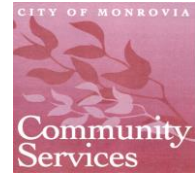




**CITY OF MONROVIA  
COMMUNITY SERVICES COMMISSION  
AGENDA REPORT**



**DEPARTMENT:** Public Services

**MEETING DATE:** September 8, 2015

**PREPARED BY:** Memo Chavez,  
Recreation Coordinator

**AGENDA LOCATION:** AR-2

**TITLE:** 2014-15 Youth Commission Evaluation

**OBJECTIVE:** To provide the Community Services Commission with an evaluation of the 2014-15 Youth Commission.

**BACKGROUND:** The Youth Commission was established in 1995, and was inspired by Councilmember Mary Wilcox who challenged and empowered local youth to engage in programs and volunteer opportunities. The Youth Commission consists of students in grades six through twelve who attend Monrovia High School, Canyon High School, Clifton Middle School, Santa Fe Middle School, Independent Study and private schools throughout the community. Members meet monthly to share program ideas and discuss issues concerning students. The Youth Commission volunteered for City-wide programs including Arbor Day, Spring Egg Hunt and YMCA Healthy Kids Day, Make a Difference Day, Halloween Spooktacular and the Fountain to the Falls race.

**ANALYSIS:** Staff recruits new Youth Commissioners each spring for the upcoming school year, though a new member can join the group throughout the year. Applications are distributed to all public, private, middle, and high schools. Completed applications are returned to the Public Services Department for review. All interested applicants are interviewed, and invited to attend a general meeting at which time they become official members of the Youth Commission. Meetings are held at the Community Center at 4:30 p.m. the third Wednesday of each month during the school year. Members nominate their peers for Board positions. The Board meets monthly to discuss upcoming projects, assign volunteer hours and develop quarterly programs in cooperation with the Library's Teen Advisory Board (TAB). The board members include a High School Chair, two High School Vice-Chairs, Middle School Chair, Middle School Vice-Chair, and a Member at Large.

**Enrollment:** There were 57 registered Youth Commissioners in 2014-15 with an average attendance of 30 active members. The following information is a comparison for the 2013 -14 and 2014-15 grade level enrollments. The 2014-15 school year experienced a slight increase in enrollment.

Grade	2013-14 Enrollment	2014-15 Enrollment
6 <sup>th</sup>	5	4
7 <sup>th</sup>	10	8
8 <sup>th</sup>	7	7
9 <sup>th</sup>	6	7
10 <sup>th</sup>	13	19
11 <sup>th</sup>	10	8
12 <sup>th</sup>	4	4
<b>TOTAL</b>	<b>53</b>	<b>57</b>

The following is a comparison of each school's student representation from 2013-14 to 2014-15.

School Attended	2013-14 Enrollment	2014-15 Enrollment
Clifton Middle School	11	10
Santa Fe Middle School	8	9
Home School- Middle School	2	2
Private School	4	5
Monrovia High School	28	25
Mt. Olive Continuation School	3	3
Home School- High School	3	3
<b>Total</b>	<b>53</b>	<b>57</b>

**Ethnicity:** Statistics indicate that the demographic breakdown of participants has remained fairly consistent with the previous year. The following chart compares the 2010 Monrovia census data with the demographic breakdown for the 2013-14 and 2014-15 programs.

Ethnicity	2010 Census (%)	2013-14		2014-15	
		Attendance	Percentage	Attendance	Percentage
Hispanic	38.4%	45	85%	44	77%
African American	6.4%	4	8%	8	14%
Caucasian	41.1%	3	6%	3	5%
Asian	10.9%	1	1%	2	4%
Other	3.2%	0	0%	0	0%
<b>Total</b>	<b>100%</b>	<b>53</b>	<b>100%</b>	<b>57</b>	<b>100%</b>

**Volunteer Assignments:** The following volunteer assignments were completed by the Youth Commission for 2014-15:

2014-15 Special Events	Youth Commission Volunteers	Hours Worked
Arbor Day (event and Planning)	10	105
Halloween Event	25	305
2014 Summer Extravaganza	20	2,600
Make A Difference Day	25	525
State of the City	5	30
Spring Egg Hunt/Healthy Kids Day	20	295
Salute to Service	6	95
MAP. Events	5	75
Monrovia Arts Festival	5	100
Youth Sports Program	10	925
Monrovia Reads and Plays	3	175
Mothers Day Home Tours	12	325

Community Center/Indoors	15	425
Fountain to the Falls	5	125
Various other Programs (i.e. Movies in the Park etc.)	10	275
<b>TOTAL</b>	<b>176</b>	<b>6,380</b>

The Youth Commission volunteered a total of 6,380 hours in fiscal 2014-15 compared to 6,075 the previous year. The increase in volunteer hours is attributed to some Youth Commissioners volunteering for the youth sports program year round and volunteering at the Monrovia Community Center to assist with Front Office operations. The 6,380 volunteer hours equates to a Staff cost savings of \$59,143. This amount was determined using the following formula; 6,380 volunteer hours X \$9.27 (hourly rate of a Recreation Leader.)

**Youth Volunteers of the Year:** The Youth Volunteer of the Year was awarded to two Youth Commissioners, Lilia Alvarez and Jackie Villalvazo who were recognized at the July 14, 2015 Community Services Commission Meeting. The Youth Commission chose Lilia and Jackie for this award because of their helpful attitude and outstanding leadership. Both Youth Commissioners contributions included volunteering at all Special Events, speaking regularly at Community Services Commission Meetings, volunteering indoors at the Monrovia Community Center and volunteering for the Youth Sports Program. Lilia volunteered for 205 hours during the year, and Jackie volunteered 190 hours.

**Youth Commission and Teen Advisory Board (TAB) Collaboration:** The Youth Commission and the Teen Advisory Board continue to work cooperatively in support of city community events and programs. Both groups volunteered at the Spring Egg Hunt, Arbor Day, Mothers Day Home Tours, Fountain to the Falls, and Halloween Spooktacular. The Youth Commission and TAB also played an important role in the 4<sup>th</sup> Annual Monrovia/Duarte Youth Summit. Representatives from both organizations attended weekly meetings in order to offer their input and suggestions for this event.

**FISCAL IMPACT:** The Youth Commission program has an annual budget of \$2,500 for part-time staff and supplies. Although full-time salaries are built into the Departments budgets, the annual full-time cost to manage this program is \$5,155. This amount is calculated using the following formula.

<u>Position</u>	<u>Percentage of Position Spent on Event</u>	<u>Amount</u>
Assistant Recreation Coordinator	4%	\$ 1,806
Recreation Supervisor	2%	\$ 1,486
Library & Recreation Manager	1%	\$ 743
Public Services Director	1%	\$ 1,120
<b>TOTAL</b>		<b>\$ 5,155</b>

*\*Salaries do not include fully burdened rates or benefits.*

The following information compares the 2013-14 and 2014-15 Youth Commission expenditures and revenues. Event expenses increased in 2014-15 due to the purchase of additional event supplies, equipment and reusable event signage.

<b>STAFF COSTS</b>	<b>2013 - 14</b>	<b>2014 - 15</b>
Part Time Staff	\$2,250	\$2,250
<b>TOTAL</b>		<b>\$2,250</b>

<b>SUPPLY COSTS</b>		
Program Supplies	\$1,575	\$1,675
Program Revenue		\$1,200
<b>REVENUE TOTAL</b>	<b>\$0</b>	<b>\$1,200*</b>
<b>EXPENSE TOTAL</b>	<b>\$3,825</b>	<b>\$3,925</b>
<b>NET EXPENSE</b>	<b>\$3,825</b>	<b>\$2,735</b>

*\*During the 2014-15 school year, Youth Commission sold snacks during youth sports games and at some citywide special events. This was something new added to the program and was not available during the 2013-14 school year.*

**PROGRAM COMMENTS AND RECOMMENDATIONS:**

1. The Youth Commission Program included a new assignment this year by volunteering at the Monrovia Community Center which involved helping with front office operations as well as setting and cleaning up for room rentals. This allowed Youth Commissioners to gain additional program experience which will help to prepare them for future employment opportunities.
2. Staff recommends offering Youth Commissioners a formal end of the year lunch or dinner catered by a Monrovia business to acknowledge their efforts throughout the year. The lunch would also include recognition of the Youth Commissioners of the Year.
3. Staff recommends starting a Recreation Leader Training Program, with Youth Commissioners who are interested in future employment with the City. The trainings will include monthly meetings in addition to the monthly Youth Commission meetings. The meetings would include topics such as; completing an application for employment, proper dress code, expectations of the job, duties and assignments, and other valuable information to be better prepare Youth Commissioners for entry level positions.

**RECOMMENDATION:** Staff recommends that the Community Services Commission move to receive and file AR-2 2014-15 Youth Commission Evaluation.

**COMMISSION ACTION REQUIRED:** If Community Services Commission concurs, the appropriate action would be a motion to: ***Receive and file AR-2 2014-15 Youth Commission Evaluation.***