



CITY OF POMONA COUNCIL REPORT

November 18, 2019

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted By: Benita DeFrank, Neighborhood Services Director

**SUBJECT: INTRODUCE FOR FIRST READING AN ORDINANCE ESTABLISHING
A YOUTH COMMISSION**

RECOMMENDATION:

It is recommended that the City Council introduce, waive further and give first reading to the following ordinance:

**ORDINANCE NO. 4274– AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF POMONA, CALIFORNIA, ESTABLISHING A YOUTH
COMMISSION AND ESTABLISHING ITS PURPOSE AND STRUCTURE
AND AMENDING THE CITY CODE**

EXECUTIVE SUMMARY: Action on this item will introduce an ordinance (Attachment No. 1) establishing a Youth Commission to further City of Pomona's mission of improving the quality of life for its residents, creating a strong voice of youth leaders through governance and service learning, and engaging youth to participate in activities that improve themselves and their community.

FISCAL IMPACT: The fiscal impact of establishing a Youth Commission includes redirecting staff hours to support the goals of the Commission and other Commission-related expenses including t-shirts and name badges. In addition, the cost of food and drinks for meetings will require budget appropriations and may be requested at a later time, if needed.

PUBLIC NOTICING REQUIREMENTS: None required.

PREVIOUS RELATED ACTION: On March, 1, 1993, City Council adopted Ordinance No. 3684 establishing a Youth Commission. On November 5, 2001, City Council adopted Ordinance No. 3937 dissolving the Youth Commission.

ENVIRONMENTAL IMPACT: Not applicable.

BACKGROUND

In March 1993, a Youth Commission was established to represent the voice of youth in City government through advocating youth policies and engaging youth in community service. The City Manager's office served as the Commission Advisor through 2000 and experienced difficulty in obtaining a quorum for meetings due to factors such as lack of transportation and conflicting school commitments. In 2000, the then existing Parks, Recreation, and Community Services Department assumed responsibility for the Youth Commission and also experienced similar difficulties in obtaining a quorum for meetings. After 18 months of no meetings, the Commission was eventually dissolved in November 2001. However, as an alternative to a formal Youth Commission, staff recommended the formation of an informal Youth Committee Program. The Program would conduct monthly meetings at staffed community centers in various neighborhoods, discuss issues important to youth, and would not be subject to the Brown Act requirements for open meetings.

In December 2003, the Community Wellness Partnership re-created an informal Pomona-based youth commission to discuss issues of citywide importance to youth. This informal Pomona youth commission comprised of fifteen (15) total members, Pomona residents between the ages of 12 and 18 representing all districts, and serving a two-year term. Members were chosen through a nomination process by a panel of community leaders. Members participating 16 hours a month received a \$100 stipend from the Community Wellness Program, funded by the City of Pomona.

In October 2004, City Council adopted Resolution 2004-198 establishing a permanent Youth Advisory Committee to advise the Council on issues affecting youth in Pomona. This action would formally recognize the informal youth-based commission as an official entity charged with advocating youth policies, organizing youth to be more involved in community service and government and working as a liaison with youth and civic groups. As a formal Committee of the City Council, the Committee would be subject to the Brown Act requirements for open meetings, but would not be subject to the City Charter and Code restrictions specifying that all appointive boards and commissions have the same number of members as the City Council, and that those members serve a four-year term. Further, the City Code prohibits compensation for appointed Commissioners or Board Members. As a Committee, it could continue to use its current structure and format, thereby maximizing youth participation, and continue the \$100 monthly stipend for Committee members. The Community Wellness Partnership continue their role in guiding and advising the Committee, and a Community Services Department staff member would sit in on meetings in an ex-officio role to provide assistance with agendas, meetings, and other related matters.

In July 2007, the Community Services Department assumed the Pomona Youth Advisory Committee oversight and responsibilities. The Pomona Youth Advisory Committee had many accomplishments and undertook several projects. Most notably, the Youth Committee members worked with the city and agencies serving youth to advocate for the development of the Youth and Family Master Plan. They hosted an annual mentor-protégé dinner to engage youth and adult leaders to partner on local issues. They partnered with the City Clerk's Office and Los Angeles County Registrar-Recorder Voter Education Division to expand the Student Poll Worker Training to six local high schools. Youth Commissioners also organized an annual "Rock the Vote" voter education event and developed the Pomona Youth Leadership Network.

City records indicate the Committee discontinued by December 2010. According to ex-members, reasons for the Committee disbanding may have included members graduating from high school, attending college, gaining employment, lack of Committee's recruitment efforts, and burnout.

DISCUSSION

There has been a recent, strong support by City Council, community organizations, residents, and youth in reestablishing a Youth Commission. City of Pomona is considered a young city with approximately 27% of residents under 18 years old. A Youth Commission would encourage high school youth to participate in civic activities, initiate education campaigns, and offer a means for youth voices to be heard in local government decision-making.

The purpose of a Youth Commission is to provide a youth-oriented point of view to City Council about issues that are important to youth, make recommendations on how to address these issues, and to foster and maintain a positive, supportive environment for all youth living in Pomona. The Youth Commission will be under the purview of the Neighborhood Services Department/Community Services Division. The Community Services Division is responsible for the After School Recreation Program, Youth Sports, Youth Orchestra, and City special events. Staff will involve Youth Commissioners in the general policies and procedures related to youth-oriented programming, special events planning, and other matters related to youth. Commission meetings will be held once a month and will be conducted at City Council Chambers.

Proposed Timeline

To ensure the Youth Commission is set up for long-term success, staff recommends the Youth Commission operate in alignment with Pomona Unified School District (PUSD) school calendar, which runs from August through June. This would allow staff sufficient time to draft bylaws, develop an application and recruitment process, and schedule trainings and workshops.

A proposed timeline is as follows:

November 18, 2019	An introduction for first reading an ordinance establishing a Youth Commission.
December 2, 2019	An adoption for second reading an ordinance establishing a Youth Commission.
January – February 2020	Begin drafting Youth Commission bylaws and application
March	Begin recruitment process and processing of applications
April – May	Selection of appointees by Council
June	Council appointments sworn in by City Clerk's Office
July	Begin trainings/workshops (Brown Act, Roberts's Rules of Order, Ethics, etc.)
August	First regular meeting

Further, staff recommends that members shall serve two years ending June 30th, providing that the terms of the first Commissioners end on June 30, 2022. Lastly, staff recommends that Commissioner terms shall not coincide with the Councilmember's term of office.

The structure of the Youth Commission will be as follows:

- a) The Commission will serve as an advisory board to the City Council and other Commissions related to the purview of the Youth Commission, as applicable.
- b) The Commission will have Bylaws. The Bylaws will be drafted by the Department with the assistance of City Clerk and City Attorney.
- c) The Commission will consist of seven (7) current Pomona residents of high-school age.
- d) Each elected official will appoint one member for a total of seven (7) members.
- e) Appointments should constitute a body of high school students that represent the interests and needs of Pomona's youth, attend various schools throughout the community, and with a broad range of personal and academic interests.

Application Process

Pomona residents of high school age will need to complete and submit a Youth Commission application form. The City Clerk will forward applications to the Council. Each Councilmember will be responsible for determining their appointee to the Commission and notifying the City Clerk.

The duties of the Commission will be as follows:

- a) Attend, participate and actively engage in commission meetings.
- b) Keep informed and be familiarized with the function, progress, and development of citywide matters.
- c) Attend workshops, seminars, conferences, and trainings that further the Commission's leadership capabilities and skills.
- d) Conduct meetings in similar fashion to other Commissions and Boards by the City, which follow Robert's Rules of Order and are governed by the Brown Act.
- e) Report activities, issues, trends, and concerns to the City Council and City Commissions reflecting Pomona's youth.

COUNCIL PRIORITIES & GOALS: This item supports the 2019-2020 City Council Priority 1: Fiscal and Operational Responsibility – Goal D: Support City Commissions and ensure alignment between City Council goals and Commission activities and;

Priority 3: Safe and Clean Community – Goal M: Improve safety and cleanliness at parks and public spaces – Step 3: Increase the level of senior, family and youth activities within the parks and community centers in an effort to decrease the level of negative activities that occur by July 2020.

Prepared by:

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ATTACHMENT

Attachment No. 1 – Proposed Ordinance No. 4274