RESOLUTION NO. 2021-045

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS ESTABLISHING REVISED PROCEDURES FOR THE THOUSAND OAKS YOUTH COMMISSION AND RESCINDING RESOLUTION NO. 2011-037

WHEREAS, the City Council recognizes that youth are a vital component of our community; and

WHEREAS, it is essential that youth have a forum to provide input on youth related needs; and

WHEREAS, an advisory body composed of youth and adults would constitute an appropriate mechanism where youth could make formal recommendations on matters of concern to them; and

WHEREAS, the local school calendar year is August through June, it is appropriate for Commission terms to mirror school terms and commence in August; and

WHEREAS, a two-year volunteer commitment is a recommended minimum requirement for commission members; and

WHEREAS, the City Council values and respects all community members, recognizes the importance of diverse and unique viewpoints and is committed to equitable representation; and

WHEREAS, the City Council enacted Resolution Nos. 85-273, 86-36, 90-90, 93-205, 94-173 and 2011-037 establishing the Thousand Oaks Youth Commission.

NOW, THEREFORE, the City Council of the City of Thousand Oaks resolves as follows:

Section 1. City Council Resolution No. 2011-037 is hereby rescinded and superseded by this Resolution.

Section 2. Establishment and Name. There is hereby established the Thousand Oaks Youth Commission to serve as an advisory body to the City Council.
Section 3. Function and Duties.
The purpose of the Thousand Oaks Youth Commission is to act in an advisory capacity to the City Council relative to providing input on City projects and services as they relate to youth as follows:

1. Review and provide input on any matters referred to it by the City Council, City Manager or their designee regarding a City departmental action, project, service or development concerning matters which may directly impact youth.
2. Provide outreach assistance to youth for City projects or services as assigned by City Council, City Manager or their designee.
3. Serve as liaisons to youth agency committees as assigned by City Council, City Manager or their designee, including attendance at public meetings and provide regular reports on liaison agency activities to City Council.
4. Submit an annual report to City Council on activities and any other periodic reports as assigned or deemed appropriate.

If a matter concerning youth is brought to the Youth Commission by a citizen or a Commissioner, the Commission can request staff prepare a report for the item to be on a future agenda for discussion. Research projects will not exceed ten (10) hours staff time unless approved by City Manager or their designee.

Section 4. Composition and Organization.
The Thousand Oaks Youth Commission will consist of 13 youth members. Members will not be officials or employees of the City.

At the time of applying, applicants must be:
1. Residents of the City of Thousand Oaks;
2. Between the ages of 13 and 18; and
3. Entering 9th through 11th grades in fall of service year, or a youth entering 12th grade that has already served a minimum of one year on the Commission.

Section 5. Appointment and term.
A committee of the City Council will review Commission applications and recommend the youth members to the City Council for approval. Consideration will be given to geographic and school representation. City Council will endeavor to select community members with diverse race, color, ethnicity, religion, sex, physical or mental ability, sexual orientation, gender identity and expression, language, education, and/or socio-economic status on the Youth Commission to represent the community at large.

The terms of the members of the Commission shall be for a period of two years, commencing from the first day of August of the year of their appointment, or for unscheduled vacancies, the balance of the term of their predecessor in office. A one-year term may be granted to a senior in high school only if he or she has already served a minimum of one year.
Section 6. Officers, Meetings and Rules.

The Commission shall annually elect a Chair and such officers deemed necessary.

Regular meetings of Youth Commission will be public and held monthly at a scheduled time and place. Members must notify the chair and assigned City staff to advise in advance of absences. If a member misses three (3) meetings in any twelve-month period, the Commissioner will be advised in writing that they may be removed from office. Meetings will not be held during the summer months of June, July and August unless directed by City Council, City Manager or their designee.

The conduct of such meetings shall be covered by Mason's Manual of Legislative Procedure as adopted by City Council.

Section 7. Funding, Expenditures and Assistance.

The individual members of the Commission will receive no compensation for their services. Members will be entitled to reimbursement for reasonable and necessary expenditures incurred from activities performed within the course and scope of the duties of said Commission.

The Commission may request and receive reasonable assistance from City staff in terms of administrative help, meeting space and professional assistance. Any staff requests for an individual project exceeded ten (10) hours staff time must be approved by City Manager or designee. Any requests for financial assistance will be processed through the normal City budgeting process.

SECTION 8. Resolution No. 2011-037 is hereby rescinded.

PASSED AND ADOPTED THIS 14th day of September 2021, by the following vote:

Ayes: Councilmembers Adam, Jones, McNamee, Engler, and Mayor Bill-de la Peña
Noes: None
Absent: None

Claudia Bill-de la Peña, Mayor
City of Thousand Oaks, California

ATTEST/CERTIFY:

Cynthia M. Rodriguez, City Clerk

Date Attested: 9/16/2021
APPROVED AS TO FORM:
Office of the City Attorney

DocuSigned by:

Felicia Liberman
Felicia Liberman, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:

DocuSigned by:

Andrew P. Powers, City Manager

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the City of Thousand Oaks City Council on the date cited above.