



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: October 2, 2023

SUBJECT: Consider – A request to create a Youth Commission for the purpose of engaging youth voices in the City of Clovis.

Staff: Mayor Ashbeck / Mayor Pro Tem Mouanoutoua

Recommendation: Consider Request and Provide Direction

ATTACHMENTS: 1. Program Proposal
2. Draft Application

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to consider a request and provide direction for the creation of a Youth Commission to engage youth voices in the City of Clovis.

EXECUTIVE SUMMARY

Mayor Ashbeck and Mayor Pro Tem Mouanoutoua have recognized the need to create a formal avenue for young people to contribute to the development and progress of the community and have requested for staff to prepare a program proposal for the establishment of a Youth Commission for the City Council to consider. Establishing a Youth Commission is a proactive step towards promoting civic engagement among the youth and fostering a sense of ownership and responsibility in shaping the city's future. If approved, the purpose of the Youth Commission will be to engage youth voice in the City of Clovis and the Youth Commission will be an advisory body subject to the Brown Act. **Attachment 1** is a draft program and **Attachment 2** is a draft application.

Staff is proposing that the program's first year run from January through May 2024 and the Commission meet once a month. Up to 15 high school sophomore and junior students may be selected through an open application process to serve on the Youth Commission. Staff will select

commission members based upon application ranking and commitment to actively participate in the program. Selected commission members will be confirmed by the City Council.

The inaugural Youth Commission's mission will be to formally establish the Commission's charter and bylaws. The Youth Commission will have an opportunity to learn about local government and will be coached by City Council members and City staff to assist them in completing this mission. Upon completion of their mission, the Youth Commission members will present their work to the City Council in May 2024.

Staff is proposing that the application for the Youth Commission is reopened each year to provide new and returning students an opportunity to participate on the Commission. Subsequent Commissions will follow the charter and bylaws set forth by the inaugural session.

City of Clovis Staff has met with Clovis Unified School District Administrators to discuss the Commission. The idea was well received and Clovis Unified has agreed to assist in distributing information and applications to teachers and students in high schools located within the City of Clovis. Clovis Unified has their own leadership commission, made up of students from throughout the district.

We will also share information and accept applications from home schooled students located in the City of Clovis.

FISCAL IMPACT

At this point in the discussion, there is no fiscal impact. There are some available funds in the City Council's budget to cover minor administrative costs for establishing and operating the first year of the Youth Commission, but it will not cover the significant staff time required. Existing resources from other department budgets may also be leveraged to support the Youth Commission in its first year as appropriate. The on-going costs are unknown at this time and will need to be evaluated after the completion of the first year for appropriate funding allocation in the next fiscal year.

REASON FOR RECOMMENDATION

Mayor Ashbeck and Mayor Pro Tem Mouanoutoua have recognized the need to create a formal avenue for young people to contribute to the development and progress of the community and have requested for staff to prepare a program proposal for the establishment of a Youth Commission for the City Council to consider.

ACTIONS FOLLOWING APPROVAL

Staff will implement Council's direction.

Prepared by: Karey Cha, City Clerk

Reviewed by: City Manager 

2024 PROGRAM PROPOSAL

Program: City of Clovis Youth Commission

Duration: January – May 2024 (5-month program)

Summary: The purpose of the Youth Commission is to engage youth voice in the City of Clovis. The Youth Commission will be an advisory body subject to the Brown Act. The program's first year will run from January through May 2024 and the Youth Commission will meet once a month for two hours. Up to 15 high school sophomore and junior students will be selected through an open application process to serve on the City of Clovis Youth Commission. City staff will select members based upon application ranking and commitment to actively participate in the program. Selected members will be confirmed by the City Council.

The inaugural Youth Commission's mission is to formally establish the commission's charter and bylaws. The Youth Commission will have an opportunity to learn about local government and will be coached by City Councilmembers and City staff to assist them in completing their mission.

The Youth Commission will be expected to prepare and present a report to the City Council on their work in formally establishing the Youth Commission's charter and bylaws. Youth Commission members will also be invited to attend the Mayor's Breakfast on May 16th.

Application Process: Applications will be provided to CUSD to distribute to the schools and teachers by November 1, 2023. The application will also be advertised by the City via social media and will be available on the City's website for students who are either homeschooled or are attending charter schools. The application will be closed on November 30, 2023. Youth Commission members will be selected and notified by December 15, 2023.

Selection Criteria:

1. High school sophomore or junior
2. Must live in the City of Clovis
3. Application answers ranked by staff committee
4. Selection committee will prioritize selecting at least 1 student from each school/area
5. Confirm they can meet the mandatory expectations of Youth Commission members

Mandatory Expectations of Youth Commission members:

- Attend at least 4 of the 5 Youth Commission scheduled meetings
- Complete all required assignments (Report and presentation to the City Council)
- Attend 1 regular City Council meeting
- Attend 1 regular Planning Commission meeting
- Attend the Mayor's Breakfast Event on May 16, 2024

TENTATIVE PROGRAM TIMELINE

November 1	Application Opens
November 30	Application Closes
December 15	Selection and Notification to Members
January	Meeting 1 <i>Orientation / Introduction to Local Government (Mayor presentation?) / City Council, City Operations: Department Presentations</i>
February	Meeting 2 <i>Commission work begins, brainstorming and organizing sub-committees</i> <ul style="list-style-type: none"> • <i>Goals, purpose, timelines, etc</i>
March	Meeting 3 <i>Sub-committees break out, work on items, present to group</i> <i>Feedback from staff incorporated into beginnings of formal documents</i>
April	Meeting 4 <i>Commission finalizes and votes on Charter and bylaws</i>
May	Meeting 5 <i>Presentation to the City Council</i>
May 16	Mayor's Breakfast



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DRAFT

Youth Commission Application

The Youth Commission application period is open from November 1 through November 30, 2023. Applications must be submitted by **5 p.m. on November 30, 2023, via email to cityclerk@cityofclovis.com**, to be considered. Applicants will be notified of their selection status by December 15, 2023, and the Youth Commission will begin meeting in January 2024. For questions regarding the application process, please contact the City Clerk via email at cityclerk@cityofclovis.com or call 559-324-2060.

Student Name _____

School Name _____

Grade Level _____

Student Phone # _____

Student Email _____

Parent Name _____

Parent Phone # _____

Parent Email _____

Home Address _____

Why do you want to be considered for the City of Clovis Youth Commission?



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The purpose of the Youth Commission is to engage youth voices in the City of Clovis to discuss and advise the City Council on the needs and concerns of youth in the Clovis community. Please explain what you believe is the biggest issue affecting Clovis today.

Why do you think the Youth Commission is important?



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Please list any extra-curricular activities that you are participating or will be participating in this academic year.

An important selection criterion is your ability to commit to the following. Please initial next to each item confirming your ability to meet the requirement.

- _____ Attend at least 4 of the 5 Youth Commission scheduled meetings
- _____ Complete all required assignments (group assignments, report and present to the City Council)
- _____ Attend 1 regular City Council meeting (regular meetings are held on the first three Mondays of each month at 6 p.m. in the Council Chambers)
- _____ Attend 1 regular Planning Commission meeting (regular meetings are held on the fourth Thursday of each month at 6 p.m. in the Council Chambers)
- _____ Attend the Mayor's Breakfast Event on Thursday, May 16, 2024, from 6:30 – 9:00 a.m.

Youth Commission Tentative Schedule:

January	Meeting 1
February	Meeting 2
March	Meeting 3
April	Meeting 4
May	Meeting 5
May 16	Mayor's Breakfast

Student Signature _____ Date _____

Parent Signature _____ Date _____



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Photograph and Publicity Release Form

The City values and appreciates our partnerships with internal and outside agencies dedicated to educating minors, and sometimes these outside agencies or the City would like to use photographs, and/or videotapes, and/or audiotapes of minors for the purposes of promoting the programs. For you/your child's privacy, we must know whether or not you want you or your child to be photographed, videotaped, audiotaped, and/or interviewed by the City.

1. Name of Student: _____ Age: _____
Print Name

2. Name of Parent/Legal Guardian for Minor: _____
Print Name

Please indicate below whether you will grant permission to the City to use photographs or video footage of you/your child obtained on City property:

_____(Initial) I give my consent to use my/my child's name, likeness, image, voice, and/or appearance as such may be embodied in any pictures, photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of the City. I agree that the City has complete ownership of such pictures, etc., including copyright, and may use them for any purpose consistent with the City's mission. These uses include, but are not limited to, illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements, and any promotional or educational materials in any medium now known or later developed, including the Internet. I acknowledge that I will not receive any compensation for the use of such pictures, etc., and release the City and their agents and assigns from any and all claims which arise out of or are in any way connected with such use. I waive the right to inspect or approve any photograph. I expressly release and hold harmless the City of Clovis and those acting pursuant to the City of Clovis' authority from liability for any claims by me or any third party for the actions of the City of Clovis in reliance on this consent and release.

_____(Initial) I do not give my consent.

Signature Date