

**Draft Pilot Program - Student Representative to the
Culver City Parks, Recreation and Community Services Commission**

The City of Culver City is seeking a Student Representative to the Culver City Parks, Recreation and Community Services (PRCS) Commission. Although not a formal member of the Commission, the Student Representative will fulfill an essential role as a link between Culver City's youth community, the PRCS Commission, the PRCS Department and other factions of City government.

The PRCS Commission is currently a five-member body seeking one non-voting, Student Representative. The student member will be appointed for a one-year term and must either reside in Culver City or attend High School within the City of Culver City.

The PRCS Commission meets monthly (generally the first Tuesday of each month), or as needed, starting at 7:00 p.m. at the Culver City Mike Balkman Council Chambers.

The Parks, Recreation, and Community Services Commission has the following powers and duties:

1. Act in an advisory capacity to the City Council and City Manager on matters pertaining to public recreation, parks, recreation/community center facilities, open space and tree programs, where such trees are located in parks and open space, playgrounds, and music and entertainment as may from time to time be performed in the City's parks;
2. At the direction of the City Council or the City Manager, assist staff assigned to review the requirements of the City for facilities relating to the functions set forth in division A, and to make recommendations related to the adoption and updating of City master plans relating to parks, recreation, and open space;
3. At the direction of the City Council or the City Manager, recommend programs and plans designed to promote the full acceptance of all citizens in all aspects of community life, without regard to race, religion, gender, sexual orientation, age, or national origin;
4. At the direction of the City Council or the City Manager, recommend and support program policies relating to various community service functions of the City, including, but not limited to, programs for youth, teens, seniors, and people with special needs;
5. At the direction of the City Council or the City Manager, balance program and project recommendations by applying realistic expectations of budgetary and staffing resources, environmental sustainability, neighborhood compatibility, and other relevant factors; and
6. Perform such other duties, not inconsistent with the City Charter or this Code, as may be prescribed by ordinance, resolution, City Council policy or other City Council action.

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Selection of Student Representative

1. Student Representative Qualifications
 - a. A High School Student (grades 9-12, inclusive) who can provide documentation stating that he/she resides in Culver City, or attends any High School located within the City of Culver City. Examples of acceptable documentation are:
 - i. A letter from a parent or other caregiver who the student resides with that includes proof of that person's residency such as a utility bill or California Department of Motor Vehicle issued identification card.
 - ii. An official copy of a transcript from any High School located within Culver City
 - b. Willingness, and time available to participate as a Student Representative to the PRCS Commission.
2. Application
 - a. Please see Attachment "A."
 - b. Applications are available at/from the following locations:
 - i. Veterans Park – Registration Office (4117 Overland Ave.)
 - ii. City Hall – City Clerk's Office (9770 Culver Blvd.)
 - iii. Culver City High School Front Office
 - iv. Culver Park High School Front Office
 - v. Culver City High School Teacher Carlos Valverde
 - vi. Culver City High School Athletic Director Tom Salter
 - vii. Culver Palms YMCA Youth in Government Director
 - viii. On Line at www.culvercity.org/prcs
3. Duties
 - a. The Student Representative will be responsible for attending the scheduled meetings of the PRCS Commission, advising PRCS Commission members on matters pertaining to youth and youth-related issues and may study and/or make recommendations either:
 - i. In response to a specific request from the PRCS Commission; or
 - ii. On his/her own behalf as a representative of the wider youth community
4. Voting
 - a. The Student Representative shall be a non-voting, advisory, position

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Selection Process for the Student Representative

1. The Application Period shall remain open for a period of thirty days after the Applications are first made available.
2. At the termination of the Application Period, the Director shall review each application and determine, at the Director's sole discretion, the top three candidates. Thereafter, the Director and the Vice Chair shall review the applications of the top three candidates and jointly make a final selection.

Meeting Procedure Once Student Representative is Appointed

1. All agendas shall include the Student Representative's report immediately after the consent items; unless otherwise determined by the PRCS Commission Chair or by consensus of the full Commission
2. The Student Representative may ask to have items included on the agenda in one of two ways:
 - a. The Student Representative may ask the Director to add an item to a future agenda;
 - i. If the Director agrees, the Director can add such item to a future agenda;
 - ii. If the Director does not agree, the Director shall explain to the Student Representative why the Director is not adding such item to a future agenda;
 - b. The Student Representative may, at any open meeting of the PRCS Commission, seek consensus from the PRCS Commission members for the addition of an item to a future agenda.
3. The Student Representative shall be provided with the same meeting materials as PRCS Commission members;
4. The Student Representative shall attend the meetings of the PRCS Commission. During each meeting, in addition to providing the Student Representative report, the Student Representative:
 - a. Shall have the same opportunity to interact with staff and speak about any item on the agenda as the City Council appointed PRCS Commission members
 - b. May contact Commission Chair if the Student Representative wishes to speak, or has an interest, on any of the items on the agenda and may request of the Chair that any such item be advanced on the agenda
 - i. Provided that it is economically and functionally feasible to advance any such item(s) on the agenda, the Chair will ask the Commission members to allow for such advancement
 - c. Shall not have the right to vote on any official PRCS Commission motion

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ATTACHMENT "A"

**Student Representative to the
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Application

First Name _____ Last Name _____

Email Address _____

Street Address _____

City _____ State _____ Postal Code _____

Telephone Number _____

Name of High School _____ Grade _____

If you are related to any current City employees or elected/appointed official of the City of Culver City, please indicate name(s) and relationship(s).

Are there now, any circumstances and/or relationships which might make it difficult for you to serve as a member of the Student Representative to the Culver City PRCS Commission?

Yes _____ No _____ If Yes, please explain

Why do you seek appointment as the Student Representative to the PRCS Commission?

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What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the PRCS Commission?

What would you like to accomplish as a Student Representative to the PRCS Commission? That is, are there any issues of interest to you, changes that you would like to help implement or personal goals that might be explored or achieved by serving in this position?
