

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Maureen Benson, City Clerk *MB*

DATE: June 7, 2016 (CC Meeting of 6.15.16)

SUBJECT: Consider Revision to Teen Council Policy to Modify the Maximum Membership and Add Requirements for Determining Volunteer Hours

DISCUSSION

Teen Council membership was last changed at the City Council meeting of July 1, 2009, when Council approved an increase in the membership of the Teen Council from eleven (11), to fifteen (15). At this time, another change in the Council's Policy 6.7 is presented for consideration. In the event there are sixteen (16) applications received, the Council may appoint sixteen (16) members if it determines doing so would help meet the goal of having a least one (1) representative from each grade level 7th grade to 12th grade. In the future, if there are seventeen (17) or more applications the maximum number of members to be appointed would still remain at fifteen (15).

In addition to this change, a new requirement is recommended for addition to Policy 6.7 in regard to Volunteer Hours and reporting of same to the City Council, City Manager, and Parks and Recreation Director.

The Attachment to this report includes legislative format to show how Policy 6.7 would be amended to make these changes.

FISCAL IMPACT

There would be no fiscal impact.

STAFF RECOMMENDATION

Approve revisions to City Council Policy 6.7 as contained in this agenda report and direct staff to incorporate these changes in the next update of the City Council Policies Resolution.

Attachment: City Council Policy No. 6.7 (Policies Resolution No. 2015-3378)

ATTACHMENT

**AMENDMENT TO POLICY 6.7, TEEN COUNCIL, CITY COUNCIL
RESOLUTION NO. 2015-3378**

Policy 6.7: Teen Council

1. Purpose

The purpose of the Teen Council shall be to investigate and make recommendations to City Parks, Recreation and Community Services Department staff on recreational programming and other matters of concern to Moorpark teens, and such other duties and functions as may be specifically assigned to the Teen Council by the City Council.

2. Goals

To encourage young residents to actively participate in the operations of their City government in a positive and productive manner.

To provide the opportunity to facilitate communication and a spirit of involvement by youth in City government.

To provide a learning experience for Teen Council members that is conducive to leadership growth.

3. Membership and Organization

All appointments to the Teen Council shall be made by the Mayor of the City of Moorpark, with approval of the City Council, consistent with the adopted Council on procedure for appointments (Policy 2.2). The Teen Council shall consist of no less than seven (7) and no more than fifteen (15) members, with a goal of having a minimum of one (1) representative from each grade level from 7th grade to 12th grade. In the event there are sixteen (16) applications, the Council may appoint sixteen (16) members if it determines doing so would help meet the goal of having at least one (1) representative from each grade level from 7th grade to 12th grade.

All representatives must be City of Moorpark residents and must be enrolled in school. Special attention should be given to insure that all middle schools and high schools in Moorpark have some representation on the Teen Council. Representatives would typically be limited to not serving more than a total of three years on the Teen Council to allow more teens the opportunity to serve as a Teen Council representative.

In addition to the advertisement procedures specified in Policy 2.2, applications for Teen Council shall be made available at City Hall, Arroyo Vista Recreation Center, Moorpark High School, Moorpark Community High School, High School at Moorpark College, Chaparral Middle School, Mesa Verde Middle School, and any other location selected by the Parks, Recreation and Community Services Director or City Clerk to encourage more applications.

Teen Council members shall each serve a one (1)-year term commencing on July 1 of each year. If a vacancy occurs otherwise than by expiration of a term, an appointment may be made to fill the unexpired portion of the term of office in accordance with Policy 2.2 of this resolution (Advertising and Appointment Policy for Citizen Appointments to Boards, Commissions and Committees).

The Teen Council shall conduct itself in an orderly fashion at all meetings and shall follow and obey the standing rules established by the Parks, Recreation and Community Services Department. A meeting quorum shall be defined as a majority of the total appointed members.

No member of the Teen Council shall use the title of Teen Council member on any form of communication unless authorized by the Parks, Recreation and Community Services Director and then channeled through the Teen Council for approval.

The Teen Council shall not present or purport to represent any position, policy, or direction for the City of Moorpark without the prior approval of the City Council.

The Teen Council shall hold monthly meetings with the day, time and location to be determined at the first annual meeting of the Teen Council. Meetings shall be open to all interested participants. The Teen Council shall annually elect its chair and vice-chair from its appointed members. City staff will attend all meetings and provide administrative support to the Teen Council, including establishment of the agenda.

4. Duties and Responsibilities

- A. Attend all Teen Council meetings and other Teen Council activities.
- B. Actively participate in at least one Teen Council subcommittee, as approved by the City staff representative to the Teen Council.
- C. Solicit, receive, and relay to City staff input and suggestions about any matters of concern to the teen residents in Moorpark.
- D. Participate in publicity and promotional activities of the Teen Council.
- E. Volunteer at recreation and library special events sponsored by the City's Parks, Recreation, and Community Services Department.

5. Brown Act Compliance

The Teen Council is subject to the Brown Act, including notice and agenda requirements.

6. Removal of Members

Any appointed member of the Teen Council may be removed by either of the following:

- A. A majority vote of the City Council; or
- B. Following three (3) consecutive, unexcused or excused Teen Council meeting absences or five (5) total absences during the term of the Teen Council member, the Parks, Recreation and Community Services Director may determine the seat of such member to be vacant.

7. Volunteer Hours

Assigned City Recreation Division staff shall prepare a written record of the volunteer hours for each Teen Council member for attendance at the meetings and activities described in Section 4 of this policy. A Teen Council volunteer hours report shall be prepared and presented to the City Council, City Manager, and Parks and Recreation Director in conjunction with the annual Teen Council recognition to be scheduled no later than the first regular Council meeting in June of each year.