

Policy and Appointments Subcommittee Meeting Notice & Agenda



Wednesday, March 20, 2013
Pine Conference Room
8401 West Monroe Street
Peoria, AZ 85345

Regular Meeting

5:30 P.M.

Convene
Roll Call

Final Call to Submit Speaker Request Forms

Consent Agenda

CONSENT AGENDA: All items listed on the Consent Agenda are considered to be routine or have been previously reviewed by the Council Subcommittee, and will be enacted by one motion. There will be no separate discussion of these items unless a Subcommittee member so requests; in which event the item will be removed from the General Order of Business, and considered in its normal sequence on the Agenda.

Consent

1. **Minutes**

Discussion and possible action to approve the minutes of the February 12, 2013 Council Subcommittee on Policy and Appointments meeting.

Regular Agenda

New Business

2. **Boards and Commissions Vacancies**

Discussion and possible action to appoint, reappoint, recruit, or schedule interviews for various city Boards and Commissions including, but not limited to, Citizens Commission on Salaries for Elected City Officials, Employee Benefits Trust Board, Personnel Board, Planning and Zoning Commission, and Youth Advisory Board.

Chairman
Cathy Carlat
Mesquite District

Ironwood District
Bill Patena

Pine District
Carlo Leone

3. **2013 Board and Commission Recognition Event**

Discussion regarding the 2013 Board and Commission Recognition Event.

4. **Youth Master Plan Initiative**

Discussion and possible action related to including voting youth members on Boards and Commissions as recommended in the Youth Master Plan.

Call to the Public (Non-Agenda Items)

If you wish to address the Council Subcommittee, please complete a Speaker Request Form and return it to the clerk before the call to order for this meeting. The Council Subcommittee is not authorized by state law to discuss or take action on any issue raised by public comment until a later meeting.

Reports from Staff

Reports from Subcommittee

Adjournment

NOTE: Documentation (if any) for items listed on the Agenda is available for public inspection, a minimum of 24 hours prior to the Council Subcommittee Meeting, at any time during regular business hours in the Office of the City Clerk, 8401 W. Monroe Street, Room 150, Peoria, AZ 85345.

Accommodations for Individuals with Disabilities. Alternative format materials, sign language interpretation, assistive listening devices or interpretation in languages other than English are available upon 72 hours advance notice through the Office of the City Clerk, 8401 West Monroe Street, Room 150, Peoria, Arizona 85345 (623)773-7340, TDD (623)773-7221, or FAX (623) 773-7304. To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request.

PUBLIC NOTICE:

In addition to the Council Subcommittee members noted above, one or more members of the Peoria City Council or various Board or Commissions may be present to observe the Council Subcommittee meeting as noticed on this agenda.

**CITY OF PEORIA, ARIZONA
PINE CONFERENCE ROOM
February 12, 2013**

A **Regular Meeting** of the **Policy & Appointments Subcommittee** of the City of Peoria, Arizona, was convened by Interim City Clerk, Rhonda Geriminsky in an open and public session at 8401 W. Monroe Street, Peoria, Arizona on February 12, 2013 at 5:33 p.m.

Members Present: Councilmember Cathy Carlat, Councilmember Carlo Leone, and Councilmember Bill Patena.

Members Absent: None.

Other Municipal Officials Present: Rhonda Geriminsky, Interim City Clerk; Steve Kemp, City Attorney; Terri Smith, Council Assistant; and Natalie Gilstrap, City Clerk Specialist.

Audience: One

Consent Agenda

Motion was made by Councilmember Carlat, seconded by Councilmember Patena, to approve the consent agenda. Upon vote, the motion carried unanimously 3 to 0.

Minutes:

1. Minutes

Approved the minutes of the December 13, 2012 Policy and Appointments Subcommittee meeting as part of the consent agenda.

REGULAR AGENDA

2. Introductions

Staff was introduced to the Subcommittee members, along with the role they fill for the Subcommittee.

3. Election of Chair

Motion was made by Councilmember Patena, seconded by Councilmember Leone to nominate Councilmember Carlat as Subcommittee Chair. Upon vote, the motion carried unanimously 3 to 0.

4. Subcommittee Process Overview

Staff provided documentation outlining the existing processes used by the Subcommittee.

Chair Carlat requested copies of applications and additional support material to review for vacancies that will be addressed by the Subcommittee.

By consensus, Subcommittee members requested that Board and Commission Liaisons be present at Subcommittee meetings to provide input on vacancies.

5. Establish Meeting Dates and Times

Motion was made by Councilmember Carlat, seconded by Councilmember Patena to adopt the proposed Subcommittee meeting calendar with meetings being conducted at 5:30 p.m. Upon vote, the motion carried unanimously 3 to 0.

6. Boards and Commissions Vacancies

Subcommittee members reviewed vacancies and applications. By consensus, the Subcommittee asked staff to arrange an interview for the vacancy on the Employee Benefits Trust Board.

By consensus, the Subcommittee will seek additional applications for vacancies on the Building Board of Appeals, Citizens Commission on Salaries for Elected City Officials, and Personnel Board.

By consensus, the Subcommittee asked staff to produce a report of current Youth Advisory Board members showing member distribution by council district.

Reports from Staff:

a. 2013 Board and Commission Recognition Event

Staff presented information on the May 17, 2013 Board and Commission Recognition event to be held at the Arizona Broadway Theatre. Community Services staff will attend a future meeting to discuss planning for that event.

CALL TO THE PUBLIC: No members of the public came forward at this time.

ADJOURNMENT:

There being no further business to come before the Subcommittee, the meeting was duly adjourned at approximately 6:32 p.m.

Cathy Carlat, Chairperson

Briana Decker, City Council Assistant

STAFF - COUNCIL SUBCOMMITTEE COMMUNICATION

DATE: September 12, 2012
TO: Carl Swenson, City Manager
FROM: Rhonda Geriminsky, Interim City Clerk 
THROUGH: Susan K. Thorpe, Deputy City Manager
SUBJECT: Boards and Commissions Appointments/Reappointments

Background:

City Council Policy 1-5 Appointment to Boards and Commissions establishes the standard policy for City Council to make member appointments to the City's official Boards and Commissions. In part, CP 1-5 provides for the following:

- The Council Subcommittee on Policy and Appointments shall determine how members are identified, selected, processed, trained, and recognized for service.
- An open competitive processed will be used to fill any vacancies to the city's official Boards and Commissions.
- Candidate interviews maybe conducted.
- Subcommittee recommendations are forwarded to the Mayor and Council with a 10 day comment period to the Mayor.
- Upon no adverse comments from the majority of the Council members, Subcommittee recommendations are submitted via a Resolution for official action.

Previous Actions:

The Council Subcommittee on Policy and Appointments meets on a monthly basis to address vacancies and upcoming vacancies to the City's various Boards and Commissions.

Options:

A: That the City Council Subcommittee on Policy and Appointments continue to meet on a monthly or as needed basis to make recommendations for appointments and reappointments to the city's various official Boards and Commissions.

Staff's Recommendation:

No further action is required - this is an ongoing agenda item for the City Council Subcommittee on Policy and Appointments.

Tracking # 007-A

STAFF - COUNCIL SUBCOMMITTEE COMMUNICATION

Fiscal Analysis:

There is no fiscal impact related to this item.

Exhibit(s): None

Contact Name and Number: Natalie Gilstrap, 773-7340

City Manager's Office Use:

Date of receipt: 10/19/2011

Policy issue: Yes No If denied, explain _____

Subcommittee assignment: Policy and Appointments

Transferred to Subcommittee Staff Liaison on: 11/7/2011

Subcommittee agenda date: On-Going

Subcommittee Action:

No further action

Study Session referral

Regular Agenda referral

City Manager referral

City Council Subcommittee on Policy and Appointments
 Tuesday, March 20, 2013 - 5:30 p.m.

STAFF REPORT

CITIZENS COMMISSION ON SALARIES FOR ELECTED CITY OFFICIALS (UNSCHEDULED) - Residency Required

Authority: Charter Amend, Approved by Voters 1997

Members: 5

Terms: 4 years (staggered)

Duties: This Commission conducts a review, every four years, of the compensation provided to Mayor and City Council. The review shall be made for the purpose of recommending adjustments to pay levels to the duties and responsibilities of the positions. The recommendations of the Commission as to salaries must be submitted to the City Clerk, every four years and prior to the primary election.

Craig Wismer, a regular member, is ineligible to serve and resigned.

One (1) vacancy is created for a regular member with a partial term to expire December 2014.

Name	District	Member Status	Eligible for Reappointment?	Interested in Reappointment?	Alternate/Willing to Serve
Craig Wismer	Ironwood	Regular	No	Not Applicable	None

APPLICANTS

Date	District	Last Name	First Name	1	2	3	4	5	Qualifications
None									

EMPLOYEE BENEFITS TRUST BOARD (UNSCHEDULED) – No Residency Required

Authority: City Code, (1992 Edition) Chapter 2, Section 2-85; Section 2-152
 Members: 5 members (4 public members + Chief Financial Officer)
 Terms: 4 years (staggered)
 Duties: The Trustees shall be responsible for recommendations to the City Council regarding the administration of the Workers' Compensation Trust Fund.

Les Gin, a regular member, has three unexcused absences.

One (1) vacancy is created for a regular member with a partial term to expire December 2014.

Name	District	Member Status	Eligible for Reappointment?	Interested in Reappointment?	Alternate/Willing to Serve
Les Gin	Non-Resident	Regular/Public Member	Not Applicable	Not Applicable	None

APPLICANTS

Date	District	Last Name	First Name	1	2	3	4	5	Qualifications
1/29/13	Non-Resident	Johnson	Joseph	Employee Benefits Trust					<div style="background-color: black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100%; height: 1em;"></div>

** - Two Asterisks In Last Name Field Denotes Interview Conducted

PERSONNEL BOARD (UNSCHEDULED) - Residency Required

Authority: City Code, (1992 Edition) Chapter 19, Section 19-31
 Members: 3 + 1 Alternate
 Duties: The Board reviews City employee disciplinary and termination actions taken by the City, and the decisions made by the Board are final.

Kristin Phelps, an alternate member, was appointed as a regular member creating a vacant alternate position.

One (1) vacancy is created for an alternate member with a partial term to expire June 2014.

Name	District	Member Status	Eligible for Reappointment?	Interested in Reappointment?	Alternate/Willing to Serve
Kristin Phelps	Mesquite	Alternate	Not Applicable	Not Applicable	Vacant

APPLICANTS

Date	District	Last Name	First Name	1	2	3	4	5	Qualifications
12/11/12	Ironwood	O'Malley	Mary	Sister Cities	Arts	Parks and Recreation	Personnel	Library	<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> <div style="background-color: black; height: 15px; width: 98%;"></div> <div style="background-color: black; height: 15px; width: 85%;"></div>

** - Two Asterisks In Last Name Field Denotes Interview Conducted

PLANNING AND ZONING COMMISSION (SCHEDULED) - Residency Required

Authority: Ordinance No. 57 (9/28/65)
 Members: 7 + 1 Alternate
 Duties: The commission is responsible for recommending planning and zoning policies governing land use in Peoria. It also reviews and recommends approval of zoning codes and annual revisions to the City's Comprehensive Master Plan.

Charles Marr, a regular member, resigned.

One (1) vacancy is created with a partial term to expire December 2014.

Name	District	Member Status	Eligible for Reappointment?	Interested in Reappointment?	Alternate/Willing to Serve
Charles Marr	Mesquite	Regular	N/A	N/A	Vacant

APPLICANTS

Date	District	Last Name	First Name	1	2	3	4	5	Qualifications
1/7/2010	Mesquite	Daniels	Cecil	Planning and Zoning Commission.					Currently serves on the Board of Adjustment (scheduled Board). Would be willing to resign to if appointed to serve on P&Z. [REDACTED]
4/23/12	County Island	** Uhrik	Otto	Arts	Economic Development	Judicial Selection	MDA	P&Z	[REDACTED]

** - Two Asterisks In Last Name Field Denotes Interview Conducted

YOUTH ADVISORY BOARD (SCHEDULED) - Residency Required

Authority: Ordinance No. 99-27
 Members: 19 regular + 2 Alternates
 Duties: This Board advises the City, through the City Manager on the development of public recreational and youth activities and programs in the city, plans and implements a Student Government Day, and reviews ordinances or proposals pertaining to youth activities as directed by the City Council.

Meg Grose, an alternate member, and **Jasmine Kunkes**, a regular member, each have more than three consecutive unexcused absences.

Two (2) vacancies are created with partial terms to expire June 2013 and June 2014 respectively.

Name	District	Member Status	Eligible for Reappointment?	Interested in Reappointment?	Alternate/Willing to Serve
Meg Grose	Acacia	Alternate	Not Applicable	Not Applicable	Emily Sarbacker/Yes
Jasmine Kunkes	Acacia	Regular	Not Applicable	Not Applicable	Emily Sarbacker/Yes

APPLICANTS

Date	District	Last Name	First Name	School	Graduation Date	Qualifications
7/18/12	Palo Verde	Boyle	Annalee	Centennial High School	2015	[REDACTED]
1/19/13	Mesquite	Duplessis	Joi	Montessori Kingdom of Learning	2017	[REDACTED]
1/3/11	Palo Verde	Martin	Kelvyn	Oakwood Elementary	2014	[REDACTED]
12/13/12	Mesquite	Mendoza	Madison	Mountain Ridge High School	2015	[REDACTED]
5/1/12	Ironwood	Nameth	Kalima	Apache Elementary	2017	[REDACTED]

** - Two Asterisks In Last Name Field Denotes Interview Conducted

STAFF - COUNCIL SUBCOMMITTEE COMMUNICATION

DATE: March 12, 2013
TO: Carl Swenson, City Manager
FROM: Rhonda Geriminsky, City Clerk *RG*
THROUGH: Susan Daluddung, Deputy City Manager *SD*
SUBJECT: 2013 Board and Commission Recognition Event

Background:

Pursuant to Council Policy 1-5, Section R, *Appointments to Boards and Commissions*, an annual recognition event may be held to honor all seated and outgoing Board and Commission members for their service and dedication.

Previous Actions:

The Council Subcommittee on Policy and Appointments has previously given general direction on the event location and date, as well as direction regarding providing gifts.

Options:

A: Provide information regarding the 2013 Board and Commission Recognition Event.

Staff's Recommendation:

Discuss 2013 Board and Commission Recognition event date, gifts, and budget.

Fiscal Analysis:

The Community Services Department has fiscal responsibility for the annual recognition event. The FY 2012-13 budget for the recognition event is \$15,000.00

Exhibit(s): Council Policy 1-5, Appointments to Boards and Commissions
Arizona Broadway Production Information, *Into the Woods*

Contact Name and Number:

Rhonda Geriminsky, City Clerk, x7341

Tracking # 61

STAFF - COUNCIL SUBCOMMITTEE COMMUNICATION

City Manager's Office Use:

Date of receipt: 12 mar 13

Policy issue: Yes No If denied, explain _____

Subcommittee assignment: Policy and Appointments

Transferred to Subcommittee Staff Liaison on: 12 mar 13

Subcommittee agenda date:

Subcommittee Action:

No further action

Study Session referral

Regular Agenda referral

City Manager referral

Tracking # 61

 <p style="text-align: center;">CITY COUNCIL POLICY</p>	CP 1-5
	Category: General
	Department: City Clerk
TITLE: Appointment to Boards and Commissions	Approved: June 5, 2012

A. Purpose

Pursuant to City Code § 2-157, to establish a standard policy for the City Council to make appointments to the official boards and commissions. In the event of any inconsistency between the terms of this Policy and the terms of a City Code provision, the City Code shall govern.

B. General Provisions

1. By January 30th of each year the Mayor, with the consent of the Council, shall appoint three Council Members to serve on the City Council Subcommittee on Policy and Appointments.
2. Members of each subcommittee shall select a chairperson at the first subcommittee meeting of the calendar year.
3. The Council Subcommittee on Policy and Appointments shall determine how members are identified, selected, processed, trained and recognized for service.
4. To the extent possible, the City's Boards and Commissions membership shall be comprised of equal representation from all areas of the City.
5. All official Advisory Boards, Commissions, Authorities, and Committees to the extent required by law shall meet a minimum of once per year to elect officers and discuss or act on other issues as appropriate to the Public Body.

C. Applicability/Definition

For the purposes of this policy, the term board or commission shall include the appointed bodies identified in Peoria City Code §§ 2-150 and 2-152, as may be amended by Ordinance.

D. Eligibility

Eligibility for appointment to a board or commission is identified in City Code.

E. Non-discrimination

The Council shall not discriminate on the basis of an applicant's race, color, ethnic/national origin, religion, age, sex, marital status, sensory or physical handicap, or genetic information in the making of appointments.

F. Terms

Terms and term limitations for service on each board or commission are identified in City Code.

G. Concurrent Offices

Pursuant to City Code §2-151(c): A person shall serve on no more than one regular scheduled board at any time and no person shall serve on any regular scheduled board and unscheduled board where the duties are deemed to be incompatible by the City Council.

H. Attendance

1. Boards and Commissions shall set policy and procedures through By-laws to act upon member absences.
2. Three consecutive unexcused absences, or as determined by City Code or individual Board or Commission By-laws, may result in a recommendation to remove a member from a Board or Commission.
3. It shall be the responsibility of the Staff Liaison Department to notify the member of the Board's or Commission's recommended action and to forward the recommendation to the City Council for the consideration.
4. A vacancy upon a Board or Commission shall be deemed to have occurred by vote of the City Council by Resolution.

I. Appointment/Reappointment

1. An open competitive process may be used to fill any vacancies. The City Council Subcommittee on Policy and Appointments may initiate an open and competitive application process and solicit applicants for the position(s). All board members or commissioners completing their term

Category: General

Title: Appointment to Boards and Commissions

CP 1-5

Page 3 of 5

and who are interested in reappointment may be required to go through the open competitive process.

2. Alternate Board members, unless otherwise provided by code, may not automatically succeed to the seat of a vacant board member, and may be required to go through the open competitive process required to fill the vacancy.

J. Application Process

1. Applicants shall be required to complete an application form provided for this purpose and to submit a completed application to the City Clerk by the specified recruitment deadline.
2. Copies of all applications will be available to the City Council.
3. The Council Subcommittee may screen and interview applicants for specific Boards and Commissions prior to recommending the applicant for appointment or re-appointment.

K. Recruitment

Openings for Board or Commission positions may be advertised through press releases, the web page, as well as other means available and appropriate for this purpose. Target recruitment will occur as needed at the discretion of the City Council Subcommittee.

L. Interview Process

1. In order for an applicant to be considered for appointment, the City Council may require that candidate interviews be conducted for certain Boards or Commissions as identified in the City Code.
2. At the discretion of the Council Subcommittee, Staff Liaisons may be asked to attend and assist in the interview process. The interviews are scheduled for and conducted at an open public meeting of the Council Subcommittee.
3. As designated by the Council Subcommittee, appointments to certain Boards or Commissions require only a review of the application on file. The Council Subcommittee may seek recommendations from the Staff Liaisons regarding the applications on file.

M. Criteria for Appointment/Reappointment

1. As applicable, the Council Subcommittee may consider an applicant on the following criteria:
2. Performance – is reliable and willing to devote a set amount of time regularly, demonstrates an interest, specific knowledge, skill set, or area of expertise.
3. Interpersonal Relations –Is respectful of diversity and other’s viewpoints, a good team player, shows flexibility and willingness to compromise, and works toward a solution without sacrificing his/her principles.
4. Public Benefit – provides a benefit to the board/commission through: enthusiasm, compassion, or balances the commission geographically and/or philosophically.

N. Appointment Process

1. Upon completion of interviews/reviews by a quorum of the Council Subcommittee, the Council Subcommittee will discuss the qualifications of the candidates and make their recommendations.
2. The recommendations are forwarded to the Mayor and Council with the request that Council respond/comment in writing to the Mayor within ten days.
3. Upon the Mayor receiving no adverse comments from a majority of Council members, the Council Subcommittee’s recommendations are made by Resolution to the full Council at the next scheduled Council Meeting.
4. The prospective appointee will be notified of the Council Meeting dates at which they shall be introduced to the Council and the public.

O. Orientation Process

1. The City will provide an orientation process to newly appointed members.
2. Topics covered in the orientation process will encompass those policies and procedures that govern the operation of a Board and Commission and their respective member roles (i.e. Open Meeting Law, etc.).

P. Loyalty Oath

1. State Statute requires that the Loyalty Oath be taken by all appointed members no less than twenty-four hours prior to the first Board or Commission meeting.
2. Newly elected/appointed members of the Public Safety Retirement Boards for Fire and Police must take the Loyalty Oath within ten days following appointment.
3. Staff Liaisons are responsible for obtaining the Loyalty Oaths, and ensuring the new member is sworn in as required by laws.

Q. Vacancy/Resignation

Resignations must be submitted in writing and forwarded to the City Clerk's Office. All vacancies must be declared by an adopted Resolution of the City Council.

R. Service Recognition

An annual recognition event may be held to honor all seated and out going Board and Commission members for their service and dedication.

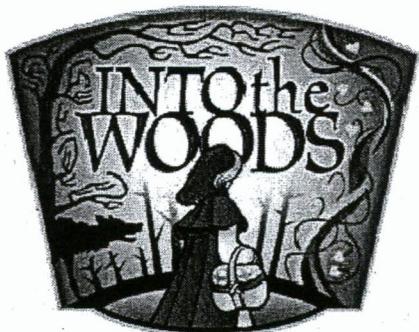
APPROVED:

/S/
Bob Barrett, Mayor

APPROVED AS TO FORM:

/S/
Steve Kemp, City Attorney

Adopted: 10/02/02, CC #92-2R [Prior Numbering: CP 02-02]
Amended: 7/10/07, CC #SS3B
Amended: 06/05/12, CC # 18R



May 31 – June 23, 2013

Directed by: James Rio

"Once upon a time..." Ever wonder what happens after happily-ever-after? A baker and his wife set off to remove a curse placed on them by a beguiling witch, and in the process find their lives interwoven with Little Red Riding Hood, Cinderella, Jack (and his magic beans), Rapunzel, a wolf and a couple of princes as their paths cross in the woods. Bernadette Peters starred in the Tony

Award-winning Broadway production of this enchanted tale of growth and self-discovery. If you think you know the stories from the Brothers Grimm, think again!

Casting Announced:

Cassandra Norville Klaphake as The Witch and **Brad York** as The Baker



Also with:

Sarah Ambrose as Cinderella's Stepsister

Abby Bernbaum as Little Red Ridinghood

Trisha Ditsworth as Rapunzel

David Errigo as Jack

Katrina Hagofsky as The Baker's Wife

Kaitlynn Kleinman as Cinderella

Mary Jane McCloskey as Jack's Mother

Jimmy Page as The Narrator/Mysterious Man

Brad Rupp as Cinderella's Prince/Wolf

Zach Trimmer as Rapunzel's Prince

Casting is not complete. MORE TO COME!

Patrick Lose (Costume Designer for *Oklahoma!*) returns to ABT as the designer for *Into The Woods!*



2013 Annual Board and Commission Recognition Event Outline

- Reception
 - a. No Host Cocktails
 - b. Appetizers
 - c. Video Stream w/Boards and Commissions and Member Names

- Check-in
 - a. Badges
 - b. Thank-you Cards

- Dinner and Awards
 - a. Menu – Available 4/8 for 5/17 Event
 - b. Welcome/Introductions/Opening Remarks by Mayor
 - c. Plaques to Outgoing Members
 - i. Council Subcommittee on Policy and Appointments
 - d. Conclusion and Thank You by Mayor

- Show
 - a. Production

Board and Commission Event
2012 Survey Responses

	Dinner at Skye	Dinner & Show at ABT	Dinner at Rio Vista	Spring Training Baseball Game	Harkins Movie	Other
TOTALS	9	7	5	8	12	7
	21			8	12	7
TOTAL RESPONSES	48					

STAFF - COUNCIL SUBCOMMITTEE COMMUNICATION

DATE: February 25, 2013
TO: Carl Swenson, City Manager
FROM: Rhonda Geriminsky, Interim City Clerk *RS*
THROUGH: Susan K. Thorpe, Deputy City Manager
SUBJECT: Youth Master Plan Initiative

Background:

On November 13, 2012, City Council adopted the Peoria Youth Master Plan. The City Clerk's Office was tasked with working on the civic engagement recommendation related to Boards and Commissions (shown below).

Goal 5: Civic Engagement

- 1. Involve youth as voting members of city boards and commissions, as appropriate*

Peoria citizens serving on city boards and commissions provide guidance and direction to the City Council on specific issues. While youth have a voice through the Youth Advisory Board, other boards and commissions deal with issues directly affecting young people. This recommendation is to include youth as voting members of select boards and commissions, with the aim of making them equal partners in community affairs.

Previous Actions:

On April 9, 2012 the preliminary recommendations of the Youth Master Plan were presented to the Council Subcommittee on Community Culture.

On September 4, 2012 the Youth Master Plan was formally presented to Mayor and Council at a Study Session.

On November 13, 2013 City Council formally adopted the Peoria Youth Master Plan.

RECEIVED
CITY CLERK'S OFFICE
2013 FEB 26 AM 10:03

Tracking # 60

STAFF - COUNCIL SUBCOMMITTEE COMMUNICATION

Options:

- A: Determine which Boards and Commissions may be appropriate to include a voting youth member and take any action necessary to implement the recommendation from the Youth Master Plan.

Staff's Recommendation:

This is a request to the Council Subcommittee for discussion and possible action related to including voting youth members on Boards and Commissions as recommended in the Youth Master Plan.

Fiscal Analysis:

Fiscal impacts related to this item would be minimal. Supplies for plaques and certificates for additional youth Board and Commission members would be required. These supplies would be purchased using the City Clerk's *Office Supplies* and *Operational Supplies/Equipment* accounts.

Exhibit(s): Peoria Youth Master Plan – Goal 5: Civic Engagement

Contact Name and Number: Natalie Gilstrap, 773-7340

City Manager's Office Use:

Date of receipt: 25 Feb 2013

Policy issue: Yes No If denied, explain _____

Subcommittee assignment: Policy a-2 Appointments

Transferred to Subcommittee Staff Liaison on: 26 Feb 2013

Subcommittee agenda date:

Subcommittee Action:

No further action

Study Session referral

Regular Agenda referral

City Manager referral

Tracking # 60

GOAL 5: CIVIC ENGAGEMENT

Youth have opportunities to have their voice heard and positively impact their community.

Goal Description

Participation is the bedrock of public processes. Civic engagement refers to opportunities for youth to learn about and participate in policy making and community building. As civic engagement is both a right and a responsibility, the community should explore ways to increase opportunities for youth to be involved citizens. Involvement can take many forms, but for our purposes it means active participation in both policy making and volunteer activities. As they become involved in local issues and participate in service projects, youth need to be made to feel like they are valued members of the community. Youth who are thus engaged are less likely to engage in risky behaviors and more likely to become involved adults who feel a strong connection to their community.

Status

Through both formal and informal city processes, youth are able to provide input about issues and programs that are important to them, particularly in the area of recreation. The Youth Advisory Board gives a City Council-selected group of 21 young people a formal role in evaluating policies and proposals pertaining to youth activities. The Police and Fire departments each offer youth academies that educate young people about how these public safety functions work and what they can do to keep themselves and their families safe. The Boy Scouts and Girl Scouts teach civics through their merit badge programs and offer leadership opportunities within their troops. Service organizations provide resources and limited opportunities for youth to voice their opinions on community issues, though largely through the voice of the organization's advocate or management.

Volunteer opportunities for youth are many and varied throughout the community. Faith-based organizations and civic-minded organizations like the Boy Scouts and Girl Scouts provide such opportunities for their members as part of their mission. Oftentimes, these organizations partner with the city, lending their hands to such programs as Neighborhood Pride, Habitat for Humanity, and Earth Day (tree planting, trail cleaning, etc.). Teen volunteers work at both Peoria libraries year-round, with higher numbers during summer break. In the recreation area, youth can volunteer to serve as junior lifeguards at city pools, become a peer pal for a child with a disability, or assist at the Rio Vista Recreation Center. In short, there are many ways youth can volunteer within the community. However, those who are not part of an organization that participates in these kinds of activities as a matter of course or who are not particularly attuned to what is going on in the community may miss out on these opportunities simply for lack of awareness.

Recommendations

1. Involve youth as voting members of city boards and commissions, as appropriate

Peoria citizens serving on city boards and commissions provide guidance and direction to the City Council on specific issues. While youth have a voice through the Youth Advisory Board, other boards and commissions deal with issues directly affecting young people. This recommendation is to include youth as voting members of select boards and commissions, with the aim of making them equal partners in community affairs.

2. Promote youth volunteerism in Peoria

Youth-led community service projects help young people develop new skills and strengthen their sense of civic responsibility, not to mention improve the perception of youth by adults. Volunteer opportunities for youth abound in Peoria. However, if you do not belong to certain organizations or come from a family that is engaged in community activities, your likelihood of becoming involved in such opportunities is likely quite low. As a community, Peoria could use a more coordinated effort to promote youth volunteerism. As such, we recommend establishing a formal youth volunteer program managed by existing staff within an existing city department or division to raise awareness of volunteer opportunities and to create new ones where youth may be able to meet specific community needs.

3. Create a bill of rights for children and youth

The very exercise of creating a bill of rights for children and youth teaches young people about the constitution and citizen participation in local government, while at the same time producing a document that can be used in policy making. The process of developing a bill of rights is designed to mirror the adoption of the U.S. Constitution. Through a series of school and community forums, a core group of youth drafts a bill of rights. A convention is held in which a much larger gathering of youth comes together to "ratify" the bill of rights. Portland was the first city to adopt such a document, and it continues to be used by the Youth Commission to influence municipal policy.

4. Use new media to engage young people in community affairs

The communications habits of today's youth are very different from their counterparts of even a generation ago. The predominant forms of communications for today's youth include social networking websites, text messaging and other mobile applications, YouTube, blogs, and other interactive Web-based services. Youth commissions around the country are already using these types of new media to keep members informed, to share information, to highlight accomplishments, etc. To reach young people and engage them in community affairs, Peoria needs to more effectively use new media. Specific ideas include creating a youth civics website, developing youth-specific programming on Channel 11 (and made available via YouTube), using Facebook and Twitter to inform youth about issues and activities, and opening an electronic suggestion box.

5. Ensure that youth understand how their community works

Traditionally, civics education tends to be long on national government structure and workings but very short on local government, despite the fact that it is at the local level that young people have the greatest opportunities to get involved and actually influence their day-to-day lives. The city already offers youth citizen academies for police and fire. The city should consider creating a general government citizen academy for youth, much like the Peoria Leadership Institute. Because such a program would be limited to a small number of youth, the city should look to incorporate this type of learning into its AM/PM and summer programs. Finally, the city and school districts should explore having city staff make presentations in the schools about how city government works.

Boards and Commissions

Board/Commission	Powers and Duties	Youth Membership	
		Yes	No
	Miscellaneous City Code		
Arts Commission	The Commission promotes arts and culture for Peoria. It recommends the acquisition of art for the City's public art collection, and is involved in activities promoting the visual arts, performing arts, and arts in education.		
Board of Adjustment	The Board hears zoning appeals, interprets the zoning code, grants temporary use permits and variances to the code.		
Building Board of Appeals	The Board renders technical interpretations of building, plumbing, electrical, and mechanical codes which either supports or rejects the City's Chief Building Official's interpretation.		
Citizens Commission on Salaries for Elected City Officials	The Commission conducts a review, every four years, of the compensation provided to Mayor and City Council. The review shall be made for the purpose of recommending adjustments to pay levels to the duties and responsibilities of the positions. The recommendations of the Commission as to salaries must be submitted to the City Clerk, every four years and prior to the primary election.		
Design Review Appeals Board	If any part of a development plan submitted to the City is rejected by Staff for noncompliance with the provisions of the City's design criteria, the applicant may appeal the decision to this Board. The Board may uphold, modify, or overrule in whole or in part the final Staff decision on the design review submittal.		
Design Standards Advisory Board	The Board reviews standards for commercial and residential design in the City; and recommends, to the City Council and City Manager, any changes that may be needed. The Board also works with assigned City Staff on issues in the City's design review process, and provides recommendations to the Staff, the council, and the City Manager on modifications to the process. This Board's function ensures that there has been community review and input on design review concepts.		
Economic Development Advisory Board	The Board shall make recommendations to the Council on economic development issues including the Economic Development Element of the City's General Plan, economic development related projects, strategies for promoting economic development in the City, representing the community with prospective economic development prospects, and cooperate with educational institutions and regional economic development organizations.		
Employee Benefits Trust Board	The Trustees shall be responsible for recommendations to the City Council regarding the administration of the Workers' Compensation Trust Fund.		
Historic Preservation Commission	The Commission is responsible for the identification and recommendation to Council for the designation of landmarks, increase public awareness of historic, cultural and architectural preservation, approve/disapprove applications for Certificate of Appropriateness and establish a uniform schedule of fees for services.		

Boards and Commissions

Board/Commission	Powers and Duties	Youth Membership	
		Yes	No
Industrial Development Authority	The Authority is responsible for approving secured or unsecured loans for the purpose of financing or re-financing the acquisition, construction, improvement or equipping of privately-owned projects.		
Library Board	The Board renders advisory opinions on matters relating to operating hours, amounts to be charged for overdue books, library programs, and promotion of library services.		
Municipal Development Authority	The Authority is responsible for reviewing and approving secured or unsecured loans for the purpose of financing or refinancing the acquisition, construction, improvement or equipping of City-owned projects.		
Parks and Recreation Board	The Board develops advisory recommendations for recreational facilities and services. It also renders advisory opinions on grant applications, licenses and permits for recreational facilities.		
Personnel Board	The Board reviews City employee disciplinary and termination actions taken by the City, and the decisions made by the Board are final.		
Planning and Zoning Commission	The commission is responsible for recommending planning and zoning policies governing land use in Peoria. It also reviews and recommends approval of zoning codes and annual revisions to the City's Comprehensive Master Plan.		
Public Defender Contract Review Committee	The Committee reviews proposals for selection of Public Defender and alternative defender services, recommends appropriate terms and conditions to be added to such contracts, and recommends the awards of public defender and alternative defender services contracts to the City Council.		
Public Safety Personnel Retirement Board - Fire	The Board represents make determinations related to Fire Department employee pension matters. Questions of eligibility, service credits, pension amount, and manner and time of payment of any benefit under the Public Safety Personnel Retirement System are decided by this Board. Claimants and/or the fund managers are entitled to a re-hearing in original determinations made by the Board.		
Public Safety Personnel Retirement Board - Police	The Board represents make determinations related to Police Department employee pension matters. Questions of eligibility, service credits, pension amount, and manner and time of payment of any benefit under the Public Safety Personnel Retirement System are decided by this Board. Claimants and/or the fund managers are entitled to a re-hearing in original determinations made by the Board.		
Sister Cities Board	The Board is responsible for development and promotion of municipal partnerships and recommends business plans, policies, programs, and other sister city activities to the City Council.		

Boards and Commissions

Board/Commission	Powers and Duties	Youth Membership	
		Yes	No
Veterans Memorial Board	The Board is responsible for development and promotional activities related to the recognition of veterans of the armed forces of the United States and their contributions to the community. The Board recommends activities and events to the City to focus on the contributions of veterans.		
Volunteer Firefighter Pension Board	The Board is responsible for providing for the disbursement of the fund and designating the beneficiaries of the fund as directed by law.		
Youth Advisory Board	The Board advises the City, through the City Manager on the development of public recreational and youth activities and programs in the city, plans and implements a Student Government Day, and reviews ordinances or proposals pertaining to youth activities as directed by the City Council.		