



CLEVELAND HEIGHTS

Administrative Services Committee

December 4, 2023

10:00 AM

City Hall – Executive Conference Room

Administrative Code, Board & Commission Appointments, Charter Review, Salaries & Benefits

Council members

Chair: Craig Cobb | Vice Chair: Anthony Mattox Jr. | Member: Tony Cuda

Agenda

- 1) **Call to Order/Roll Call**
- 2) **Legislation Referred to Committee**
 - a. **ORDINANCE NO. 189-2023(AS): *First Reading*.** An Ordinance enacting and adopting a new Chapter 146, to be entitled *Parks and Recreation Youth Advisory Board*.
Introduced by Councilmember Russell
- 3) **Boards and Commissions Reappointments**
ABR, BZA, CAC
- 4) **Other**
- 5) **Adjourn**

Proposed 11/20/2023

ORDINANCE NO. 189-2023(CRR), *First Reading*

By Councilmember Russell

An Ordinance enacting and adopting a new Chapter 146, to be entitled *Parks and Recreation Youth Advisory Board*.

WHEREAS, Cleveland Heights City Council recognizes that our youth are our future and a very important part of our community. Their opinion, advice, recommendation, creativity, and their involvement in recreation programming, community relations, parks maintenance, and the creation of recreational spaces is vital to a healthy and vital community; and.

WHEREAS, the purpose of creating a Parks and Recreation Youth Advisory Board is to promote the involvement of youth aged 15 to 23 and provide opportunities for them to share their thoughts, ideas and concerns about matters that truly matter to them; and

WHEREAS, as members of the Parks and Recreation Youth Advisory Board young people will influence local decision-making, provide insights and perspectives that will be pivotal in shaping political decisions that affect Cleveland Heights in matters related to parks and recreation, youth programming, and community relations within the city of Cleveland Heights, and impact how our community tackle essential issues directly; and

WHEREAS, their participation as Board members will enable them to advocate for important causes for themselves and their peers and to drive positive change through collaboration with local officials, community leaders, and organizations; and

WHEREAS, serving on the Parks and Recreation Youth Advisory Board can help youth develop essential personal and professional growth, leadership, communication and teamwork skills that will prove valuable over their lifetime.

BE IT ORDAINED, by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. This Council hereby adopts and enacts a new Chapter 146, to be entitled *Parks and Recreation Youth Advisory Board*, which shall read as follows:

146.01 Composition and Membership

The Parks and Recreation Youth Advisory Board should consist of up to 9 youth members aged 15 to 23 years, at the time of their appointment, who are residents of Cleveland Heights, who shall be appointed by application to City Council: six (6) from public high schools (Heights High School and/or Shaw High School), with

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recommendation from the superintendent, designee or school counselor of such school(s) (two (2) freshmen, two (2) sophomores and two (2) juniors), without reference to GPA, and three (3) from private, parochial or home-schooled entities. In addition, there shall be three (3) nonvoting adult Board members: the Chair of Council's Community Relations and Recreation Committee, a Cleveland Heights Library administrator, and a Cleveland Heights High school teacher appointed by a Cleveland Heights High School administrator.

Members of the Board shall be appointed by the City Council, shall serve for a term of two years and may be reappointed for one additional term. A youth member initially appointed with the recommendation of a designated school official may be reappointed to one additional two-year term beginning in or after their senior year without the need for school official recommendation. Two-year terms shall commence October 1st and end May 30 of the second year following the year in which the October 1 appointment is made.

City Council, as well as the school administrators recommending student members to Council for appointment to the Board shall seek to make appointments that fairly represent the diversity of the city, taking into account important considerations such as geographic diversity and diversity of race, ethnicity, age, gender, sexual identity and orientation.

146.02 Responsibilities and Duties

(a) The Board shall provide recommendations and advice to the Recreation Advisory Board and the Community Relations and Recreation Committee Chair, and may provide recommendations to Council and relevant city departments directors or designees on matters related to parks and recreation including but not limited to the development of recreational programs, parks maintenance and the creation of recreational spaces.

(b) The Board shall promote positive community relations and engagement among youth of all ages by organizing events, workshops, and initiatives that encourage interaction and understanding among different age segments of our community along with engaging in the commission on aging to help promote senior activity between the youth and senior in our community.

146.03 Meetings and Procedures

(a) The Board shall meet at least nine times per year, with a schedule of regular meetings to be determined by the Board. All meetings shall be open to the public. At least annually, the Board shall hold a youth open public town hall meeting to report and summarize its activities, accomplishments, recommendations and concerns. A copy of the report will be provided to the Council and the Mayor in advance of the public meeting. Board meetings shall be held at City Hall or as otherwise authorized by the Codified Ordinances

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- (b) A majority of voting members shall constitute a quorum and Board action shall require the affirmative vote of at least five (5) members.
- (c) The Board may establish its own bylaws, subject to approval of the City's Director of Law, and shall elect its own chair, vice chair, and secretary/treasurer.
- (d) The Mayor may appoint a city employee to provide support and assistance to the Board in carrying out its responsibilities and to keep a record of all meetings of the Commission.
- (e) No compensation shall be paid to any member of the Youth Advisory Commission for services performed on this Commission. The City may provide a meal at each of the Board meetings for members.

146.04 Reporting

The Board shall submit a report and recommendations to the Council annually related to parks and recreation, community relations programming, and Board activities and accomplishments, and shall report quarterly at the Community Relations and Recreation Committee meeting.

SECTION 2. Notice of passage of this Ordinance shall be given by publishing the title and abstract of its contents prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. This Ordinance shall take effect and be in force from and after the earliest time permitted by law.

MELODY JOY HART
President of Council

ADDIE BALESTER
Clerk of Council

Presented to Mayor: _____ Approved by Mayor: _____

KAHLIL SEREN
Mayor