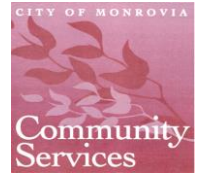




**CITY OF MONROVIA
COMMUNITY SERVICES COMMISSION
AGENDA REPORT**



DEPARTMENT: Community Services

MEETING DATE: September 9, 2014

PREPARED BY: Memo Chavez,
Assistant Recreation Coordinator

AGENDA LOCATION: AR-1

TITLE: 2013-14 Youth Commission Year End Evaluation

OBJECTIVE: To provide the Community Services Commission with an evaluation of the 2013-14 Youth Commission.

BACKGROUND: The Youth Commission (YC) was established in 1995, and was spearheaded by Councilmember Mary Wilcox who challenged and empowered local youth to develop programs, services and volunteer opportunities for Monrovia teens. The YC 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 YC volunteered for City-wide programs including Arbor Day, Spring Egg Hunt and YMCA Healthy Kids Day; Make a Difference Day, the Halloween Event 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 entire year. Applications are distributed to all public, private, middle, and high schools. Completed applications are returned to the Community 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 YC. 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 45 registered Youth Commissioners in 2013-14 with an average attendance of 35 active members. The following information is a comparison for the 2012 -13 and 2013-14 grade level enrollments. The 2013-14 school year experienced a decrease in enrollment. Based on youth feedback, staff attributes the decrease to the following:

1. Participants being part of other volunteer programs at their schools (Renaissance Club, Interact Club, etc.)
2. Participants entering the work force and working afterschool and weekends.

AR-1

Grade	2012-13 Enrollment	2013-14 Enrollment
6 th	5	4
7 th	10	7
8 th	7	6
9 th	7	7
10 th	15	19
11 th	11	6
12 th	5	4
Total	60	53

The following is a comparison of each school's student representation from 2012-13 to 2013-14.

School	2012-13 Enrollment	2013-14 Enrollment
Clifton Middle School	11	10
Santa Fe Middle School	8	7
Home School - Middle School	2	2
Private School	4	3
Monrovia High School	29	25
Mt. Olive Continuation School	3	3
Home School - High School	3	3
Total	60	53

Volunteer Assignments: The following volunteer assignments were completed by the Youth Commission for 2013-14:

2013-14 Special Events	Youth Commission Volunteers	Hours Worked
Arbor Day (planning and event)	15	125
Halloween Event (planning and event)	25	350
2014 Summer Extravaganza	18	2,500
Make A Difference Day	25	475
State of the City	5	40
Spring Egg Hunt/Healthy Kids Day (planning and event)	15	325
Salute to Service	6	125
MAP. Events	10	115
Monrovia Arts Festival (2 day event)	8	145
Youth Sports Program	6	700
Monrovia Reads and Plays	5	150
Mothers Day Home Tours (event and training)	20	200
Community Center Maintenance	12	100
Fountain to the Falls (event and training)	7	250
Various other Programs (i.e. Museum Yard Sale etc.)	6	325
Total	183	5,925

The YC volunteered a total of 5,925 hours in fiscal 2013-14 compared to 6,900 the previous year. The decrease in volunteer hours is comparable to the decrease in attendance. The 5,925 volunteer hours equates to a Staff cost savings of \$54,925. This amount was determined using the following formula; 5,925 volunteer hours X \$9.27 (hourly rate of a Recreation Leader.)

Youth Volunteers of the Year: The Youth Volunteer of the Year is Anna Chavez who is being recognized at the September 9, 2014 Community Services Commission meeting. The Youth Commission chose Ms. Chavez for this award because of her helpful attitude and outstanding leadership. Anna’s contributions include volunteering at all Special Events, speaking regularly at Community Services Commission meetings, and volunteering for the Youth Sports Program. Her volunteer hours exceeded 275.

Streamline of Youth Commission (YC) and Teen Advisory Board (TAB): The Youth Commission and the Teen Advisory Board worked cooperatively this year in support of city-wide community events and programs. Both groups volunteered and assisted with the Spring Egg Hunt, Arbor Day, Mothers Day Home Tours, Fountain to the Falls, and the Halloween event. The Youth Commission and TAB also played an important role in the fourth Annual Monrovia/Duarte Youth Summit. Representatives from both organizations attended weekly meetings in order to offer their input and suggestions for this event.

Note: There is a Request for Service Application and Staff Recovery Fee of \$15 per hour for agencies (other than the City). The application and fee allows Staff to respond to requests, and offset the cost of Recreation Leaders assigned to supervise the Youth Commission. The only organization to request the services of the Youth Commission this past year was the Monrovia Historic Preservation Group. Instead of paying the Staff Recovery Fee, the Monrovia Historic Preservation Group gave each Youth Commissioner a free Mother’s Day Home Tour ticket (valued at \$12.00 each).

FISCAL IMPACT: Program expenses and part-time staff costs are absorbed by the Youth Activities budget (formally known as the Youth Sports budget.)

STAFF COSTS	2013-14
Part Time Staff	\$2,250
SUPPLY COSTS	
Program Supplies	\$1575
Staff and Supply Cost Total	\$3825

PROGRAM COMMENTS AND RECOMMENDATIONS:

1. Youth Commissioners played an invaluable role in the 2014 Summer Extravaganza program. The YC focused not only on assisting with participant supervision, but set-up and clean-up, allowing Recreation Leaders to focus primarily on the youth.
2. Staff will utilize social media to better advertise and recruit youth volunteers for special events and other city programs. A recent survey of Youth Commissioners indicated that ‘Instagram’ would be a good way to reach out to potential youth volunteers.

3. Staff will offer recruitment events at Clifton and Santa Fe Middle Schools, and Monrovia High School as a way to promote the Youth Commission program. Events could offer program information, games, raffle prizes and incentives.

RECOMMENDATION(S): Staff recommends that the Community Services Commission receive and file AR-1 2013-14 Youth Commission Year End Evaluation.

COMMISSION ACTION REQUIRED: If Community Services Commission concurs, the appropriate action would be a motion to: ***Receive and file AR-1 2013-14 Youth Commission Year End Evaluation.***