

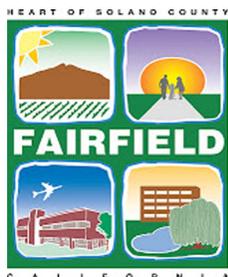


Application Packet 2020

Do you have an opinion about how your City makes decisions that affect you and your friends? Do you want to be involved with youth representation at City Hall?

Deadline to apply for 2021-2022 Term:
5:00 p.m., November 5, 2020

For Questions Contact:
Kalie Cambra, Parks & Recreation Coordinator
kcambra@fairfield.ca.gov or 707-428-7652



Complete this application packet and return to the
City Clerk's Office by
Email : aalexander@fairfield.ca.gov
Mail or In-person: City Clerk's Office, 1000 Webster Street, 4th Floor,
Fairfield, CA 94533



Dear Interested Fairfield Youth:

Thank you for your interest in the City of Fairfield Youth Commission. Please take a moment and review the attached description of the expectations for Youth Commissioners. To ensure your success as a Commissioner and the continuing success of the Youth Commission, it is important to make sure you understand what we expect of you and for you to consider your willingness and ability to perform these duties and responsibilities.

We welcome and encourage you to attend any of the Youth Commission meetings to help you make your decision. I would also encourage you to speak with a current member of the Youth Commission and/or myself to obtain more information or get any of your questions answered. The Youth Commission meets on the first Monday of each month at 7pm in the Fairfield City Council Chamber at 1000 Webster Street. **The Council Chamber will be under renovation from March - December 2020. During that time, meetings will be held at the Fairfield-Suisun Unified School District Office located at 2490 Hillborn Road, Fairfield, CA 94534.**

The Youth Commission is a valuable component of the City of Fairfield. Potential applicants should consider their current schedule and other responsibilities in applying to serve on the Commission. Youth Commissions can expect to spend up to three hours per month in meetings and an additional 8-15 hours per month on projects.

Again, thank you for your interest in becoming part of the City of Fairfield Youth Commission. Please remember to submit all of the required information on the application and return it to the City Clerk's Office, 1000 Webster Street, 4th floor, or via email at aalexander@fairfield.ca.gov.

Sincerely,

Meghan Sullivan

Meghan Sullivan
Parks & Recreation Manager
707.399.5626
msullivan@fairfield.ca.gov



About the City of Fairfield Youth Commission

WHO WE ARE:

The Youth Commission was established on December 19, 1995 by Resolution 95-278. Over the years the roles were amended and Resolution 2008-23 superseded all prior resolutions pertaining to the Fairfield Youth Commission.

The Youth Commission consists of 15 City of Fairfield residents between the ages of 13 and 21.

WHAT WE DO:

The Fairfield Youth Commission shall be empowered to establish and maintain written policy and rules and have the following general powers, duties, and responsibilities consistent with the Fairfield City Code and all other ordinances and regulations of the City of Fairfield and with the laws of the State of California.

1. Promote community involvement with, for, and by youth.
2. Engage in a review process and make formal recommendations on programs, projects, and facilities that pertain to youth to the appropriate entity (City Council, Planning Commission, Community Services Commission or City staff).
3. Assist in the evaluation and planning of arts, recreation, and social service programs with an emphasis on youth.
4. Solicit cooperation from other public and private organizations related to youth oriented community service activities to the fullest extent possible.
5. Review and make recommendations on matters pertaining to youth programming and/or services referred by the Planning Commission, Community Services Commission, or City Council. The assigned Youth Commission liaisons to each of the above bodies shall keep abreast of projects being brought forward to those bodies and shall ask the other Commissions or the City Council for the chance to make recommendations on projects they believe they should be involved in.
6. Promote youth involvement in community events, programs, or volunteer projects through public education, the schools, and community organizations.
7. Assist in the planning, implementation and evaluation of the bi-annual Youth Recognition Awards Program.
8. Review and facilitate the update of the Youth Resource Directory on an annual basis.
9. Act in an advisory capacity to the City Council in all other policy matters pertaining to youth.
10. Act as representatives of the City when designated by the City Council.



Eligibility Requirements and Expectations

The following criteria will be considered for eligibility as a member of the Fairfield Youth Commission:

1. Applicants must be residents of the City of Fairfield between the ages of 13 and 21.
2. A maximum of three (3) youth commissioners may attend schools or participate in alternative education programs located in cities or school districts other than Fairfield-Suisun Unified School District, Travis Unified School District, Solano College or locally based home-schools/charter schools.
3. Representatives ideally shall have participated in community based programs (City-based programs, Boy Scouts, church leadership groups, etc.) for a minimum of one year prior to appointment to the Youth Commission.
4. The Fairfield Youth Commission shall consist of fifteen members, with at least two members from middle school and two from high school.
5. Membership is open to all youth meeting the above criteria.
6. Members of the Fairfield Youth Commission shall not hold any paid office or employment with the City of Fairfield.

Term of Office

The term of office shall be two years beginning on January 1 and ending on December 31. Youth Commissioners shall serve at the pleasure of the Mayor for no more than three terms plus any unexpired term to which they are appointed, but in no event more than seven years.

Meetings

Meetings are held the first Monday of each month in the Council Chamber located at 1000 Webster Street. **The Council Chamber will be under renovation from March - December 2020. During that time, meetings will be held at the Fairfield-Suisun Unified School District Office located at 2490 Hilborn Road, Fairfield, CA 94534.** Youth Commissioners are responsible for providing their own transportation to and from meetings. Youth Commissions can expect to spend up to three hours per month in meetings and an additional 8-15 hours per month on projects.

Failure of a regular member to attend three consecutive regular meetings or five regular meetings in any twelve month period of the Youth Commission without consent of the Youth Commission shall be deemed to constitute the retirement of such member and the position declared vacant. Commissioners who experience a medical or family emergency shall be exempt, pending review and approval by the current Youth Commission officers. Any activities approved by the Youth Commission (City Council or Community Services meetings, fundraising events, informational or other scheduled events) shall be considered regular meetings for this purpose.



How to Apply - Application Checklist

Use this checklist to make sure you complete the application. We will not be able to process incomplete applications.

- Read and understand the requirements and expectations for the Youth Commission.** *Applicants should consider their current schedule and other responsibilities in applying to serve. Youth Commissioners can expect to spend up to three hours a month in meetings and an additional 8-15 hours per month on projects.*
- Provide proof of residency.** *Phone or utility bill. If you have questions about your residency, please contact the City Clerk's Office at 707-428-7402.*
- Provide two recommendation letters.** *One must be from a school counselor, teacher, principal, or advisor.*
- Complete application.** *Please print or type application. Non-complete applications will not be accepted. Your signature and a parent/guardian signature is required for applicants under age 18.*
- Complete supplemental questionnaire.**
- Turn in application to 1000 Webster St., 4th floor or aalexander@fairfield.ca.gov.**

Application Process

- This is an ongoing recruitment. Applications will be kept on file for one year from date submitted.
- You will be contacted by the City Clerk's Office for an interview if you meet the eligibility requirements and have fully completed the application requirements.
- Interviews will be held at City Hall with the two City Councilmembers on the Appointment Committee.
- The Appointment Committee will make a recommendation to the Mayor on who to appoint. If the Mayor agrees to the appointment, City Council will vote on the appointments at a Council Meeting.
- Your term will be based on whether you are filling an expired term or an un-expired term (you are filling a vacancy due to a resignation and that person has served part of their term already.)
- Appointing officials may appoint a currently-sitting youth commissioner for a second or third term.
- If you have questions on this process, please contact the City Clerk's Office at 707-428-7402.



2020 APPLICATION

This is an ongoing recruitment and applications will be kept on file for one year from date submitted. The supplemental questionnaire must also be attached to this application.

Date In Stamp

If you have questions about the application please contact Kalie Cambra, kcambra@fairfield.ca.gov or 707-428-7652.

Applicant Name: _____

Address: _____ **Zip Code:** _____

Phone: _____ **Email:** _____

How do you prefer to be contacted? Text Call Email

Date of Birth: _____ **Age:** _____ **Grade:** _____

School: _____

Are you a resident of the city of Fairfield? Yes No

Do you attend a Fairfield-Suisun Unified School District school? Yes No

List extra curricular activities you have participated in and how long you have been involved in that activity (i.e. Band - 4 years, Football - 2 years, etc.)

List volunteer work you have participated in and how long you have been involved in that activity (i.e. Scouts - 10 years, Church - 5 years, Work - 6 months, etc.)

I hereby certify that the information provided in this application is accurate and I have made every attempt to answer all questions truthfully and the fullest extent possible. I acknowledge that false statements or misrepresentations on this application will be cause for refusal of placement or immediate dismissal at any time during my placement. I have reviewed the application packet and understand the requirements and expectations. I understand that this is a non-paid position with no promise, express or implied, of consideration for future employment. I further understand that my acceptance is contingent upon my maintaining, or striving toward academic excellence. I therefore, give permission for periodic grade checks for this purpose.

Signature of Applicant: _____ Date: _____

Signature of Parent/Guardian if Applicant is a Minor: _____



2020 APPLICATION SUPPLEMENTAL QUESTIONNAIRE

Please answer the following supplemental questions completely on no more than two typed pages. Attach your answers and this page to your application. The Appointment Committee will make their recommendations to the Fairfield City Council based on the information you provide.

NAME: _____

1. Why do you want to serve on the Fairfield Youth Commission?
2. Briefly describe what you see as being the role of the Youth Commission.
3. What are some past accomplishments that you are proud of? What skill and/or experiences would you bring to the Youth Commission?
4. What do you feel are the three biggest problems facing the youth in our city and what issues would you like to see the Youth Commission address?
5. Is there any additional information you would like to share about yourself?

Using the following characteristics, please rank yourself on a scale of 1-5, with "5" being the highest. Please limit your "5" responses to three items or less.

_____ Good communicator

_____ Open minded/visionary

_____ Works well with others

_____ Responsible and able to follow through on commitments (Doesn't make excuses)

_____ Organized

_____ Outgoing

_____ Confident

_____ Respectful

_____ Able to manage time