

MEETING DATE: 6/26/06

AGENDA ITEM: Consideration of Establishing a Youth Advisory Commission

ATTACHMENTS

	<u>Pages</u>
1. January 4, 2005 Parks and Recreation Commission Meeting Minutes	1
2. January 10, 2005 City Council Meeting Minutes	2
3. February 1, 2005 Parks and Recreation Commission Meeting Minutes	3
4. March 1, 2005 Parks and Recreation Commission Meeting Minutes	4
5. May 3, 2005 Parks and Recreation Commission Staff Report	5-7
6. May 3, 2005 Parks and Recreation Commission Meeting Minutes	8-9
7. November 16, 2005 Parks and Recreation Commission Staff Report	10-14
8. November 16, 2005 Parks and Recreation Commission Minutes	15-17
9. Proposed Budget for a "Round Tables of Civic Affairs Day"	18
10. Results of Youth Advisory Committee/Commission Email Survey	19-20
11. Supplemental information provided by various cities regarding their youth advisory groups	21-40
12. Los Angeles Youth Council web page	41
13. Copy of, "L.A. Youth Council Gives Teens a Taste of Politics," as published in the April 11, 2006 issue of the Los Angeles Times newspaper	42

Commissioner James inquired as to why the Commission is discussing an issue that is already agendized for Council action prior to the Commission's review and recommendation.

Discussion ensued.

Mrs. Fancett provided further clarification on the City Council's direction to staff and the Commission's involvement in the process.

Ms. Fancett added that if the Commission desires to have this matter referred to the Commission for their review and recommendation, the Commission may make a formal request to the City Council for consideration at their January 10th meeting.

Following further discussion, the following action was taken.

MOVED BY COMMISSIONER DEEN, SECONDED BY COMMISSIONER JAMES, TO REQUEST THAT THE CITY COUNCIL REFER THE PENDING COUNCIL AGENDA ITEM REGARDING THE ESTABLISHMENT OF A YOUTH ADVISORY COUNCIL/COMMITTEE TO THE PARKS AND RECREATION COMMISSION FOR REVIEW AND RECOMMENDATION TO THE CITY COUNCIL.

Chair Shapiro called for a vote on the Motion which passed by a 4-0 vote (Commissioner Redholtz was absent).

Commissioner James stated that she would like to listen to the audio tapes of the November 3rd Commission meeting regarding this issue.

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Item A-1.
(7:24 p.m.)

Review and Discussion of the Proposed Open Space Comprehensive Plan Zone.

Don Rogers pointed out that a conflict of interest requirement disqualifies Commissioners Cooper, Deen, and Shapiro from participating in this evening's discussion as they reside within the 500-foot radius of a potential open space. The one exception is Commissioner James.

Mr. Rogers added that since a quorum is needed for discussion to occur, it would be necessary to draw lots among the disqualified members in order to create a quorum.

Through a random selection of numbers prepared by Mr. Rogers, Commissioners Cooper and Shapiro were allowed to participate in the discussion of the Open Space Zone and Commissioner Deen was disqualified from the discussion. Commissioner Deen indicated his desire to speak to this issue as a member of the general public. The Chair instructed Commissioner Deen to fill out a speaker's card.

Mr. Rogers then deferred to Thomas Gorham, Senior Planner, to give the staff report.

Mr. Gorham gave an overview of the proposed draft amendment to the City's Zoning Ordinance establishing an Open Space Zone and rules and regulations of the Open Space Zone and its impact on existing parks and new park development:

- o The purpose of the OS Zone is to ensure the City can regulate where, when and how new parks are developed within an appropriate level of discretion and consideration. It is intended to provide consistency with and implement policies related to the locations which are designated open space on the General Plan Land Use Element Map and in the General Plan text.

January 10, 2005

Item A-3

Receive and File Updated Accomplishments to the Adopted Community Cultural Plan and Consider Updates to Cultural Affairs Policies.

Christine Byers, Public Art Coordinator, gave the staff report.

Following discussion, the following motion was made:

~~MOVED BY COUNCILMEMBER GROSS, SECONDED BY COUNCILMEMBER VERA AND UNANIMOUSLY CARRIED, THAT THE CITY COUNCIL:~~

1. RECEIVE AND FILE THE UPDATED COMMUNITY CULTURAL PLAN; AND
2. ADOPT THE ADDITIONAL TWENTY POLICIES (ATTACHMENT 3) AS ADOPTED BY THE CULTURAL AFFAIRS COMMISSION.

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Item A-5

Consideration of a Request to Refer the Pending Council Agenda Item Regarding the Establishment of a Youth Advisory Council to the Parks and Recreation Commission for Review and Recommendation.

Don Rogers, Director of Park, Recreation and Community Services, gave the staff report.

The City Council inquired into costs associated with the Youth Advisory Council; and what would happen to the present Teen Council. The City Council requested that a proposed survey regarding establishing a Youth Advisory Council be distributed to schools.

Following discussion, the following motion was made:

MOVED BY COUNCILMEMBER GROSS, SECONDED BY COUNCILMEMBER SILBIGER AND UNANIMOUSLY CARRIED, THAT THE CITY COUNCIL REFER THIS ITEM BACK TO THE PARKS AND RECREATION COMMISSION FOR THEIR REVIEW AND RECOMMENDATION.

Discussion Regarding the Establishment of a Teen Advisory Council/Commission/Committee.

Marty Nicholson, Recreation Manager, provided a summary report on the Teen Advisory Council/Commission issue, which the City Council directed back to the Commission for review and a recommendation.

There was lengthy discussion regarding the following:

- Identifying the purpose of a Youth Commission
- Determining the best group structure to meet the purpose
- ~~Options for organizational structures and associated costs~~
- Different ways to acquire youth input into City programs and activities

Commissioner James recommended working with the existing Teen Advisory Committee to formulate directions.

Commissioner Deen inquired about the age group of the Teen Advisory Committee and whether there is a process for expanding the membership age. He recommended the Teen Advisory Committee attend the next Commission meeting to inform the Commission about their organization's structure and objectives.

Commissioner Redholtz concurred with Commissioner Deen, adding the Teen Advisory Committee could report on their progress each month at the Commission meeting.

Commissioner James suggested a meeting with the Teen Advisory Committee would be more effective.

Don Rogers cautioned about the Brown Act requirement if Commissioners were to meet collectively. He recommended the Commission appointing a subcommittee of two Commissioners to meet with the Teen Advisory Committee.

Commissioner James said she would be interested in sitting on the subcommittee.

Commissioner Redholtz also expressed interest.

Commissioner Cooper concurred with Mr. Rogers' recommendation and took the following action.

MOVED BY COMMISSIONER COOPER, SECONDED BY COMMISSIONER DEEN AND UNANIMOUSLY CARRIED, TO APPOINT A SUBCOMMITTEE OF COMMISSIONERS JAMES AND REDHOLTZ TO ATTEND THE TEEN ADVISORY COMMITTEE MEETING AND REPORT BACK TO THE COMMISSION.

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Item A-8.
(9:05 p.m.)

Discussion Regarding a Plaque for the Pool Locker Room.

Marty Nicholson informed the Commission that the issue of a commemorative plaque for the Pool Locker Room Project was raised at the design/build team meeting. The existing plaque has a list of City Council members and contractors, and there are separate dates when the pool was rededicated and when the pool locker room was built.

Commissioner Redholtz provided a brief update on the status of the Dog Park and noted that the project is moving forward. Most recently, the City Council approved an increase in the dog license fee that will help offset the maintenance cost to the City budget.

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Item I-2.
(8:13 p.m.)

Update on Teen Advisory Council/Committee.

Marty Nicholson invited Commissioner Redholtz to comment on the Culver City Teen Advisory Committee meeting she attended with Commissioner James on February 15, 2005.

Commissioner Redholtz indicated she was very impressed with the quality of the student membership and the input they provided regarding their ideas and issues of concern. She commented on the importance of getting the students involved in the budgetary process so they have a better understanding of the financial aspects of their fundraising efforts as well as providing them with a sense of ownership. The students were instructed to come back with ideas on how they can get more teens involved in the community.

Ms. Nicholson mentioned that one of the upcoming events involving the Teen Advisory Committee is the Youth Services Day on April 16, 2005 and that the Committee has identified three projects they would like to complete for the event: 1) repair work on the mural at the Bike Path; 2) "Rock the Vote" table to register youth to vote; and 3) a food drive.

Commissioner Redholtz mentioned that the Teen Advisory Committee was encouraged to send representatives to the City Council and Parks and Recreation Commission meetings to inform the community about any upcoming events in which they are involved.

Ms. Nicholson noted that two members of the Teen Advisory Committee are also involved in the City's Youth Shadowing program and are currently attending the City Council meetings.

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Item I-3.
(8:20 p.m.)

Discussion Regarding the Addition of a Beer/Wine Garden to the Fiesta La Ballona Events.

Marty Nicholson presented the staff report and elicited Commission input into research and information for the Fiesta Committee to consider in determining whether to proceed with the concept of adding a beer/wine garden to the Fiesta La Ballona events at Veterans Park.

Culver CITY

ATTACHMENT 5

INTEROFFICE MEMORANDUM

DATE: May ³~~2~~, 2005
TO: CHAIR SHAPIRO AND MEMBERS OF THE PARKS AND RECREATION COMMISSION
FROM: Marty Nicholson, Recreation Manager *Marty*
THROUGH: Don Rogers, PRCS Director
SUBJECT: Continuing Discussion Regarding the Establishment of a Teen Advisory Committee/Council/Commission

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission discuss the Teen Advisory Committee/Council/Commission issue, make a recommendation and direct staff to forward the recommendation to City Council for consideration.

BACKGROUND:

On October 18, 2004 City Council directed staff to place the establishment of a Youth Council or Commission for consideration at a future Council meeting. Staff had scheduled the Youth Council/Commission item on the January 10, 2005 meeting. Prior to the January 10, 2005 meeting, the Parks and Recreation Commission took action to request the City Council refer the Youth Council/Commission item back to the Parks and Recreation Commission first for a recommendation. Attachment A provides a copy of the minutes from the January 4, 2005 Commission meeting.

At the January 10, 2005 City Council meeting, Council took action to refer the Youth Council/Commission issue back to the Parks and Recreation Commission for review and recommendation. Attachment B provides a copy of the minutes of the January 10, 2005 Council meeting.

At the February 1, 2005 Parks and Recreation Commission meeting, the Commission unanimously approved appointing a subcommittee of Commissioners James and Redholtz to attend the Teen Advisory Committee meeting and report back to the Commission. Attachment C provides a copy of the minutes of the February 1, 2005 Commission meeting.

Commissioners James and Redholtz attended the Teen Advisory Committee meeting on February 15, 2005. Attachment D provides a copy of the minutes from the Teen Advisory Committee meeting. At the meeting Commissioners were introduced and Commissioners James and Redholtz requested information from the Teen Advisory Committee members present at the meeting.

The Teen Advisory Committee/Council/Commission issue was agendized at the March 1, 2005 Parks and Recreation Commission meeting under "Items from Staff" as an update. At the meeting Commissioner Redholtz reported she was impressed with the quality of the students, shared concerns regarding teen fundraising issues and her intent to work with the Teen Advisory Committee on future ideas. The minutes from the March meeting are included in the Commission packet. The Teen Advisory Committee has not actively met since that time due to spring break and school events.

DISCUSSION:

In January 2005, the City Council requested the Parks and Recreation Commission review the issue of establishing a Youth Council or Commission and make a recommendation to bring back to City Council for consideration.

The issues regarding the establishment of a Youth Council or Commission is multi-faceted and extremely complex, however, in an effort to comply with the direction of City Council in a timely fashion, staff is proposing the Commission focus on two considerations of this highly complex issue. The first consideration is the "need" and the second is the "cost".

Need for a Youth Council/Commission

The need for a Youth Council/Commission in other agencies has centered on giving input into youth programs or issues. Currently the Teen Advisory Committee and participants in youth programs have served in that capacity through program evaluations and surveys conducted by staff.

Program development has been extremely challenging in the last few years due budget cuts that have reduced resources to provide additional programs. The upcoming fiscal year 05-06 is equally as challenging as staff has already had to provide a 3% cut to operations. Until additional funds can be identified, program development for youth will continue to be reticent. Therefore, without the necessary resources to implement new programs, the need to gather additional input from youth for programs seems pointless. Staff will continue to utilize the Teen Advisory Committee to improve the programs currently funded.

Cost of a Youth Council/Commission

If the Parks and Recreation Commission were to recommend the establishment of a full Youth Commission of 5 members with monthly compensation, the total cost would be \$29,024 annually. If the recommendation were to keep the Youth Advisory Committee the same, there would be no additional cost to the City.

FISCAL ANALYSIS:

Staff has provided the Parks and Recreation Commission with the cost estimates for a Youth Commission based upon 5 members and 12 members below:

A. If the Commission recommended establishing a Youth Commission of 5 members with a monthly stipend of \$50, the cost would be \$3,000. Staff costs to process agendas, take minutes and staff meetings are estimated to be approximately \$26,024, for a total cost of \$29,024.

B. If the Commission recommended establishing a Youth Commission of 12 members with a monthly stipend of \$50, the cost would be \$7,200. Staff costs to process agendas, take minutes and staff meetings are estimated to be approximately \$26,024, for a total cost of \$33,224.

Staff costs were based upon a contract secretary at \$28/hour with an average three hour meeting minimum. If existing staff were assigned to conduct the research and report writing for a new Youth Commission, it would require a reduction in time allotted to other programs.

If the Teen Advisory Committee were to continue to function as it has in the past, there would be no additional cost to the City.

ATTACHMENTS:

- A. Minutes of the January 4, 2005 Parks and Recreation Commission meeting
- B. Minutes of the January 10, 2005 Council meeting
- C. Minutes of the February 1, 2005 Parks and Recreation Commission meeting
- D. Minutes of the February 15, 2005 Teen Advisory Committee meeting

MOTION:

That the Parks and Recreation Commission:

Discuss the Teen Advisory Committee/Council/Commission issue; make a recommendation and direct staff to forward the recommendation to City Council for consideration

Item C-2.
(7:39 p.m.)

Approval of Minutes for Meeting of February 1, 2005

MOVED BY COMMISSIONER COOPER, SECONDED BY COMMISSIONER REDHOLTZ AND CARRIED UNANIMOUSLY, THAT THE PARKS AND RECREATION COMMISSION APPROVE THE MINUTES OF THE MARCH 1, 2005 MEETING AS AMENDED ON PAGE 9 ON THE UPDATE ON TEEN ADVISORY COUNCIL/COMMITTEE, TO READ: ~~THE STUDENTS WERE INSTRUCTED TO COME BACK WITH SOME IDEAS IN A PROPOSAL ON HOW THEY CAN GET MORE TEENS INVOLVED IN THE COMMUNITY, IN ORDER FOR THE COMMISSION SUBCOMMITTEE TO MOVE FORWARD WITH A RECOMMENDATION TO THE COMMISSION.~~

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Item A-1
(7:40 p.m.)

Rescheduling the human relations workshop for Commissioners and staff.

Don Rogers gave the staff report.

MOVED BY COMMISSIONER REDHOLTZ, SECONDED BY COMMISSIONER DEEN AND UNANIMOUSLY APPROVED, THAT THE PARKS AND RECREATION COMMISSION DIRECT STAFF TO FIND AN APPROPRIATE DATE FOR THE HUMAN RELATIONS TRAINING WORKSHOP FOLLOWING THE APPOINTMENT OF THE NEW PARKS AND RECREATION DIRECTOR AND THE SEATING OF TWO NEW COMMISSIONERS IN JULY.

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Item A-2.
(7:41 p.m.)

Continuing discussion regarding the establishment of a Teen Advisory Council/Committee.

Marty Nicholson gave the staff report and provided a brief history regarding this issue.

Ms. Nicholson noted that the since the February 15, 2005 meeting, attendance at the Teen Center Advisory Council meeting has dwindled to three members due to spring break and special events, and as a result there has been no additional input from students members since that time.

Commissioner Redholtz indicated her understanding of the Subcommittee's intent was to continue meeting with the students and come up with ideas to bring back to the Commission. Without that information, she did not feel comfortable in moving forward with a recommendation to the Commission at this time and ultimately to the Council for consideration. She recommended this is a process that should not be rushed into.

If the Teen Center Advisory Council is not available to meet with the Subcommittee, she suggested meeting with the key three members and/or other interested teen leaders or youth organizations for additional input on how youth can be involved, not only in parks and recreation programs, but all issues involving youth city wide.

Lengthy discussion ensued among Commissioners and staff.

Commissioner James queried staff about providing a timeline to the City Council informing them of the Commission's progress regarding this issue.

Mr. Rogers offered to send a memo to the City Council apprising them of the actions to date, as well as an estimated time when the Commission may be forwarding a recommendation to the Council.

Commissioner James concurred with Mr. Rogers' suggestion.

Further discussion ensued regarding staff's understanding of the Council's direction to staff and the Commission's involvement in the process.

Ms. Nicholson noted that the Council had requested a proposed survey regarding establishing a Youth Advisory Council be distributed to schools, and suggested that this would be another option that would enable the Subcommittee to move forward on this issue.

At this time, the following motion was proposed:

MOVED BY COMMISSIONER COOPER, SECONDED BY COMMISSIONER JAMES AND UNANIMOUSLY CARRIED, THAT THE PARKS AND RECREATION COMMISSION DIRECT STAFF TO WORK WITH THE COMMISSION SUBCOMMITTEE IN DEVELOPING A TEEN SURVEY FOR DISTRIBUTION TO SCHOOLS AND REPORT BACK TO THE COMMISSION AS SOON AS THE SUBCOMMITTEE IS READY.

It was recommended that the survey should be distributed to schools prior to the school year ending in order for the Subcommittee to report back to the Commission with a recommendation to forward to the Council in the fall.

Commissioner Redholtz noted that as a separate issue, additional meetings between the Subcommittee and teen leaders should be scheduled as soon as possible.

Mr. Rogers assured the Commission that this item will be agendized each month in order to allow Commissioners to discuss the issue.

Mr. Rogers confirmed he would prepare a memo to the City Council regarding the status of the Commission's efforts in this regard. Commissioner James requested that the Subcommittee be allowed to review the memo prior to forwarding it to the Council.

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Item A-3.
(8:10 p.m.)

City of Culver City, California
Parks and Recreation Commission Report

Meeting Date: 11/16/05

Item Number: A-4

AGENDA ITEM: Review Subcommittee Report on the need and/or establishment of a Youth Advisory Council and make a recommendation to City Council.

Contact Person/Dept.: Marty Nicholson,
Recreation Manager; Bill La Pointe,
Director of Parks, Recreation and
Community Services

Phone Number: (303) 253-6662;
(310) 253-6682

Fiscal Impact: Yes ☒ No ☐General Fund: Yes ☒ No ☐Public Hearing: ☐Action Item: ☒Attachments: ☒

Public Notification:

Master Notification List on 11/10/05

Department Approval:

Bill La Pointe 11/10/2005

CAO Approval: N/A

City Controller Approval: N/A

RECOMMENDATION:

That the Parks and Recreation Commission review the Subcommittee report on the need and/or establishment of a Youth Advisory Council and make a recommendation to City Council.

BACKGROUND:

On October 18, 2004 City Council directed staff to place the establishment of a Youth Council or Commission for consideration at a future Council meeting. Staff had scheduled the Youth Council/Commission item on the January 10, 2005 meeting. Prior to the January 10, 2005 meeting, the Parks and Recreation Commission took action to request the City Council refer the Youth Council/Commission item back to the Parks and Recreation Commission first for a recommendation. Attachment A provides a copy of the minutes from the January 4, 2005 Commission meeting.

At the January 10, 2005 City Council meeting, Council took action to refer the Youth Council/Commission issue back to the Parks and Recreation Commission for review and recommendation. Attachment B provides a copy of the minutes of the January 10, 2005 Council meeting.

At the February 1, 2005 Parks and Recreation Commission meeting, the Commission unanimously approved appointing a subcommittee of Commissioners James and Redholtz to attend the Teen Advisory Committee meeting and report back to the Commission. Attachment C provides a copy of the minutes of the February 1, 2005 Commission meeting.

City of Culver City, California
Parks and Recreation Commission Report

Commissioners James and Redholtz attended the Teen Advisory Committee meeting on February 15, 2005. Attachment D provides a copy of the minutes from the Teen Advisory Committee meeting. At the meeting Commissioners were introduced and Commissioners James and Redholtz requested information from the Teen Advisory Committee members present at the meeting.

The Teen Advisory Committee/Council/Commission issue was agenzized at the March 1, 2005 Parks and Recreation Commission meeting under "Items from Staff" as an update. At the meeting Commissioner Redholtz reported she was impressed with the quality of the students, shared concerns regarding teen fundraising issues and her intent to work with the Teen Advisory Committee on future ideas. The minutes from the March meeting are included in the Commission packet. The Teen Advisory Committee disbanded during the school summer break and did not address any Commission concerns.

On July 5, 2005 the item was agenzized as an action item in order to allow Commissioners to continue to discuss the issue.

On July 7, 2005 the Subcommittee members (Commissioners Daly-Redholtz and James) and staff (Marty Nicholson and Bill LaPointe) met and discussed this issue to determine a strategy for formulating a recommendation to the Commission on whether or not a Youth Advisory Council/Commission was needed.

From August-October, 2005 there were many emails and discussions between the subcommittee members and staff to discuss the issues surrounding this work. Contact was also made with a school liaison to assess interest in further involvement with the City's youth. A survey was not done, as it appeared to be pre-mature, based on the interest level shown with other methods of contact. Also, all surveys through the school must be approved by the school prior to distribution.

DISCUSSION:

After much discussion between the Parks and Recreation Commission Subcommittee (Commissioners Daly Redholtz and James) and staff regarding this issue, the Subcommittee discussed the purpose of establishing a Youth Advisory Council/Commission would be to assist young people in becoming more involved with city politics and being able to give their views and opinions about various issues facing the community, providing an official forum for them to learn more about, and participate in, civic affairs, and allow them to become familiar with how the City operates.

In conversations the Subcommittee has had with young people both through the Teen Advisory Group at the Teen Center and individually, many students have

City of Culver City, California
Parks and Recreation Commission Report

indicated that their main concerns and issues revolve around school (i.e. programs, rules, involvement), aspects of youth life that are not within the City's purview. The involvement most students are interested in can and does take place between the students and the School Board or through their local Parent/Teacher Associations.

On the other hand, it appears that young people may not know much about how the City works. One idea for involvement the subcommittee has suggested might be to have an event where they can learn more about the City structure and processes. The "Round Tables of Civic Affairs Day" event could be comprised of representatives from various governmental bodies (the County, City, School District, etc.) in a location where the students could go from table to table meeting staff, commissioners, etc. and learning more about what they do and what part they, as students, could play.

The event could begin with a brief overview of each political body and the challenge to the students to ask their toughest questions of each representative. Students could explore personal opportunities for community service hours through involvement with one of the governmental entities and community service organizations. The main costs might be advertising, snacks, and handouts. An event like this could inspire students to become more involved in their local community and as well as identify what role they can play in their local government.

The issues regarding the establishment of a Youth Council or Commission are fairly simple. The questions are, "Has there been a request for, or a need for a Youth Advisory Council/Commission to handle youth issues, and if so, what would be the costs?" In an effort to comply with the direction of the Commission and City Council, the Subcommittee and staff are proposing the Commission focus on two considerations of this issue. The first consideration is the "need" and the second is the "cost".

Need for a Youth Council/Commission

The need for a Youth Council/Commission in other agencies has centered on giving input into youth programs or issues. First, the City has a Teen Advisory Group for middle school aged youth. Participants in youth programs have also served in that capacity through program evaluations and surveys conducted by staff. Second, there has not been as expressed need or desire brought to the community's attention by our young people.

Cost of a Youth Council/Commission

If the Parks and Recreation Commission were to recommend the establishment of a full Youth Council/Commission of 5 members with monthly compensation, the total cost would be \$29,024 annually. If the recommendation were to allow the current

City of Culver City, California
Parks and Recreation Commission Report

Teen Advisory Group to function in that capacity, when needed, there would be no additional cost to the City.

FISCAL ANALYSIS:

Staff has provided the Parks and Recreation Commission with the cost estimates for a Youth Council/Commission based upon 5 members and 12 members below:

A. If the Commission recommended establishing a Youth Council/Commission of 5 members with a monthly stipend of \$50, the cost would be \$3,000 per year. Staff costs to process agendas, take minutes and staff meetings are estimated to be approximately \$26,024 per year, for a total cost of \$29,024 per year.

B. If the Commission recommended establishing a Youth Council/Commission of 12 members with a monthly stipend of \$50, the cost would be \$7,200 per year. Staff costs to process agendas, take minutes and staff meetings are estimated to be approximately \$26,024 per year, for a total cost of \$33,224 per year.

Staff costs were based upon a contract secretary at \$28/hour with an average three hour meeting minimum. If existing staff were assigned to conduct the research and report writing for a new Youth Council/Commission, the result would be a reduction in time allotted to other programs.

If the Teen Advisory Committee were to continue to function as it has in the past, there would be no additional cost to the City.

C. "A Round Table of Civic Affairs Day" event expenses is estimated to be \$2,622.83.

ATTACHMENTS:

- A. Minutes of the January 4, 2005 Parks and Recreation Commission meeting
- B. Minutes of the January 10, 2005 Council meeting
- C. Minutes of the February 1, 2005 Parks and Recreation Commission meeting
- D. Minutes of the February 15, 2005 Teen Advisory Committee meeting
- E. Proposed Budget for "A Round Table of Civic Affairs Day"

MOTION:

That the Parks and Recreation Commission:

City of Culver City, California
Parks and Recreation Commission Report

1. Recommend to City Council to use the Teen Advisory Group of the City as well as representatives of Middle and High School Leadership Classes and other interested students whenever youth input is needed and requested and to involve these students in the planning of "A Round Table of Civic Affairs Day" to introduce the youth of the City to their government, officials, staff, etc., the goal of which would be to increase awareness of, and interest in, their city and involvement opportunities available to them, OR;
2. Give other recommendation(s) to City Council, OR;
3. Give further direction to the Subcommittee and staff regarding this issue.

ATTACHMENT 8

These Minutes are not official until approved by the Parks and Recreation Commission.

REGULAR MEETING OF THE
PARKS AND RECREATION COMMISSION
CITY OF CULVER CITY, CALIFORNIA

November 16, 2005
7:00 p.m.

CHAIR JEANETTE JAMES

Call to Order

The meeting of the Parks and Recreation Commission was called to order by Chair James at 7:03 p.m. in the Dan Patacchia Room, City Hall.

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Roll Call

Members Present: Commissioners James, Daly Redholtz, Deen, Cooper, Shapiro

Staff Present: William La Pointe, Parks, Recreation and Community Services Director
Heather Iker, Assistant City Prosecutor
Patti Mooney, Senior Management Analyst
Marty Nicholson, Recreation Manager
Hank Davies, Police Captain
Dan Garcia, Associate Engineer

Others Present: Jay Handal, Culver City Business Association

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(excerpt)

Item A-4.
(8:19 p.m.)

Review Subcommittee report on the need and/or establishment of a Youth Advisory Council and make a recommendation to City Council.

Bill La Pointe gave the staff report and reported on the progress of the Subcommittee (comprised of Commissioners Daly Redholtz and James) in this effort. Focus centered on whether there is a need for a Youth Advisory Council/Commission to handle youth issues, and if so, what would be the costs.

Commissioner Daly Redholtz pointed out that one of the things that became clear in conversations the Subcommittee had with youth is that many students indicated they were mainly concerned about school issues and their involvement in school; and that in speaking to teachers, they indicated students were not aware of how city government works or how to get involved in learning more about local government.

Commissioner Daly Redholtz also added that rather than forming a new group, we should look at using the existing Teen Advisory Group, as well as representatives of the Middle School and High School leadership classes and other interested students whenever youth input is needed. That was part of the Subcommittee's recommendation.

Commissioner Deen asked why there was no input from Teen Center youth in this process.

Commissioner James responded to Commissioner Deen's comment.

Mr. La Pointe mentioned one idea to create interest/involvement that was suggested by the Subcommittee was to develop a "Round Tables of Civic Affairs Day" event comprised of representatives from various governmental bodies in a location.

Commissioner Cooper mentioned that most of the High School students who are interested in learning about government would be involved in the YMCA's Youth & Government program that meets regularly at City Hall.

Responding to Commissioner Deen's query, Commissioner Daly Redholtz explained the Subcommittee went to the schools because there was a larger pool of students who might be interested, and that it was not the intent of the Subcommittee to ignore the Teen Center kids.

Commissioner James deferred to Mr. La Pointe to elaborate on a suggestion to develop a Web database on teen information.

Discussion continued.

At this time, Commissioner Daly Redholtz proposed a motion to recommend to the City Council that the Commission does not see the need or the feasibility of a Teen Advisory Commission at this point, but that the Commission wishes to continue exploring the ideas of 1) utilizing teen advisory group at the Middle and High School leadership classes; 2) possibility of a Round Tables of Civic Affairs Day event; and 3) possibility of a Web database email blasting, etc. as ways of reaching out to youth.

Commissioner James suggested not using the word "need" as a survey to assess teen needs was never conducted.

Commissioner Daly Redholtz amended her motion and the following action was taken:

MOVED BY COMMISSIONER DALY REDHOLTZ THAT AT THIS TIME THE PARKS AND RECREATION COMMISSION DOES NOT RECOMMEND THE ESTABLISHMENT OF A YOUTH ADVISORY COMMISSION; HOWEVER, THE COMMISSION WOULD LIKE TO FURTHER EXPLORE 1) USING THE TEEN ADVISORY GROUP OF THE CITY AS WELL AS REPRESENTATIVES OF MIDDLE AND HIGH SCHOOL LEADERSHIP CLASSES FOR YOUTH INPUT; 2) EXPLORATION WITH TEENS AT "A ROUND TABLE OF CIVIC AFFAIRS DAY"; 3) EXPLORATION OF A WEB DATABASE EMAIL BLAST INFORMATION SYSTEM REQUEST; AND OTHER IDEAS AS THEY COME UP.

Commissioner James seconded the motion.

Commissioner Deen asked for more information regarding the Youth & Government organization that Commissioner Cooper had mentioned earlier.

Commissioner Cooper responded the YMCA Youth & Government is a statewide organization, with their own governing board who are elected by members, that provides opportunity for youth to learn about government and legislation.

Commissioner Daly Redholtz said Youth & Government should have been added to her motion. She noted that the organization focuses on state and federal issues rather than local and since it is sponsored by YMCA, it could serve as an adjunct to the Teen Advisory Group.

Commissioner Deen said he was not comfortable with this idea since we are approaching an election year.

Commissioner James asked Commissioner Deen for clarification regarding his comment.

With no further discussion, the Chair called for a vote on the motion.

AYES: Commissioners James, Daly Redholtz, Cooper, Shapiro
NOES: Commissioner Deen
ABSTAIN: None

The Motion passes by a 4-1 vote.

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ATTACHMENT

PROPOSED BUDGET FOR "A ROUND TABLE OF CIVIC AFFAIRS DAY"

	Account Number: 10132600	BUDGET
FY05-06	Date(s) of Program:	TBD

Mission: To offer a government learning opportunity to youth in the community.

ACCT.	DESCRIPTION				SUBTOTAL	TOTAL
	INCOME PROJECTION					

TOTAL INCOME: 0.00

	EXPENSE PROJECTION	STAFF	STEP "C"	HOURS	SUBTOTAL	TOTAL
411100	Permanent Employees	Rec Coordinator				362.40
	5 Planning Meetings @ 2 hrs	Rec Coordinator	22.65	2.00	45.30	
	Flyer Preparation 1 hrs	Rec Coordinator	22.65	1.00	22.65	
	Publicity Preparation 3 hrs	Rec Coordinator	22.65	3.00	67.95	
	7,515 flyers photocopied 2 hrs	Rec Coordinator	22.65	2.00	45.30	
	Shopping for supplies 2 hrs	Rec Coordinator	22.65	2.00	45.30	
	Day of Event - 6 hrs	Rec Coordinator	22.65	6.00	135.90	
	After Action Report - 1 hrs	Rec Supervisor				
	Council Reports - 2 hrs	Rec Manager				
	Research on Event - 2 hrs	Rec Manager				

411200 Part Time Employees Sr Rec Leader 11.44 16 183.04

432000	Social Security	545.44	7.65%		41.73	41.73
433000	PARS Retirement	183.04	0.035		6.41	6.41
433000	PERS Retirement	362.40	0.067		24.23	24.23
433500	Deferred Retirement	0.00	0.500		0.00	0.00
434000	Worker's Compensation	545.44	0.035		19.09	19.09
435000	Group Insurance	0.00	50%		0.00	0.00
436000	State Disability Insurance	545.44	0.0118		6.44	6.44

Total Personnel Services 643.33

512100	Office Supplies	#	Rate			211.00
	Paper for Flyers	31	6.00		186.00	
	Name Tags, etc				25.00	

512200	Printing & Binding	#	Rate			651.20
	Photocopying Charge	15,030	0.04		601.20	
	Posters				50.00	

514100	Departmental Special Supplies	#	Rate			1,100.00
	Food Costs	200	1.50		300.00	
	Room Set Up Costs				100.00	
	Teen Center Rental Costs				700.00	

650300 Liability Reserve Charges 643.33 0.0269 17.31 17.31

Total Maintenance of Operations 1,979.51

TOTAL EXPENSE: 2,622.83

NET: -2,622.83

YOUTH ADVISORY COMMISSION/COMMITTEE
Results of June 13, 2006 Email Survey of California Cities

ATTACHMENT 10

1. Does your City have a Youth Advisory Commission or Committee where membership is limited to community members ages 18 and under?

	Number	Percentage
Cities emailed	325	
Emails delivered	292	89.8%
Responses	71	24.3%
Youth Advisory Group – YES	31	43.7%
Youth Advisory Group – NO	40	56.3%

YES	NO
Berkeley	Adelanto
Burbank	Arroyo Grande
Burlingame	Bakersfield
Costa Mesa	Carmel
Cypress	Carpinteria
Encinitas	Corona
Escondido	Corte Madera
Huntington Beach	Covina
La Canada Flintridge	Davis
La Mesa	Duarte
Laguna Niguel	East Palo Alto
Lemoore	El Cerrito
Milpitas	Escalon
Monterey Park	Fortuna
Murrieta	Garden Grove
Newport Beach	Glendora
Paso Robles	Hermosa Beach
Redondo Beach	La Palma
Ridgecrest	Laguna Hills
Sacramento	Lawndale
San Carlos	Lincoln
Santa Clara	Merced
Santa Clarita	Montclair
Saratoga	Orange
Seaside	Piedmont
Sunnyvale	Ripon
Torrance	Roseville
Union City	San Bruno
Westminster	San Clemente
Yorba Linda	San Dimas
Yuba City	Santa Monica
	Shasta Lake
	St. Helena
	Suisun City
	Temple City
	Town of Windsor
	Twenty-nine Palms
	Ventura
	Victorville
	Winters

YOUTH ADVISORY COMMISSION/COMMITTEE
Results of June 13, 2006 Email Survey of California Cities

2. Is it a Youth Advisory Commission or a Youth Advisory Committee?

	Number	Percentage
<i>Responses</i>	31	100.0%
Commission	13	18.3%
Committee	13	18.3%
Other	5	16.1%

3. How many members are there?

	Number	Percentage
<i>Responses</i>	30	96.8%
Five to Nine members	11	36.7%
Ten to Fifteen members	13	43.3%
Sixteen or more members	6	20.0%

4. What is the procedure for becoming a member (appointed by Council, etc.)?

	Number	Percentage
<i>Responses</i>	24	77.4%
Appointed by Council	16	66.7%
Selected by Staff	4	16.7%
Selected by the Mayor	2	8.3%
Other	2	8.3%

5. What are the members' basic responsibilities?

Note: In some cases, more than one responsibility was stated.

	Number	Percentage
<i>Responses</i>	30	96.8%
Advisory	20	66.7%
Special Events	19	63.3%
Special Projects	18	6.0%
Advocacy	8	26.7%
Educate the Public	6	20.0%
Community Service	6	20.0%

6. Do the members receive a stipend or any other type of payment/reimbursement for participating?

	Number	Percentage
<i>Responses</i>	29	96.7%
NO	27	93.1%
YES	2	6.9%

SUPPLEMENTAL INFORMATION PROVIDED BY VARIOUS CITIES REGARDING THEIR YOUTH ADVISORY GROUPS

- a) City of Encinitas City Ordinance 2.48 titled, "Youth Commission"
- b) City of Lemoore 2006 Youth Advisory Commission brochure
- c) City of Sacramento, Sacramento Youth Commission information sheet
- d) City of San Carlos Youth Advisory Commission goals and bylaws
- e) City of Union City Youth Commission staff report and proposed ordinance
- f) City of Yorba Linda Teen Action Committee introductory letter and member application

CHAPTER 2.48YOUTH COMMISSION

2.48.010 Youth Commission Established. The Youth Commission of the City of Encinitas is hereby established under the provisions of Ordinance 2000-16.

2.48.020 Membership. (Ord. 2005-02)

- A. The Youth Commission shall consist of eleven (11) voting members, all residents of the City of Encinitas, and be comprised as follows:
 - 1. Three (3) representatives from middle school grades 7th and 8th.
 - 2. Three (3) representatives from high school grades 9th and 10th.
 - 3. Four (4) representatives from high school grades 11th and 12th.
 - 4. One (1) at large representative fourteen (14) to nineteen (19) years of age.
- B. Term of Service:
 - 1. Voting members shall be appointed by City Council and serve one (1) year terms for not more than four (4) consecutive years.

2.48.040 Project Advisors.

- A. The Commission may appoint Project Advisors to assist in the research, planning, development and presentation of specific projects as may be defined in a City Council approved work plan.

2.48.050 Public Meetings.

- A. Six (6) voting members of the Youth Commission shall constitute a quorum for the purpose of conducting business. (Ord. 2005-02).
- B. Meetings shall be held at least once each month and at a time and place as designated by the Commission and pursuant to the Ralph M. Brown Act.
- C. The Youth Commission shall elect a Chairperson and Vice Chairperson from among its voting members for one year terms.

2.48.060 Duties of Commission.

A. Duties include:

1. Development of Annual Work Plan and presentation to City Council.
2. Review and update from time to time, as necessary, the Youth/Teen Master Plan.
3. Advise City Council on matters regarding youth and teen services, programs, and cooperation with other public and private agencies.
4. As necessary, appointment of an Ad Hoc Sub-Committee among its members to help achieve elements of their approved work plan.
5. Appointment of an elementary school age Sub-Committee to help address issues and programs for elementary age youth, as may be related to the Commission's approved Work Plan.
6. Implementation of City Council directives.

116)

2005 Parks & Recreation Commissioners

Chairman - Robert Flores
Vice Chair - Willie Keel
Member - Jane Dart
Member - Sandy Hall
Member - Juan Sanchez
Member - Keven Shier
Member—Alena Almanza

2005

Youth Advisory Commission

Chairperson - Jessica Maldonado
Vice Chair/Sec - Asia Croson
Member - Frances Blagg-Ford
Member - Mikal Dominguez
Member - Carl Hamilton
Member - Sarah Hamilton
Member - Roschelle Patterson

Parks & Recreation Dept. Advisors

Tom Hernandez—Director
Lynne Nelson—Supervisor

Lemoore Parks and
Recreation Department
Deliver to: 435 "C" St.
Mail to: 119 Fox Street
Lemoore, CA 93245

City of Lemoore Parks & Recreation Department

2006 YOUTH ADVISORY COMMISSION Est. 1996

24



YAC and Teen Center Students as
2003 Downtown Merchants
Evening Under the Stars Recipients
for Teen Center Fundraiser

APPLICATION

What is a YOUTH ADVISORY COMMISSIONER?

A Youth Advisory Commissioner (YAC) is a student representing grades 7 - 12 within the Lemoore High School District area. Accepted students will serve for one year from January 1 through December 31 and may reapply for the following year if eligible.

YAC will serve as a "voice" for the teen community. The YAC will serve as a link between the Parks and Recreation Department and the youth of Lemoore to identify issues, communicate concerns and suggest teen programs, activities and youth interest.

The Youth Advisory Commission meets the 2nd Tuesday every month at 5:00 p.m. and works directly with an advisor in decision making and recommendations to the Parks and Recreation Commission.

The Youth Advisory Commission encourages youth leadership and responsibility through volunteerism and community involvement throughout the year. Some community activities include the July 4th Celebration, Breakfast with Santa, servers for Evening

**We would like to
thank the
community for
giving us a voice.**

Under the Stars, parking duty for the Sports Foundation, participate in the Cancer Relay for Life and host a Halloween Carnival, as well as assist at Kids Night Out Parties and Jammin J's Dances.

Our Vision:

- Enhance community awareness and communication, which includes youth awareness of the community and the community's awareness of youth issues.
- Promote and act as advocate for Kings County Anti Drug & Tobacco Programs.
- Support the endeavors of Lemoore's LHS Character Counts values.
- Promote youth interests in culture and diversity.
- Advocate for youth needs and opinions related to education.

Serving as a YAC member meets the High School Community Service hours requirement.

YOUTH ADVISORY COMMISSION ACCOMPLISHMENTS

- ♦ Rotary Youth Skate Park
- ♦ Veterans Hall Teen Center
- ♦ Original Teen Center - Senior Center Facility
- ♦ Promotion of Youth Program Needs



If you are interested, applications are available in your school office or at the Parks and Recreation Department. Your application must be postmarked and/or received by 5:00 p.m. Thursday, November 10, 2005 to the Lemoore Parks and Recreation Dept.
Mail to: 119 Fox St., Lemoore 93245
Deliver to: 435 "C Street, Lemoore.

If you have any questions, please contact Lynne Nelson at 924-6767.

**Apply at the Lemoore Parks
and Recreation Department
by 5:00 p.m. Thursday,
November 10, 2005**

Sacramento Youth Commission

The Sacramento City Youth Commission was established by the Sacramento City Council to serve as an advisory group to provide recommendations on youth related issues in Sacramento. The Commission provides youth an opportunity to participate in the policy making process and provides a forum for the exchange of ideas, needs and concerns related to youth. The Youth Commission meets bi-weekly, from 6-8pm. Commissioners are between the ages of 14-19 and reside or attend school in the city of Sacramento. For more information call the Commission Coordinator at 433-4066 to apply.



Join Us

Are you between the ages of 14 and 19? Would you like to contribute to decisions that affect the youth in your community? If so, we invite you to submit an application to serve on the Sacramento City Youth Commission.

The Sacramento City Council established the Sacramento Youth Commission, in order to advise them on youth-related policies. Since then, we have addressed many issues that concern Sacramento's youth: alcohol and drug awareness, graffiti, skateboard parks and more. We have also established an annual Scholarship Award and a Coat and Blanket Drive.

Benefits

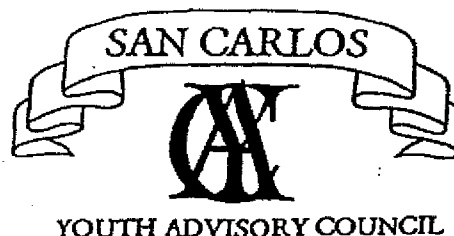
- Provides a unique experience with city governmental procedures.
- Gives opportunities to help address Sacramento's youth.
- Offers chances to meet motivated youth from around the city.
- Provides a voice to raise issues, concerns and ideas.
- Financially compensates time and effort with stipends.

"Being in Youth Commission allows me to take an active role in my community." -Jennifer

Nishizaki, District 7

Contact

For additional information or to request an application, please contact Commission Coordinator, Cheryl Rose:
 Attn: Youth Commission
 5730 24th Street
 Sacramento, CA 95822
 Phone: (916) 433-4066
 Fax: (916) 433-4071
 Email: crose@cityofsacramento.org



Role

The Youth Advisory Council advises the City Council on matters relating to the youth and teen population within the City of San Carlos. This may include programs relating to safety, recreation, drug awareness, special interests, sports, community involvement, socialization, and environmental concerns.

In addition, the YAC promotes and conducts healthy, safe and fun activities for the youth of San Carlos. Fund raising for youth oriented projects is also an important role of the YAC. All funds are distributed on the sole recommendation of the San Carlos Youth Advisory Council and it's members. Giving back to the community is an important aspect of the YAC.

Goals

1. Foster greater involvement of youth in municipal government affairs.
2. Study problems, activities, and concerns of youth, especially as they relate to municipal programs or projects of the City of San Carlos.
3. Hold forums on problems, activities and concerns of youth, either alone or in conjunction with other governmental agencies and community organizations, as the Youth Advisory Council deems desirable.
4. Recommend the implementation of community programs which the Youth Advisory Council deems desirable.
5. Review those municipal matters referred to by the City Council or other City committees and, as appropriate, make recommendations on those matters.

For more information on the San Carlos Youth Advisory Council,
please call 802-4471, Jeri Fujimoto, YAC Advisor
or write to San Carlos YAC, 1001 Chestnut Street, San Carlos, CA 94070



34009 ALVARADO-NILES ROAD
UNION CITY, CALIFORNIA 94587

CITY MANAGER'S OFFICE

DATE September 13, 2005

TO City Council

FROM Antonio E. Acosta, Deputy City Manager/Leisure Services Director

SUBJECT AN ORDINANCE AMENDING TITLE TWO OF THE UNION CITY MUNICIPAL CODE ESTABLISHING A YOUTH COMMISSION;
REPORT AND RECOMMENDATIONS REGARDING IMPLEMENTATION OF THE UNION CITY YOUTH COMMISSION

An Ordinance has been prepared amending Title 2 of the Union City Municipal Code (UCMC) establishing a Youth Commission. This report also includes a series of specific recommendations to implement the new Youth Commission for the City of Union City. Staff recommends that the City Council approve the first reading of the proposed Ordinance.

Staff gratefully acknowledges the extensive input of the Union City Youth Committee in the preparation of the proposed Ordinance and this report.

BACKGROUND

On May 24, 2005 the City Council approved a staff report recommending the formation of a Youth Commission for the City of Union City. That report proposed to use the existing Union City Youth Committee to assist staff in developing a Mission Statement and By-Laws for the proposed Youth Commission; staff would then adapt these documents to the required UCMC format, making only those changes that were felt to be appropriate and necessary. Copies of the Youth Committee's draft Mission Statement and By-Laws are attached to this report as Attachments One and Two, respectively.

THE PROPOSED YOUTH COMMISSION

Membership - The proposed Ordinance establishes a fifteen (15) member Youth Commission, with five (5) members nominated by the Mayor and City Council (one each) and ten (10) members nominated by a special Nominating Committee consisting of one member of the City Council, one community member, and one City staff member. The Nominating Committee and each Youth Commissioner would be appointed by the Mayor and confirmed by the City

Council. In addition, ex officio members to the Youth Commission may be appointed by the City Council (one) and New Haven Unified School District Board of Education (one), if either body so chooses.

Youth Commissioners would have to be Union City residents, aged 12-19, and in the 7th through 12 grades.

Term of Office and Removal from Office – one (1) year terms are proposed for the Youth Commission, with re-appointment allowed up to three times for a total tenure limit of four (4) years. As with other City commissions, members can be removed by the Mayor or by a majority vote of the City Council. One year terms are recommended to provide opportunities for more youth to serve on the Youth Commission, and the flexibility of a four-year maximum tenure is provided to allow for continuity of service in cases where it is desired and merited.

Officers – based upon the recommendations of the Youth Committee, two officers will serve the Youth Commission: a Facilitator, and a Secretary. Staff recommends that alternates to these two positions also be elected by the Youth Commission to provide continuity in cases of temporary absence.

The **Facilitator** functions as the de facto Chair of the Youth Commission, and will perform such functions using Roberts Rules of Order (not proposed by the Youth Committee, but recommended by staff).

The **Secretary** will serve as recorder for the Youth Commission, and will be assisted by the Leisure Services Department and Office of the City Clerk as is necessary to ensure compliance with the Ralph M. Brown (Open Meetings) Act.

Meetings – the Youth Commission will meet twice monthly, rotating the location of its meetings from the west side of Union City to the east side of town. The typical west side location for Youth Commission meetings will be Holly Community Center, and the typical east side meeting location will be the William May Teen center located in Kennedy Park. The Youth Commission may change its meeting locations and schedule by a majority vote.

Duties – a wide-ranging scope of duties is proposed for the Youth Commission, including the following:

- Sponsoring and promoting youth oriented community events in Union City.
- Organizing and conducting youth-related programs and activities in Union City.
- Recommending youth-related policies to the City Council.
- Evaluating the need for, and making recommendations to the City Council for, youth-related programs, facilities, and budget appropriations

- Soliciting grants from public and private agencies and individuals to promote youth programs in Union City.
- Managing an annual Youth Commission budget as appropriated by the City Council.
- Adopting by majority vote an annual budget and a budget for each event sponsored by the Youth Commission.
- Raising funds on its own behalf and placing those funds in a Youth Commission Trust Account held by the City Leisure Services Department.
- Representing the City of Union City in local, regional, State-wide and National youth events.
- Following Roberts Rules of Order and the Ralph M. Brown Act in its meetings, agendas and public notices.
- Performing such other functions and rendering such other reports and recommendations as may be directed by the City Council.
- Exercising only the powers herein above enumerated (i.e., as listed in the proposed Ordinance).

Commission Support – City staff will provide direct support to the Youth Commission, with Leisure Services staff providing most of the support. In addition, the City Clerk and City Attorney may be asked to provide specific training and orientation to the Youth Commission as needed (e.g., on the Brown Act, Roberts Rules of Order, etc.).

PROPOSED ACTION PLAN

Should the City Council approve the first reading of the proposed Ordinance creating a Youth Commission, staff recommends the following action steps:

1. Recruitment – using the draft **application form** prepared by staff (see Attachment Three), staff will **seek nominations** from the Holly and Kennedy Centers, the teen Center, and most importantly, from the New Haven Unified School District. The application form will also be listed on the City website and on Cable Channel 15. Nominations will be open on a continual basis, with interviews conducted as needed to maintain a full Youth Commission.
2. The proposed **Nomination Committee** should be selected by the City Council as soon as possible. This means that **one Council Member** should be selected, along with **one community member**; a **City staff member** will also be selected by the City Manager to complete the Nomination Committee.
3. With school back in session, it is expected that a sufficient pool of applicants will be gathered by the end of September. If the **Nominating Committee can be selected and appointed by the City Council by the September 27, 2005 Council meeting**, then the Committee can get right to work interviewing and nominating potential Youth Commissioners with the goal of **having a slate of nominees forwarded to the City**

Council for consideration at the October 25, 2005 Council meeting. The first Youth Commission meeting would then be held in early November, 2005.

FISCAL IMPACT

There is no new fiscal impact resulting from the first reading of the proposed Ordinance. The City Council has already approved a budget of \$12,200 for the Youth Commission and the Leisure Services Department:

- \$5000 for an annual Youth Event (or events) and
- \$7200 for the staff time required to support the Youth Commission .

The staff support figure represents 20 hours of staff time per month for direct Youth Commission support.

RECOMMENDATIONS

Staff recommends that the City Council

1. approve the first reading of the proposed Ordinance amending Title 2 of the Union City Municipal Code (UCMC) establishing a Youth Commission; and
2. approve the recommended Action Plan required to implement the proposed Youth Commission.

Submitted by:

Approved by:

Antonio E. Acosta
Deputy City Manager/
Director of Leisure
Services

Larry D. Cheeves
City Manager

ORDINANCE NO.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNION
CITY AMENDING TITLE 2 OF THE UNION CITY MUNICIPAL CODE**

(Youth Commission)

THE CITY COUNCIL OF THE CITY OF UNION CITY DOES ORDAIN AS FOLLOWS:

Section 1. Title 2 of the Union City Municipal Code is hereby amended by the addition of Chapter 2.21 "Youth Commission" as follows:

2.21.010 Statement of Purpose.

It is the purpose of the City Council to create in the City a Youth Commission to address the issues pertinent to the youth of Union City and to advise the City Council and City staff on matters pertaining to youth. The Youth Commission shall provide a forum for the discussion of youth-related concerns and shall represent the interests of all youth in this community. The Youth Commission shall also take an active role in planning and conducting youth-related events in the City of Union City.

2.21.020 Appointment - Qualifications of members.

In order to further the public policy of the City, there is created a Youth Commission of fifteen (15) members. Members of the Youth Commission shall be residents of Union City aged 12-19 (7th grade through 12th grade).

Five (5) members of the Youth Commission shall be nominated by the Mayor and City Council (one per Council member and one by the Mayor), and ten (10) members of the Youth Commission shall be nominated by a Nomination Committee consisting of one (1) City Council member, one (1) community member appointed by the City Council, and one (1) City staff member appointed by the City Manager.

All nominees to the Youth Commission shall be appointed by the Mayor with the approval of the City Council.

2.21.030 Term of office.

The term of office of the members of the Youth Commission shall be one (1) year and members may be reappointed up to three (3) times, for a total tenure not to exceed four (4) years. At the expiration of the term so provided for, a successor shall be nominated by the Nomination Committee and appointed by the Mayor with the concurrence of at least three members of the City Council. Each Youth Commissioner so appointed shall serve until his/her successor is appointed and

qualified. Any vacancy among the appointed members shall be filled by appointment by the Mayor with the concurrence of at least three members of the City Council for the unexpired portion of the term.

2.21.040 Removal from office.

Any appointed member of the Youth Commission may be removed by the Mayor, subject to the approval of the City Council, or by a majority vote of the City Council.

2.21.050 Ex officio members.

The City Council may by resolution appoint such members of the Council, City Officials, or employees as it deems advisable to assist the Youth Commission by serving as an ex officio non-voting member of the Union City Youth Commission. The New Haven Unified School District Board of Education shall be requested to appoint one of its members or an employee of the New Haven Unified School District to serve as an ex officio non-voting member of the Union City Youth Commission.

2.21.060 Officers.

During the month of September, the Youth Commission shall elect from among its members a Facilitator (Chair) and a Secretary to serve for one year and who may be re-elected once to serve a maximum of two (2) years. The Youth Commission shall also elect one alternate to each officer, so that the alternate can temporarily assume the duties of the Facilitator and/or Secretary in their absence.

As soon as practicable following the vacation of office by the Facilitator or Secretary, the Youth Commission shall reorganize by electing from its members a Facilitator and/or Secretary, as necessary, to serve at the pleasure of the Commission.

The Secretary shall record the minutes of the Youth Commission and keep a record of its resolutions, proceedings and transactions. The Secretary shall be assisted by the Leisure Services Director or his/her appointee and the Office of the City Clerk as required to comply with the Ralph M Brown Act.

2.21.070 Meetings.

The Youth Commission shall fix the time and place of regular and special meetings of the Commission, which shall not be less frequent than twice each month. Commission meetings shall alternate between locations on the west side of Union City and locations on the east side of Union City. Meetings shall not run

longer than 9:00 p.m. on school nights, and all meetings shall be open to the public.

2.21.080 Duties.

The Youth Commission shall have the following duties and responsibilities:

- A. Sponsoring and promoting youth oriented community events in Union City.
- B. Organizing and conducting youth-related programs and activities in Union City.
- C. Recommending youth-related policies to the City Council.
- D. Evaluating the need for, and making recommendation to the City Council for, youth-related programs, facilities, and budget appropriations
- E. Soliciting grants from public and private agencies and individuals to promote youth programs in Union City.
- F. Managing an annual Youth Commission budget as appropriated by the City Council.
- G. Adopting by majority vote an annual budget and a budget for each event sponsored by the Youth Commission.
- H. May raise funds on its own behalf and place those funds in a Youth Commission Trust Account held by the City Leisure Services Department.
- I. Representing the City of Union City in local, regional, State-wide and National youth events.
- J. Following Roberts Rules of Order and the Ralph M. brown Act in its meetings, agendas and public notices.
- K. Performing such other functions and rendering such other reports and recommendations as may be directed by the City Council.
- L. Exercising only the powers herein above enumerated.

Section 2. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of this City hereby declares that

it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, or portions be declared invalid or unconstitutional.

Section 3. This Ordinance shall take effect thirty (30) days after the date of its passage. Before the expiration of fifteen (15) days after its passage, this Ordinance shall be published once in the Argus, a newspaper of general circulation, printed and published in the County of Alameda and circulated in the City of Union City.

March 7, 2006

Dear Teen Action Committee Applicant:

The City of Yorba Linda would like to present the T.A.C. (Teen Action Committee) program.

Purpose: To involve middle school students in planning, creating and implementing a variety of teen activities and volunteer events designed for their peers.

Mission: We will strive to creatively respond to the needs and interests of the teens in our community.

September 2006 will mark the eighth year of T.A.C. We are hoping that with the continued input from middle school students we can make this school year as fun and safe as possible. We feel that this creative input from the T.A.C. team will help us better understand the interests of these middle school teens.

The benefits of being a T.A.C. member are numerous. You will receive free admission to all Teen Scene events, a sense of accomplishment by participating in community service, a better understanding of local government, and community recognition that can be used for high school and/or college applications.

All members are required to attend two planning meetings per month, attend at least three Teen Scene events, and commit to volunteering twenty hours of community service. Examples of duties may include, but are not limited to assisting with the planning of teen dances, winter and spring camps, excursions, Volunteer Connection Day and other City-wide teen events.

Applications are due **by Friday, May 11, 2006 by 5:00 p.m.** Upon receipt of application and all supplemental material, your information will be reviewed and all qualifying applicants will be contacted regarding an interview during the week of May 1. We will inform new Teen Action Committee members of their acceptance by Wednesday, May 10, 2006 and all accepted members will be invited to attend the Teen Action Committee Installation and Community Volunteer Recognition Reception on Thursday, May 18, 2006. If after reviewing the T.A.C. information packet you still have any questions regarding the program please call us at (714) 961-7192.

Sincerely,

Tony Brescini
Recreation Coordinator

Katie Elmore
Recreation Specialist

CITY OF YORBA LINDA PARKS AND RECREATION DEPARTMENT
TEEN ACTION COMMITTEE

Mission: *We will strive to creatively respond to the needs and interests of the teens in our community.*

Goal: To offer middle school teens opportunities to become involved in the design and implementation of programs and activities during non-school hours, connect teens with volunteer opportunities and give them a voice in the community.

Selection Procedure:

- T.A.C. applications are available at Thomas Lasorda Jr. Field House, Travis Ranch Activity Center, Parks and Recreation Department at City Hall, and from the activities director at Travis Ranch, Bernardo Yorba, and Yorba Linda Middle Schools.
- All applicants must commit to attend two planning meetings per month, attend at least three Teen Scene events, and commit to volunteering twenty hours of community service.
- For teens entering the 7th and 8th grades during the 2006/2007 school year.
- Yorba Linda resident and/or attend a public or private middle school within the City of Yorba Linda.
- Qualified applicants will be invited for a panel interview.

All interested applicants must complete the following steps:

1. Complete the application and all supplemental material and return it to Thomas Lasorda Jr. Field House no later than **Friday, May 11, 2006 at 5:00 p.m.** Be sure it includes the appropriate signatures. (Postmarks not accepted)
2. Attached to the application is a Teacher Recommendation form. Give this form, along with a stamped envelope addressed to the City of Yorba Linda, to a teacher you have worked with this year. The envelope should be addressed as follows:

City of Yorba Linda
T.A.C. Recommendation
P.O. Box 87014
Yorba Linda, CA 92885-8714

City of Yorba Linda Parks and Recreation Department

T.A.C

Teen Action Committee

Application

Name: _____ Phone: _____

Grade (CURRENT): _____ Age: _____ School (CURRENT): _____

After School Activities/School Electives: _____

Personal Interests: _____

Why would you want to be involved with T.A.C. and note your qualifications: _____

State what you expect to get out of being a T.A.C. member: _____

List any ideas you have for after school activities _____

Certificate of Applicant:

I certify that all statements in this application are true and complete to the best of my knowledge. I understand that any false statements will subject me to disqualification.

Signature _____ Date _____

Signature of Legal Guardian _____ Date _____

Teen Action Committee Participation/Medical Form
2006/2007

Participant Name: _____ Home Phone: _____

Address: _____ City: _____

Zip: _____ Grade: _____ Age: _____ School: _____

Please note any medical conditions we should be aware of for your son/daughter's safety: _____

Are "PG-13" movies acceptable for your child? **YES NO** (No "R" rated movies will be shown).

Emergency Contact Information:

Parent Name: _____

Work Phone: _____

I/We authorize the following person(s) to pick up my/our child:

Name: _____

Day Phone: _____

Relationship: _____

Night Phone: _____

Name: _____

Day Phone: _____

Relationship: _____

Night Phone: _____

I/We grant my son/daughter permission to participate in the City of Yorba Linda "Teen Action Committee"; and to be transported by City of Yorba Linda employees, City of Yorba Linda vehicles, or ~~other transportation to be arranged by the City. I agree to hold harmless, indemnify, and defend the~~ City of Yorba Linda and it's officers, agents, or employees from any liability claim or action resulting from or in any way arising out of the participation of this activity by the registered person. I give the City of Yorba Linda permission to photograph me or my children participating in the program for use in future Community Services publicity and I will not receive compensation for such use.

Parent Signature: _____

Date: _____

TEACHER RECOMMENDATION

In an effort to ensure that the most qualified applicants are considered for the Teen Action Committee the Yorba Linda Parks and Recreation Department is requesting each applicant to submit a teacher recommendation form which will be considered when his/her application is reviewed. This evaluation is a confidential document that will help us determine this individual's strengths and weaknesses. Please be sure to record some of your own personal comments, as this could be a determining factor in whether or not an individual is accepted into our T.A.C. program. Your time and thoughts are greatly appreciated.

Student's Name: _____

Teacher's Name: _____ Subject Taught: _____

School Name: _____ School Phone Number: _____

School Address: _____

Rate	1-5	1 = Needs Improvement	5 = Excellent		
Attitude towards peers and teachers	1	2	3	4	5
Possesses leadership qualities	1	2	3	4	5
Has respect of peers	1	2	3	4	5
Takes initiative when presented with a problem	1	2	3	4	5
Has good communication skills	1	2	3	4	5
Responds well to direction	1	2	3	4	5
Maintains a positive attitude	1	2	3	4	5
Completes tasks with care for quality	1	2	3	4	5

Please write a few comments about this student (use back of needed): _____

MAIL TO THE CITY OF YORBA LINDA, T.A.C. RECOMMENDATION BY May 11, 2006

P.O. Box 87014

Yorba Linda, CA 92885-8714

Mission Statement

The Youth Council is a group of young people who come together to represent and reflect the opinions and concerns of the youth of the City of Los Angeles by: promoting existing positive programs; designing and developing programs and activities that involve youth in the communities; advocating on behalf of youth; and involving young people in the governmental process.

Members Must

- Live in the city of Los Angeles,
- Be between the ages of 14 and 19,
- Regularly attend youth council meetings,
- Be actively interested in youth issues, and
- Be able to work as part of a team

Healthy City Links

Youth Engagement Asset Map

Youth Employment

One youth from each Council District is appointed by his or her City Councilmember to represent the youth in that district. A second youth from each district serves as an alternate. In addition to these young people, other young people from all over the city participate as at-large Youth Council members.

Youth Council meetings are held on the second Saturday of every month at 10:00 AM at the offices of the Commission for Children, Youth and their Families, 200 North Spring Street, Room 2200 - Los Angeles, CA 90012.

For more information, contact us at:

E-mail: layouth@mailbox.lacity.org

Phone: (213) 978-1840

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commission for children, youth and their families

L.A. Youth Council Gives Teens a Taste of Politics

Many lawmakers say experience on student panels helped influence their career choices.

By Cynthia H. Cho, Times Staff Writer

April 11, 2006

Riding the bus from his West Adams home, 19-year-old Rashad Rucker arrived half an hour early for his Saturday morning meeting at Los Angeles City Hall. Security hadn't even opened the doors. He has already learned one of the most important skills necessary to be a successful politician: punctuality. But he has a lot more to learn before he's ready for office, said Rucker, a member of the city's Youth Council. Rucker and many of his colleagues on the panel aspire to public office — and they believe the youth organization is their training ground.

They have good reason to think so. L.A. City Council members Wendy Greuel and Tom LaBonge served on youth councils. So did state Assemblymen Paul Koretz (D-West Hollywood) and Mark Ridley-Thomas (D-Los Angeles). They all said their experience on the panels influenced their career paths. Rucker, a freshman at Santa Monica College who has served nine months on the youth panel, said he was looking forward to a life in politics and hoped his time on the board would be beneficial. "I want to go as high as maybe the City Council or the Assembly," said Rucker, who plans to transfer to UCLA and major in psychology and political science.

The Youth Council's roots go back to 1974, when then-Mayor Tom Bradley created the Youth Advisory Council. Its goal was to teach young people how the city works. When he left office in 1993, the Youth Advisory Council was put on hiatus as city officials developed new ways to work with young people, said Olivia Mitchell, a member of Bradley's staff who oversaw the youth panel. In 1995, the Commission for Children, Youth and Their Families formed and under it, in 1996, the Youth Council as it now exists took shape. The group — which has more than two dozen members from the San Fernando Valley, the Westside, South Los Angeles and East Los Angeles — learns about city issues, meets with elected officials and makes policy recommendations to the City Council. The panelists, who must live in L.A. and be between 14 and 19, are either recommended for service by a City Council member or can simply ask to join. The group meets monthly.

Youth Council President Katrina Landeta, 17, a senior at Cleveland High School in Reseda, said that in the year and a half she has been on the panel, she has learned a lot about the city's diverse communities. "We discussed issues from our high schools and the stuff other people had to deal with [that] I never had to deal with," she said. "I couldn't believe that other students, just miles from me, have a completely different reality." Greuel, who grew up in the Valley and served on the youth panel in the late 1970s, also said her time on the board gave her a window into other parts of the city. "The great thing about the youth council ... [was] it gave me the opportunity to recognize the diversity of the city, to learn about the

different cultures," she said. "It opened doors for me that I didn't even know existed."

For many of the students, the Youth Council is a place to polish some of the social skills necessary for a successful politician. At the panel's March 18 meeting, as he waited for the session to begin, a smiling Rucker walked around the room greeting his colleagues. "Good to meet you," he said to one. "We've met before, right?" he said to another. Katrina, who dreams of running for City Council or mayor someday, said she was learning how to run a meeting and negotiate with peers. During one of the panel's meetings, members discussed what kinds of booths they should set up at the Traffic Safety-Child Health & Safety Fair. Katrina suggested a pie-eating contest. "Any ideas? Anyone?" she asked. "What about a fruit-eating contest?" responded Julie Prado, 16, a junior at Cleveland. After all, she pointed out, it's an event to promote health. In the end, the group agreed on bean-bag-toss and face-painting booths. Other issues that frequently come up at the youth meetings aren't too different from what L.A. City Council members often discuss: transportation, education and public safety.

In November, the City Council asked the Commission for Children, Youth and Their Families to create a task force — of young people, city officials and private industry — that would develop a Youth Master Plan for the city. The plan would outline policies on issues affecting young people, such as employment, education and college preparation; safety and violence prevention; and civic engagement. This spring, the Youth Council will facilitate a series of forums in different areas of the city where young people can meet to talk about issues that affect their lives and communities. The information will be used by the task force to help create the master plan. Councilman LaBonge said there are things he thinks the City Council could learn from the youth panel, particularly common courtesy. Not all Youth Council members become politicians. Mitchell, who oversaw the Youth Advisory Council from 1974 until 1993, said several of her charges became lawyers. Craig Renetzky is one of them. He is now a deputy district attorney for Los Angeles County and said his involvement in the youth panel in the early 1980s was important for him. "It opens your eyes to politics in a new way," he said. "You're almost an insider seeing things. You're in City Hall. You see city government work." The skills learned as members of a youth council will serve young people well in whatever endeavor they pursue, said Noemi Madrigal, a member of the group in the early 1990s who now works with juveniles for the California Department of Corrections and Rehabilitation. "It made me much more of an assertive person," Madrigal said. "I wasn't afraid to talk to people and was able to stand up for the things I believed in."