.

The YAC can make the elections via voice vote or by ballot confirmed with a voice vote. A ballot has been provided if the YAC desires to use it for electing a chair and vice chair.

ATTACHMENTS:

Description

- ▢ Ballot Chair
- ▢ Ballot VC



Ballot for Chair of the Youth Advisory Council

☐ Grosz, Addison

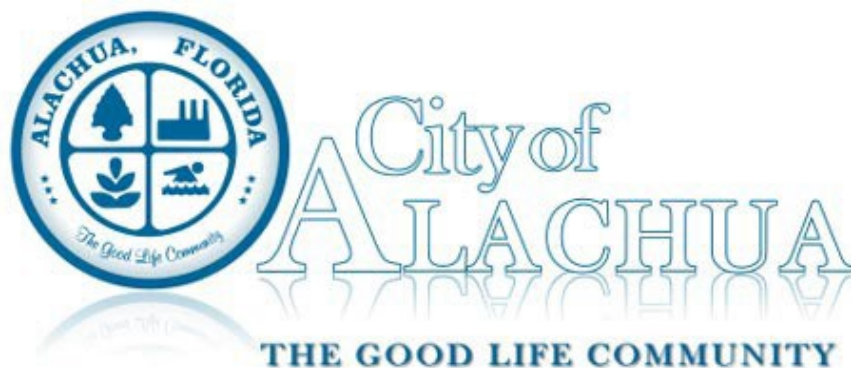
☐ Latham, Micah

☐ Blumer, Abigail

☐ Cedeno-Alonso, Emma

☐ Queen, Keyosha

Please check mark one (1)



Ballot for Vice-Chair of the Youth Advisory Council

☐ Grosz, Addison

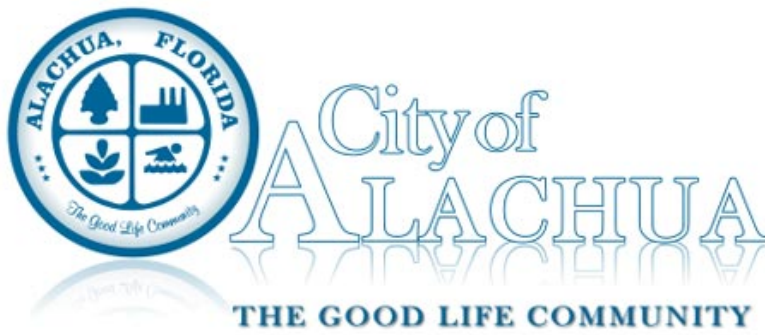
☐ Latham, Micah

☐ Blumer, Abigail

☐ Cedeno-Alonso, Emma

☐ Queen, Keyosha

Please check mark one (1)



Board/Committee Agenda Item

MEETING DATE: 9/22/2022

SUBJECT: Appoint Applicants to the General Council

PREPARED BY: Diane Amendola, Assistant Deputy City Clerk

RECOMMENDED ACTION:

Appoint Natalie Klein to the General Council.

Summary

The City received four applications for appointment to the Youth Advisory Council. Abigail Blumer, Emma Ceden-Alonso, Natalie Klein, and Keyosha Queen. With three Vacancies open, the City Commission voted to appoint Miss Blumer, Miss Ceden-Alonso, and Miss, Queen as voting members. The application for Miss Klein is being forwarded to the YAC for consideration to be appointed to the General Council.

City Code Section 2-962 states appointments to the General Council shall be approved by a majority vote of the YAC. The General Council may consist of up to 40 students.

ATTACHMENTS:

Description

- ▣ Application N. Klein



City of
ALACHUA

THE GOOD LIFE COMMUNITY

YOUTH ADVISORY COUNCIL

APPLICATION

BACKGROUND:

Thank you for your interest in the City of Alachua Youth Advisory Council (YAC). The purpose of the Council is to stimulate and foster the active participation of young individuals in the addressing of issues impacting the youth of the community to ensure leaders of tomorrow have input in the local government process today.

The YAC serves in an advisory capacity to the City of Alachua Commission. There are five (5) voting members of the YAC and a General Council made up of non-voting members. All voting members are appointed by the City of Alachua Commission. The General Council members are appointed by the voting members of the YAC.

ELIGIBILITY:

Applicants must be enrolled in a public school, private school or a home education program within the city of Alachua in grades nine through twelve.

MEETINGS:

The YAC meets at least quarterly or more often as directed by the YAC. The meetings are held in the James A. Lewis Commission Chambers at Alachua City Hall and are open to the public.

Instructions: Complete all fields below and on page 2 and submit application and letter of recommendation to:

City of Alachua
Attn: Deputy City Clerk's Office
P.O. Box 9
Alachua, FL 32616

Student: natale klein E-mail: nklein135@gmail.com
Home Address: 14473 nw 268th st City: high springs State: fl Zip: 32643
Home Phone: 352-301-1457 Cell Phone: 352-301-1457
School: santa fe high school Grade: 10th
Parent/Guardian: Natasha Klein Parent/Guardian Phone: 352-214-3220
Parent/Guardian Email: nifk02@gmail.com

I have read and understand the commitment required as a member of the City of Alachua Youth Advisory Council. I will be a positive representative of youth in the community and serve to accomplish the goals and duties of the Youth Advisory Council.

Student Signature: Natasha Klein

Date: 8/30/22

Parent/Guardian Permission: *I give my permission for natale klein to apply to and participate as a member of the City of Alachua Youth Advisory Council.*

Parent/Guardian Signature: Natasha Klein

Date: 8/30/22



City of
ALACHUA

THE GOOD LIFE COMMUNITY

YOUTH ADVISORY COUNCIL

APPLICATION

Please check only one (1). I am applying for membership as a: ☒ Voting Member
☐ General Council Member

1. Why do you want to serve as a member of the City of Alachua Youth Advisory Council?

I think it's really important for the youth to be involved in
politics and I want to be able to encourage others to speak
their truth.

2. Explain how you are involved in your school and/or community. List all extracurricular activities.

I debate and am a part of 3 clubs at Santa Fe high
school. I also play club lacrosse and am very involved in
school sporting events around the county.

3. What skills, talents and abilities do you have that will be beneficial in accomplishing the goals and duties of the City of Alachua Youth Advisory Council?

I am very outspoken and considerate of others which I
believe will make me a good voice of reason while also
contributing my thoughts/feelings.

4. List two (2) adult references (non-relatives) with phone numbers.

Reference 1

Name: Jo Hartman
Relationship: teacher
Phone: 386-462-1125
Santa Fe High School

Reference 2

Name: Delores Oliver
Relationship: Spanish teacher
Phone: 386-462-1125
Santa Fe High School

5. Attach one (1) letter of recommendation from a staff/faculty member of your school.

Wednesday August 31, 2022

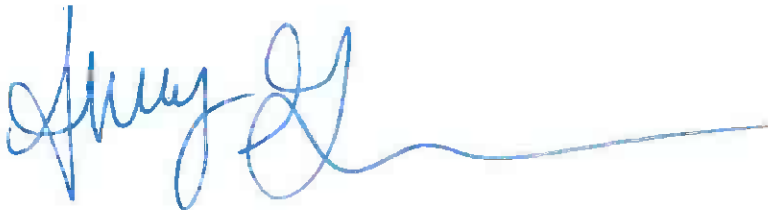
To the Alachua Youth Advisory Council,

My name is Amy Grunder, and I am proud to offer my recommendation to Natalie Klein for the Alachua Youth Advisory Council. I have known Natalie for the past several years as her high school counselor and her speech and debate coach at Santa Fe High School.

During my time with Natalie I have experienced an individual who shows up earlier than asked, works hard, and carries herself in a polite and respectful manner. In addition Natalie is a devout student who has always presented herself with level headedness and grace.

If you have any requests or questions, please feel free to contact me at 386-462-1125.

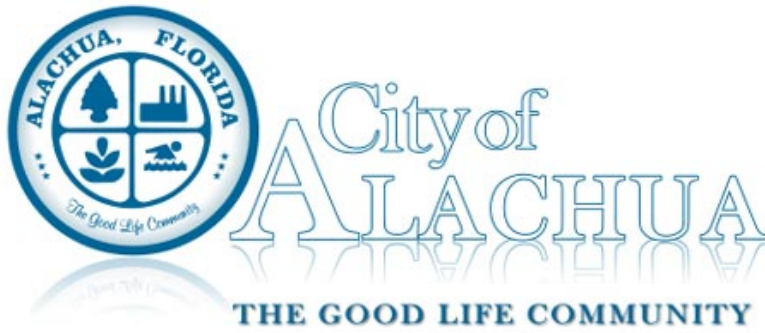
Sincerely,

A handwritten signature in blue ink, appearing to read 'Amy Grunder', followed by a long, horizontal, wavy line extending to the right.

Amy Grunder

School Counselor

Santa Fe High School



Board/Committee Agenda Item

MEETING DATE: 9/22/2022

SUBJECT: Municipal Government Review

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Receive the Presentation.

Summary

The State of Florida has set forth statutes which broadly identify the structure and power of cities. The Charter and ordinances of cities provide for local legislation controlling governance. This presentation is to give the Youth Advisory Council an overview of this structure within the City of Alachua. procedure.

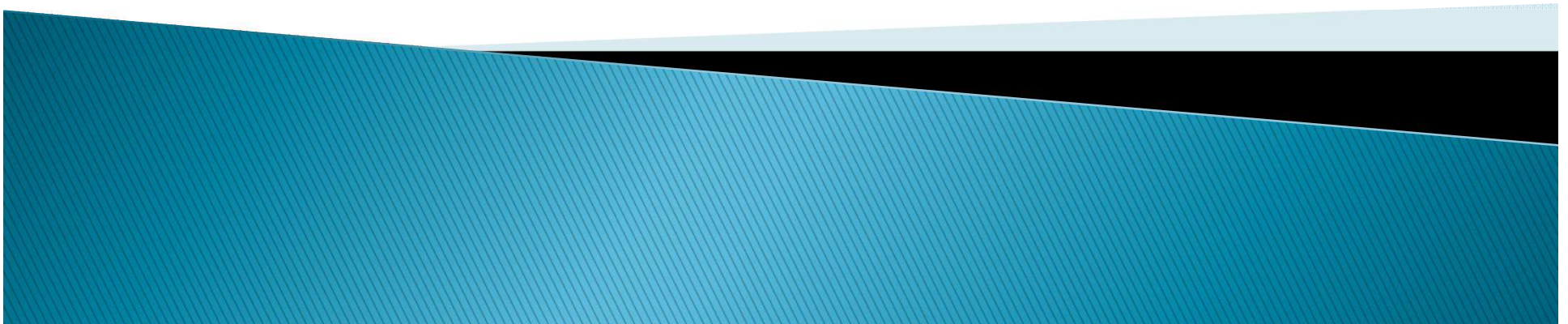
ATTACHMENTS:

Description

- ▣ Municipal Government Review 2022

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 (15) to Jacksonville (931,362)
- ▶ 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: 22.5 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 10,855 (estimate 2022)
- ▶ Alachua County consistently sees about a 1.15% 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
- ▶ Resolutions: commemorate and honor
- ▶ 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

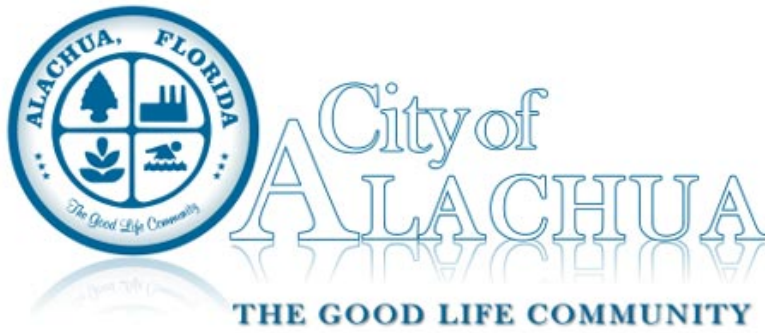
- ▶ Largest revenue for a city is fees (charge for service) – water, storm water, wastewater, solid waste, parks, libraries, permits
- ▶ Taxes: property tax, utility tax, portion of state sales tax – usually used for citywide programs like fire, police, planning, zoning
- ▶ Assessments: benefits a specific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



Cities in Alachua County

- ▶ 9 Cities within the County; population ranges from 840 in Waldo to 144,431 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





Board/Committee Agenda Item

MEETING DATE: 9/22/2022

SUBJECT: Parliamentary Procedures Review

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Receive the Presentation.

Summary

Parliamentary Procedure is the body of rules, ethics and customs governing, among other thing, meetings. The City of Alachua has established such rules for all of its boards and committees.

This presentation will introduce the YAC to the basics of parliamentary procedure.

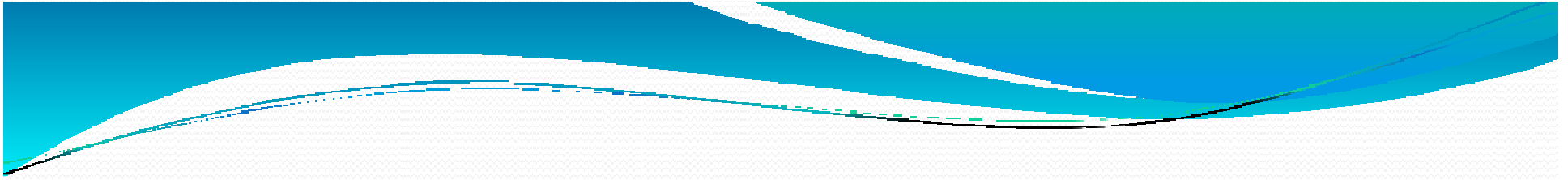
ATTACHMENTS:

Description

- ▢ Parliamentary Procedures

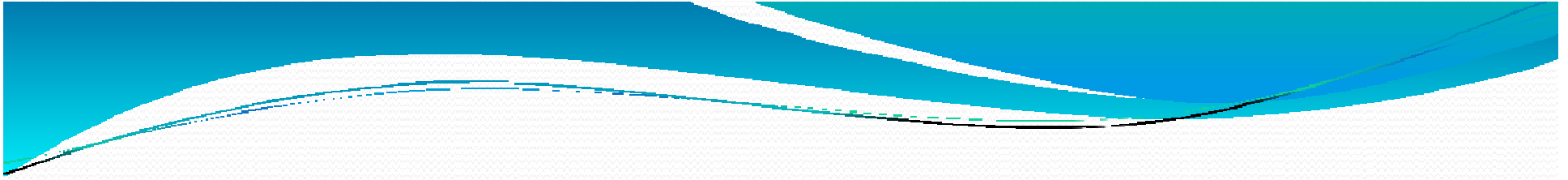
Parliamentary Procedure

City of Alachua
Youth Advisory Council (YAC)



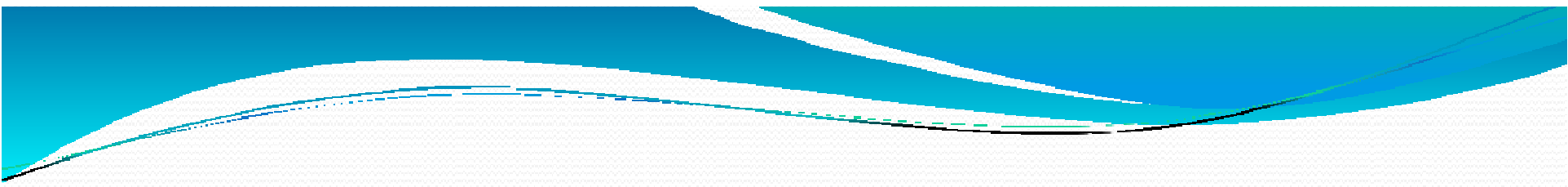
What is parliamentary procedure?

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



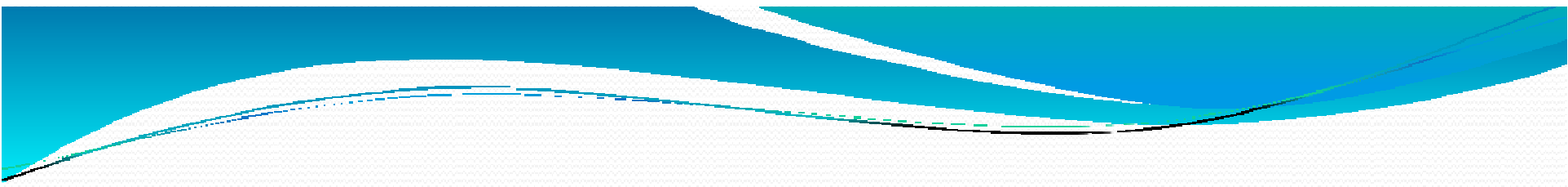
What are Robert's Rules of Order?

Codification of general present-day parliamentary procedures.



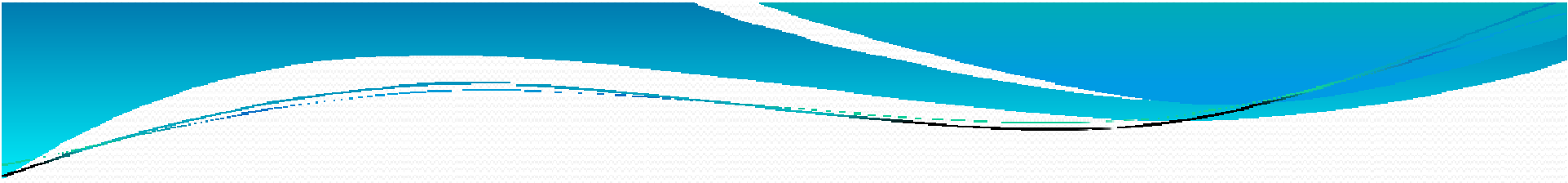
Basic Principles

- 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 get 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



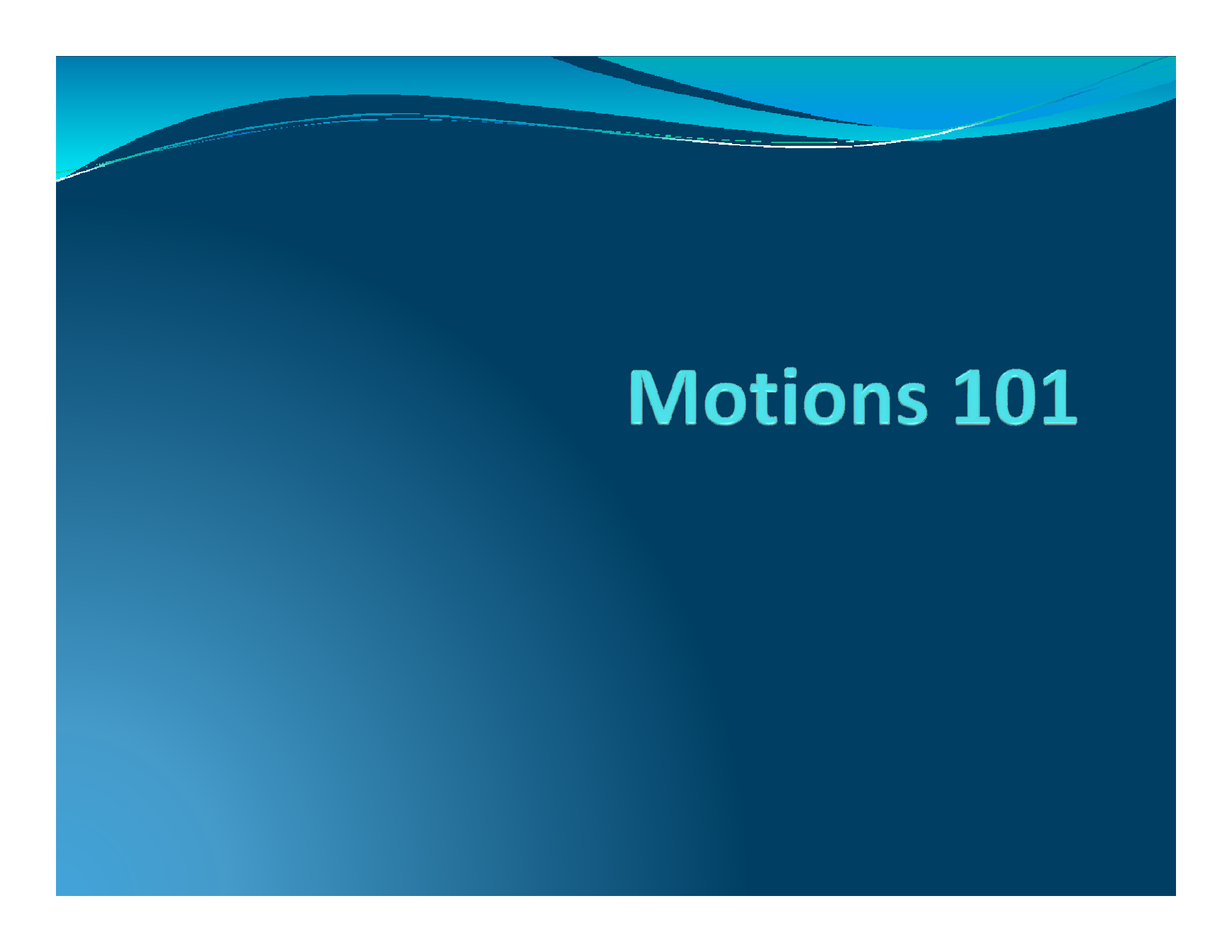
Promoting Courtesy

- 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 infraction of rules are corrected

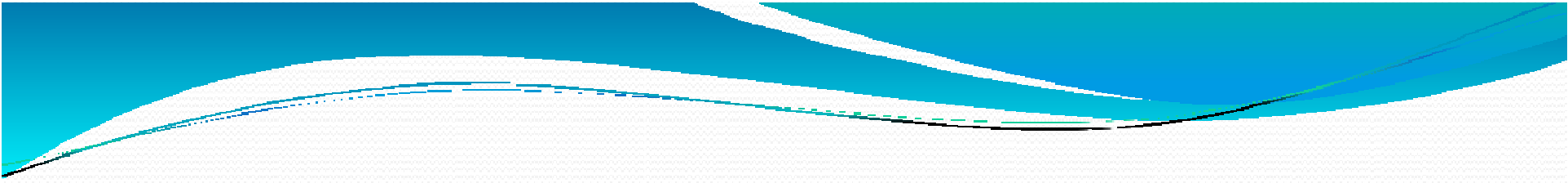


Order of Business

- 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.

The background of the slide is a solid dark blue. At the top, there are several wavy, horizontal lines in lighter shades of blue and cyan, creating a layered, ocean-like effect.

Motions 101



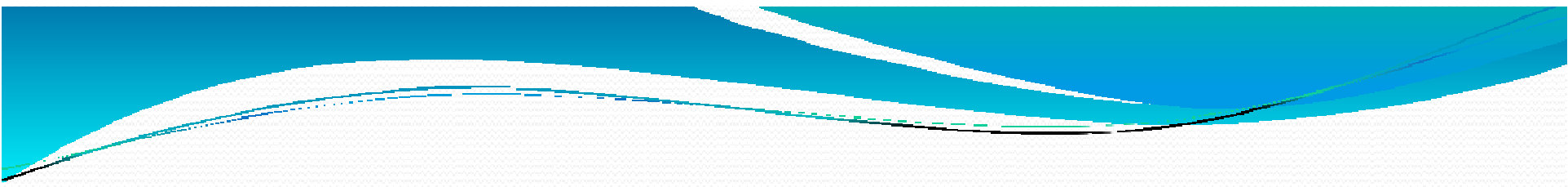
Motions

- 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.

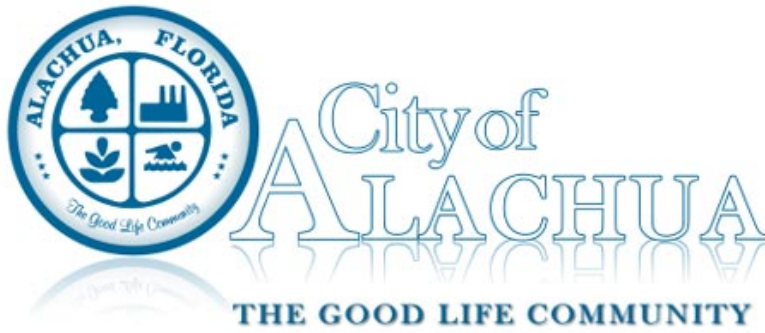


Amending A Motion

- 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.



Board/Committee Agenda Item

MEETING DATE: 9/22/2022

SUBJECT: Sunshine Law and Public Records Presentation

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Receive the Presentation.

Summary

Staff will provide an overview of the Sunshine Law and how it applies to the Youth Advisory Council.

ATTACHMENTS:

Description

☐ Sunshine Law and YAC

SUNSHINE LAW & PUBLIC RECORDS

City of Alachua
Youth Advisory Council (YAC)



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 YAC 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

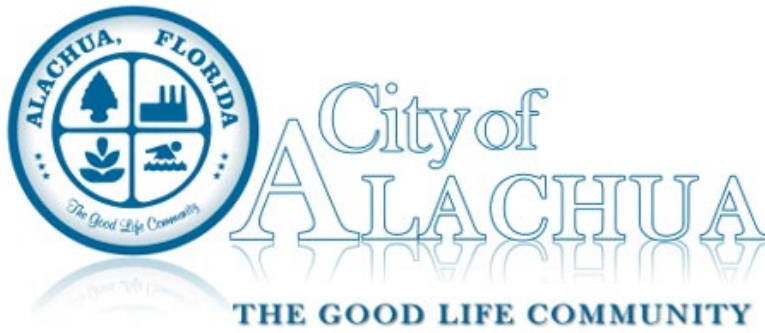
- All discussion about Public Business must be conducted in a Public Meeting
- Any discussion about Public Business conducted in private is strictly forbidden: this includes siblings
- All discussion about Public Business on Social Media must be maintained by the City: Facebook, Twitter, Instagram, YouTube,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

Public Records

- A Public Record is any information 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?





Board/Committee Agenda Item

MEETING DATE: 9/22/2022

SUBJECT: Calendar for School Year 2022-2023

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Adopt the monthly, bi-monthly or quarterly calendar for the 22-23 school year.

Summary

The Youth Advisory Council will meet either on a quarterly, bi-monthly or monthly bases. Presented are the recommended dates for the current school year.

ATTACHMENTS:

Description

- ☐ Monthly 22-23 Calendar
- ☐ Bi-Monthly 22-23 Calendar
- ☐ Quarterly 22-23 Calendar

2022

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2023

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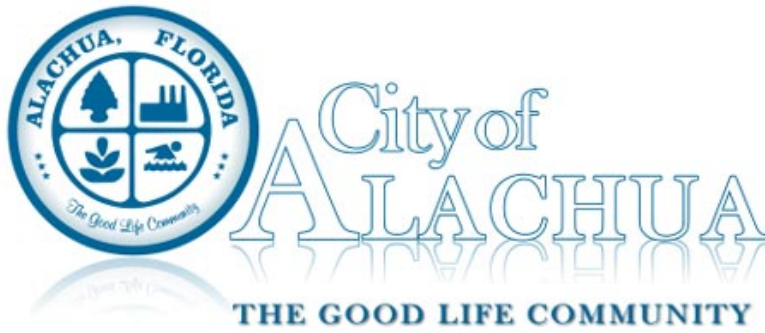
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Board/Committee Agenda Item

MEETING DATE: 9/22/2022

SUBJECT: June 23, 2022 Youth Advisory Council Meeting Minutes

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Approve the minutes.

Summary

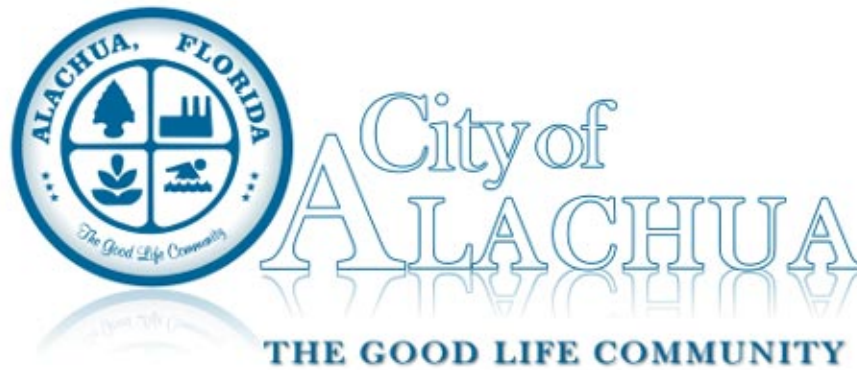
June 23, 2022 Youth Advisory Council Meeting Minutes.

ATTACHMENTS:

Description



Minutes



Youth Advisory Council Minutes June 23, 2022

Chair Megan Walls

City Manager Mike DaRoza

Vice Chair Addison Grosz

Member Aidan Grosz

Member Micah Latham

Member Jamie Morris

Youth Advisory Council At 5:30 PM

Meeting Date: June 23, 2022

Meeting Location: James A Lewis Commission Chambers

15100 NW 142 Ter.

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.
--

YOUTH ADVISORY COUNCIL MEETING AGENDA

CALL TO ORDER

Led by Vice Chair Addison Grosz.

INVOCATION

Led by Deputy City Clerk LeAnne Williams.

PLEDGE TO THE FLAG

Led by Vice Chair Grosz, with Chair Megan Walls and Member Micah Latham absent.

APPROVAL OF THE AGENDA

Member Jamie Morris moved to approve the agenda; seconded by Member Aidan Grosz.

Passed by unanimous consent.

I. OLD BUSINESS

A. Alachua County Quilt Remembrance Project

Vice Chair Grosz stated everyone was almost done with the squares and was instructed to turn them in by the end of June.

Member Morris stated Ms. Wiseman was completing the last of the squares.

Deputy City Clerk Williams stated she was proud of the Members who had worked on the project and made sure it was completed on time.

II. NEW BUSINESS

B. March 31, 2022 Youth Advisory Council Meeting Minutes

Member Morris moved to approve the March 31, 2022 minutes; seconded by Member Grosz.

Vice Chair Grosz opened the floor for comments.

There were no comments.

Passed by unanimous consent.

III. BOARD COMMENTS/DISCUSSION

Vice Chair Grosz opened the floor for comments.

There were no comments.

IV. CITIZENS COMMENTS

Vice Chair Grosz opened the floor for comments.

Deputy City Clerk Williams reminded the Members of the Tour of the City on June 29, 2022.

ADJOURN

Member Grosz moved to adjourn; seconded by Member Morris.

Passed by unanimous consent.

ATTEST:

YOUTH ADVISORY COUNCIL OF THE
CITY OF ALACHUA, FLORIDA

Presiding Officer

Staff Liaison