



Santa Paula Youth Commission

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Chapter 1 Introduction

1.1 Background

A Community Profile and Draft Downtown Improvement Plan were prepared for Santa Paula by students in the City and Regional Planning Department at California Polytechnic State University, San Luis Obispo. The plans represent the culmination of a six month long study from September 2011 through March 2012. The process included research, community outreach, and class studies designed to emulate the process of preparing a community plan using the best techniques employed by the professional planners today. The project was conducted with support from the City of Santa Paula, students from Santa Paula High School, and community members.

The Improvement Plan will help the community of Santa Paula focus on and address the future of downtown and how best take advantage of opportunities that can increase economic and cultural activities within the community. It includes a number of strategies to implement the concepts and policies in the plan, identifying key strategies important to achieving the community's vision for itself.

The plan also provides visions to guide the future development of downtown Santa Paula. It recognizes the social and economic values of Santa Paula residents, and translates these values into key strategies, which will be used to coordinate public and private sector development, creating a vibrant and attractive downtown. It identifies the downtown's land use, economics, circulation, urban design, and parks and recreation in terms of key concepts and policies as they relate to local government and community decision-making. The goal is to provide citizens with opportunities to participate in the planning and decision-making processes of their community. Community outreach included surveys, mapping-exercise, questionnaires, Photovoice, and the Singular Santa Paula and Conceptual Plan workshops.

1.2 Purpose

The purpose of this document is to clarify both the need and importance of providing youth community members a voice in a youth commission for the opportunity to be heard for decisions affecting the city in which they live. After performing site visits to Santa Paula High and hearing presentations on the ideas which these students have, it is clear that, given the opportunity to do so in a commission of peers, Santa Paula's youth help create an environment that they can enjoy and thrive in. Through the implementation of a Youth Commission, youth input will be a part of multiple modes of government decision making, starting in community services and expanding into planning.

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For example, this Commission will become involved with the revitalization of the downtown, creating an environment that is more likely to attract youth than if they were not included in the decision making process.

This document contains two parts, a Youth Commission Profile and an Implementation Plan. The Profile will cover an analysis of successful youth commissions from around California in cities and towns ranging in size, demographic, and location. From these case studies, ideas that are creative, innovative, and most likely to succeed for Santa Paula will be discussed with community representatives and a recommendation will be made.

The second part of the project will discuss the implementation of the Youth Commission. The goal of this section is to create a document that, if desired, can be briefly edited and submitted directly to City Council for approval. This would minimize workload required of city staff to move the project forward.



Chapter 2

Case Studies

Case Studies**2.1 The San Francisco Youth Commission****Established:**

The San Francisco Youth Commission was approved by vote as Proposition F on November 7, 1995.

Membership:

The Commission consists of seventeen members. Each member is required to be between the ages of 12 and 23 at the time of appointment. Each member of the Board of Supervisors and the Mayor appoint a single member to the Commission. In addition, the Mayor appoints an additional five members from under represented communities to ensure that the Commission represents the diversity of the city. Any member that the Commission certifies missed three regularly scheduled meetings in a six month period is seen as having resigned.

Term Limits:

Members serve terms of one year. The term begins upon the date that the Clerk of the Board of Supervisors certifies that all members of the Commission have been appointed. If a vacancy occurs, a successor is appointed to complete the term in a manner similar to that which the original member was initially appointed.

Meetings:

The Commission meets at least once a month.

Rules and Records:

The commission prepares and maintains permanent minutes of the actions taken during meetings. These are filed with the Clerk of the Board of Supervisors. The Commission has the authority to create, amend, and repeal its own code of bylaws and is overseen by the Board of Supervisors.

Duties and Responsibilities:

The Commission must identify the concerns and needs of the children and youth of San Francisco, examine existing social, economic, educational, and recreational programs for children and youth, develop and propose plans that support or improve such programs, and make recommendations to the Mayor and Board of Supervisors. The commission members are also tasked with identifying the unmet needs of San Francisco's children and youth through personal contact with these young people, school officials, church

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leaders, and others, and hold public forums in which both youth and adults are encouraged to participate. Members also elicit the interest, support, and mutual cooperation of private groups (such as fraternal orders, service clubs, associations, churches, businesses, and youth organizations) and city-wide neighborhood planning collaborative efforts for children, youth and families that initiate and sponsor recommendations that address the social, economic, educational, and recreational needs of children and youth in San Francisco. Members use this information to advise the Board of Supervisors and Mayor about how such recommendations could be coordinated in the community to eliminate duplication in cost and effort. In addition, members research available sources of governmental and private funding for youth programs. Recommendations are submitted to the Mayor and Board of Supervisors about juvenile crime prevention, job opportunities for youth, recreational activities for teenagers, opportunities for effective participation by youth in the governmental process, and changes in city and county regulations that are necessary to improve the social, economic, educational, and recreational advantages of children and youth. The final task is to respond to requests for comment and recommendation on matters referred to the Commission by officers, departments, agencies, boards, commissions and advisory committees of the City and County. The Board of Supervisors receives the activities, goals, and accomplishments of the Commission by July 1 of each calendar year.

2.2 The Elk Grove Youth Commission

Established:

February 11, 2011

Membership:

The Youth Commission consists of ten members (five members and five alternates). Each commissioner serving is required to be between the ages of thirteen and nineteen. In addition, the commissioner is also required to be a student between the grades of seven and twelve in an approved education program for middle or high school students. Each commissioner must be a resident of the city or within its sphere of influence from the time of application through the end of the term. It should be noted that family members of city council members are not eligible for appointment. Each member of the city council appoints two members to the commission, one being a member and the other being an alternate.

Term Limits:

Members of the commission serve two-year terms. No person appointed as a commissioner is eligible for serving more than two terms (four years). The Youth Commission selects a Chair and Vice-Chair from the members. The term of these offices is one year.

Meetings:

The Youth Commission schedules at least one meeting per month at a designated time and place. A majority of members constitutes a quorum at any regular or special meeting of the commission. The Youth Services Manager provides support to the commission.

Rules and Records:

Minutes of the commission are prepared by the Youth Services Manager and filed with the City Clerk's Office. These are public record.

Duties and Responsibilities:

The largest single project is to develop and maintain a three year action plan outlining areas of study by the commission. They also review issues relating to programs and services for both children and youth. The commission also serves to identify and recommend priorities among programs for youth, create a forum for discussion with youth and their families, advocate for services and programs for youth, and make recommendations for programs, policies and legislation to promote the health and well-being of youth. The final responsibilities of the commission are to work with the public and private sectors to bring forth the concerns of youth and evaluate programs that will enhance the development of youth, develop a communication network to disseminate information about services to children and youth, submit a quarterly report to the Mayor and City Council, and meet with their respective councilmember once a month.

2.3 San Diego Youth Commission**Established:**

April 29, 2002

Membership:

Members of the commission are appointed by the Mayor and confirmed by the Council. The Mayor appoints two members from the nominees provided by each member of the City Council and two additional members chosen strictly by the Mayor. In total, there are eighteen members. Members of the commission are required to be residents of the City of San Diego and between the ages of fourteen and twenty-two.

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Term Limits:

The term limit is two years. No member is eligible to serve more than two consecutive terms. The expiration date of all terms is July 1.

Meetings:

The commission meets no less than four times per year. Subcommittees are formed by a less than majority of the members to allow for in depth review of issues of interest to the commission, similar to task groups.

Rules and Records:

The City Manager is required to have all findings and recommendations along with periodic reports to the

Duties and Responsibilities:

The duties of the Youth Commission are to identify critical issues affecting youth in the city and provide advice to the Mayor, City Council, City Manager, and other City officials on issues affecting youth.

2.4 Paso Robles

Established:

1999

Membership:

There are nine members and three alternates on the youth commission.

Term Limits:

Terms are limited at two years.

Meetings:

Meetings are held the first Wednesday of each month at 2:30 pm September through June. (school year)

Rules and Records:

The commission is overseen by various city staff and council members.

Duties and Responsibilities:

The duties of the Youth Commission are to get involved in activities such as community service projects, youth conventions, and bringing special activities.



chapter 3

Draft Youth Commission Profile

3.1 Draft Youth Commission Profile

The case studies shown earlier in the profile provided different strategies used by cities and towns made up of a range of population sizes, ethnicities, and locations. This benefits analysis will be used to identify possible strategies to be used by the City of Santa Paula based on their demographics, population, and location. Upon completion of this analysis, the Community Services Department and Santa Paula High will be contacted to help finalize the Youth Commission profile. At that time, an updated analysis will be provided that includes the views of the Santa Paula community.

Establishment:

As mentioned above, prior to the establishment of a full youth commission profile, the most involved groups of the community will be contacted to get their opinions on how the commission should function.

Membership:

When comparing Santa Paula to the other provided case studies, Paso Robles has the most similar population count. Therefore, I recommend that Santa Paula base its Youth Commission membership size to Paso Robles' and have around 10 members. This would allow opportunity to get representation from all parts of the community. The age requirement would be ages 14-18 (high school age group) and enrollment in either Santa Paula High or an educational provider recognized and approved within the city's sphere of influence. In terms of how members are chosen, a popular method has been to have City Council members and the Mayor have the final call. Students at the Santa Paula High select their own representation in the commission, similar to how they select student government positions. This could supply 6 of the members, (4 members and 2 alternates) to the commission. At that point, I would recommend that the Mayor or City Council members select an additional 4 members from the community (3 members and 1 alternate) to ensure that all areas, ethnicities, beliefs, etc. of the city are represented. The only requirement of this would be that the selected members meet the criteria provided above for membership.

Term Limits:

The most common term limit is 2 years. Reoccurring terms are allowable, provided that the candidate meets membership requirements. Term limits for alternates would be 1 year. Holding the commission during the school year (September through June) would be the most successful way to get youth involved in the commission. Depending on the success of the commission, the duration could be extended through the summer.

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Meetings:

Meetings, at the very least, should occur once a month. However, I would not see a problem with a weekly meeting during the week if the meeting location was convenient to the students, say somewhere on the campus. Two members of the commission should be voted as representatives that pass ideas along from the commission to the currently standing recreation commission. This would also fill the void in the already existing commission and establish a wider range of youth input to be passed along.

Rules and Records:

The commission should have the ability to establish and remove bylaws when they feel necessary by majority vote. In addition, a representative of the Community Services Department, City Council, etc. should be present at the meetings to assist when needed and to take down the minutes established by the commission. If approved, the Volunteer/Youth Coordinator would serve this role nicely. This position is currently being proposed to the city by a colleague named Diane Kwon. She has participated in the same classes working with Santa Paula over the last year.

Duties and Responsibilities:

The duties and responsibilities of the commission are to become involved and enhance community events focused towards youth and help create a dynamic city environment for youth to enjoy. The commission should be responsible for hosting and providing youth centered activities within Santa Paula. The commission should also inform the recreation commission via the representatives of new ideas and needs. To accommodate the number of needs and desires the youth will likely have, sub committees should be formulated to ensure in depth analysis and focus of the commission members. The commission will also be responsible for reviewing city proposals that have the potential to impact youth and pass on their input through both their representatives and the coordinator. In addition, the commission should be responsible for reviewing General Plan updates, zoning changes, and infill developments, particularly in the downtown area.



Chapter 4 Proposed Youth Commission Profile

4.1 Proposed Youth Commission Profile

An important factor for success for any project is the involvement of the city, town, or residents who will interact with said project. For this section, I have introduced my proposal youth commission to the Recreation Department and Santa Paula High, two groups that will likely be involved in an established youth commission. After discussing the provided categories with members of these two groups, I found that almost all of the ideas received positive feedback. Minor edits were performed to represent these changes and the new ideas that were brought up during discussion. This section includes the comments that were recommended by city representatives.

Membership:

The Santa Paula Youth Commission will consist of 10 members. Seven (7) of these will be representatives on the commission and will have the ability to vote on issues. The remaining three (3) voted backups will participate in information gathering, activities, etc., but not have the ability to vote on issues. In the event of a member dropping out, the commission will vote on a backup to step in and fill that position for the remaining previous member's term. The requirements for membership are residence in Santa Paula or Santa Paula's sphere of influence and between the ages of 14-18 (high school age) while also being actively enrolled in Santa Paula High. Students will vote for six (6) of their own representatives at their school in a manner similar to voting for student government positions. The four (4) top voted will be the full members, while the last two (2) will be alternates. The final four (4) positions will be filled by members of the community chosen by either the Mayor or City Council to ensure that all ethnicities, backgrounds, etc. are represented in the commission. Three (3) of these selected people will be members and the final one (1) will be an alternate. These members would still be required to meet the criteria stated above. It should be noted that, if allowed, community service hours needed to graduate from Santa Paula High can be used to ensure interest in the youth commission.

Term Limits:

The term limits will be set at two (2) years for full members of the commission and annual or one (1) year for alternates. This is to prevent the commission from losing momentum on projects, activities and research as had happened in the past. Alternatively, if the City chooses to do so, staggered terms can also be an option for members to ensure that an entire group of members does not go out at once.

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Meetings:

The most likely way to get youth involved in the commission is to hold meetings in an easily accessible area for that age group. Therefore, holding meetings at Santa Paula High, possibly following the end of school, would be the best option. This would also save money for the City by eliminating the need to find a meeting place in a city building and remove the hassle of parents getting their kids around town during working hours. Meetings should span in the months of September through June (during school months). Depending on the success of the commission, this can be extended to go the full year. Meetings should occur every one to two (1-2) weeks. Depending on the initial success of the Commission, meetings can be held monthly. Two members of the commission should be voted as representatives and fill the spots in the currently standing recreation commission to pass on ideas established by the youth commission. In addition, this would allow the youth commission to potentially receive more projects and keep both the City and commission on the same page, creating a wider range of youth input in the city.

Rules and Records:

The youth commission should have the ability to establish and remove bylaws for themselves when they feel necessary. In addition, a representative of the Community Services Department, City Council, or other city representative should be present at meetings to assist when needed and to take down the minutes established by the commission. Alternatively, a representative from the school could stand in. If approved, the Volunteer/Youth Coordinator would fill this spot the most appropriately. For more information on this, please look at the project being done by Diane Kwon.

Duties and Responsibilities:

The youth commission should be responsible for becoming involved and enhancing the community events focused towards youth. One of the main priorities should be to host and provide youth centered activities in Santa Paula. It is possible that the commission could enlist fellow high school students in need of community service hours for aid during events. The commission should also inform the recreation commission via the elected representatives of new ideas and needs. To accommodate for different ideas and needs that will likely arise, task groups should be formulated to ensure in depth analysis and focus of the commission. The City should also provide the youth commission with proposals that can potentially impact youth and to allow for a review by the youth commission which can be passed on by both the representatives and the coordinator. In addition, the commission should be responsible for reviewing General Plan updates, zoning changes, and infill developments, particularly in the downtown area.



chapter 5

Implementation Process

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5.1 Implementation Process

The City of Santa Paula has an established process to create advisory bodies such as the Youth Commission. This section will address potential strategies the city of Santa Paula can use to implement the plan for a youth commission successfully. It is important to keep in mind the necessity of keeping all interests involved, whether they are involved with the project directly or indirectly.

Step 1:

Begin forming the document proposal for the youth commission within the Community Services Department

Step 2:

Send the document to the Community Services Director for review

Step 3:

After approval from the director of the department, send the document out for comments and suggestions to all important parties (superintendent, principal of Santa Paula High, Recreation Commission, Planning Commission, Mayor, City Manager)

Step 4:

Make the appropriate revisions including the feedback previously received

Step 5:

Send the edited document to the city clerk/manager to be placed on the council agenda

Step 6:

Wait for the hearing date and discuss the commission to receive council approval

Step 7:

Begin implementation of the commission



Chapter 6 Proposed Youth Commission Ordinance

6.1 Youth Commission Ordinance

CREATED; MEMBERSHIP

(A) A Youth Commission is created for the city. The Commission will consist of ten members appointed in conformance with this code.

(B) Seven (7) of these will be representatives on the commission and will have the ability to vote on issues.

(C) Three (3) voted backups will participate in information gathering, activities, etc., but not have the ability to vote on issues.

(D) The requirements for membership are residence in Santa Paula or Santa Paula's sphere of influence and between the ages of 14-18 (high school age) while also being actively enrolled in Santa Paula High.

(E) Students will vote for six (6) of their own representatives at their school in a manner similar to voting for student government positions. The four (4) top voted will be the full members, while the last two (2) will be alternates.

(F) The final four (4) positions will be filled by members of the community chosen by either the Mayor or City Council to ensure that all ethnicities, backgrounds, etc. are represented in the commission. Three (3) of these selected people will be members and the final one (1) will be an alternate. These members would still be required to meet the criteria stated above.

(G) If allowed, community service hours needed to graduate from Santa Paula High can be used to ensure interest in the youth commission.

TERMS OF MEMBERS

(A) The youth members appointed to the Commission shall serve for terms of two (2) years, or until a successor has been duly qualified and appointed.

(B) Members appointed to fill vacancies arising during a term shall serve only for the remainder of the term of the member they replace.

(C) The alternate youth members appointed to the Commission shall serve for terms of one (1) year, or until a successor has been duly qualified and appointed.

ADVISORY MEMBERS

(A) One member of the Council, the City Manager, the Superintendent of the Santa Paula Union High School District, the Superintendent of the Santa Paula School District, and the Community Services Director shall be advisory members, without vote, on the Recreation Commission.

(B) Advisory members shall not be counted in forming a quorum.

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OFFICERS

(A) The officers of the Recreation Commission shall be a chairperson and vice-chairperson. Their respective duties shall be as such as are usually imposed upon such officers.

(B) Each officer shall hold office for one year or until his successor is elected.

(C) A recording secretary, or Volunteer Coordinator, shall be furnished for Commission meetings by appropriate action of the City Manager as approved by the City Council.

(D) Two members of the commission should be voted as representatives and fill the spots in the currently standing recreation commission to pass on ideas established by the youth commission and receive more projects.

COMMITTEES

The Youth Commission may create such committees as it deems necessary to the performance of its duties and may delegate to such committees such investigations, studies and duties as it deems advisable.

MEETINGS, BY-LAWS AND QUORUM

(A) The Youth Commission shall meet at least once each calendar month, at Santa Paula High.

(B) The Commission shall adopt such by-laws and rules and regulations as it finds necessary to the performance of its duties.

(C) A majority of members shall constitute a quorum for the transaction of business and the vote of a majority of a quorum shall be necessary to any transaction or decision.

POWERS AND DUTIES

The Youth Commission shall:

(A) Advise and assist the Council in all matters pertaining to youth and city;

(B) Advise and aid the Community Services Director in making plans for and in conducting activities within the city;

(C) May submit recommendations to the City Council on all matters as may be appropriate or as requested by the City Council;

(D) Formulate general policies for the conduct of the City Recreation Department;

(E) Render to the Council annually and at such other times as the Council may determine a public report of its activities and of the activities and status of programs;

(F) Make such investigations or surveys in the field in groups as desired and as the Council may request and report its findings and recommendations to the Council; and

(G) Submit to the Council, annually, and through the City Manager at such time as may be designated, a proposed budget providing for the conduct of recreational activities for the ensuing fiscal year.

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Appendix**San Francisco Youth Commission**

Provisions of the San Francisco Charter

Approved by the San Francisco Voters as Proposition F on November 7, 1995

SEC. 4.122. YOUTH COMMISSION.

There is hereby established a commission to be known as the Youth Commission (hereinafter called "Commission") to advise the Board of Supervisors and Mayor on issues relating to children and youth. The Commission shall operate under the jurisdiction of the Board of Supervisors.

SEC. 4.123. YOUTH COMMISSION MEMBERSHIP; APPOINTMENT; TERMS; MEETINGS; COMPENSATION; DIRECTOR.

(a) Commission Membership. The Commission shall consist of seventeen (17) voting members, each of whom shall be between the ages of 12 and 23 years at the time of appointment. Each member of the Board of Supervisors and the Mayor shall appoint one member to the Commission. The Mayor shall also appoint five (5) members from underrepresented communities to ensure that the Commission represents the diversity of the City. All appointments shall be completed by the sixtieth day after the effective date of this charter amendment and by that date of each year thereafter. Commission members shall serve at the pleasure of their appointing authorities.

The Commission shall consist of individuals who have an understanding of the needs of young people in San Francisco, or experience with children and youth programs or youth organizations, or involvement with school or community activities. The members shall represent the diversity of ethnicity, race, gender and sexual orientation of the people of the City and County, and shall be residents of the City and County.

(b) Term of Office. Members shall serve a term of one year. The first one year term for all members shall begin upon the date the Clerk of the Board of Supervisors certifies that all members of the Commission have been appointed following the adoption of this charter amendment. Future terms of office shall begin on that date of each successive year. Members shall conduct the first meeting of the Commission within thirty days of the appointment of all members.

In the event a vacancy occurs during the term of office of any voting member, a successor shall be appointed to complete the unexpired term of the office vacated in a manner similar to that which the member was initially appointed.

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San Francisco Charter 1 Section 4.122 YOUTH COMMISSION

(c) Removal of Members. Any member whom the Commission certifies to have missed three regularly scheduled meetings of the Commission in any six month period without prior authorization of the Commission shall be deemed to have resigned from the Commission effective on the date of the written certification from the Commission.

(d) Compensation. Members of the Commission shall not be compensated, nor shall they be reimbursed for expenses.

(e) Meetings. The Commission shall meet at least once a month.

(f) Minutes of Meetings. The Commission shall prepare and maintain permanent minutes of the actions taken during its meetings, and shall file copies with the Clerk of the Board of Supervisors.

(g) Bylaws. To aid in the orderly conduct of business, the Commission shall have the

authority to create, amend, and repeal its own code of bylaws.

SEC. 4.124. YOUTH COMMISSION-PURPOSE AND DUTIES.

The purpose of the Commission is to collect all information relevant to advising the Board of Supervisors and Mayor on the effects of legislative policies, needs, assessments, priorities, programs, and budgets concerning the children and youth of San Francisco. Before the Board of Supervisors takes final action on any matter that primarily affects children and youth of the City and County, the Clerk of the Board of Supervisors shall refer the matter to the Commission for comment and recommendation. The Commission shall provide any response it deems appropriate within 12 days of the date the Board of Supervisors referred the matter to the Commission. After the 12 day period has elapsed, the Board of Supervisors may act on the matter whether or not the Board has received a response. This referral requirement shall not apply to any matter where immediate action by the Board of Supervisors is necessary to protect the public interest. The Commission shall have the following duties and functions:

(a) Identify the concerns and needs of the children and youth of San Francisco; examine existing social, economic, educational, and recreational programs for children and youth; develop and propose plans that support or improve such programs; and make recommendations thereon to the Mayor and Board of Supervisors.

(b) Identify the unmet needs of San Francisco's children and youth through personal contact with these young people, school officials, church leaders, and others; and hold public forums in which both youth and adults are encouraged

to participate.

San Francisco Charter 2 Section 4.122 YOUTH COMMISSION

(b) Elicit the interest, support, and mutual cooperation of private groups (such as fraternal orders, service clubs, associations, churches, businesses, and youth organizations) and city-wide neighborhood planning collaborative efforts for children, youth and families that initiate and sponsor recommendations that address the social, economic, educational, and recreational needs of children and youth in San Francisco. Advise the Board of Supervisors and Mayor about how such recommendations could be coordinated in the community to eliminate duplication in cost and effort.

(c) Advise about available sources of governmental and private funding for youth programs.

(d) Submit recommendations to the Mayor and Board of Supervisors about juvenile crime prevention, job opportunities for youth, recreational activities for teenagers, opportunities for effective participation by youth in the governmental process, and changes in city and county regulations that are necessary to improve the social, economic, educational, and recreational advantages of children and youth.

(e) Respond to requests for comment and recommendation on matters referred to the Commission by officers, departments, agencies, boards, commissions and advisory committees of the City and County.

(g) Report to the Board of Supervisors the activities, goals, and accomplishments of the Commission by July 1 of each calendar year, effective July 1, 1997.

SEC. 4.125. JURISDICTION.

The Commission shall be under the jurisdiction of the Board of Supervisors; the Commission shall have only those powers created by Sections 4.122 through 4.125 or by ordinance of the Board of Supervisors.

San Francisco Charter 3 Section 4.122 YOUTH COMMISSION

City of Elk Grove Youth Commission

The City Council of the City of Elk Grove does ordain as follows:

Section 1: Purpose and Authority

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The purpose of this Ordinance is to add Chapter 1.08 to the City of Elk Grove's Municipal Code to enact the City of Elk Grove's Youth Commission.

Section 2: Findings

In adopting this ordinance the City Council makes the following findings:

1. The commission is consistent with the goals, policies, and actions identified by the Elk Grove City Council.

Section 3: Chapter 1.08 of the City of Elk Grove's Municipal Code

Chapter 1.08

Youth Commission Ordinance

1.08.010 - Established

1.08.020 - Membership

1.08.030 - Term Limits

1.08.040 - Meetings

1.08.050 - Rules and records

1.08.060 - Duties and responsibilities

1.08.010 – Established.

A. The Youth Commission of the city, hereinafter referred to in this Chapter as the “commission,” is created.

B. The commission is a standing commission.

1.08.020 – Membership.

A. The Youth Commission shall consist of ten members, five members and five alternates. Each commissioner shall: (1) be no less than thirteen (13) years of age and no more than nineteen (19) years of age; and (2) a student in grades 7 through 12, in an approved education program for middle school or high school students; and (3) a resident of the city or its sphere of influence, at the time of application for appointment and continuously thereafter; and (4) eminent family members of city council members shall not be eligible for appointment.

B. Each member of the city council shall appoint two members to the commission from their district. One will be a member and one will be an alternate.

C. A quorum shall consist of a majority of the then-appointed members.

1.08.030 – Term Limits.

A. Members of the commission shall serve for a two-year term. No person appointed as a commissioner shall be eligible to serve more than two consecutive terms (a total of four years).

B. The Youth Commission shall select a Chair and Vice-Chair from among its

members. The term of these offices shall be one year.

1.08.040 – Meetings.

- A. The Youth Commission shall schedule at least one meeting per month at a designated time and place.
- B. A majority of members shall constitute a quorum at any regular or special meeting of the commission.
- C. The Youth Services Manager, or his designee, will provide support to the commission.

1.08.050 – Rules and records.

- A. Minutes of the commission shall be prepared by the Youth Services Manager or appointee, filed with the City Clerk's Office, and shall be a public record.

1.08.060 – Duties and responsibilities.

- A. Develop and maintain a three (3) year action plan outlining areas for study by the commission.
- B. Review issues relating to programs and services for children and youth.
- C. Identify and recommend priorities among programs and services for children and youth.
- D. Create a forum for discussion with children, youth and their families.
- E. Advocate for services and programs for children and youth.
- F. Make recommendations for programs, policies, and necessary legislation to promote the health and well-being of children, youth and their families.
- G. Work with the public and private sectors to bring forth the concerns of children and youth as well as evaluate programming that will enhance the development of children and youth.
- H. Develop a communication network to disseminate information about services to children and youth.
- I. Submit a quarterly report the Mayor and City Council.
- J. Meet with their respective councilmember once a month.

Section 4: No Mandatory Duty of Care.

This ordinance is not intended to and shall not be construed or given effect in a manner that imposes upon the City or any officer or employee thereof a mandatory duty of care towards persons and property within or without the City, so as to provide a basis of civil liability for damages, except as otherwise imposed by law.

Section 5: Severability.

If any provision of this ordinance or the application thereof to any person or

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circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

Section 6: Effective Date and Publication

This Ordinance shall take effect thirty (30) days after its adoption. In lieu of publication of the full text of the ordinance within 15 days after its passage, a summary of the ordinance may be published at least five days prior to and fifteen (15) days after adoption by the City Council and a certified copy shall be posted in the office of the City Clerk, pursuant to GC 36933(c)(1).

San Diego Youth Commission

Members (PDF: 21K)

Duties

To identify critical issues affecting youth in the City of San Diego and provide advice and recommendations to the Mayor, City Council, City Manager, and other City officials on issues affecting youth in the City of San Diego. The Commission is to meet no less than four (4) times per year. To form subcommittees of less than a majority of its members as deemed necessary to allow for in-depth review of issues of interest to the Commission. Make available to the City Manager its findings and recommendations and present periodic reports to the Public Safety and Neighborhood Services Committee of the City Council.

Appointment

The members shall be appointed by the Mayor and confirmed by Council. The Mayor shall appoint (2) members from the nominees provided by each member of the City Council and two (2) additional members chosen by the Mayor.

Term

Two (2) year terms. No member shall serve more than two (2) consecutive terms. The expiration date of all terms shall be July 1.

Composition

Eighteen (18) members. Members of the Commission shall be residents of the City of San Diego between the ages of fourteen (14) and twenty-two (22).

Governed By

San Diego Municipal Code Chapter II, Article 6, Division 16, Sections 26.1601

through 26.1605. Added by Ordinance 0-19053 on 4/29/02.

Santa Paula Recreation Commission

§ 32.45 CREATED; MEMBERSHIP.

(A) A Recreation Commission is created for the city. The Commission will consist of seven members appointed in conformance with this code.

(B) Two members of the Commission shall be persons between 16 and 20 years of age who have been selected as representatives of the general youth of the city.

(‘81 Code, § 2.32.010) (Am. Ord. 1007, passed 7-1-96; Am. Ord. 1077, passed 10-20-03)

§ 32.46 TERMS OF MEMBERS.

(A) All adult members appointed to the Recreation Commission shall serve for terms of three (3) years, or until a successor has been duly qualified and appointed.

(B) The youth members appointed to the Recreation Commission shall serve for terms of one (1) year, or until a successor has been duly qualified and appointed.

(C) Members appointed to fill vacancies arising during a term shall serve only for the remainder of the term of the member they replace.

(‘81 Code, § 2.32.020) (Am. Ord. 1029, passed 7-19-99)

§ 32.47 ADVISORY MEMBERS.

(A) One member of the Council, the City Manager, the Superintendent of the Santa Paula Union High School District, the Superintendent of the Santa Paula School District, and the Community Services Director shall be advisory members, without vote, on the Recreation Commission.

(B) Advisory members shall not be counted in forming a quorum.

(‘81 Code, § 2.32.030)

§ 32.48 OFFICERS.

(A) The officers of the Recreation Commission shall be a chairperson and vice-chairperson. Their respective duties shall be as such as are usually imposed upon such officers.

(B) Each officer shall hold office for one year or until his successor is elected.

(C) A recording secretary shall be furnished for Commission meetings by appropriate action of the City Manager as approved by the City Council.

(‘81 Code, § 2.32.040)

§ 32.49 COMMITTEES.

The Recreation Commission may create such committees as it deems

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necessary to the performance of its duties and may delegate to such committees such investigations, studies and duties as it deems advisable.

('81 Code, § 2.32.050)

§ 32.50 MEETINGS, BY-LAWS AND QUORUM.

(A) The Recreation Commission shall meet at least once each calendar month, at a time and place determined by its members.

(B) The Commission shall adopt such by-laws and rules and regulations as it finds necessary to the performance of its duties.

(C) A majority of members shall constitute a quorum for the transaction of business and the vote of a majority of a quorum shall be necessary to any transaction or decision.

('81 Code, § 2.32.060)

§ 32.51 POWERS AND DUTIES.

The Recreation Commission shall:

(A) Advise and assist the Council in all matters pertaining to public recreation;

(B) Advise and aid the Community Services Director in making plans for and in conducting recreational activities within the city;

(C) May submit recommendations to the City Council on all matters relative to parks and parkways as may be appropriate or as requested by the City Council;

(D) Formulate general policies for the conduct of the City Recreation Department;

(E) Render to the Council annually and at such other times as the Council may determine a public report of its activities and of the activities and status of public recreation programs;

(F) Make such investigations or surveys in the field of recreation as the Council may request and report its findings and recommendations to the Council; and

(G) Submit to the Council, annually, and through the City Manager at such time as may be designated, a proposed budget providing for the conduct of recreational activities for the ensuing fiscal year.

('81 Code, § 2.32.070)

