



**CITY OF GLENDALE, CALIFORNIA  
REPORT TO THE PARKS, RECREATION AND COMMUNITY SERVICES  
COMMISSION**

**AGENDA ITEM**

---

Report: Selection of one voting member to serve on the Student Member Selection Committee (Selection Committee) of the Parks, Recreation and Community Services Commission

1. Motion selecting one voting member of the Parks, Recreation and Community Services Commission to replace Commissioner Stephen Meek on the ad hoc Student Member Selection Committee (Selection Committee) which serves to screen applicants, select and interview qualified candidates, and recommend to the Commission appointment of two student ex officio non-voting members.

**COMMISSION/COMMITTEE ACTION**

---

**Item Type:** Action Item

**Approved for** August 19, 2024 **calendar**

**ADMINISTRATIVE ACTION**

---

**Submitted by:**

Onnig Bulanikian, Director of Community Services & Parks

**Prepared by:**

Iris Moreno Hernandez, Administrative Associate

**Reviewed by:**

Tereza Aleksanian, Assistant Director of Community Services & Parks

## **RECOMMENDATION**

---

Staff recommend that the Parks, Recreation and Community Services Commission approve a Motion to select one voting member of the Parks, Recreation and Community Services Commission to replace Commissioner Stephen Meek on the ad hoc Student Member Selection Committee (Selection Committee) which serves to screen applicants, select and interview qualified candidates, and recommend to the Commission appointment of two student ex officio non-voting members.

## **BACKGROUND/ANALYSIS**

---

On August 21, 2023, the Parks, Recreation and Community Services Commission (Commission) adopted Resolution 23-3 establishing a Process for Selecting Student Ex Officio Non-Voting Members, based on GMC sections 2.60.020 and 2.60.030 and procedures adopted by other City of Glendale commissions. On May 20, 2024, the Commission reviewed the process and adopted Resolution 24-2 amending Resolution 23-3 to update the term, application, and screening and selection process (Exhibit 1).

### **2024 Recruitment and Application Update**

The application period for Parks, Recreation and Community Services student ex officio commissioners opened on May 14, 2024, and closed on June 14, 2024.

The following recruitment efforts were made for the 2024-2025 term:

- Advertised as an upcoming opportunity in the May 2024 Community Services & Parks (CSP) E-Newsletter sent on May 1, 2024, to a distribution list of 4,489 email addresses.
- Creation of an informative recruitment flyer
- Creation of a dedicated Parks Student Commissioners webpage, [GlendaleCA.gov/ParksStudentCommissioners](https://GlendaleCA.gov/ParksStudentCommissioners), with all pertinent information for interested candidates, including a link to an updated online application for student commissioner seats - published on May 14, 2024.
- An announcement was sent to everyone on the CSP E-Newsletter distribution list on May 15, 2024, stating that the application period had opened.
- The flyer was sent to all Glendale Unified School District high school students via Peach Jar.
- Weekly CSP social media posts beginning May 16, 2024.
- City social media posts
- Advertised the opportunity to various colleges and universities via the College Central and Handshake platforms and through their career centers on May 23, including:
  - Glendale Community College
  - Occidental College
  - Pasadena City College
  - Los Angeles City College

- Woodbury University
- UCLA
- USC
- CSUN
- Caltech
- CSULA
- Pepperdine University
- Claremont University Consortium
- Advertised in the June 2024 Glendale City Connection and CSP E-Newsletter sent on May 30, 2024.
- An announcement was sent to everyone on the CSP E-Newsletter distribution list on June 7, 2024, reminding the public that the application period would close in one week on June 14, 2024.
- Posted by City Manager's Office on Next Door.

By the close of the application period, a total of 9 complete applications were received, 7 of which are from high school students and 2 of which are from college students.

### **Next Steps: Screening and Selection**

In accordance with Section E. of the approved Process for Selecting Student Ex Officio Non-Voting Members, Commission selected two of its voting members, Commissioners Meek and Sardarbegan, at its June 17, 2024, meeting to serve as an ad hoc Student Member Selection Committee (Selection Committee). However, Commissioner Meek withdrew himself from the Selection Committee in July due to other commitments keeping him from dedicating time to the screening and selection of applicants. Therefore, another voting member of the Commission should be selected to replace him and join Commissioner Sardarbegan on the Selection Committee.

The Selection Committee will then screen and evaluate candidates using a holistic approach, select two or more of the most qualified candidates to be interviewed by the Selection Committee, and ultimately select up to two candidates to be recommended for appointment by the Parks, Recreation and Community Services Commission. If the Selection Committee recommends appointment of two (2) non-voting members, every effort should be made to appoint one (1) attending high school and one (1) attending college.

Interviews which had been estimated to take place in July, are now anticipated to take place in late August/early September. Due to the delay in the screening process this year, staff recommend that the Commission appoint ex officio members at its September 2024 regular meeting and that the newly appointed ex officio members be sworn in at the meeting, commencing their term immediately.

## **FISCAL IMPACT**

---

There is no fiscal impact associated with this report.

## **ALTERNATIVES**

---

Alternative 1: The Parks, Recreation and Community Services Commission may consider any other alternative not proposed by staff.

## **EXHIBITS**

---

1. Resolution 24-2 Amending the Resolution Adopting a Process for Selecting Student Ex Officio Non-Voting Members of the Parks, Recreation and Community Services Commission
2. 2024 Student Commissioners Recruitment Flyer
3. 2024-2025 Parks, Recreation and Community Services Student Commissioner Application Template