



Mayor's Youth Commission of Tacoma Leadership Meeting

Wednesday, September 11, 2019
Tacoma Municipal Building
Room 1032
10:00 a.m.

- I. Welcome and introductions**
- II. Approval of the Agenda**
- III. Briefing Items**
 - a. Liaison Report**
 - i. Tacoma High School Volunteer Fair, October 1, 12-5pm
@People's Center**
 - ii. Student Government Day December 10**
 - iii. Gas Station Park Outreach Sep. 22 11:30-12:30, Sep. 25
4:30-5:30, Oct. 5 10-1**
 - b. Tacoma Sleepyheads Committee Discussion**
 - c. Council Action Memos and Bylaws Discussion**
 - d. Subcommittee Reports**
 - i. Outreach and Budget**
 - ii. Justice and Safety**
 - iii. Education, Arts, and Culture**
 - iv. Social and Environmental Health**
- IV. Topics for Upcoming Meetings**
 - a. Saturday September 21, 2019, 10 AM at Tacoma Municipal
Building, Council Chambers**

V. Leadership Team Training and Job Shadowing

a. 12 PM – 1 PM Lunch

b. 2 PM – 3 PM Municipal Building Tour

c. 2 PM – 3 PM Board Governance

VI. Adjournment



AGENDA

December 10, 2019

1. **Check-In** – High Schools Homeroom, 7:35am
 - Students are released to Office
 - Tacoma Public School students bus to Tacoma Municipal Building
 - Students can also choose to be drop-off by parents, walk, or drive themselves
2. **Arrival** – 1st Floor Lobby, 8:15am
 - Students arrive at the Tacoma Municipal Building
 - Convene in Council Chambers
 - Students receive nametags and welcome packet
3. **Orientation** – Council Chambers, 8:30-9:00am
 - Ice Breaker activity (10 min)
 - Elizabeth Pauli - Welcome (5 mins)
 - Mayor Victoria Woodards – Opening (5 mins)
 - Latasha Ware - Provides overview of the day, logistical outline, expectations (5 minutes)
4. **Departments and Staff Introductions** - TMB, 9:00am-10:50am
 - Students select a youth commission focus area and break into rooms to hear more from City departments (and community partners) who's work directly influences this focus area
5. **Student Break** - TMB, 10:50am-11:00am
6. **Lunch w/ City Council** – TMB #708, 11:00-11:45am
 - Councilmembers– Welcome and Introductions
7. **City of Tacoma Facility Tours**- 12:00-2:30pm
 - Need students to choose two facilities they would like to visit
 - i. **Suggestion:** Students interested in Justice and Safety / Social and Environmental Health Committee visit the Police Station
 - ii. Students interested in Education, Arts, and Culture / Outreach & Budget visit _____
8. **Opportunities for Involvement** – Council Chambers, 2:30-2:40pm
 - Bring in Kenny and community partners to discuss internships, fellowships, volunteering
9. **Mock City Council Preparation and Discussion** – Council Chambers, 2:40-3:30pm
 - Explanation of Mock City Council – (5 min)
 - Show Mock City Council video from last year (5 min)
 - Students pick role or are assign one and scripts are handed out (5 min)
 - Review scripts and preparation (35 minutes)
10. **Mock City Council Meeting, Feedback and Group Photo Session** - Council Chambers, 3:30pm-5:00pm
 - Mock City Council Group A (30 minutes)
 - Mock City Council Group B (30 minutes)
 - Fill out feedback form (5 minutes)



- Group photo with Mayor and City Council (5 minutes)

11. **City Council Meeting** – Council Chambers, 5:00-5:15pm

- Students will be recognized by the Mayor during the Proclamations and Recognitions portion of the agenda. Students are free to leave after the conclusion of the Recognition.
- Parents will need to pick-up students from City Hall by 5:15pm (747 Market Street, Tacoma, WA 98402). Students can also receive a bus pass from staff to use public transportation.

***For any questions or concerns, please contact Latasha Ware 253-591-5274 or Bucoda Warren at 253-594-7925



TO: Elizabeth Pauli, City Manager
FROM: Bucoda Warren, Senior Management Fellow, City Manager's Office
COPY: City Council and City Clerk
SUBJECT: Resolution – Creating the Tacoma Youth Commission – [Requested City Council Date]
DATE: [Today's Date]

SUMMARY:

A resolution creating the Mayor's Youth Commission of Tacoma to advise on policies, codes, plans, and practices as they relate to youth; provide a platform for youth engagement in policy making decisions and local government; appointing the founding members; and directing the City Manager to provide staff support.

Commission Assignment:

The Mayor's Youth Commission of Tacoma will:

- Review existing programs and initiatives and recommend policies, actions, and plans to the City Council that incorporate youth voice in the implementation and development.
- Recommend new initiatives and program that support youth development and access to government in Tacoma.
- Make comment and recommendations on policies considered and adopted by the City Council.
- Host Student Government Day and related events that engage students in local government.
- Engage partner organizations to connect students to resources and programs.

Composition:

The Mayor's Youth Commission of Tacoma will be composed of any number of youth, defined as attending middle or high school, who live, attend school, or are engaged in the city. These Youth will annually elect a 10-member leadership team that represents the diversity of Tacoma who will represent them and will be confirmed by Council.

Meetings:

The Tacoma Youth Commission will meet at least twice a month: a general assembly that engages all members in activities that further their mission and creates educational opportunities, and a leadership meeting where the elected leaders will discuss policies, actions, or plans to recommend to the City Council. The leadership team to achieve their mission may establish additional meetings or subcommittee meetings.

COUNCIL SPONSORS:

Mayor Victoria Woodards

STRATEGIC POLICY PRIORITY:

The requested resolution aligns with the City Council's strategic policy priorities to

- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Encourage thriving residents with abundant opportunities for life-long learning.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

**BACKGROUND:**

Youth engagement in municipal governance allows young community members the opportunity to increase and strengthen their capacity for knowledge, leadership and action skills; understand and become more aware of issues and root causes, systems, strategies for change, commitment and a sense of responsibility; opportunity to act on passion, use skills, and generate change through relevant sustained action.

Across the country, municipal leaders are discovering one of their greatest assets—the youth of their city. Increasingly, youth are working with elected officials and city managers to address the issues of local government. In recent years, the uptick of youth engagement has shown that more young people are discovering their voice matters. They are discovering that they can support positive change in their community by being civically engaged. City leadership is finding that when they provide meaningful opportunities for youth engagement, more youth participate and encourage their peers to do so as well. In addition to engaging the next generation of civic leaders, cities already using this approach have realized many of the following benefits:

- Increased support for city initiatives such as student government day— involving youth and their families in different aspects of city planning allows for stronger and well- informed partnerships.
- Improved policies and programs for youth – youth driven policies and initiatives can better capture what does and does not work for their peers.
- Improved indicators of well-being – civic participation and engagement foster productive attitudes into adulthood and increase the likelihood of voting, volunteering and becoming valuable members of the workforce.

ISSUE:

Mayor Woodards has advocated for youth voice in government, insisting they should be part of the important decisions being made now that will affect them. In October of 2018, staff convened youth-serving stakeholders to get feedback and guidance on how to achieve this vision through a Youth Commission. Following a recruitment effort to fill 16 seats the stakeholders were convened again to help select members from an applicant pool of 126 students across Tacoma. With so many students wanting to be involved it was suggested that the process be opened to all. With that recommendation all 126 students were invited to join the Mayor's Youth Engagement Task Force which kicked off in January.

For the first six months of 2019, students from across Tacoma came together once a month for a full day of engagement to discuss what changes they wanted to see in Tacoma and how they would achieve those changes. Through this learning and engagement, the students recommended changes to formalize the task force. These changes included:

- Rename the task force to the Mayor's Youth Commission of Tacoma
- Create four policy area subcommittees
- Elect a leadership team that would be responsible for communicating with the City and leading the committees and other members
- Formalize the Commission and create opportunities for students to engage in policy
- Use the Youth Commission as a body to support getting more youth engaged in leadership positions on other boards and commissions.

From these recommendation staff is presenting an option to create a new Commission focused on teaching youth about civic engagement and giving them real opportunities to provide feedback on policies.



ALTERNATIVES:

The City Council could choose to modify or not support the requested resolution.

RECOMMENDATION:

Staff recommends the City Council adopt the resolution as presented establishing the Mayor's Youth Commission of Tacoma.

FISCAL IMPACT:

If you are making a commitment on the City's behalf to receive or expend funds, then the fiscal impact section should be completed. If this does not apply, enter "There is no fiscal impact" and delete everything below this line. If you are unsure, please contact the Budget Office. If the action is to accept a



donation, you do not need to complete the fiscal impact section, just note the estimated value of the donation in the background section.

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			

POTENTIAL POSITION IMPACT:

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
TOTAL			

This section should only be completed if a subsequent request will be made to increase or decrease the current position count.

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: Enter Amount in Dollars

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Enter Yes, No, or N/A

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.

Explain how expenditures are to be covered and if budget modifications are required.

City of Tacoma
Mayor's Youth Commission of Tacoma By-Laws

Article I. Objective

The purpose and directive of the Mayor's Youth Commission of Tacoma ("Commission") is to provide a platform for youth to engage their local government to change their communities by asking difficult questions, offering key perspectives, and suggesting policy changes.

Article II. Organization

2.1 The membership of the Commission shall be made up of all middle and high school students who have applied and have been placed on the roster by the staff liaison. All members are entitled to vote for leadership. Students above high school age may participate but cannot hold elected positions.

2.2 The Commission shall elect a Chair and Vice Chair, and elected Chairs and Vice Chairs for each of the four standing committees. Leadership will be elected for one-year terms and will serve no more than two consecutive terms. Elected positions shall require a majority vote of the members. Elections will be held each year in June with terms beginning July 1.

2.3 The Committee may establish ad-hoc subcommittees and appoint chairs to lead these subcommittees. The Chair and Vice Chair shall be appointed by a majority vote of the leadership team. Ad-hoc committees shall expire after their report has been approved by the Committee, or one year after the ad-hoc committee is established.

2.4 Members may be removed for misconduct. "Misconduct" includes, but is not limited to:

2.4.1 Disrespectful or disruptive behavior that makes members feel unsafe to attend or participate in meetings or events; or

2.4.2 Three consecutive absences from meetings in one year (July 1 – June 30).

2.5 Any member who has three consecutive absences within one year (July 1 – June 30) will be advised in writing of their attendance record and will be asked to become an active member or resign from the Commission. If the member does not resume attending meetings, the leadership team may vote to remove the member from the roster.

2.6 Removal of any member shall require a majority vote of the leadership team.

2.7 Members shall be removed from the regular roster when they advance beyond high school age.

Article III. Meetings

3.1 The Commission shall hold General Assembly Meetings and Leadership Meetings at least eight (8) times at dates and times determined by the Commission. Special meetings may be called by a majority vote of the Leadership team.

3.2 A majority of elected members shall constitute a quorum. Motions must be approved by a majority of members present.

3.3 All meetings are subject to Washington's Open Public Meetings Act. Members may attend meetings telephonically, provided at least one member is physically at the advertised location of the meeting, and that the voices of all members may be heard at all times.

3.4 Meetings may be electronically recorded. Minutes of all meetings shall be kept, and shall be made available to the public in accordance with Washington's Public Records Act.

3.5 The Commission may adopt procedures for conducting public testimony at scheduled meetings.

3.6 The Commission may adopt procedures for conducting public hearings.

3.7 General Assembly meetings are open to the public but will not be subject to quorum or open public meeting laws; minutes will not be taken

Article IV. Reports and Opinions

4.1 The Commission may issue written reports or opinions. Minority reports and opinions are allowed.

4.2 The Chair shall assign a member to draft the majority report when one is determined necessary. Minority reports shall be drafted by the member/s requesting the minority report.

4.3 Copies of final reports shall be provided to the Mayor and City Council, City Manager, and Commission Members, others as necessary, and be publicly available.

4.4 An annual report regarding the work of the Mayor's Youth Commission of Tacoma will be submitted to the City Council by July 15th of each year.

Article V. By-Laws

5.1 These by-laws may be reviewed periodically, and a subcommittee formed for that purpose.

5.2 Any changes to the by-laws shall be voted upon at a leadership meeting subsequent to the meeting in which the changes are introduced.

[updated with date revised by-laws are approved]



Mayor's Youth Commission of Tacoma General Assembly

Saturday, September 21, 2019

Tacoma Municipal Building, Council Chambers
747 Market Street
10:00 a.m.

9:45-10:15 AM	Check-in
10:15-12:00 PM	Commission Activates
12:00-1:00 PM	Lunch
1:00-2:30 PM	Committee Meetings
2:30-3:00 PM	Share Out and Next Steps