

**A G E N D A**  
**SOUTH PASADENA YOUTH COMMISSION MEETING**  
January 28, 2019  
6:00 p.m.

**South Pasadena Senior Center – Computer Lab – 1102 Oxley Street**

- A. ROLL CALL.....C. Chuang, Chair
- B. COMMENTS ON MATTERS NOT ON THE AGENDA  
Public Participation- 5 minutes maximum per guest speaker
- C. MINUTES-December 10, 2018
- D. CITY COUNCIL LIAISON'S REPORT.....B. Joe
- E. SCHOOL BOARD REPRESENTATIVE REPORT.....R. Kalra
- F. COMMUNITY AT LARGE ..... VACANT
- G. DISCUSSION ITEMS.....L. Hakobian, Staff
  - 1. 2019 Youth Commission Work Plan
  - 2. Municipal Code
- H. CHAIR'S REPORT.....C. Chuang, Chair
- I. STAFF LIAISON'S REPORT.....L. Hakobian, Staff
  - 1. Commission Meeting Change of Location
  - 2. Tech Day
- J. ANNOUNCEMENTS.....Commission

ADJOURNMENT

Next meeting: February 25, 2019

STATE OF CALIFORNIA, CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES  
I declare under penalty of perjury, that I am an employee of the City of South Pasadena, and that I posted this Agenda on the bulletin board in the courtyard of the City Hall at 1414 Mission Street, South Pasadena on January 24, 2019 as required by Law.

Date: January 24, 2019

Signature: 

# DRAFT



**MINUTES OF THE REGULAR MEETING OF THE  
YOUTH COMMISSION  
OF THE CITY OF SOUTH PASADENA CONVENED  
THIS 10<sup>TH</sup> DAY OF DECEMBER 2018, AT 5:30 P.M.  
SOUTH PASADENA SENIOR CENTER  
1102 OXLEY STREET**

## **1. ROLL CALL**

Chair Chuang convened the Regular Meeting of the Youth Commission at 5:34 p.m. Staff Liaison Hakobian called the roll. Present were Commissioners Chuang C., Fong E., Chuang E., Estevez A., Fleming, Fong J., Whetsel, and Quezada.

Absent: Commissioners Khan, Wang, Council Liaison/Councilmember Cacciotti, and School Board Liaison Giulioni.

Other Officials and Staff present: Community Services Supervisor Hakobian

## **2. COMMENTS ON MATTERS NOT ON THE AGENDA**

None

## **3. APPROVAL OF MINUTES**

**MOTION:** Commission approved the minutes of the regular November 26<sup>th</sup> meeting. By unanimous voice vote, the motion passed.  
(Fong E., Chuang, C.)

## **4. CITY COUNCIL LIAISON'S REPORT**

None

## **5. SCHOOL BOARD REPRESENTATIVE REPORT**

None

## **6. COMMUNITY AT LARGE REPORT**

None

## **7. DISCUSSION ITEMS**

Staff Liaison Hakobian reported on the following:

1. Re-Cap Breakfast with Santa event
2. Holiday Caroling- The date changed to Thursday, December 13th

## **DRAFT**

3. Snow Day- Scheduled for January 19, 2019, flyer attached in agenda packet
4. Senior Prom-Discussion took place and staff will check on availability for March 15<sup>th</sup> or March 29<sup>th</sup>.

### **8. CHAIR'S REPORT**

Chair Chuang reminded Commissioners to log their community service hours.

### **9. STAFF LIAISON'S REPORT**

Future commission meetings will be held in the City Council Chamber utilizing Granicus, which will record all public meetings. With this change, only Action minutes will be recorded, as the recording will be available to everyone online. Commission would like to leave the meetings for the 4<sup>th</sup> Mondays at 6:00 p.m.

### **10. ANNOUNCEMENTS**

None

### **ADJOURNMENT**

By consensus, the Commission adjourned at 6:02 p.m. The next Commission meeting will be held on Monday, January 28, 2019 at the South Pasadena Senior Center.

---

Cole Chuang  
Youth Commission Chair

---

Lucy Hakobian  
Staff Liaison



# Youth Commission Agenda Report

ITEM NO.   1  

**DATE:** January 28, 2019

**FROM:** Lucy Hakobian, Community Services Supervisor 

**PREPARED BY:** Lucy Hakobian, Community Services Supervisor 

**SUBJECT:** **2019 Youth Commission Work Plan**

---

## **Recommendation**

Staff recommends that the Youth Commission approve the 2019 Youth Commission Work Plan. The document is a guide for the Commission to follow as they prepare and plan various projects and events during the 2019 calendar year. All events are sponsored by the City.

## **Commission Review and Recommendation**

This matter will be reviewed by the Youth Commission at the January 28, 2019 meeting.

## **Discussion/Analysis**

The 2019 Youth Commission Work Plan will provide guidance on monthly tasks associated with the logistical planning and execution of various events provided by the City. Moreover, it will provide transparency in services provided to constituents. Commission will adhere to the Work Plan, set forth by staff, to ensure a timely manner in deliverables.

## **Next Steps**

The 2019 Youth Commission Work Plan needs to be reviewed and approved by the Commission.

## **Background**

The Youth Commission is comprised of students from the South Pasadena Middle School and High School, and is involved in the coordination of a variety of activities and events sponsored by the City. The Commission consists of thirteen members, including a South Pasadena Unified School District representative, and an adult Community-at-Large Member.

## **Legal Review**

The City Attorney has not reviewed this item.

## **Fiscal Impact**

There is no fiscal impact with this event. Youth Commissioners volunteer their time.

2019 Youth Commission Work Plan  
January 28, 2019  
Page 2 of 2

**Attachments:**

1. 2019 Youth Commission Work Plan



CITY OF SOUTH PASADENA  
YOUTH COMMISSION

**Commissioners**

Ella Chuang, Amanda Estevez, Piper Fleming, Juliana Fong, Ismael Khan,  
Zack Quezada, Connor Wang, Camille Whetsel

Vice-Chair Elissa Fong, and Chair Cole Chuang

**City Council Liaison**

Mayor Pro Tem Robert S. Joe

**Staff Liaison**

Lucy Hakobian, Community Services Supervisor

## 2019 Youth Commission Work Plan

- |                                    |           |
|------------------------------------|-----------|
| 1. Senior Prom                     | January   |
| 2. Eggstravaganza                  | February  |
| 3. Doggy Day                       | March     |
| 4. Summer Events                   | April     |
| 5. Selection of Chair & Vice-Chair | May       |
| 6. Tech Day/Walk Bike To School    | September |
| 7. Halloween Spooktacular          | October   |
| 8. Breakfast with Santa            | November  |
| 9. Holiday Caroling/Snow Day       | December  |

*Youth Commission does not hold meetings June-August as school is not in session.*



# Youth Commission Agenda Report

ITEM NO. \_ 2 \_

**DATE:** January 28, 2019  
**FROM:** Lucy Hakobian, Community Services Supervisor  
**PREPARED BY:** Lucy Hakobian, Community Services Supervisor  
**SUBJECT:** **Municipal Code**

---

## **Recommendation**

It is recommended that the Youth Commission review and approve the Municipal Code pertaining to the Youth Commission.

## **Commission Review and Recommendation**

This matter will be reviewed by the Youth Commission at the January 28, 2019 meeting.

## **Discussion/Analysis**

The Municipal Code provides the Youth Commission with their functions, along with membership, terms, rules and regulations. After review and discussion, staff will implement and update the Municipal Code.

## **Next Steps**

Review and approve the Municipal Code pertaining to the Youth Commission.

## **Background**

The City Clerk's Division maintains the South Pasadena Municipal Code, which is a compilation of City laws and regulations and is accessible at City Hall and on-line.

## **Legal Review**

The City Attorney has not reviewed this item.

## **Fiscal Impact**

There is no fiscal impact with implementing the Municipal Code.

## **Attachments:**

1. Municipal Code

Chapter XXX  
YOUTH COMMISSION

Sections:

- XXX Created--Purpose
- XXX Membership--Criteria for guiding appointments
- XXX Membership--Term
- XXX Vacancy filling
- XXX Organization, meetings, rules and procedures
- XXX Functions designated

**Created--Purpose.**

A. A Youth Commission of the City is hereby established (Resolution No. 6719). Members shall be appointed as hereinafter in this chapter provided.

B. In order to give youth a voice in the community, the City Council strongly support the concept of a Youth Commission composed of youth and young adults in grades 7<sup>th</sup>-12<sup>th</sup>.

**Membership--Criteria for guiding appointments.**

A. All members of the Youth Commission shall be appointed by the Mayor, for a total of 13 members.

B. The following desirable criteria may guide, but not restrict, the Mayor in making appointments:

1. Members to be residents of the City;
2. Members to be in grades 7<sup>th</sup>-12<sup>th</sup>;
3. At least 2 seniors; 2 juniors; 2 sophomores; 2 freshmen; 3- 7<sup>th</sup> or 8<sup>th</sup> graders; 1 School Board; 1 Community-at-Large

**Membership--Term.**

The term of office of each member shall be no more than two, two-year terms. Mayor may appoint a community-at-large liaison to serve in an advisory capacity, who is permitted to serve two (2) full terms of two years each. The School Board representative will be appointed by the South Pasadena Unified School Board.

### **Vacancy filling.**

Should a vacancy occur, new members may be appointed by the Mayor to complete the term of the vacancy.

### **Organization, meetings, rules and procedures.**

A. The commission shall keep an accurate record of its proceedings and transactions, and shall submit an annual report to the City Council.

B. A majority of the members appointed to the commission shall constitute a quorum and the affirmative vote of a majority of the members appointed is required to take any action. Members of the Youth Commission are expected to request an excused absence from the City Council if unable to attend any regular Youth Commission meeting.

C. The commission shall elect one of its members Chair and one of its members Vice-Chair, who shall hold office for one year and until their successors are elected unless their terms as members of the commission expire sooner. An employee of the City designated by the City Manager shall serve as Staff Liaison of the commission.

D. The commission shall establish a regular place and time for meeting. All meetings shall be noticed as required by law and shall be scheduled in a way to allow for maximum input from the public. The frequency of meetings shall be as determined by City Council resolution.

### **Functions designated.**

The functions of the Youth Commission are as follows:

A. Render assistance to city departments with city-wide events;

B. Commission acts and provides assistance to the Staff Liaison;

C. Provide support and volunteer for events and projects to enrich the lives of others;

D. Provide leadership for the coordination of community youth activities;

E. Assist youth in undertaking and appreciating local government while encouraging youth participation in civic affairs.



# TECH DAY

February 11, March 18,  
April 15, May 20, 2019



## *Youth Commissioners Volunteer:*

Youth Commissioners will be available to trouble shoot with multiple devices:

- Smart Phone or flip phone
  - Setting up contacts
  - Speed Dial
  - Downloading photos
  - Downloading APPS
- IPAD
  - Setting up Social Media
  - Email
  - Taking photos
  - Organizing photos
- Setting up ITUNES OR PANDORA

### **South Pasadena Senior Center**

1102 Oxley Street  
South Pasadena, CA

**VOLUNTEERS  
WILL BE AVAILABLE FROM  
3:30 pm to 5:00  
pm**

**APPOINTMENT  
REQUIRED:**

Call (626) 403-7360