

## **YOUTH COMMISSION AGENDA**

**Wednesday, February 13, 2013  
7:00 P.M.**

**City Offices, 157 Main Street, Conference Room #3**

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### **CALL TO ORDER**

- Pledge of Allegiance
- Roll Call

### **AGENDA AMENDMENTS**

### **MINUTES**

1. Approve regular meeting minutes of January 9, 2013.

### **MEETING OPEN TO THE PUBLIC**

2. Introductions/Awards/Recognitions/Presentations
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

### **MATTERS BEFORE THE COMMISSION**

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Approve Commission Priorities for Fiscal Year(s) 2013/14 and 2014/15
5. Discuss Community Grant-Youth Category Applicant Presentation Schedule for March 13, 2013 Youth Commission Meeting

### **COMMUNICATIONS**

### **COMMISSION REPORTS**

6. Bicycle, Pedestrian, and Trails Committee
7. Youth Master Plan Implementation Oversight Committee
8. Youth In Government Day
9. Park and Recreation Master Plan Steering Committee

10. Brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

## **COMMISSION COMMENTS**

## **STAFF COMMENTS**

11. Community Services Update
12. Library Liaison Update
13. Police Liaison Update

## **ADJOURNMENT**

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### **Notice**

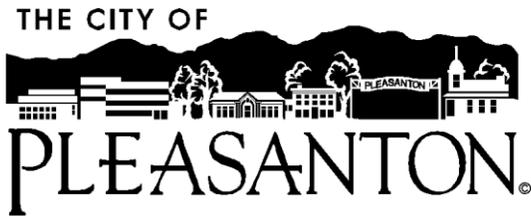
Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet are available for public inspection at the Community Services Department, 200 Old Bernal Avenue, Pleasanton.

### **Accessible Public Meetings**

The City of Pleasanton will provide special assistance for citizens with disabilities to participate in public meetings upon advance notice. If you need an auxiliary hearing aid or sign language assistance at least two working days advanced notice is necessary. Please contact the Community Services Department, PO Box 520, Pleasanton, CA 94566 or (925) 931-5340.

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## Youth Commission Minutes

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**City Offices – 157 Main Street, Conference Room #3, Pleasanton, CA  
January 9, 2013 - 7:00 p.m.**

### **CALL TO ORDER**

The meeting was called to order at 7:01 p.m. by Commissioner Mallie.

### **Pledge of Allegiance**

The Pledge of Allegiance to the flag was recited.

### **Roll Call**

Commissioners Present: Jackson Fiahlo, Lori Franklin, Kaitlyn Mallie, Neha Nirkondar, Katie Olmo, Jonathan Pearce, Taylor Sowers, and Yandi Wu.  
(Chairperson Shannon Malindzak arrived at 7:18 p.m.).

Commissioners Absent: Diane Hadley, Michael Liamos, and Erica Utikal.

Staff Present: Becky Hopkins, Recreation Supervisor; Kathleen Yurchak, Community Services Manager; Rachel Mariscal, Recreation Coordinator; Lt. Jeff Bretzing, Police Department; Teresa Parham, Teen Librarian; and Edith Caponigro, Recording Secretary.

### **AGENDA AMENDMENTS**

It was noted that Youth in Government Day Committee should be added as item 9 under Commission Reports, and all remaining items renumbered.

### **MINUTES**

#### **1. Approve regular meeting minutes of December 12, 2012**

A motion was made by Commissioner Mallie, seconded by Commissioner Franklin, to approve the December 12, 2012 meeting minutes. The motion was approved. Commissioner Olmo abstained.

### **MEETING OPEN TO THE PUBLIC**

2. **Introductions/Awards/Recognitions**

There were none.

3. **Public Comment from audience regarding items not listed on the agenda**

There were none.

**MATTERS BEFORE THE COMMISSION**

4. **Presentation on Commissioner's Application Review Using ZoomGrants: An Online Grant Application Software Program**

Ms. Yurchak provided information about the acquisition of ZoomGrants by the City of Pleasanton. She advised that ZoomGrants is an online grant application software program that will allow agencies to submit online applications for the FY 2013/14 Community Grant and Housing and Human Services Grant (HHSG). The Commission was also advised that the software would allow them to review and evaluate the grant applications online.

A tutorial and walk-through of the ZoomGrants software was provided by Ms. Yurchak along with information on how Commissioners could review and evaluate the grant applications for FY 2013/14. Ms. Yurchak advised that staff would be sending all Commissioners an email on January 22, 2013 with their personal login information. Commissioners can begin reviewing the applications at 8:00 a.m. on January 23, 2013 and will be able to log on and make changes multiple times throughout the review period that will end on Friday, February 15, 2013 at 5:00 p.m.

Commissioners were informed that due to contractual issues between Abbie 4-H and the City of Pleasanton, the funds that had been allocated from the FY 2012/13 Community Grant for Abbie 4-H were being rolled over for FY 2012/14, bringing the available FY 2013/14 Community Grant-Youth total to \$70,120.12.

Ms. Yurchak discussed with Commissioners the importance of carefully reviewing applications and taking time to correctly allocate funds, so staff can prepare and submit recommendations to City Council.

Chairperson Malindzak questioned whether agencies requesting grants would be required to make presentations to the Commission. Staff advised that agencies that had not submitted a request in the past were required to present, but that other agencies need only present if the Commission desired them to do so.

5. **Review FY 2012/13 Community Grant Midterm Report**

Ms. Yurchak reviewed with the Commission FY 2012/13 Community Grant Midterm Reports. She provided additional information regarding the unspent funds for Abbie 4-H, advising that the funds, \$24,463, were being rolled over to the FY 2013/14 Community Grant Program funds. The

Commission was also advised by Ms. Yurchak that since this was the Midterm Report, the other grant recipients had not yet expended all funds for their projects.

Ms. Yurchak asked Commissioners for feedback regarding the Bullying and Bystander Awareness program for which Tri-Valley Haven had received a grant in FY 2012/13. Commissioners advised that they were familiar with this program at local schools.

Chairperson Malindzak questioned whether Abbie 4-H would be limited to submitting a grant application for only \$7,500, or if they could apply for additional funds for their program. Ms. Yurchak advised that they could ask for more funds, but would need to explain to the Commission why the additional funds were being requested.

## **COMMUNICATIONS**

There were none.

## **COMMISSION REPORTS**

### **6. Bicycle, Pedestrian, and Trails Committee**

No report.

### **7. Youth Master Plan Implementation Oversight Committee**

No report.

### **8. Park and Recreation Master Plan Steering Committee**

Commissioner Pearce advised that the Committee has been conducting a telephone survey to obtain information that would help with park planning and budget information.

### **9. Youth in Government Day Committee**

Chairperson Malindzak and Commissioner Mallie advised that the Committee had discussed having different stations where stress topics, etc. could be discussed and talked about the amount of time to be students should spend at each station.

### **10. Brief reports on any meetings, conferences, and/or seminars attended by the Commission members**

No reports.

## **COMMISSION COMMENTS**

There were none.

## **STAFF COMMENTS**

### **11. Community Services Update**

Ms. Mariscal provided information about:

- 1) A February 15, 2013 Youth Music Festival at the Firehouse Arts Center; and
- 2) The March 2, 2013 Job Faire in San Ramon.

Ms. Mariscal noted that volunteers were needed for the San Ramon Job Faire, and Commissioners were asked to consider volunteering to help on March 2<sup>nd</sup> between 12:30 – 4:30 p.m. Commissioners were reminded that this event would be hosted in Pleasanton in 2014.

### **12. Library Liaison Update**

Ms. Parham advised:

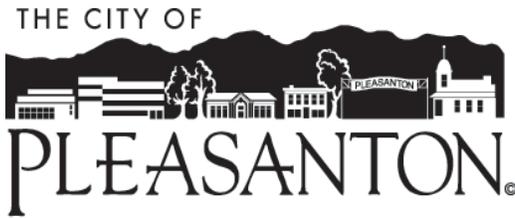
- 1) New furniture is now in place in the teen area at the library, thanks to the donation of funds from the Friends of the Library group – new tables have electrical outlets that will allow for more equipment to be used. She advised that the old furniture had been donated for use in the Amador High School Library.
- 2) The library will be hosting a live event from Carnegie Hall with author John Green and his brother on January 17 at 4:00 p.m.

### **16. Police Liaison Update**

No report.

## **ADJOURNMENT**

There being no further business, a motion was made to adjourn the meeting at 7:54 p.m.



## Youth Commission Agenda Report

February 13, 2013  
Item 4

**SUBJECT: APPROVE COMMISSION PRIORITIES FOR FISCAL YEAR(S) 2013/2014 AND 2014/2015**

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### **SUMMARY**

Biannually, the City Council holds a Priority Setting Workshop where they discuss citywide initiatives and projects for implementation by the appropriate department(s) during the two-year budget cycle. In preparation of the Workshop, the Commission is being asked to collectively discuss, rank and prioritize their related projects and initiatives that will assist the City with long-term strategic planning and allocation of resources for the next two-year budget cycle (FY 2013/2014 and 2014/2015).

### **RECOMMENDATION**

It is recommended that the Commission discuss, rank and approve its priorities for fiscal year(s) 2013/2014 and 2014/2015; and forward to the City Council for their review and consideration.

### **FINANCIAL STATEMENT**

There is none.

## **BACKGROUND**

Biannually, the City Council holds a Priority Setting Workshop where they discuss citywide initiatives and projects for implementation by the appropriate department(s) during the two-year budget cycle. Historically, the Council's Priority Setting Workshop has been held in spring coinciding with the City's two-year budget process. In preparation of the Workshop, the Commission is being asked to collectively discuss, rank and prioritize their related projects, and initiatives that will assist the City with long-term strategic planning and allocation of resources for the next two-year budget cycle (FY 2013/2014 and 2014/2015).

## **DISCUSSION**

The following items are those that the Youth Commission and/or staff have expressed an interest in. The Commission should consider each item and/or add to the list and prioritize from "highest" to "lowest" priority.

- Continue to develop and enhance Ptownlife.org
- Develop a funding mechanism in which the City can pilot projects and services that attempt to meet identified needs of the Youth Master Plan
- Provide Parent and Student Forums

To assist the Commission with its review, staff has provided supplemental information which identifies and provides basic information for each project. Commissioners are encouraged to come to tonight's meeting prepared to review, discuss, and prioritize the identified projects. If desired, Commissioners may also use this opportunity to introduce new projects to be added to the list. Staff will then forward the Commission's priorities to the City Council for their review and consideration at its upcoming Priority Setting Workshop.

## **ALTERNATIVE ACTION**

Any other action as determined by the Youth Commission.

Submitted by:

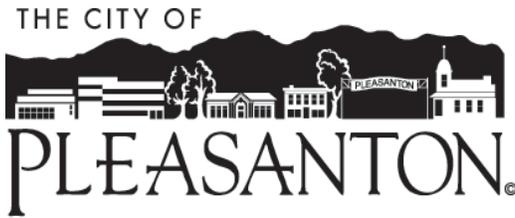
/s/

Becky Hopkins  
Recreation Supervisor

Attachment:

1. List of Projects and Initiatives

<u>Project Name</u>	<u>Description</u>	<u>Project Priority</u>	<u>Estimated Cost</u>	<u>Current Status</u>
Ptownlife.org	Continue website development: Continue contract with professional website development/design firm for technical assistance. Assign part-time temporary staff to maintain and create new features for website; youth webteam and website marketing and promotions.		\$37,000.00 annually (NEW Funding \$3,425.00 annually)	Currently a contract for technical assistance and changes to the website is in effect at \$5,000 per fiscal year. We would like to increase that to \$7,000.00 as we would like to explore creating an ap to go along with the website. We currently have a large portion of the temporary employee salary identified in an existing budget but would need a little more funding in this area. NEW FUNDING \$6,850.00 (both FY)
Pilot Projects	Develop a funding mechanism in which the City can pilot projects and services that meet identified needs of the Youth Master Plan.		\$5,000-10,000.00 annually	Pilot Projects would be researched by staff and target elementary and middle school ages. NO EXISTING FUNDING.
Parent/Student Forums	Provide a variety of parent and student forums throughout the school year for each of the identified age groups in the Youth Master Plan.		\$2,000-\$4,000 annually	This will assist in filling a current gap, as the School District is unable to offer as many forums and parent education courses due to budget cuts. NO EXISTING FUNDING.



## **Youth Commission Agenda Report**

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February 13, 2013  
Item 5

**SUBJECT: DISCUSS COMMUNITY GRANT-YOUTH CATEGORY APPLICANT  
PRESENTATION SCHEDULE FOR MARCH 13, 2013 YOUTH COMMISSION  
MEETING**

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### **SUMMARY**

The Commission is asked to discuss which Community Grant – Youth category applicants they would like to have make a presentation at the March 13, 2013 Youth Commission Meeting.

### **RECOMMENDATION**

It is recommended that the Commission discuss which Community Grant applicants they would like to have present at its March 13, 2013 Youth Commission meeting.

### **FINANCIAL STATEMENT**

There is none.

## **BACKGROUND**

This year the Commission opted to only request a presentation from Community Grant applicants who either are first time applicants or if the Commission would like to hear specifically from a selected applicant. At its March 13, 2013 meeting, the Youth Commission will follow the Community Grant Application Evaluation Process as stipulated in item 2 sections a-c as follows:

### **2) Commission Review and Mandatory Attendance:**

- a. Each applicant agency must attend the appropriate commission's funding meeting. The dates and locations of the meetings are listed in Section 4: Important Dates. Each commission will review and evaluate the appropriate applications, then make funding recommendations, which will be forwarded to the City Council for consideration.
- b. If any agency has been asked to present: Presentations will be limited to five (5) minutes, and representatives of each applicant agency must:
  - i. Explain how you addressed the Commission's criteria (Section 5, page 8)
  - ii. Explain the need in Pleasanton for the specific funding request;
  - iii. Define the project's proposed audience, clients or participants;
  - iv. Explain the number of Pleasanton residents to be served (non-duplicative).
  - v. Discuss past organizational challenges, and how they were addressed;
  - vi. Discuss the success or impact of past funding (if applicable).
- c. After the presentations are completed, the commission will discuss the applications as a group, and arrive at appropriate funding amounts for each application. These recommended amounts will be forwarded to the City Council for consideration.

## **DISCUSSION**

To assist the Commission with the grant evaluation process, staff has provided a list of all the Youth Category applicants (Attachment 1). Commissioners are encouraged to inform staff as to which applicant(s) they would like to have make presentations to the Youth Commission in order to supplement the on-line ZoomGrants review of applicants and ensure the Youth Commissioners are able to make a fully informed recommendation to the City Council regarding funding levels.

## **ALTERNATIVE ACTION**

Any other action as determined by the Youth Commission.

Submitted by:

/s/  
Becky Hopkins  
Recreation Supervisor

Attachment:

1. List of Community Grant – Youth Category Applicants

FY 13/14 Community Grant Applications- Youth Category

Organization Name	Proposal Title	Requested Amount	Activity Log
Amador Livermore Valley Historical Society (Museum on Main)	Kid's Corner	\$4,550	1/21/13 9:55 AM
Amador Livermore Valley Historical Society (Museum on Main)	Youth Program Technology Enhancement	\$2,325	1/21/13 9:54 AM
Axis Community Health	HPV Vaccines for Low-Income Tri-Valley Teens	\$7,500	1/18/13 3:27 PM
Child Care Links	Youth Education and Services	\$7,500	1/3/13 2:29 PM
Community Resources for Independent Living	Disability Action Network for Youth - Tri-Valley Leadership Academy	\$7,000	1/21/13 4:42 PM
Kidango, Inc.	Incredible Families	\$7,000	1/21/13 4:09 PM
Partners Fore Golf Inc.	Life Skills Experience	\$4,994	1/21/13 4:32 PM
Rotary Club of Pleasanton	Pleasanton Community Farm - Phase I (Site Design)	\$31,950	1/20/13 10:45 PM
The Gatehouse Academy for Gifted Education, Inc.	enGAGE! Summer Enrichment Camp	\$7,500	1/20/13 9:53 PM
Tri-Valley Haven	Healthy Relationship Project	\$7,500	1/17/13 1:44 PM
Tri-Valley Haven	Tri-Valley Haven's Anti-Bullying Project	\$7,500	1/16/13 3:34 PM
Tri-Valley YMCA	Allowing Kids with Special Needs to Thrive at Y Camp	\$7,500	1/21/13 1:17 PM
Tri-Valley YMCA	Build Assets, Reduce Bullying	\$7,500	1/21/13 1:16 PM
Valley Children's Museum	Mission Experience Field Trip	\$2,625	1/21/13 2:34 PM
Valley Humane Society	Teen Marketing Development Program	\$4,806	1/21/13 3:04 PM

\$117,750