



CITY OF DUBLIN
YOUTH ADVISORY COMMITTEE
MEETING AGENDA

CITY OF
DUBLIN

WEDNESDAY, JUNE 26, 2013, 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-agendized 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 – May 22, 2013**

STAFF RECOMMENDATION: Approve Minutes.
5. **WRITTEN COMMUNICATIONS - None**
6. **UNFINISHED BUSINESS - None**
7. **NEW BUSINESS**
 - 7.1 **Youth Advisory Committee Responsibilities**

The Committee will review the responsibilities of the Youth Advisory Committee as contained in the Bylaws and Rules of Procedure.
STAFF RECOMMENDATION: Receive Report and review the responsibilities of the Committee as contained in the Bylaws and Rules of Procedure.
 - 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 2013-2014 term.
STAFF RECOMMENDATION: Receive Report and nominate and elect a Chairperson and Vice Chairperson for the 2013-2014 term.
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 MEETING
MINUTES OF Wednesday, May 22, 2013

CALL TO ORDER

The May 22, 2013 meeting of the Youth Advisory Committee was called to order at 7:03 PM at the Shannon Community Center by Chairperson Sung.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Chairperson Sung.

ROLL CALL

Committee Members (CM) Present: Brooke Brunckhorst, Vivian Sung, Dilpreet Anand, Angie Wang
Kush Rastogi, Jenny Dyer, Callan Jackman, Rebecca DeGuzman
DeGuzman, Audrey Nunez

Committee Members Absent: Courtney Haubert, Tim Elkana, Ben Sher, Marcos Castro, Nazineen
Kandahari, Ianna Fong, Alexa Padnos

Parks and Community Services Commission Liaison Representative Absent: Tristan Elias

Staff Present: Frank Luna, Henry Siu, Officer Jeff Mecchi

Adult Member: Ashley Wolfe

ORAL COMMUNICATIONS –

Mary Ayers, Librarian representing the Dublin Library, provided information to the Youth Advisory Committee Members regarding summer internships available at the Dublin Library. The internships are available for students in the 9th – 12th grades. Interested teens are encouraged to contact Ms. Ayers at the Dublin Library.

MINUTES OF THE REGULAR MEETING- April 24, 2013

ON A MOTION BY CM BRUNCKHORST, SECONDED BY CM RASTOGI AND BY VOTE OF 7-0-2, THE YOUTH ADVISORY COMMITTEE VOTED TO APPROVE THE MINUTES OF APRIL 24, 2013 AS PRESENTED. CM DYER AND CM DEGUZMAN ABSTAINED DUE TO THEIR ABSENCE DURING THE APRIL 24, 2013 MEETING.

WRITTEN COMMUNICATIONS - None

UNFINISHED BUSINESS – None

NEW BUSINESS

Youth Advisory Committee End of Year Activity

In appreciation of the Youth Advisory Committee Members' service during the 2012-2013 term, Staff provided light snacks and music for the Committee Members to enjoy. Staff Member Siu handed out an evaluation form for Committee Members to complete. Staff will use the information collected from the evaluation forms to ensure that the needs of the Youth Advisory Committee Members are met throughout their term.

OTHER BUSINESS - None

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:45 PM by Chairperson Sung.

Respectfully submitted:



Frank Luna
Recreation Supervisor

APPROVED:

Chairperson



AGENDA STATEMENT
YOUTH ADVISORY COMMITTEE
MEETING DATE: June 26, 2013

- SUBJECT:** Youth Advisory Committee Responsibilities
Prepared by Frank Luna, Recreation Supervisor
- ATTACHMENTS:** Adopted Bylaws and Rules of Procedure
- RECOMMENDATION:** Receive Report and review the responsibilities of the Committee as contained in the Bylaws and Rules of Procedure.
- FINANCIAL STATEMENT:** None
- DESCRIPTION:** Staff will review the Youth Advisory Committee Bylaws and Rules of Procedure with the Committee Members.

The general responsibilities of the Youth Advisory Committee as included in the Bylaws and Rules of Procedure are as follows:

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

The responsibilities of the Youth Advisory Committee are fairly broadly defined. Staff suggests that the Youth Advisory Committee Members discuss the responsibilities outlined above and if changes are suggested, inform Staff.

RECOMMENDATION: Staff recommends that the Youth Advisory Committee Members receive the Report and review the responsibilities of the Committee as contained in the Bylaws and Rules of Procedure.

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

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 1-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 September 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 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

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

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

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



AGENDA STATEMENT
YOUTH ADVISORY COMMITTEE
MEETING DATE: June 26, 2013

SUBJECT: Election of Youth Advisory Committee Chairperson and Vice Chairperson
Prepared by Frank Luna, Recreation Supervisor

ATTACHMENTS: None

RECOMMENDATION: Receive report and nominate and elect a Chairperson and Vice Chairperson for the 2013-2014 term.

FINANCIAL STATEMENT: None

DESCRIPTION: Staff will review the duties of the positions of Chairperson and Vice Chairperson for the Youth Advisory Committee. Staff will request nominations from the Youth Advisory Committee Members for the positions of Chair and Vice Chairperson for the 2013-2014 term. Nominees will be elected by the Youth Advisory Committee Members by simple majority.

RECOMMENDATION: Staff recommends that the Youth Advisory Committee receive the report and nominate and elect a Chairperson and Vice Chairperson for the 2013-2014 term.

COPIES TO:

ITEM NO: 7.2