



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 16, 2025  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administration

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Resolution amending Resolution No. 2024-20 and Resolution No. 2024-37.

### BACKGROUND/SUMMARY:

The City Council previously adopted Resolutions No. 2024-20 and 2024-37 to establish the framework for the Manor Youth Advisory Commission. In light of evolving needs for the program, City Council directed staff to rewrite the program documents. The attached documents provide the revisions requested by City Council.

**LEGAL REVIEW:** Yes, Shruti Vanaparth, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Resolution No. 2025-23
- Cover Memo
- Youth Advisory Commission Program
- Bylaws
- Code of Conduct
- Officer's Duties
- Application
- Travel Permission Slip

### STAFF RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 2025-23 amending Resolution No. 2024-20 and Resolution No. 2024-37.

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