



CONSENT CALENDAR

City of San Bernardino Request for Council Action

Date: December 7, 2022

To: Honorable Mayor and City Council Members

From: Robert D. Field, City Manager

Department: City Manager's Office

Subject: **Memorandum of Understanding Between the City of San Bernardino and San Bernardino City Unified School District for the Youth Council Program (All Wards)**

Recommendation:

It is recommended that the Mayor and City Council of the City of San Bernardino, California:

1. Approve the Memorandum of Understanding (MOU) between San Bernardino City Unified School District (SBCUSD) and the City of San Bernardino (City) for the Youth Council Program; and
2. Authorize the City Manager, or designee, to execute the MOU between the City and San Bernardino City Unified School District (SBCUSD) for the Youth Council Program with additional authorization, in consultation with the City Attorney's office, to make amendments and execute said MOU consistent with Mayor and City Council direction and to ensure appropriate program oversight.

Background

At the June 1, 2022, Mayor and City Council Meeting, staff presented a conceptual framework for a City of San Bernardino Youth Civic Engagement Council ("Youth Council Program"). Council approved a motion for staff to partner with SBCUSD to develop a program that allows high school juniors and seniors in San Bernardino the opportunity to shadow City staff and elected officials.

After the June 1, 2022, Mayor and City Council Meeting, staff began meeting with SBCUSD staff to discuss partnering to develop a Youth Council Program. Through conversations with SBCUSD, staff learned that the SBCUSD Board does not have an existing Youth Council Program, so staff are working with SBCUSD to develop a new program.

Discussion

Staff have been working to develop a program, within Council's direction, that is manageable for City staff to oversee and consistent with SBCUSD supervision standards and best practices. Since high school students are in school for most of the day and participate in a variety of sports and extracurricular activities, SBCUSD recommended a program with an organized structure and centralized meeting place to ensure the students are supervised appropriately while participating.

City staff and SBCUSD staff are still fine-tuning the programmatic details; however, at this time, staff can provide a high-level overview of the program's activities. With SBCUSD's input and expertise in working with K-12 students, the Youth Council Program will have the following format:

- Monthly Meetings: To ensure appropriate supervision, the program will consist of monthly meetings on City property where City staff and elected officials come as guest speakers to discuss their role within local government with the Youth Council.
- Local Field Trips: The Youth Council will participate in a variety of local field trips, which will occur every three months (total of three during the program), such as visiting City departments (the police department, water department, etc. are possible locations to visit), regional agencies, community projects, commission meetings, etc. to introduce them to various aspects of public service work and experience first-hand what happens at these facilities and events on a daily basis.
- Recognition Ceremony: At the end of the program term, in May of each year, the City will host a Youth Council recognition ceremony commemorating the youth and their program achievements. The youth will receive plaques and/or certificates as formal recognition of their participation in the program.

The Memorandum of Understanding (MOU) attached is the first step in formalizing a partnership with SBCUSD for the Youth Council Program as it promotes continued collaboration and partnership between the City and SBCUSD to achieve shared goals and outcomes that benefit the City's youth. The MOU does not establish a specific program structure or program content; rather, the MOU establishes a framework and identifies roles and responsibilities for program development and implementation.

Below are some of the main responsibilities of each party to the MOU, as well as mutual responsibilities.

City will be responsible for:

- Determining the number of Youth Council Program participants the City can accommodate and accept during each academic year.
- Approving which prospective students will participate in the Youth Council Program.
- Providing appropriate supervision to Youth Council Program participants while

they are on site and participating in Youth Council Program activities. Additionally, ensuring that supervisors of the Youth Council Program participants have background checks on file.

SBCUSD will be responsible for:

- Marketing and promoting the Youth Council Program to the appropriate teachers, parents/guardians, and students and soliciting applications from them.
- Appointing a Youth Council Coordinator to serve as a liaison between the City and SBCUSD.
- Informing participants and their parents/guardians of the City's policies and procedures that they are expected to comply with and providing them a copy of those policies and procedures.

Mutual responsibilities:

- Collaborating and developing strategies for the mutual promotion of the Youth Council Program.
- Working together to accomplish the goals of the program.
- Participating in a kick-off meeting to coordinate the initial implementation of the program.

Next Steps

If the MOU is approved, staff will continue to fine-tune the programmatic details and begin marketing the program in early 2023 (February through April 2023) and select program participants by May 2023 for the following school year.

The program is on track to begin in August 2023 for the 2023/24 school year.

2021-2025 Strategic Targets and Goals

Approval of the Memorandum of Understanding with SBCUSD for the implementation of a Youth Council Program in the City aligns with Key Target No. 2a. Develop and implement a community engagement plan. The program will engage youth within the City by providing them an opportunity to participate in, and learn more about, their local government.

Fiscal Impact

There is no fiscal impact associated with approving and authorizing the City Manager, or designee, to execute the Memorandum of Understanding.

Conclusion

It is recommended that the Mayor and City Council of the City of San Bernardino, California:

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Attachments

Attachment 1 – MOU between the City of San Bernardino and SBCUSD

Ward:

All Wards

Synopsis of Previous Council Actions:

June 1, 2022 The City Council approved a motion directing staff to partner with SBCUSD to develop a program that allows students in San Bernardino to shadow City staff and elected officials.