Legislation Details (With Text)

File #:	25-475	**Version:** 1	**Name:**	Recommendation to Amend YAC Meeting Schedule
Type:	Staff Report		**Status:**	Agenda Ready
			In control:	Youth Advisory Commission
On agenda:	10/7/2025		**Final action:**	
Enactment date:			**Enactment #:**	
Title:	Recommendation to Amend the Youth Advisory Commission Meeting Schedule from Twice Monthly to Once Monthly			
Indexes:				
Code sections:				
Attachments:	1. Youth Advisory Commission attendance data 22-25			

Date	Ver.	Action By	Action	Result
10/7/2025	1	Youth Advisory Commission		

Recommendation to Amend the Youth Advisory Commission Meeting Schedule from Twice Monthly to Once Monthly

SUMMARY

Staff recommends amending the Youth Advisory Commission's regular meeting schedule from two meetings per month (first and third Tuesdays) to one meeting per month (first Tuesday). This change better aligns with other City boards and commissions, improves attendance rates, and supports better member engagement.

RECOMMENDATIONS

Staff recommends that the Youth Advisory Commission vote to amend its meeting schedule to convene once monthly on the first Tuesday at 6:00 p.m., consistent with the Commission's attendance policy and administrative code.

BACKGROUND

The Youth Advisory Commission currently holds regular meetings twice per month at 6:00 p.m. per Administrative Code 17.1.100. The Commission's attendance policy requires a minimum 75% attendance rate, with failure to attend three consecutive meetings resulting in a vacancy declaration by City Council.

ANALYSIS

Attendance data from calendar years 2022 through 2025 shows consistent challenges in maintaining member participation under the twice-monthly schedule. Average attendance dropped to as low as 61% in 2023, with members missing nearly one-third of all meetings. Data indicates stronger attendance at the first meeting of the month (average 70%) compared to the second (60%).

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Reducing meetings to once per month aligns with other City boards and commissions, eases scheduling conflicts for high school-aged commissioners, and allows committees to continue work between meetings. This approach balances engagement, efficiency, and member availability.

NEXT STEPS

- Agendize a formal vote by the Youth Advisory Commission to amend the meeting schedule at the next regular meeting.
- Collaborate with the City Clerk to prepare a formal request to amend the Administrative Code, contingent on Commission approval.
- Monitor attendance and member engagement to evaluate the schedule change's impact.

ATTACHMENT

Detailed commission attendance data from 2022-2025

PREPARED BY: Liz Hodgins, YAC Secretary and Recreation Supervisor

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YAC Attendance Data Summary (2022–2025)					
Metric	**2022**	**2023**	**2024**	**2025**	**YoY Change (2024 vs 2023)**
Total Meetings Scheduled	14	17	16	11	-6%
Cancelled Meetings	2	0	1	1	N/A
Effective Meetings Held	12	17	15	10	-12%
Excused Absences	10	121	97	84	-20%
Unexcused Absences	8	60	36	24	-40%
Total Members *total number of individuals who served at any point during the calendar year*	41	40	44	30	10%
Total Absences per Member	0.4	4.5	3.0	3.6	-33%
Average Attendance %	78	61	71	64	16%
Average Meetings Attended per Member	11.6	12.5	12.0	6.4	8%

Note: Attendance data sourced from Granicus attendance tracking.