



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

AGENDA ITEM

Report: Selection of Student Ex Officio Non-Voting Members for the Parks, Recreation and Community Services Commission

1. Resolution Amending Resolution 23-3 (Adopting a Process for Selecting Student Ex Officio Non-Voting Members of the Parks, Recreation and Community Services Commission) to update the Term and Screening and Selection process, effective May 20, 2024.

COMMISSION/COMMITTEE ACTION

Item Type: Action Item

Approved for May 20, 2024 **calendar**

ADMINISTRATIVE ACTION

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RECOMMENDATION

Staff recommend that the Parks, Recreation and Community Services Commission adopt a resolution amending Resolution 23-3 (Adopting a Process for Selecting Student Ex Officio Non-Voting Members of the Parks, Recreation and Community Services Commission) to update the Term and Screening and Selection process, effective May 20, 2024.

BACKGROUND/ANALYSIS

On March 7, 2023, City Council adopted Ordinance 6005 amending sections 2.60.020 and 2.60.030 of the Glendale Municipal Code (GMC) pertaining to youth commissioner seats on the Parks, Recreation and Community Services Commission (Commission).

GMC section 2.60.020, which defines the composition of the Commission and appointment of the Commission, was amended to provide for “up to two Glendale students who shall be non-voting members” and who “shall be appointed by a majority vote of its voting members.” It additionally states that “[t]he parks, recreation and community services commission shall, by resolution, establish the qualifications, term, procedure, standards and rules for the appointment of the nonvoting student members to the commission subject to the limitations of this chapter; provided that the parks, recreation and community services commission shall have at least one student commissioner.”

GMC section 2.60.030, entitled “Qualifications,” specifies that “[e]ach nonvoting student member shall be a resident of Glendale at the time of appointment and during incumbency. Each nonvoting student member shall be enrolled in high school level or college and shall not be older than 25 years of age at the time of appointment. To the extent the parks, recreation and community services commission appoints two student nonvoting members, it shall endeavor to appoint one high school student and one college student.”

On August 21, 2023, the Commission adopted Resolution 23-3 establishing a Process for Selecting Student Ex Officio Non-Voting Members, based on the GMC and procedures adopted by other City of Glendale commissions.

A. Qualifications:

1. Must reside in the City of Glendale at the time of application and during incumbency.
2. Must be a student attending high school or college.
3. Must be under 25 years of age at the time of appointment.
4. Interest in park planning and maintenance, recreation, and human services programs.

5. Must be available during Commission meeting dates and times.
6. Can commit a minimum of 2 hours of meeting time and 2 hours of preparation time per month to the Commission.
7. Must have a reliable means of transportation to attend Commission meetings.

B. Term: The Commission shall appoint up to two (2) student ex officio members, each for a one (1) year term at its August meeting each year. The student member term shall commence on September 1st and terminate on August 31st of the following year. In 2023, the appointment shall take place at the Commission's September regular meeting, with the term commencing immediately after the ex officio members are sworn in at the meeting. The Commission shall have the discretion to move to continue a student member's term until a successor student member is appointed.

C. Recruitment:

Outreach for the selection of the ex officio non-voting members shall commence in April of each year and include the following:

1. Update the Park, Recreation and Community Services Commission page to include a recruitment flyer and application information for ex officio non-voting members.
2. Create a press release.
3. Promote the opportunity on the monthly CSP Newsletter, City Connection, and social media.
4. In coordination with Commissioners, reach out to every high school in Glendale and surrounding colleges.
5. Work with local organizations, such as Glendale Youth Alliance, to promote the opportunity.

D. Application:

The application period shall open in early May and close mid-June of each year. Interested candidates shall submit:

1. An application
2. Two letters of recommendation. The letters of recommendation may not be written by family members, and should be written by teachers, coaches, club or internship advisors, youth group advisors, or employers who know the candidate well.

3. A 250-500-word Statement of Interest and Purpose, setting forth the basis for the applicant's interest in the ex officio member position, their potential contributions, and their vision for Glendale's future.
4. If under the age of 18, a Principal Approval Form confirming the applicant's ability to fulfill the 4-hours per month work commitment and attend the meetings.

E. Screening and Selection:

1. At its June regular meeting each year, the Commission will select two of its voting members to serve as an ad hoc Student Member Selection Committee (Selection Committee).
2. The Selection Committee will screen applicants after the close of the application period.
3. The screening process shall ensure candidates meet the minimum qualifications set forth in Section A and shall undertake a holistic approach to evaluate candidates.
4. The Selection Committee shall select two or more of the most qualified candidates who will be invited to be interviewed by the Selection Committee. The number of top candidates selected for interviews shall be within the discretion of the Selection Committee.
5. The Selection Committee will select up to two (2) 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.
6. The Commission shall appoint the selected student ex officio non-voting member(s) at the August regular meeting of the Commission, or as soon thereafter as reasonably possible to ensure the student ex officio member(s) may commence their term in September.
7. The Screening and Selection process will be revisited for subsequent years.

F. Equal Opportunity:

City of Glendale shall provide equal opportunity regardless of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental status, ancestry, disability, medical condition, or age, and that the Commission strongly encourages applications from underrepresented minorities and persons with disabilities.

2024 Recruitment and Application Update

This year, a recruitment flyer was created and promoted pursuant to Resolution No. 23-3, Section C, and a webpage, www.GlendaleCA.gov/ParksStudentCommissioners, was created with all pertinent information for interested candidates, including a link to an updated online application for student commissioner seats. The application period for Parks, Recreation and Community Services student ex officio commissioners opened on May 14, 2024, and will close on June 14, 2024.

Updates to Existing Procedures, Standards, and Rules for Appointment

Staff respectfully recommends that the Commission approve updates to the existing process for selection of student ex officio commissioners as follows:

- B. Term
Remove the following: “In 2023, the appointment shall take place at the Commission’s September regular meeting, with the term commencing immediately after the ex officio members are sworn in at the meeting.”

- E. Screening and Selection
 - In Section E.1, remove the following: “In 2023 the ad hoc Selection Committee shall be formed at the Commission’s August regular meeting.
 - In Section E.6, remove the following: “In 2023, the appointment and swearing in of the ex officio members shall take place at the September regular meeting, and their term will commence immediately.”
 - In Section E.7, replace with, “The Screening and Selection process may be revisited each year in May at the request of staff or Commission.”

Additionally, at its August 21, 2023, regular meeting, the Commission asked to revisit other aspects of the Screening and Selection process this year. Commissioners expressed interest in more than two members—potentially all five—conducting interviews of prospective student ex officio commissioners and posed the following questions:

1. Can more than two of the five commissioners interview applicants without conducting interviews before the public, on television or otherwise?
2. Can the Commission meet in closed session?
3. Can those commissioners who do not sit on the ad hoc Selection Committee provide feedback to the Committee outside of a public meeting?

Answers to the Commission’s questions are as follows:

1. **No.** The Commission is a “legislative body” subject to the Ralph M. Brown Act. With limited exceptions, the Brown Act requires that, when a majority of members hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body, they must convene in a noticed, open meeting (i.e., before the public). The ad hoc Selection Committee need not meet in public because it does not comprise a majority of the Commission.
2. **No.** The Commission is not absolutely prohibited from meeting in closed session; however, a closed session meeting may be convened only for a reason expressly authorized in the Brown Act, and appointment of a student ex officio commissioner is not a reason expressly authorized in the Brown Act to convene a closed session meeting.
3. **No.** The Brown Act prohibits “serial meetings.” A serial meeting will include, at any one time, only a portion of the legislative body, but eventually comprise a majority. The Brown Act provides that “[a] majority of the members of a legislative body shall not, outside a meeting . . . use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.” If members who do not sit on the ad hoc Selection Committee were to provide feedback to the Committee, they would be engaging in an impermissible serial meeting.

At its May regular meeting, the Commission may choose to adopt the attached Resolution as written, or with minor and precise amendments (e.g., “In Section 2, replace the word ___ with___.”) made extemporaneously. The next step would be for the Commission to form an ad hoc Selection Committee at its June 17, 2024, regular meeting and for the Committee to move forward with the screening and selection process.

Should the Commission wish to make substantial amendments to the Screening and Selection process, it can move to direct staff to prepare a resolution for adoption at the June 17, 2024, regular meeting.

FISCAL IMPACT

There is no fiscal impact associated with this report.

ALTERNATIVES

Alternative 1: The Parks, Recreation and Community Services Commission may opt not to adopt the attached Resolution.

EXHIBITS

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