



CITY of LAGUNA NIGUEL

30111 Crown Valley Parkway / Laguna Niguel, California, 92677
Phone / 949-362-4300 Fax / 949-362-4352

CITY COUNCIL

Mayor Laurie Davies
Mayor Pro Tem Fred Minagar
Council Member John Mark Jennings
Council Member Elaine Gennaway
Council Member Sandy Rains

August 24, 2020

Dear Student:

The City of Laguna Niguel is now accepting applications from high school students residing in Laguna Niguel who are interested in serving on the Youth Committee. The Youth Committee consists of up to fifteen (15) members who are appointed by City Council Liaisons and there are currently seven (7) positions available. The Youth Committee Members are responsible for maintaining and updating the Youth Community and Volunteer Service Directory and Youth Employment Directory. They also plan and participate in an annual high school job fair, review and recommend new teen recreation programs and events, plan one or two teen recreation programs each year, and provide youth input on various City projects. Attached for your reference is a copy of the Youth Committee Guidelines as established by the Laguna Niguel City Council.

This year, the Youth Committee will meet on the first Thursday of each month from October through June at 7:00 p.m. via Zoom. In an effort to minimize the spread of COVID-19 and in compliance with Governor Newsom's Executive Order, City Hall is closed to the public. The first meeting of the Youth Committee will be held virtually via Zoom on October 1, 2020. All Youth Committee meetings will be held virtually via Zoom until further notice. If you are interested in becoming a member of the Youth Committee, a fillable application will be available on the City of Laguna Niguel's Website at www.cityoflagunaniguel.org.

Completed applications can be submitted by mail to the City of Laguna Niguel, Attn: City Clerk, 30111 Crown Valley Parkway, Laguna Niguel, CA 92677, or by email to the City Clerk at egomez@cityoflagunaniguel.org. Applications must be received by the City Clerk no later than **5:00 p.m. on Friday, September 18, 2020. Interviews will be held virtually via Zoom on Wednesday, September 23, 2020 beginning at 5:00 p.m. and on Thursday, September 24, 2020, beginning at 5:00 p.m. All applicants must be available on those dates.** Appointments will be effective October 1, 2020.

Please feel free to contact the City Clerk's Office if you have any questions or need more information at (949) 362-4301 or via email at egomez@cityoflagunaniguel.org.

Kindest regards,

Eileen C. Gomez
City Clerk

Attachment: Youth Committee Guidelines

GUIDELINES FOR THE YOUTH COMMITTEE

Membership shall consist of up to fifteen (15) members appointed by the City Council.

QUALIFICATIONS: High school students residing in Laguna Niguel. Students attending both the public and private high schools that serve the community are eligible for membership. Applicants must have a grade point average of 2.25 or higher.

TERM: The term of office of members of the Laguna Niguel Youth Committee shall be for a period of two (2) years or until graduation from high school, whichever occurs first.

For seniors, the term of office shall run from October 1 of the school year to May 30 of that school year. For all others, the term shall run from October 1 of the school year appointed to May 30 of the following school year.

MEETINGS: First Thursday of every month from October through May.

ABSENCES: Unexcused absences from three consecutive meetings will automatically vacate the position.

DUTIES:

- a. Maintain and update a Youth Community and Volunteer Service Directory.
- b. Maintain a Youth Employment Directory.
- c. Develop or participate in an annual local high school job fair.
- d. Annually review and recommend new teen recreation programs and events.
- e. Plan one or two teen recreation programs each year.
- f. Participate as volunteers at City sponsored events.
- g. Work cooperatively with the Dana Point Youth Board on projects of mutual interest.
- h. Hold annual Joint Meeting with the City Council.
- i. Hold annual Joint Meeting with the Parks and Recreation Commission to review and provide feedback on teen programs.
- j. Each member shall participate in or attend at least one of the quarterly City sponsored special teen programs.
- k. Provide youth input on City projects and/or programs upon request of the City Council.