STUDENT ADVISORY COUNCIL

Tuesday, December 13, 2016, 4:00 p.m.
City Hall, Round Room, 1st Floor, 555 S. Washington Avenue, Titusville, FL 32796

MEETING AGENDA

Any person who decides to appeal any decision of the Student Advisory Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings be made, which record includes the testimony and evidence upon which the appeal is to be based. The City desires to accommodate persons with disabilities. Accordingly, any physically handicapped persons, pursuant to Chamber 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request to the chairpersons that the physically handicapped person desires to attend the meeting.

I. CALL TO ORDER - Co-Chairperson Sarah Klotzbach (NBHSA)

II. DETERMINATION OF A QUORUM

III. COMMENTS FROM THE PUBLIC PRESENT

IV. APPROVAL OF MINUTES – Approve the minutes of the regular Student Advisory Council (SAC) meeting of November 15, 2016. Are there any corrections or will the SAC approve as submitted? Please indicate this in the motion.

V. NEW BUSINESS

VI. OLD BUSINESS

A. Drinkdrivedie.com – Although this project is somewhat on hold until March 2017, the rights to the name through Godaddy.com are due to expire soon. Discuss whether your Council desires to renew the rights at $15.17 per year. Formal action is required if your Council desires authorizing City staff to make this purchase from the SAC’s project account #GFCC04 ($2,000 State Farm donation received in 2009/2010).

B. Hold a Mock City Council (MCC) Meeting – See attached task schedule and upcoming special meetings for the project. Then, receive and review the participants’ applications from the schools. Assign roles. Please note: City staff will meet and interview with the students that you nominate to the positions of Mayor, Vice-Mayor, and City Manager, before these positions are cemented. City staff will do this prior to the special SAC meeting scheduled on January 19, 2017.

C. Participate in the 2017 Florida League of Cities Municipal Youth Video Competition – As you know, this is one of your Council’s goals in 2016/2017. The City liaisons will report on what they know about the contest prior to the official contest announcement estimated for January 2017.

D. Follow up on one social media action plan from the 2016 Leadership Seminar – To date, the City liaisons continue to collaborate with other City staff to address some initial questions. As you know, the theme of the proposed project is mitigating teenage violence and substance abuse. The City liaisons will report on the following two questions:

   (1) Is the City transitioning to another vendor to help capture the public records created on social media? If yes, what is the status and when will this occur?
(Yes, but date is unknown. Currently, the City’s Community Advocate is working to view demonstration(s) of social media content mgmt. vendors.)

(2) What are the budget and City Purchasing Policy requirements for the project? Second, will the Student Advisory Council be responsible to pay for their own vendor to capture all public records or will they be allowed to pay a pro-rata share with other City departments? (Both TBD).

Next, pending the answers many questions, the next step includes receiving approval from the City Manager to launch a social media account (Per City Administrative Policy 3-3, provision B 2). Reminder: In the October 2016 SAC agenda packet, staff provided your Council with four attachments (see below), for your own comprehension and purposes specific to guiding the project. For the remainder of the 2016/2017 term, please retain and keep these documents and all subsequent project related documents in your personal black binder project folders that staff distributed to you in August 2016.

1. The slides and concepts created by students on teenage violence and drug abuse at the 2016 Leadership Seminar---the source of the initial concept. (1 page)
2. Sunshine Law and Social Media (1 page)
3. City Administrative Policy 3-3 on Social Media (6 pages)
4. Email dated September 26, 2016 between City staff (2 pages)

VII. STAFF LIAISON REPORT

A. Action items:

B. Informational Items - City staff liaisons will review the following items:

1. **Member Absences Update** – On November 22, 2016, the City Council met in regular session and excused the recent absences of the Titusville High School 9th grade representative, as part of their business during the night.

2. **Photographers** – You may notice Members Kierstead and Scott taking pictures at meetings & events. Thank you to these members for documenting SAC activities.

3. **Member Meeting & Project Preparation Time Sheet** – Individual members wishing to track their hours spent preparing for meetings and events on a monthly and annual basis, please submit your time sheets to the City liaisons. Please note: (1) Travel time is not eligible for reporting; and (2) The City cannot validate additional hours reported by Members.

4. **Agendas** – Throughout the term, the Council’s monthly meeting agendas can be viewed at [www.titusville.com](http://www.titusville.com) at least five (5) calendar days prior to each SAC meeting. Members are strongly urged to view meeting agendas at least 1-2 days prior to scheduled meetings to help you consider your own opinions on agenda items, suggestions, strategies, concerns, and minutes from prior meetings.

   Reminder your council’s regular meetings are held the third Tuesday of every month at 4PM from August through April. Special meetings may be scheduled as necessary for projects (Such as with the Mock City Council project, etc.).

VIII. ADJOURNMENT
IV. Approval of Minutes
The Student Advisory Council (SAC) met in regular session on Tuesday, November 15, 2016 in the Council Chamber, 2nd Floor of the City Hall, 555 South Washington Avenue, Titusville, Florida.

xxx

Co-Chairperson Ryan Garrett called the meeting to order at 4:00 p.m. Present were Co-Chairpersons Sarah Klotzbach and Stevi Parker, Vice-Chairperson Spencer Burnett, Secretary Anna Backus, and Members Jason Garrett, Isabella Kierstead, Emma Milbert, James Minnear, Simon Recicar, and Michael Scott. Also in attendance were Secretary/Staff Liaisons Debbie Denman and Jolynn Donhoff.

xxx

Approval of Minutes –

Motion:
Co-Chairperson Parker moved to approve the minutes of the regular Student Advisory Council (SAC) meeting of October 18, 2016, as submitted. Member Recicar seconded the motion and it carried unanimously.

xxx

New Business:

Member Status – Co-Chairperson R. Garrett highlighted the request in the SAC agenda packet. He advised that the Titusville High School (THS) 9th grade member had not attended the last three regular monthly meetings. Resolution No. 43-2010 provided a procedure for member absences, but the Code of Ordinances, Chapter 2, Article III, Section 2-53, Removal of members, controlled in the matter of a conflict. The Student Advisory Council (SAC) considered whether they desired excusing the absences of the THS 9th grade representative.

Isabella Almiñana, the THS 9th grade member whose membership was under consideration, was present. Co-Chairperson Klotzbach confirmed that Ms. Almiñana would attend future meetings and contribute to the SAC’s projects, if she was reappointed. Co-Chairperson Klotzbach advised that it was an honor to be appointed to the Student Advisory Council (SAC) and that it was important that members contributed to projects. The consensus of SAC was to excuse Ms. Almiñana’s absences and notify and request the City Council to excuse Ms. Almiñana’s absences. Co-Chairperson R. Garrett signed a letter on behalf of the SAC’s consensus. Staff would present the letter to the City Council on November 22, 2016 at 6:30 p.m.

xxx

Old Business:
Hold a Mock City Council (MCC) Meeting – City liaison Donhoff led the discussion as staff was championing the efforts to organize the SAC’s decisions on the items that would be included on the 2017 Mock City Council agenda. She requested the senior SAC members individually brainstorm and present info on a particular request or subject at the Mock City Council meeting, under Petitions and Requests from the Public Present.

Second, all SAC were encouraged to accompany their peers for a ½ day during shadow weeks.

Third, the SAC tentatively finalized three mock agenda items for Special Recognitions and Presentations. Based on which members made recommendations (the source), those members were asked to ask their nominees to contact City staff by the end of the week, to allow City staff to design the reports that would be submitted to the mock City Council.

1. Employee of the Month – J. Wasserman (A teacher in real life) (recommended by Vice-Chair Burnett)
2. Robotics (recommended by Co-Chair Klotzbach)
3. Recognition of Chorus Teacher Sherri Mercurio (Recommended by Member Backus)

Fourth, the SAC discussed that some SAC members would stay after the meeting to complete a mock Boards and Commissions application for fictitious persons that desired serving on the Titusville Environmental Commission (TEC).

Finally, Liaison Donhoff advised that the high schools had reported earlier in the day that only five (5) applications had been submitted thus far from students that wished to participate in the Mock City Council project. It was estimated that fifteen (15) students was the minimum number of students to have a successful project. All of the SAC members would try to encourage their friends and peers at school to submit an application, prior to the application deadline of December 2, 2016.

xxx

Follow up on one social media action plan from the 2016 Leadership Seminar – Co-Chairperson R. Garrett highlighted the information that was provided in the SAC agenda packet. Liaison Donhoff advised there was three critical items the City staff needed to address, before the Student Advisory Council (SAC) could further develop and design the project. The proposed theme of the project was mitigating teenage violence and drug abuse by providing alternative activities for youth to occupy their time. The three major areas were:

1. The City needed to select and/or contract with a social media content and records management vendor (to ensure compliance with Florida Statutes public records laws)
2. Determine the costs that SAC might be asked to pay, if they desired continuing with the project
3. Receive the City Manager’s formal approval as provided by City administrative policy

Liaison Donhoff summarized the discussion that she and the City Clerk shared with the City Manager earlier in the day about the SAC’s concept for the social media project. The City Manager tentatively supported the concept for the project, as long as social media was not used
to advertise on a business’s behalf. Instead, the City Manager would support the SAC publishing news about an upcoming event such as a parade, etc. Additionally, Liaison Donhoff advised that she and the City Clerk discussed how the SAC might gather or submit information to the City liaisons to post on social media. One idea was for individual SAC members to provide information on events to the City liaisons both outside of meetings and at meetings. The liaisons would report back at the next regular SAC meeting with any outstanding information that was necessary for the project.

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Staff Liaison Report -

Action items:

December 20th SAC Meeting – City liaisons advised that the winter break at school began during the week of December 19th. For this reason, City staff was curious if the SAC had any desire to reschedule their monthly meeting. The consensus by all SAC members was to reschedule the regular monthly meeting in December from Tuesday, December 20, 2016 to Tuesday, December 13, 2016 at 4:00 p.m., in the round room, on the first floor of City Hall.

xxx

City Liaison Donhoff reviewed the following items for informational purposes only:

1. Member meeting & project preparation time sheets
2. Agendas were viewable at www.titusville.com at least five (5) calendar days prior to each SAC meeting

xxx

Adjournment -

Motion:
Secretary Backus moved to adjourn the meeting at 4:48 p.m. Vice-Chairperson Burnett seconded the motion and it carried, 10:1, with Member Scott in objection.
VI. Old Business – Item B

Hold a Mock City Council Meeting
## Mock City Council

### Critical Task Schedule

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
<th>Who</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail letters to high school principals alerting them of the upcoming project and dates</td>
<td>By Sept. 30th</td>
<td>City staff liaisons</td>
<td>Completed Sept 23rd</td>
</tr>
<tr>
<td>Notify City Dept. Heads about project and needing their assistance to prepare the agenda, shadowing, and supporting their student.</td>
<td>Oct 2016</td>
<td>City Staff liaisons</td>
<td>Completed Sept 2016</td>
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<tr>
<td>Obtain the point of contact from each department</td>
<td>By 10/14/2016</td>
<td>City Staff liaisons</td>
<td>Completed 10/5/2016</td>
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<tr>
<td>Work with SAC and the City’s departments to publish the MCC agenda.</td>
<td>Oct-Dec 2016</td>
<td>SAC and staff</td>
<td></td>
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<tr>
<td>High Schools deliver completed applications to City Liaisons or bring them to the regular monthly meeting in December. The application deadline is Friday, December 2, 2016.</td>
<td>By/before 12/2/16</td>
<td>Advisors</td>
<td></td>
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<tr>
<td>Select participants at SAC’s regular meeting – December 13, 2016</td>
<td>SAC meeting 12/13/16</td>
<td>SAC only</td>
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<tr>
<td>Mail letters to the participants</td>
<td>Dec - Jan</td>
<td>SAC and staff</td>
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<td>• Re: their mock roles statuses</td>
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<td>• Shadowing Week</td>
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<td>• Upcoming scheduled meetings</td>
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<td>• Must speak at actual event (More to follow)</td>
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<td>• Requirement to attend a Council meeting/DVD</td>
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<tr>
<td>City staff meet with students nominated to play roles of Mayor, Vice-Mayor, and Manager. (Interviews)</td>
<td>Jan 2017</td>
<td>City liaisons</td>
<td></td>
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<tr>
<td>Notify the real City Council and ELT/Dept. Heads that Shadow Week is approaching. Review items on agenda from their departments, scope of duties. City Council reviews how they prepare for meetings, debate, voting, etc.</td>
<td>December and January</td>
<td>City staff liaisons</td>
<td></td>
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8 of 11
Upcoming Meetings to Prepare for the Mock City Council

December 13, 2016 at 4PM – Regular SAC Meeting - Review and select/appoint participants to the roles of City Department Directors and City Council roles. It is strongly recommended that a couple/few applications be considered for the “Mayor” position and interviews be conducted by City staff or the actual Mayor for this role.

January 19, 2017 at 4PM - Special Student Advisory Council Meeting - with all Mock City Council participants (includes elected officials and department heads). ** This will serve as an informational/ orientation and Q&A meeting for the participants. It also:

Verifies the contact info of the applicant or participant

Provides participants an information packet that includes the MCC business agenda, schedule of required project meetings, requirement to attend or view at least one regular City Council meeting, shadowing ELT/designees, etc.

Alerts participants it is their responsibility to contact their ELT/designee to arrange a shadowing appointment.

The schools, by extension, grant permission for the students to substitute a ½ day (more or less) at school for the shadowing day. Departments will clock the participants in and out on the shadowing day. Participants are not allowed to lunch on their own.

Shadow Weeks: January 30, 2017 - February 10, 2017, During the school/work day, the students playing the roles of department heads, elected officials, developer, citizens, etc. will meet with their real-life counterparts for a ½ day to review the scope of their duties at the City and more specifically, the purpose for the department’s items on the MCC agenda. (Example agenda item from Public Works Dept. - Purchase a frontend loader for $100,000. Why does the department need this equipment? Is buying used equipment instead, etc.).

February 16, 2017 at 4PM - Participant Meeting to Review Shadow Week - (Special SAC Meeting) –
4:00 - 4:30 Elected Officials, City Manager, Attorney, Clerk
4:30 – 5:00 Department Heads
(Purpose - Review shadow week: This is an informal, but important meeting to prepare for each role. Department heads will also review their department’s written reports that are found within the mock council agenda packet.

March 2, 2017 MCC Rehearsal at 4:15 PM Council Chamber. MANDATORY ATTENDANCE

March 9, 2017 - Mock City Council Meeting - Arrive between 4:45- 5:00 p.m. Business dress attire! MANDATORY ATTENDANCE

VII. Staff Liaison Report Items
Student Advisory Council  
Member Meeting/Project Preparation Report Time Sheet

Member Name: _____________________________  
Reporting period: 11/16/2016 through 12/13/2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting /Project</th>
<th>Preparation Details</th>
<th>Time Spent</th>
<th>Total</th>
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<td>(Please note travel time for meetings and events are not eligible for reporting)</td>
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Total Hours Reported by _____________________________ for the period 11/16/16 through 12/13/2016 = ____.  
(Student signature)

Time reported by the Student Advisory Council member on this form has not been validated by the City of Titusville, FL