



PARKS AND RECREATION COMMISSION AGENDA REPORT

MEETING DATE: APRIL 26, 2006

ITEM NUMBER:

SUBJECT: YOUTH IN GOVERNMENT PROGRAM

DATE: APRIL 10, 2006

FROM: ADMINISTRATIVE SERVICES DEPARTMENT – RECREATION DIVISION

PRESENTATION BY:

JANA M. RANSOM, RECREATION MANAGER

FOR FURTHER INFORMATION CONTACT:

JANA RANSOM, 714-754-5654

RECOMMENDATION

The Parks and Recreation Commission is requested to support the City funding and implementing a Youth in Government program for the next fiscal year.

BACKGROUND

The Child Care and Youth Services Committee reviewed and commended to the City Manager a proposal they had received for a Youth in Government program (see Attachment A). The City Manager has asked the Parks and Recreation Commission to weigh in on this concept for the purpose of advising the Council to consider its funding and implementation in the next fiscal year.

The purpose of the program is to develop youth leaders within Costa Mesa, primarily through direct participation in local government, event planning, and community service. The overall goal is to represent the youth voice and address their concerns and issues while fostering the development of confident, independent, intrinsically motivated youth leaders.

The program is proposed to consist of three distinct sections:

The first section will be an introduction to the program, election of officers to a Youth Council (Chair, Vice Chair and Secretary), ratification of Council bylaws, and formation of committees for Challenge Day and Youth in Government Day. Members will then select four topic areas for more in-depth discussions and issue development as they relate to Costa Mesa youth. The four topic areas would be selected from the following broad categories (other categories may be added):

- Land Use and Urban Planning
- Transportation
- Budget
- Housing
- Water
- Education

- Parks and Recreation

The second section will consist of one meeting per month for the next eight months in which two meetings would be devoted to each of the four chosen topics. The first meeting on each topic will consist of a presentation of the general nature of the topic, followed by a staff or expert report on current city issues within the subject area, followed by a discussion of one or more of the issues. The Youth Council would then select an issue for the second meeting, a public hearing, when other youths and members of the community can come to voice their opinions on the matter. After this meeting the Youth Council will develop recommendations to present to the City Council as part of their final report.

The third section will conclude the Youth in Government program year. The members will develop their recommendations related to each topic area, will evaluate their Youth in Government program experiences, and make recommendation on how best to improve the program for the following year.

The program proposed focuses on three projects that the Youth Council will participate in:

- 1) City Government Day in which students from Costa Mesa high schools intern at City Hall for the day, and learn about local government and how it works (the first meeting of the group).
- 2) Challenge Day in which adults and youths break down barriers and promote tolerance, understanding, and acceptance. This is proposed to be a coalition effort with the Newport Beach Youth Council that will expand their existing Challenge Day from its current inclusion of only high schools located in Newport Beach to all of the high schools within the Newport-Mesa Unified School District.
- 3) A Report to Council in which the program participants will present issue recommendations to the City Council along with an evaluation of their experiences in the program (final meeting of the group).

Membership is proposed to consist of 10 to 12 members. Recommended requirements to be in the Youth in Government program are:

- Must be a high school student between the ages of 14-18
- Must be a current resident of Costa Mesa
- Must have a minimum GPA of 2.5
- Must be able to attend the monthly meetings (10 in all), missing no more than 3.
- Must be able to attend additional committee meetings
- Must be able to attend Youth in Government, Challenge Day and Council meeting

Prospective participants will be required to fill out a two-page application consisting of basic contact information, school, GPA, and short answer questions about their intended objectives for the program and what they plan to get out of it. Based on the application and the above stated requirements, a City Council liaison and a School Board liaison will select the best candidates for interviews. Based on the interviews, recommendations will be made to the City Council and the School Board for ratification. Participants will be able to annually re-apply for consideration of appointment to the program. The program recommendation calls for the two liaisons, one from the City Council and one from the School Board, and a staff member selected by the City Manager to assist with the program coordination throughout the program year.

ANALYSIS

Similar programs are currently held in the cities of Newport Beach, Huntington Beach, Irvine, and Westminster. In the staff review of this proposal, staff see this as being less of a recreational activity than one of governance/civics – and therefore would recommend that program oversight fall under the City Manager's office with assistance from relevant staff at his discretion.

Staff have additionally discussed this program with ACT (the Advisory Committee of Teens) and found that while some of the teens may be interested in participating on an individual basis, they did not want to take this program on as a function of their group. Too, the Child Care and Youth Services Committee, in recommending this program for consideration, indicated that the responsibility for making this program happen was more than they felt they could handle at this time – but they went on to note that several of their members would be willing to help if needed/desired.

City of Newport Beach has also indicated their willingness to "open up" their Challenge Day to Costa Mesa participants in this program. The School District is already a participant in the Newport Beach Youth Council program, and staff has received no indication that they wouldn't do at least as much for this program.

ALTERNATIVES

1. Do not recommend that this program be considered for possible funding and implementation for next fiscal year.
2. Recommend that this program be considered for funding and implementation with modifications (to be identified by Parks and Recreation Commissioners).

FISCAL REVIEW:

No revenue is associated with the implementation of this program, although corporate sponsors will be sought to defray some of the costs.

Staff estimate that a minimum of 240 staff hours will be needed annually to oversee and assist with this program, along with materials costs of about \$3,600. For a full explanation, please see Attachment B.

LEGAL REVIEW

None needed.

CONCLUSION

In order to encourage youth to become involved in local government, to think about a government or political career, to provide feedback to City Council and the School Board about issues relevant to Costa Mesa youth, staff recommends that the Parks and

Recreation Commission support the City funding and implementing a Youth In Government for the next fiscal year.

JANA M RANSOM
Recreation Manager

STEPHEN N. MANDOKI
Administrative Services Director

MARC PUCKETT
Finance Director

Attachment A Youth Council Proposal



City of Costa Mesa
Child Care & Youth Services Committee

c/o Recreation Division 77 Fair Drive Costa Mesa, CA. 92628-1200 (714) 754-5300

DATE: February 1, 2006
 TO: Costa Mesa City Council
 FROM: Costa Mesa Child Care & Youth Services Committee
 SUBJECT: Youth Council Proposal

The Costa Mesa Child Care & Youth Services Committee has been discussing the concept of a youth in government or youth council program here in Costa Mesa for Costa Mesa teens to participate in and learn about municipal government.

A November 9, 2005, report drafted by Lindsay Hopkins outlined a possible Youth Council program, was presented to the Committee at their January 4, 2006 meeting. The Committee liked the concept of a *Youth Council* and its various program components as presented in the report, which also identified the Committee would not be the lead body responsible for the program, but could provide assistance in a supporting role where possible and if desired.

The Committee just wanted the City Council to know it supports the idea and concept for such a program as that which has been proposed by Ms. Hopkins.

Sincerely,

Valerie Breen, Chairperson
 on behalf of the Costa Mesa Child Care & Youth Services Committee

cc. Allan Roeder, City Manager
 Stephen Mandoki, Admin. Serv. Director
 Jana Ransom, Rec. Mngr.

Program Proposal Attached

November 9, 2005

Memorandum

TO: Childcare and Youth Services Committee

FROM: Lindsay Hopkins, Intern

SUBJECT: Youth Council Proposal for Costa Mesa

In response to the lack of governmental leadership opportunities for Costa Mesa youth, I would like the City to start a Youth Council.

PURPOSE. The purpose of the Youth Council (YC) is to develop youth leaders within Costa Mesa, primarily through direct participation in local government, event planning, and community service. The overall goal is to represent the youth voice and address their concerns and issues while fostering the development of confident, independent, intrinsically motivated youth leaders.

LENGTH. The program will run from September through June, consisting of 10 monthly meetings.

TERM. Members will serve on a one-year term. There are no term limits, but returning members must follow the full application process in order to re-apply.

MEMBERS. The proposed Youth Council will consist of 10 to 12 members. The requirements to be on the Youth Council are:

- Must be a high school student between the ages of 14-18
- Must be a current resident of Costa Mesa
- Must have a minimum GPA of 2.5
- Must be able to attend the monthly meetings (10 in all), missing no more than 3.
- Must be able to attend additional committee meetings
- Must be able to attend programs and events

Additionally, the Youth Council will have two liaisons, one from the City Council and one from the School Board, as well as a staff member designated by the City Manager.

APPLICATION PROCESS. Prospective YC members will be required to fill out a two page application. The application consists of basic contact information, school, GPA, and short answer questions about their intended objectives for the YC and what they plan to get out of it. Based on the application and the above stated requirements, the City Council liaison and the School Board liaison will select the best candidates for interviews. Based on the interviews, recommendations will be made to the City Council and the School Board, and then ratified by both City Council and the School Board.

FORMALITY. Meetings will be held in a professional, formal manner, loosely based on Robert's Rules of Order.

TIMELINE. The year will consist of 3 distinct sections:

The first section will be an introduction to the Youth Council (the first meeting). At this meeting the Chair, Vice Chair, and Secretary will be elected, the bylaws approved, and the City Government Day and Challenge Day event committees formed.

The four issue topics will be chosen from:

- Land Use and Urban Planning
- Transportation
- Budgets
- Housing
- Water
- Parks and Recreation

The second section will run from the 2nd meeting through the 9th meeting (eight meetings total). This section will consist of with two meetings devoted to each of the four chosen topics. The first meeting on any topic will consist of a staff or expert report on a current city matter with the issue area, followed by a council discussion of the matter. The second meeting will be a public hearing, where other youths and members of the community can come to voice their opinions on the matter. After which the YC will have to make recommendation to the City Council.

The third section will conclude the YC year (last meeting). The members will evaluate the Council, and make recommendation on how best to improve it for the following year.

OBJECTIVES. The YC will focus on three projects:

- 1) City Government Day: where students from Costa Mesa high schools can intern at City Hall for the day, and learn about local government and how it works.
- 2) Challenge Day: will bring together adults and youths to brake down barriers and promote tolerance, understanding, and acceptance. This will be in coalition with the Newport Beach Youth Council, and will expand their existing Challenge Day to all of the high schools within the Newport-Mesa school district.
- 3) Report to Council: where the Youth Council will present all of their issue recommendations to the City Council along with an evaluation of their own program.

MODEL. This program is based on the four other programs currently existing in Orange County, in the cities of Newport Beach, Laguna Niguel, Westminster, and Huntington Beach. This model more closely resembles the Newport Beach model. (See Attached "City Chart" for the breakdown of the different programs).

FISCAL CONCERNS. This program will require:

- About 10-15 hours of staff time a month.
- \$3000 for the Challenge Day
- \$500 for materials, food, and flyers.

Total: approx. \$3500

Sponsorship is could be sought from local businesses and individuals within the Community.

YOUTH COUNCIL/YOUTH IN GOVERNMENT COST BREAK-DOWN

Costs are estimated as follows:

- Program development/marketing Staff time 40 hours; Materials/Services \$300
 Presentation to School Board and Council; development of application and other program marketing materials; presentation to City Department/Division heads; development of program materials; meeting with Council and School Board liaisons; Youth in Government Day arrangements; speaker arrangements; meeting space arrangements; distribution of applications and presentations to high school groups; candidate review, interview arrangements, interviews and selections
- Program Oversight Staff time: 16-20 hours/month; Materials/Services \$200
 Staff liaison to meetings; record-keeping (attendance, minutes, issue recommendations), assistance with agenda packets, public meeting marketing, copying program materials
 Staff and/or Expert reports/presentations and follow-up discussion
- Challenge Day Staff Time 12 hours; Materials/Services \$3,000
 Staff liaison to sub-committee, meetings with City of Newport Beach and Newport Mesa Unified School District representatives/committee members; transportation, food, copying
- Final Report Staff Time 4 hours; Materials/Services \$100
 Report preparation with sub-committee members, Council meeting or study session attendance

Total anticipated Staff Time needed: 240 hours annual

Total funding for Materials and Services: \$3,600