

**PARKS, RECREATION & CULTURAL SERVICES
MEMORANDUM #03-2017**

DATE: January 23, 2017
TO: Honorable Mayor Joyce Downing and City Council Members
FROM: James A. Hayes, AICP, City Manager *JH*
Amanda J. Peterson, Director of Parks, Recreation & Culture *ajp*
SUBJECT: Youth Commission Attendance at NLC

PURPOSE

The Youth Commission has an opportunity to attend the National League of Cities Congressional Cities conference as Youth Delegates. Staff is seeking direction from Council regarding the funding of this trip.

BACKGROUND

The National League of Cities Congressional Cities Conferences is scheduled for March 11-15, 2017 in Washington D.C. An opportunity exists for some of the Youth Commissioners to attend as Youth Delegates. There is a formal Youth Delegate program that provides access to youth sessions, general sessions and regular conference workshops. As per the NLC website, "Youth delegates and elected officials learn from one another and the Institute for Youth, Education and Families about building safe, healthy and educated youth in cities and towns across the nation."

The City of Northglenn sent Youth Delegates to the Congress of Cities and Exposition in 2002, and to the Congressional Cities Conference in Washington D.C. in 2003 and 2004. Due to budget restrictions the City has not provided the opportunity for youth to attend any out of state conferences since that time.

Without a commitment to send anyone this year, the Youth Commissioners were provided information about NLC and the conference, and were asked to review the conference website. They were then polled during the week of January 16, 2017, just to gauge their interest in attending. All eight Youth Commissioners subsequently expressed a strong interest in participating in this year's conference.

With budget restrictions not allowing for all eight Youth Commissioners to attend, Youth Commissioners will be asked to submit an essay that outlines why they should be selected to attend, what they specifically hope to gain and why they believe their attendance will have a positive impact on the Northglenn Youth Commission. They will also be asked to submit a letter of support from their parents, as well as an optional letter of recommendation from a teacher or counselor. These essays, along with the Youth Commissioner's history with the Northglenn Youth Commission (attendance, participation in volunteer events and leadership roles) will be utilized to make the final selection.

BUDGET IMPLICATIONS

The cost to send an individual to NLC is between \$1,264-\$2,040; with the variation in cost primarily due to accommodation configurations for male and female attendees. Attached is a chart that identifies four different scenarios, ranging from sending two Youth Commissioners with

a chaperone for a total cost of \$5,040, to sending all eight seated Youth Commissioners with a chaperone for a total cost of \$13,180.

Identified within the chart are approximate costs for the hotel (youth are sharing rooms in most of the scenarios; adults are assigned to an individual room), conference registration, airfare, per diem for meals (may vary based on actual expenses), transportation between the airport and hotel, and baggage fees for one bag per attendee.

Funds were not specifically budgeted in 2017 for Youth Delegates to attend this conference. Funds totaling \$5,040 have been identified, and would fund Scenario 3 or 4, as follows:

Youth Commission Budget, General Fund	\$1,500
Northglenn Community Foundation Donation	\$1,500
Dodge Signs Donation	\$1,500
City Manager's Office, General Fund	\$540-\$1,620

If there is a desire to fund Scenario 1 or 2, additional funding in the amount of \$976 to \$7,060 would need to be identified. If Scenario 1 or 2 is desired by City Council, staff has identified two potential funding sources to bridge the funding gap. In this instance, staff would seek direction from City Council on one of the two options identified below:

Council Travel Funds that may not otherwise be utilized
Additional General Fund Budget Appropriation, to be formalized later in 2017

TIME IMPLICATIONS

Conference registration would need to be completed by January 27, 2017 to ensure that youth are all on the same flight and have accommodations within the same hotel.

STAFF RECOMMENDATION

Staff recommends that two Youth Commissioners, along with one staff chaperone, attend the 2017 Congressional Cities Conference from March 11-15, 2017, at an approximate cost of \$5,040-\$6,120. These costs can be paid for through the funding sources identified above.

STAFF REFERENCE

Please contact Amanda J. Peterson, Director of Parks, Recreation & Cultural Services at apeterson@northglenn.org or James A. Hayes, City Manager at jhayes@northglenn.org with any further questions.

ATTACHMENTS

Youth Commission NLC Request Cost Breakdown

**Northglenn Youth Commission NLC Request
Cost Breakdown**

SCENARIO 1: All Eight Youth Commissioners, Plus One Chaperone

	Hotel Per Night	# Nights	Hotel Cost	Registration	Airfare	Per Diem	# Days	Meal Cost	Misc. Trans.	Baggage	TOTAL
Chaperone	\$269.00	4	\$1,076.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$2,040.00
Savannah	\$75.00	4	\$300.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,264.00
Mariah	\$75.00	4	\$300.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,264.00
Peyton	\$75.00	4	\$300.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,264.00
Trinity	\$75.00	4	\$300.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,264.00
Natalie	\$96.00	4	\$384.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,348.00
Chandler	\$269.00	4	\$1,076.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$2,040.00
Allie	\$96.00	4	\$384.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,348.00
Cindy	\$96.00	4	\$384.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,348.00
Total			\$4,504.00	\$1,350.00	\$3,150.00			\$3,276.00	\$450.00	\$450.00	\$13,180.00

SCENARIO 2: Four Youth Commissioners, Plus One Chaperone

	Hotel Per Night	# Nights	Hotel Cost	Registration	Airfare	Per Diem	# Days	Meal Cost	Misc. Trans.	Baggage	TOTAL
Chaperone	\$269.00	4	\$1,076.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$2,040.00
YC Girl 1	\$75.00	4	\$300.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,264.00
YC Girl 2	\$75.00	4	\$300.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,264.00
YC Girl 3	\$75.00	4	\$300.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,264.00
YC Girl 4	\$75.00	4	\$300.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,264.00
Total			\$2,276.00	\$750.00	\$1,750.00			\$1,820.00	\$250.00	\$250.00	\$7,096.00

SCENARIO 3: Two Youth Commissioners (One Boy/One Girl), Plus One Chaperone

	Hotel Per Night	# Nights	Hotel Cost	Registration	Airfare	Per Diem	# Days	Meal Cost	Misc. Trans.	Baggage	TOTAL
Chaperone	\$269.00	4	\$1,076.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$2,040.00
YC Girl 1	\$269.00	4	\$1,076.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$2,040.00
YC Boy 1	\$269.00	4	\$1,076.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$2,040.00
Total			\$3,228.00	\$450.00	\$1,050.00			\$1,092.00	\$150.00	\$150.00	\$6,120.00

Two Youth Commissioners (Two Girls/Shared Room), Plus One Chaperone

	Hotel Per Night	# Nights	Hotel Cost	Registration	Airfare	Per Diem	# Days	Meal Cost	Misc. Trans.	Baggage	TOTAL
Chaperone	\$269.00	4	\$1,076.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$2,040.00
YC Girl 1	\$134.00	4	\$536.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,500.00
YC Girl 2	\$134.00	4	\$536.00	\$150.00	\$350.00	\$91.00	4	\$364.00	\$50.00	\$50.00	\$1,500.00
Total			\$2,148.00	\$450.00	\$1,050.00			\$1,092.00	\$150.00	\$150.00	\$5,040.00