



**CITY OF DUBLIN
YOUTH ADVISORY COMMITTEE
MEETING AGENDA
WEDNESDAY, SEPTEMBER 28, 2016, 7:00 PM
DUBLIN SENIOR CENTER, 7600 AMADOR VALLEY BOULEVARD**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ORAL COMMUNICATIONS

3.1 Public Comments

At this time, the public is permitted to address the Youth Advisory Committee on non-agendized items. The Advisory Committee must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Advisory 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

4.1 Minutes of the August 24, 2016 Regular Meeting

The Committee will consider approval of the minutes of the August 24, 2016 Regular Meeting.

STAFF RECOMMENDATION:

Approve the minutes of the August 24, 2016 Regular Meeting.

5. WRITTEN COMMUNICATIONS – None.

6. UNFINISHED BUSINESS – None.

7. NEW BUSINESS

7.1 Conduct Elections for the Youth Advisory Committee Vice Chairperson

The Committee will conduct elections for Vice Chairperson for the 2016-2017 term.

STAFF RECOMMENDATION:

Conduct elections for Vice Chairperson for the 2016-2017 term.

7.2 Youth Advisory Committee Work Plan for the 2016-2017 Term

The Committee will establish the Youth Advisory Committee Work Plan for the 2016-2017 term.

STAFF RECOMMENDATION:

Receive Report and establish the Youth Advisory Committee Work Plan for the 2016-2017 term.

7.3 2016-2017 Youth Mini Grant Program Timeline and Work plan

The Committee will establish the 2016-2017 Youth Mini Grant Timeline and Work Plan.

STAFF RECOMMENDATION:

Receive Report and establish the 2016-2017 Youth Mini Grant Program Timeline and Work Plan.

8. OTHER BUSINESS – Brief INFORMATION ONLY reports from Advisory Committee Members and/or Staff, including 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 Advisory 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.



STAFF REPORT YOUTH ADVISORY COMMITTEE

DATE: Wednesday, September 28, 2016

TO: Honorable Chair and Committee Members

FROM: Lisa McPherson, Recreation Supervisor
Reviewed by Micki Cronin, Assistant Director of Parks and Community Services

SUBJECT: Minutes of the August 24, 2016 Regular Meeting of the Youth Advisory Committee

EXECUTIVE SUMMARY:

The Youth Advisory Committee will consider approval of the minutes of the August 24, 2016 Regular Meeting of the Youth Advisory Committee.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Approve the minutes of the August 24, 2016 Regular Meeting of the Youth Advisory Committee.

DESCRIPTION:

The Youth Advisory Committee will consider approval of the minutes of the August 24, 2016 Regular Meeting of the Youth Advisory Committee.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Draft Minutes of the August 24, 2016 Regular Meeting of the Youth Advisory Committee.



YOUTH ADVISORY COMMITTEE
REGULAR MEETING
Draft Minutes
CITY OF DUBLIN

August 24, 2016

The August 24, 2016 meeting of the Youth Advisory Committee was called to order at 7:00 PM at the Dublin Senior Center by former Chair Bedi.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the Commission, Staff and those present.

ROLL CALL

Committee Members (CM) Present: Alini, Batra, Brakeman, Brunckhorst, Butler, Imran, Nuruddin, Mahadeshwar, Mitr, Shangle, Tran, Wang, Wong, Zhu
Committee Members Absent: Goel, Kolan
Liaison Present: Bedi, Parks and Community Services Commission Liaison
Staff Present: McPherson, Dublin Police Officer Blaylock

ORAL COMMUNICATIONS

3.1 Public Comments – None.

APPROVAL OF MINUTES

4.1 Minutes of the May 25, 2016 Regular Meeting

On a motion by CM Butler, seconded by CM Tran, and by a vote of 13-0-0, with Committee Members Goel and Kolan absent, the Youth Advisory Committee voted to approve the minutes of the Regular Meeting of May 25, 2016 as presented. Advisory Committee Member Alini was not present at the time of the vote.

WRITTEN COMMUNICATIONS – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

7.1 Review of Roberts Rules of Order and Brown Act

City Clerk Caroline Soto provided an overview of Robert's Rules of Order and the Brown Act. City Clerk Soto emphasized that the Brown Act ensures the Public is properly notified of all meetings and prevents Youth Advisory Committee Members from making decisions without the Public's input.

ACTION

The Advisory Committee received the Report.

7.2 Review of Youth Advisory Committee Bylaws and Rules of Procedure

Recreation Supervisor Lisa McPherson provided an overview of the Youth Advisory Committee Bylaws and Rules of Procedure and reviewed the responsibilities of the Youth Advisory Committee as contained therein. Staff emphasized the importance of attendance at the monthly scheduled Youth Advisory

Committee meetings and explained that if a Youth Advisory Committee Member cannot be present at the monthly meeting they should contact Ms. Lisa McPherson at least three days prior to the meeting to inform her of their planned absence.

ACTION

The Advisory Committee received the Report.

7.3 Election of Youth Advisory Committee Chairperson and Vice Chairperson

Recreation Supervisor, Lisa McPherson presented the Staff Report. Youth resident Mr. Nikolai Peram asked the Youth Advisory Committee to consider CM Member Butler for Chairperson and CM Wang for Vice Chairperson. Parks and Community Services Commission Liaison Bedi asked the Youth Advisory Committee to consider CM Member Butler for Chairperson and CM Wang for Vice Chairperson. CM Butler nominated CM Tran for Vice Chairperson. CM Wong and CM Shangle asked the Youth Advisory Committee to consider them for Vice Chairperson.

No other nominations for Youth Advisory Committee Chairperson were made.

ACTION

On a motion by CM Alini, seconded by CM Wong, and by a vote of 14-0-0 with Committee Members Goel and Kolan absent, the Youth Advisory Committee Members voted to elect Youth Advisory Committee Member Butler to the position of Youth Advisory Committee Chairperson for the 2016-2017 term.

The Committee voted to take a silent vote for election of Vice Chairperson; however, after clarification with the City Clerk, the vote has to be conducted in the same manner in which the Chairperson was elected, which will take place at the next Youth Advisory Committee meeting.

7.4 Youth Showcase at the September 22, 2016 Farmers' Market

Recreation Supervisor, Lisa McPherson, presented the Staff Report and asked for volunteers to serve on the Subcommittee. Mr. Peram provided the Youth Advisory Committee with an overview of the Youth Showcase and requested for CM Nicki Butler and Youth Advisory Committee Members with marketing experience to volunteer for the Subcommittee. CM Butler asked the Youth Advisory Committee which members were interested in volunteering; all Youth Advisory Committee Member raised their hand to volunteer.

ACTION

On a motion by CM Shangle seconded by CM Imran, and by a vote of 14-0-0, with Committee Members Goel and Kolan absent, Chairperson Butler and Vice Chairperson Wang were appointed to be on the Subcommittee and other Committee Members will volunteer on the day of the event.

OTHER BUSINESS

The Advisory Committee Members provided brief reports on upcoming events.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:33 PM.

Minutes prepared by Lisa McPherson, Recreation Supervisor.

Chairperson Butler

ATTEST: _____

Lisa McPherson
Recreation Supervisor



STAFF REPORT YOUTH ADVISORY COMMITTEE

DATE: Wednesday, September 28, 2016

TO: Honorable Chair and Committee Members

FROM: Lisa McPherson, Recreation Supervisor
Reviewed by Micki Cronin, Assistant Director of Parks and Community Services

SUBJECT: Conduct Elections for the Youth Advisory Committee Vice Chairperson

EXECUTIVE SUMMARY:

The Advisory Committee will conduct elections for Vice Chairperson for the 2016-2017 term.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Conduct elections for Vice Chairperson for the 2016-2017 term.

DESCRIPTION:

At the August 24, 2016 Youth Advisory Committee Meeting, Committee Members Shangle, Tran, Wang and Wong were interested in running for Vice Chairperson. Candidates shared a two-minute, or less, personal statement explaining to the Committee why they should be elected Vice Chairperson. A ballot sheet for Committee Members to make their selection for Vice Chairperson was provided. Staff and Parks and Community Services Commission Liaison Bedi tallied the ballot sheets; Committee Member Wang received the majority of votes for Vice Chairperson for the 2016-2017 term at the meeting.

Staff was later notified that elections for both Chairperson and Vice Chairperson must be conducted in public with each Committee Member voting aye (yes) or no, and not by secret or silent ballot.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.



STAFF REPORT YOUTH ADVISORY COMMITTEE

DATE: Wednesday, September 28, 2016

TO: Honorable Chair and Committee Members

FROM: Lisa McPherson, Recreation Supervisor
Reviewed by Micki Cronin, Assistant Director of Parks and Community Services

SUBJECT: Youth Advisory Committee Work Plan for the 2016-2017 Term

EXECUTIVE SUMMARY:

The Committee will establish the Youth Advisory Committee Work Plan for the 2016-2017 term.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Receive Report and establish the Youth Advisory Committee Work Plan for the 2016-2017 term.

DESCRIPTION:

Youth Advisory Committee Members will be asked to establish the Work Plan for their term of service. A Work Plan provides a framework for establishing goals and objectives and serves as a guide during a specific time period for accomplishing the goals and objectives. The Work Plan also includes a schedule of events and responsibilities that details the action to be taken to accomplish the goals and objectives laid out in the plan. Staff is suggesting that the Youth Advisory Committee review, discuss and approve the following proposed Work Plan for the 2016-2017 term:

WORK PLAN GOAL #1 Plan and coordinate events and programs that support the Youth Fee Assistance Program.

Objective 1.1 Manage the City's Parks and Community Services booth at the St. Patrick's Day Festival at Civic Center on March 18 & 19, 2017.

Objective 1.2 Partner with the Senior Center Advisory Committee on hosting a Benefit Concert at the Senior Center scheduled for April 9, 2017.

- WORK PLAN GOAL #2 Promote volunteer opportunities for teens in the community to volunteer at scheduled City Special Events. Provide leadership to volunteer teens and assist Staff with various planned activities at the events.
- Objective 2.1 Dublin Tree Lighting Ceremony at Civic Center on December 1, 2016.
 - Objective 2.2 Tri-Valley Teen Job Fair at City of San Ramon Community Center on March 4, 2017.
 - Objective 2.3 St. Patrick's Day Festival at Civic Center on March 18 & 19, 2017.
 - Objective 2.4 Spring Eggstravaganza on April 15, 2017.
 - Objective 2.5 Dublin Pride youth volunteer project.

- WORK PLAN GOAL #3 Offer the Youth Mini Grant Program, which will provide funds to help Dublin-based youth organizations/clubs or programs that provide performing arts, multicultural awareness or other youth related activities.
- Objective 3.1 Establish a timeline and review and approve the program application at the September 28, 2016 meeting. Begin advertising the program on October 3, 2016 at the High Schools, Middle Schools, and Dublin-based youth organizations.
 - Objective 3.2 Begin receiving applications on October 17, 2016.
 - Objective 3.3 Review applicants at the November 16, 2016 Special Meeting.
 - Objective 3.4 Applicants' presentations at the December 7, 2016 Special Meeting.
 - Objective 3.5 Award grants on December 9, 2016.

- WORK PLAN GOAL #4 Generate an annual report highlighting the accomplishments of the Youth Advisory Committee during the 2016-2017 term. Youth Advisory Committee Members will present the report to the Parks and Community Services Commission and City Council.
- Objective 4.1 Create a PowerPoint presentation on accomplishments of the 2016 -2017 Youth Advisory Committee by April 20, 2017.
 - Objective 4.2 Provide Parks and Community Services Staff the Annual Report for review by April 26, 2017.
 - Objective 4.3 Present the Annual Report to the Parks and Community Services Commission and City Council in May 2017.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.



STAFF REPORT YOUTH ADVISORY COMMITTEE

DATE: Wednesday, September 28, 2016

TO: Honorable Chair and Committee Members

FROM: Lisa McPherson, Recreation Supervisor
Reviewed by Micki Cronin, Assistant Director of Parks and Community Services

SUBJECT: 2016-2017 Youth Mini Grant Program Timeline and Work Plan

EXECUTIVE SUMMARY:

The Advisory Committee will establish the 2016-2017 Youth Mini Grant Program Timeline and Work Plan.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Receive Report and establish the 2016-2017 Youth Mini Grant Program Timeline and Work Plan.

DESCRIPTION:

The Youth Advisory Committee shall recommend a Timeline and Work Plan for the 2016-2017 Youth Mini Grant Program. The Timeline and Work Plan should include deadlines for the advertising and marketing and open and close dates for the application period. The Timeline and Work Plan should also indicate when the applicants will be informed of the application status and whether their application has advanced to the next step in the process. The final step in the application process will be a presentation by the applicant(s) to the Youth Advisory Committee with the Youth Advisory Committee determining which applicants will be granted funding. The Timeline and Work Plan should include specific dates to ensure each step in the application process is followed.

The following is the proposed timeline and work plan dates:

- September 28, 2016
 - Establish a timeline and work plan
 - Review, revise and approve the Youth Mini Grant Program application

- October 3, 2016
 - Staff will post the Youth Mini Grant Program application on the City of Dublin Website
 - Youth Advisory Committee Members and Staff will advertise and market the Youth Mini Grant Program application at the High Schools, Middle Schools, and Dublin-based youth organizations

- October 17 to November 4, 2016
 - Application submission open date on October 17
 - Application submission close date on November 4
- November 16, 2016
 - Review applications at the Youth Advisory Committee Meeting
- November 21, 2016
 - Contact applicants on the next steps in the process
 - Approval or denial of applications
 - Prepare for the presentations of applicants at the Youth Advisory Committee December 7, 2016 Meeting
- December 7, 2016
 - Applicant presentations at the Youth Advisory Committee Meeting
- December 9, 2016
 - Notify awarded grant applicants by phone and email

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Draft Youth Mini Grant request for proposals and application.

Dear Youth Program Provider:

Each year the City of Dublin Youth Advisory Committee (YAC) provides grant opportunities to support projects and programs serving or benefiting Dublin youth. The Youth Mini Grant program provides funds to help organizations or programs that provide services such as: current youth events, performing arts programs, athletic teams, multicultural awareness, health awareness and many other youth activities. The value of the grants will vary in range depending on the proposed applications and community need.

Criteria for the Youth Mini Grant

- Youth benefiting from or involved with the project must include at least 75% Dublin residents who are of middle or high school age.
- Organization/Club must have an adult sponsor.
- Organization/Club must be based within the City of Dublin.

Criteria for Evaluation

- Organization/Management
- Needs/Benefit
- Funding/Budget
- Presentation

Previous Year Follow-up (if applicable)

- How the funds were used
- Were the goals met
- What was the impact

Thank you for sharing the opportunity to assist the youth in Dublin. If you should need any further clarification, please contact Lisa McPherson at (925)556-4516 or at lisa.mcpherson@dublin.ca.gov.

Sincerely,

Youth Advisory Committee

Enclosures: 2016-2017 Youth Mini Grant Request for Proposals
2016-2017 Youth Mini Grant Application

City Of Dublin
Youth Advisory Committee
2016-2017 Youth Mini Grant Request for Proposals

General Information

A. Qualifications

1. Youth benefiting from or involved with the project must include at least 75% Dublin residents who are of middle or high school age.
2. Organization/Club must have an adult sponsor.
3. Organization/Club must be based within the City of Dublin.

B. Proposal

The proposal must be no longer than two and a half pages, double-spaced. The proposal should include the following:

1. A brief description of your organization.
2. Describe the project and how it will benefit Dublin youth.
3. Describe what the funds/grant will be used for.
4. Explain what proof will be given to the Youth Advisory Committee that funds were used as proposed.
5. Should a grant have been awarded, in the past, to the same organization, a brief review of how the money was spent and how it benefited the group needs to be highlighted in this year's presentation.

C. Submission

The application and proposal will be accepted from Monday, October 17, 2016, starting at 9:00 AM through Friday, November 4, 2016, ending at 5:00 PM. *Early applications are encouraged. Applications that do not meet the criteria or do not contain a proposal will be disqualified.*

Three ways to submit an application and proposal:

1. Emailed to lisa.mcpherson@dublin.ca.gov
2. Mail:

Shannon Community Center
Youth Advisory Committee
Attention: Lisa McPherson
11600 Shannon Avenue, Dublin CA, 94568

3. Submit the application packet in-person at the Shannon Community Center

D. Presentation (limited to five minutes)

Selected applicants will be notified on November 21, 2016 to present their proposal at the Youth Advisory Committee December 7, 2016 meeting between 7:15-8:00 PM. A youth member or members along with the Adult Sponsor of the organization or club must conduct the presentation.

City Of Dublin Youth Advisory Committee
2016-2017 Youth Mini Grant Application
The application and proposal will be accepted until
Friday, November 4, 2016 at 5:00 PM
Early applications are encouraged.

Application Form

Name of Organization/Club: _____

Organization Address: _____

City/Zip: _____

Phone: _____

Primary Contact Person (Name & Title): _____

Phone: _____

Adult Sponsor (Name & Title): _____

Phone: _____

Amount Requesting: _____

Number of People in Organization: _____

Percent of Dublin Youth Participants: _____

I have reviewed the proposal and to the best of my knowledge the funds requested from the City of Dublin will be used to provide the services described in this Request for Proposal. I also attest that the above named organization/club have not received a grant from the City of Dublin within the past year.

Adult Sponsor (Signature): _____ **Date:** _____