



# City of San Leandro

Meeting Date: July 15, 2013

## Staff Report

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**File Number:** 13-335

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.E.

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Carolyn Knudtson  
Recreation and Human Services Director

**FINANCE REVIEW:** Not Applicable

**TITLE:** Staff Report for a Resolution Amending Section §17.1.100 of Chapter 17.1 of the San Leandro Administrative Code to Amend the Regular Meeting Schedule of the Youth Advisory Commission

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Staff recommends that the City Council adopt the attached resolution relating to the rules and procedures of the Youth Advisory Commission. The resolution will amend the regularly scheduled meeting days of the Youth Advisory Commission to state that meetings will be held two times each month, with the specific meeting days to be determined by the needs of the Commission.

### **BACKGROUND**

On May 20th 2013, the Youth Advisory Commission discussed possible changes to the regular meeting schedule. Given the growing size and role of the Youth Advisory Commission, it was decided to relocate the monthly meetings from the South Offices location to the Marina Community Center. The new location will better suit the size and needs of the Commission.

The change in location led to the discussion of changing the regularly scheduled days of the meeting as well. Given the schedules and commitments of the large Commission, a mid-week meeting date was preferred.

In addition, the amendment will also reduce overtime costs incurred by the Department. Given limited staff resources, amending the meeting days from Monday will allow the Commission meeting to be staffed without incurring overtime costs.

The Commission discussed the change, and concurs with the change in date and location. The amendment to the Administrative Code will allow these minor adjustments to be made at the discretion of the Youth Advisory Commission without obtaining consent from the City Council for each change.

### **Board/Commission Review and Actions**

This matter was discussed at the May 20th 2013 Commission meeting as item 7.C Report of the Secretary - Schedule and Location Changes for the Upcoming Year.

**ATTACHMENTS**

None

**PREPARED BY:** Breyana Riggsbee, Recreation and Human Services Manager, Recreation and Human Services Department



# City of San Leandro

Meeting Date: July 15, 2013

## Resolution - Council

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**File Number:** 13-337 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Carolyn Knudtson  
Recreation and Human Services Director

**FINANCE REVIEW:** Not Applicable

**TITLE:** ADOPT: Resolution Amending §17.1.100 of Chapter 17.1 of the San Leandro Administrative Code Relating to Rules of Procedure of the Youth Advisory Commission (changes the time of the regular meetings from 6:00 p.m. on the first and third Mondays of each month to the first and third Tuesdays of each month)

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WHEREAS, pursuant to City of San Leandro Administrative Code §17.1.100 the Youth Advisory Commission holds regular meetings on the first and third Mondays of each month, convening at the hour of 6:00 p.m.; and

WHEREAS, the Commission proposes flexible meeting dates to accommodate its members.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

That §17.1.100 of Chapter 17.1 of the San Leandro Administrative Code is hereby amended to read, as follows:

**§17.1.100: REGULAR MEETINGS.** Regular meetings of the Youth Advisory Commission shall be held two times each month, with the exact dates as agreed upon by the Commission, convening at the hour of 6:00 p.m.