



CITY OF
DUBLIN

CITY OF DUBLIN
YOUTH ADVISORY COMMITTEE
MEETING AGENDA

WEDNESDAY, AUGUST 26, 2015, 7:00 PM
DUBLIN SENIOR CENTER, 7600 AMADOR VALLEY BLVD.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ORAL COMMUNICATIONS**
 - 3.1 **Introduction and Ice Breaker Activities**
 - 3.2 **Public Comments**

At this time, the public is permitted to address the Youth Advisory Committee on non-agenized items. The Committee must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Committee may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the Parks and Community Services Department related to the proper procedure to place an item on a future Youth Advisory Committee agenda. The exceptions under which the Youth Advisory Committee MAY discuss and/or take action on items not appearing on the agenda are contained in GC 54954.2(b)(1)(2)(3).
4. **MINUTES OF THE REGULAR MEETING – April 22, 2015**

STAFF RECOMMENDATION: Approve Minutes.
5. **WRITTEN COMMUNICATIONS - None**
6. **UNFINISHED BUSINESS - None**
7. **NEW BUSINESS**
 - 7.1 **Review of Youth Advisory Committee Bylaws and Rules of Procedure**

The Committee will review the Youth Advisory Committee Bylaws and Rules of Procedure.

STAFF RECOMMENDATION: Receive report
 - 7.2 **Election of Youth Advisory Committee Chairperson and Vice Chairperson**

The Committee will nominate and elect Members for the positions of Chair and Vice Chairperson for the 2015-2016 term.

STAFF RECOMMENDATION: Conduct Elections for a Chairperson and Vice Chairperson for the 2015-2016 terms.
8. **OTHER BUSINESS**
 - 8.1 **Brief Informational Only Reports from Advisory Committee Members, Subcommittees, and/or Staff and Reports by Advisory Committee related to Meetings Attended at City Expense (AB 1234).**
9. **ADJOURNMENT**

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Shannon Community Center (925) 556-4500 at least 72 hours in advance of the meeting.

A complete packet of information containing Staff Reports (Agenda Statements) and attachments related to each item is available for public review at least 72 hours prior to a Youth Advisory Committee Meeting or, in the event that it is delivered to the Committee less than 72 hours prior to a Youth Advisory Committee Meeting, as soon as it is so delivered. The packet is available at the Shannon Community Center, 11600 Shannon Avenue, Dublin.

CITY OF DUBLIN
YOUTH ADVISORY COMMITTEE
MINUTES OF Wednesday, April 22, 2015

CALL TO ORDER

The April 22, 2015 meeting of the Youth Advisory Committee was called to order at 7:07 PM at the Dublin Senior Center by Chairperson Jessie Sher.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Chairperson Jessie Sher.

ROLL CALL

Committee Members (CM) Present: Jessie Sher, Neil Bedi, Nicki Butler, Ivan Fong, Ianna Fong, Ryan McCorriston, Rebecca DeGuzman, Meghan Butler, Loic Alini Smruthi Balajee and Parin Patel

Committee Members Absent: Nicole Chen, Kush Rastogi, Shivi Bhatnagar, Sophia Bafaiz, Alexandra Padnos

Liaison Absent: Alicia Tran, Parks and Community Services Commission Liaison

Staff Present: Frank Luna, Henry Siu, Lisa McPherson and Sergeant Dave Snider - Dublin Police

ORAL COMMUNICATIONS –

Dublin Librarian Mary Ayers informed the Youth Advisory Committee Members about a summer volunteer opportunity at the Dublin Library. A new workshop “Teen Tech” is designed to have volunteer teens teach adults how to operate their electronic devices. The first “Teen Tech” workshop will be on Saturday, June 27 from 2:00 -4:00 PM at the Dublin Library.

MINUTES OF THE REGULAR MEETING- March 25, 2015

ON A MOTION BY CM BEDI, AND SECONDED BY CM MCCORISION AND BY A VOTE OF 6-0-5, THE YOUTH ADVISORY COMMITTEE VOTED TO APPROVE THE MINUTES OF THE FEBRUARY 25, 2015 MEETING AS PRESENTED. CM SHER, DEGUZMAN, BUTLER, ALINI, PATEL ABSTAINED DUE TO HIS OR HER ABSENCE AT THE MARCH 25, 2015 MEETING.

WRITTEN COMMUNICATIONS - None

UNFINISHED BUSINESS – None

NEW BUSINESS

Youth Advisory Committee 2014-2015 Annual Report Presentation Preview

Chairperson Sher and Vice Chairperson Bedi presented the 2014-2015 Youth Advisory Committee Annual Report presentation to the Youth Advisory Committee Members. The presentation highlighted the Advisory Committee’s volunteer efforts during City events, Youth Mini Grant and donations raised for the Dublin Youth Fee Assistance Program. The Annual Report is scheduled to be presented at the May 18, 2015 Parks and Community Services meeting and the May 19, 2015 City Council meeting.

OTHER BUSINESS –

The City of San Ramon’s Youth Advisory Committee will be hosting a Tri-Valley Youth Advisory Committee round table event from 1:00 PM to 4:00 PM on Saturday, April 25, 2015 at the Dougherty Station Community Center in San Ramon.

The deadline for applications for the 2015-2016 term are due on Thursday, April 30, 2015 at 5:00 PM. The application can be submitted to the Parks and Community Services office at 100 Civic Plaza. The 2015-2016 Youth Advisory Committee is scheduled to be appointed at the May 19, 2015 City Council meeting.

Over fifty people attended the Youth Benefit Concert on Sunday, April 12 at the Shannon Community Center. Teens and seniors from the Dublin Community showcased a variety of talent ranging from a pianist, hip hop dancers, vocalists, ukulele jam group and Hula dancers. The event raised \$346 in donations for the Dublin Youth Fee Assistance Program.

Staff thanked the Youth Advisory Committee Members for all their hard work and volunteer assistance at various City events during the 2014-2015 term.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:33 PM by Chairperson Jessie Sher.

Respectfully submitted:

Lisa McPherson
Recreation Supervisor

APPROVED:

Chairperson



AGENDA STATEMENT
YOUTH ADVISORY COMMITTEE
MEETING DATE: August 26, 2015

SUBJECT: Review of Youth Advisory Committee Bylaws and Rules of Procedure
Prepared by Lisa McPherson, Recreation Supervisor

ATTACHMENTS: Youth Advisory Committee Bylaws and Rules of Procedure

RECOMMENDATION: Receive report

FINANCIAL STATEMENT: None

DESCRIPTION: The Bylaws and Rules of Procedure govern the meetings and activities of the Advisory Committee, and include the following sections:

- Committee Composition and Method of Appointment
- Term of Office and Removal
- Vacancies
- Officers
- Subcommittees
- Meetings
- General Responsibilities of the Committee
- Duties of Committee to be Advisory Only

Staff will review the Youth Advisory Committee Bylaws and Rules of Procedure with the Advisory Committee Members and invite the Advisory Committee members to ask questions or comment on the document.

Staff will advise the Youth Advisory Committee to contact staff by email three days prior to a meeting when Committee members are unable to attend the meetings.

In addition, Staff will provide the Advisory Committee with information on the Commissioner Resource Handbook which provides background information on the City of Dublin and its government and general operating guidelines for all Commissioners and Advisory Committee Members. The Commissioner Resource Handbook is available online at www.dublin.ca.gov/ArchiveCenter/ViewFile/Item/573.

COPIES TO:

ITEM NO: 7.1

**CITY OF DUBLIN
YOUTH ADVISORY COMMITTEE
BYLAWS AND RULES OF PROCEDURE**

I. GENERAL PROVISIONS

- A. These Rules of Procedure shall be known as the Bylaws and Rules of Procedure of the Youth Advisory Committee of the City of Dublin. A copy of these Rules and amendments thereto, shall be filed in the offices of the City Clerk for examination by the public.
- B. These Rules and any amendments hereto shall be effective on the date of the adoption hereof, and shall govern the meetings and activities of the Advisory Committee.

II. COMMITTEE COMPOSITION AND METHOD OF APPOINTMENT

- A. The Youth Advisory Committee shall be composed of a minimum of nine (9) and a maximum of thirteen (13) youth members and three (3) alternates. At least three (3) of the Committee Members must be from Middle School and six (6) from High School. Additionally, there shall be four (4) non-voting adult members representing Dublin Police Services, Dublin Unified School District, Dublin Chamber of Commerce, and At-Large Community.

The Mayor, with the approval of the City Council, shall appoint the youth members, the one at-large adult member and the two alternates to the Advisory Committee. The remaining three adult members shall be appointed by their representing agency/body. In the event that there are insufficient applications to meet the Middle School-High School ratio, the Mayor may make appointments from any of the grade levels.

- B. Committee Members may resign at any time by giving written notice to the Mayor, City Clerk, and Parks and Community Services Director or his/her designate.
- C. One member of the Parks and Community Services Commission shall serve as a non-voting member of the Advisory Committee.

III. TERM OF OFFICE AND REMOVAL

- A. Youth Advisory Committee Members shall serve a one (1) year term, commencing June 1 and terminating on the following May 31 (or until their successors are appointed). During the months of June through August meetings will be held as necessary. At the end of a Committee Member's term, the Committee Member may be reappointed to the Advisory Committee in the same manner as the initial appointment. There shall be no limit to the number of terms a Committee Member may serve.
- B. Advisory Committee Members may be removed from office by the Mayor, with the approval of a majority of the City Council. Removal and appointment of Committee Members shall be made only at a regularly scheduled meeting of the City Council.
- C. If a member of the Advisory Committee is absent from two (2) consecutive meetings or three (3) meetings during the term without permission from said Advisory Committee, or if a Committee Member ceases to reside in the City of Dublin or, in the case of youth members, ceases to be enrolled in school, said Committee Member's office shall be declared vacant. Additionally, if a Committee Member is late by more than 20 minutes to two meetings without permission from said Advisory Committee, this shall constitute one absence.

IV. VACANCIES

- A. Vacancies on the Youth Advisory Committee occurring other than by expiration of term shall be filled for the unexpired portion of the term by the alternates. In the event that there are more than two vacancies on the Advisory Committee, vacancies shall be filled in the same manner as the original appointment.

V. OFFICERS

- A. Election and Term of Office. The Chairperson and Vice Chairperson are elected by the majority of the Youth Advisory Committee for a one-year term and hold office until their successors are elected, or until their terms as Members of the Advisory Committee expire. The officers are elected each year at the June meeting of the Advisory Committee. Elections, whether regular or to fill vacancies shall be held only if a simple majority of the Advisory Committee Members are present. The Advisory Committee shall, unless no Committee Members meet the criteria, elect Committee Members to the positions that have not previously served in the position and that have not declined the appointment, with the intent that no one should serve in the position for two consecutive years.

The secretary to the Advisory Committee will be the City Manager or his/her designate.

- B. Vacancies. In case of any vacancy in the Office of Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.
- C. Duties of Officers. The Chairperson performs the following duties:
1. Presides at all meetings of the Advisory Committee.
 2. Appoints subcommittees and chairpersons of subcommittees as necessary.
 3. Signs correspondence on behalf of the Advisory Committee.
 4. Represents the Advisory Committee before the Parks and Community Services Commission and City Council.
 5. Performs other duties necessary or customary to the office.

In the event of the absence of the Chairperson or his/her inability to act, the Vice Chairperson presides in place of the Chairperson. In the event of the absence of or the inability to act of both the Chairperson and the Vice Chairperson, the remaining Members shall elect one of their Members to act as temporary Chairperson.

VI. SUBCOMMITTEES

- A. The Advisory Committee or the Chairperson, upon direction of the Advisory Committee, may appoint several of its Members, but fewer than a quorum, to serve as a Subcommittee. The Advisory Committee may appoint non-committee members to the Subcommittee in an effort to obtain additional public involvement as needed. Subcommittees make recommendations directly to the Advisory Committee.

A Subcommittee may not represent the Advisory Committee before the Commission or Council or other bodies unless it has first received the authorization of the Advisory Committee to do so.

VII. MEETINGS

- A. The Youth Advisory Committee shall hold regular meetings at least once per month at a designated time and place which shall be fixed and determined by the Advisory Committee and entered upon its minutes. All meetings of the Advisory Committee shall be open to the public.

Special meetings of the Advisory Committee may be called by a majority of the members thereof, or by the Chairperson thereof. Notice of any such special meeting shall be given as required by law.

- B. A majority of the voting members of the Advisory Committee shall constitute a quorum for the purpose of transacting business. The secretary shall keep minutes of all regular and special meetings of the Advisory Committee, and these shall be sent to all members and administrative officers in advance of the meeting in which they are to be approved.

VIII. **GENERAL RESPONSIBILITIES OF THE COMMITTEE**

- A. Provide input on youth services and programming to the Parks and Community Services Commission, City Council and to City Staff.
- B. Address issues that affect youth in the community.
- C. Assist with the promotion and implementation of youth activities.
- D. Generate an annual report on the progress of the Youth Advisory Committee.

Additionally, Committee Members are expected to attend all regular meetings and subcommittee meetings as assigned; attend the activities planned and sponsored by the Advisory Committee; and promote youth activities and provide support for successful implementation of youth activities and programs.

IX. **DUTIES OF COMMITTEE TO BE ADVISORY ONLY**

- A. It is intended that the Youth Advisory Committee shall be an advisory body to the Parks and Community Services Commission and City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the Administrative Staff of the City or any other agency in their supervision, or authority over property or personnel which are under their respective jurisdictions.

X. **STAFF ASSISTANCE**

- A. The City Manager shall provide the Youth Advisory Committee with such information and Staff assistance as the Advisory Committee may, from time to time request, subject to the limitations imposed by the City Council.

XI. **AMENDMENTS**

- A. These Bylaws and Rules of Procedure may be amended in the same manner as originally adopted.



AGENDA STATEMENT
YOUTH ADVISORY COMMITTEE
MEETING DATE: August 26, 2015

SUBJECT: Election of Youth Advisory Committee Chairperson and Vice Chairperson
Prepared by Lisa McPherson, Recreation Supervisor

ATTACHMENTS: None

RECOMMENDATION: Conduct Elections for a Chairperson and Vice-Chairperson for the 2015-2016 term.

FINANCIAL STATEMENT: None

DESCRIPTION: Annually Youth Advisory Committee members elect a Chairperson and Vice Chairperson. Committee members interested in running for Chairperson or Vice Chairperson will be asked to share a two minute or less personal statement explaining to the committee why they should be elected as the next Chairperson or Vice Chairperson. Staff will provide a ballot sheet for Committee Members to make their selection. Staff will tally the ballot sheets and announce the Chairperson and Vice Chairperson for the 2015-2016 term at the meeting.

The Bylaws and Rules of Procedure for the Youth Advisory Committee Members state the following:

V. **OFFICERS**

- A. Election and Term of Office. The Chairperson and Vice Chairperson are elected by the majority of the Youth Advisory Committee for a one-year term and hold office until their successors are elected or until their terms as Members of the Advisory Committee expire. The officers are elected each year at the June meeting of the Advisory Committee. Elections, whether regular or to fill vacancies shall be held only if a simple majority of the Advisory Committee Members are present. The Advisory Committee shall, unless no Committee Members meet the criteria, elect Committee Members to the positions that have not previously served in the position and that have not declined the appointment, with the intent that no one should serve in the position for two consecutive years.

The secretary to the Advisory Committee will be the City Manager or his/her designate.

COPIES TO:

ITEM NO: 7.2

- B. Vacancies. In case of any vacancy in the Office of Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.

- C. Duties of Officers. The Chairperson performs the following duties:
 - 1. Presides at all meetings of the Advisory Committee.
 - 2. Appoints subcommittees and chairpersons of subcommittees as necessary.
 - 3. Signs correspondence on behalf of the Advisory Committee.
 - 4. Represents the Advisory Committee before the Parks and Community Services Commission and City Council.
 - 5. Performs other duties necessary or customary to the office.

In the event of the absence of the Chairperson or his/her inability to act, the Vice Chairperson presides in place of the Chairperson. In the event of the absence of or the inability to act of both the Chairperson and the Vice Chairperson, the remaining Members shall elect one of their Members to act as temporary Chairperson.