

**YOUTH COMMISSION  
REGULAR MEETING AGENDA**

**Wednesday, November 12, 2025  
7:00 PM**

**Operations Services Center  
3333 Busch Rd.,  
Pleasanton, CA 94566**

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The meeting will be held in-person.

**Public participation:** It is requested that members of the public wishing to address the Commission submit a speaker card. When public comment is opened on an agenda item, individuals may speak once per agenda item.

In Person:

- Submit a physical speaker card at the meeting. Please provide comment when your name is called.
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**CALL TO ORDER**

- Pledge of Allegiance
- Roll Call

**AGENDA AMENDMENTS**

**APPROVAL OF MINUTES**

1. Approve the meeting minutes of October 8, 2025

**MEETING OPEN TO THE PUBLIC**

2. Public Comment regarding items not listed on the agenda – Speakers are limited to 3 minutes.

**MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION**

3. Review and discuss Youth in Government Day 2026
4. Select a Youth Commission representative for the Bicycle, Pedestrian and Trails Committee

**COMMISSION REPORTS**

**MATTERS INITIATED**

**FUTURE AGENDA ITEMS**

*New Voters Presentation*

## ADJOURNMENT

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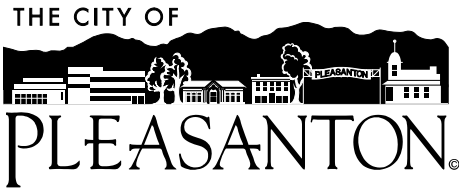
### Notice

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 will be available for public inspection at the Library and Recreation department located at 400 Old Bernal Ave., Pleasanton, CA 94566.

### Accessible Public Meetings

The City of Pleasanton can provide special assistance for persons with disabilities to participate in public meetings. To make a request for a disability-related modification or accommodation (e.g., an assistive listening device), please contact the Library and Recreation department located at 400 Old Bernal Ave., or (925) 931-5340 at the earliest possible time. If you need sign language assistance, please provide at least two working days' notice prior to the meeting date.

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# Youth Commission Meeting Minutes

**Wednesday, October 8, 2025 – 7 p.m.**

## **CALL TO ORDER**

Vice Chair Parikh called to order the meeting of the Youth Commission at 7:01 p.m. from the Operation Services Center at 3333 Busch Road, Pleasanton, CA 94566.

Vice Chair Parikh led the Pledge of Allegiance.

## **ROLL CALL**

Present: Commissioners Ashok, Bawa, Bridenbaugh, Chaudhury, Gupta, Kunde (7:02), McShane (7:06), Min, Parikh, Shah, Sharma, Villegas and Chair Shannon (7:04)

Absent: None

## **AGENDA AMENDMENTS**

None

## **APPROVAL OF MINUTES**

### **1. Approve regular meeting minutes of March 12, 2025.**

**MOTION:** It was m/s by Min/Shah to approve the regular meeting minutes of March 12, 2025.

Ayes: Commissioners Bawa, Bridenbaugh, Gupta, Min, Parikh, Shah, Kunde and Villegas  
Noes: None  
Absent: Commissioner McShane and Chair Shannon  
Abstain: Commissioners Ashok, Chaudhury and Sharma

## **MEETING OPEN TO THE PUBLIC**

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

Chair Shannon opened public comment. There being no speakers, Chair Shannon closed the item for public comment.

**3. Presentation – Three Valleys Community Foundation NexGen Youth Philanthropy**

Margaret Liang, Board Member of the 3VCF, provided a presentation.

**MATTERS FOR THE COMMISSION’S REVIEW/ACTION/INFORMATION**

**4. Review and discuss Youth in Government Day 2026**

Michele Crose, Assistant Director of Library and Recreation, presented the item.

Commissioner provided questions and comments.

Chair Shannon opened public comment.

Community member Pete Miller provided comments.

Chair Shannon closed the item for public comment.

**5. Review and approve commission meeting schedule for school year 2025/26**

**Recommendation:** Review and approve the commission meeting schedule for school year 2025/26

Michele Crose, Assistant Director of Library and Recreation, presented the item.

**MOTION:** It was m/s by Shah/Kunde to approve the commission meeting schedule for school year 2025/26 at 7:00 p.m. with the following changes:

- Nov. 12, 2025
- Dec. 10, 2025 keep
- Jan 14
- Feb 11
- March 11
- April 8 push out to April 15
- May cancel

The motion passed unanimously.

**6. Select a Youth Commission Chair and Vice Chair for school year 2025/26**

**MOTION:** It was m/s by Parikh/Shah to select Commissioner Parikh as Chair and Commissioner Shah as Vice Chair for school year 2025/26. The motion passed by the following vote:

Ayes: Commissioners Ashok, Bawa, Bridenbaugh, Chaudhury, Gupta, Kunde, McShane, Min, Parikh, Shah, Sharma, Villegas and Chair Shannon  
Noes: None  
Absent: None

Chair Parikh took over meeting.

## **COMMISSION REPORTS**

## **MATTERS INITIATED**

## **FUTURE AGEND ITEMS**

- New Voters presentation

## **ADJOURNMENT**

There being no further business, Chair Parikh adjourned the meeting at 8:38 pm.

## YOUTH COMMISSION AGENDA REPORT

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November 12, 2025  
Library and Recreation

### TITLE: REVIEW AND DISCUSS YOUTH IN GOVERNMENT DAY 2026

#### SUMMARY

At the October 8, 2025 Youth Commission meeting, commissioners discussed proposed changes to the 2026 Youth in Government Day event based on feedback received from participants, the Pleasanton Unified School District (PUSD), and City staff. Feedback was shared with PUSD staff, who generally agreed with the Commission's feedback and provided additional comments. This report provides a summary of all changes and proposed event logistics.

#### RECOMMENDATION

Review and discuss Youth in Government Day 2026.

#### BACKGROUND

The goal of Youth in Government Day is to stimulate interest in community governance and build knowledge of the democratic process.

At the October 8, 2025 Youth Commission meeting, the Commission evaluated proposed changes and provided the following direction to staff; that input was then shared with PUSD.

- **Job Shadowing:** Morning only to reduce staff impact while preserving student value
- **Midday Engagement:** Add lunch discussions with staff seated by department; students self-select tables for open Q&A
- **Student Sign Ups:** Use Signup Genius for job shadow selections
- **Meals:** Continue providing breakfast and lunch
- **Student Interest Application:** Distribute early to gauge job shadow preferences and inform staffing
- **Mock Council (Afternoon):** Focus mock scenarios on youth relevant topics (e.g., skatepark, pool, teen center). Assign one staff coach per student team.

#### DISCUSSION

On October 23, 2025, City staff met with PUSD staff to discuss the changes proposed by the Commissioners. Generally, staff agreed with all changes, with the following additions:

- **Student Sign Ups:** Equity concerns - PUSD wanted to ensure that the Commissioners considered planning a fair launch time and provided reminders via multiple channels to ensure all students interested had an opportunity to sign up
- **Meals:** Would like costs to continue to be shared by City and PUSD
- **Mock Council (Afternoon):** Would like to invite a School Board Member to work with

the Councilmember to orient the mock council on roles and attend presentations.

After meeting with both the Commission and PUSD, staff drafted the next steps in planning the Youth in Government Day Event, listed below.

Tentative Date: Tuesday, February 24, 2026 (held by City and PUSD).

Next Steps (Nov–Feb):

1. Youth Commission (with staff liaison):
  - Create tentative event timeline – November – (*Attachment 1 Tentative Event Timeline*)
  - Create event flyer – November – (*Attachment 2 Proposed Event Flyer*)
  - Determine application content and distribution – November – (*Attachment 3 Proposed Event Interest Application*)
  - Review applications and draft job-shadow interests – December/January
  - Create job shadow catalog and host availability – January
  - Finalize mock council scenarios, staff coach assignments, and evaluation rubric – January
  - Staff the event – February.
  
2. City staff:
  - Confirm SharePoint setup with access for PUSD partners
  - Coordinate with City administration staff to secure a Councilmember for the afternoon session
  - Publish the Signup Genius launch plan with equity safeguards (advance notice, multi-channel reminders, and staffed support window).
  
3. PUSD partners:
  - Coordinate with PUSD administration staff to secure a School Board for the afternoon session
  - Publicize event and assist with student recruitment
  - Review student applications
  - Coordinate breakfast and lunch meals.
  
4. Joint duties (PUSD and City):
  - Identify departmental lunch hosts and morning job shadow hosts; provide brief role overviews
  - Review, edit and distribute all event documents.

## **EQUITY AND SUSTAINABILITY**

Not applicable, as this item is an administrative matter of City business.

## **OUTREACH**

Not applicable, as this item is a matter of commission business.

## **STRATEGIC PLAN ALIGNMENT**

This action advances ONE Pleasanton Citywide Strategic Plan goal: Optimizing Our Organization, strategy 4 – “Evaluate the organization’s structure of community engagement opportunities (such as commissions and committees and citizen’s academy) to improve

information sharing, optimize staff efficiency, and provide greater service to the community.”

### **FINANCIAL STATEMENT**

There are no immediate costs associated with this item.

Prepared by:

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Michele Crose, Assistant Director of Library/Recreation

Attachments:

1. Proposed Tentative Event Schedule
2. Proposed Event Flyer
3. Proposed Event Interest Application



# Youth in Government Day

Tuesday, February 24, 2026  
Veteran's Memorial Building/City Council Chambers

- 8:30 – 9 a.m.**  
**Location:** **Check-In**  
Veteran's Hall  
301 Main Street
- 9 – 9:15 a.m.**  
**Location:** **Opening Remarks**  
Veteran's Hall  
**Speakers:** Mayor/City Council Member/PUSD School Board  
PUSD Superintendent  
City Manager  
Youth Commission Chair
- 9:15 – 9:20 a.m.** Locate Job Shadows
- 9:20 – 11:20 a.m.** **Job Shadow Session**
- 11:20 a.m. – 12:20 p.m.** **Lunch**  
Veteran's Hall  
301 Main Street
- 12:20 – 12:25 p.m.** Locate Mock City Council Working Group
- 12:25 – 3 p.m.** **Mock City Council Preparation and Presentations**  
**Location:** Veteran's Hall/City Council Chambers  
301 Main St./200 Old Bernal Ave.
- 2:25 – 3:30 p.m.** **Closing**  
**Location:** City Council Chambers

# YOUTH IN GOVERNMENT DAY

## SAVE THE DATE

### TUESDAY, FEBRUARY 24, 2026

Youth in Government Day offers students a hands-on look at how local government works and how community decisions are made.

This year's event will include job shadows, lunch and a mock city council where students will present youth related projects to a mock city council for consideration.

We want to know what job shadows and youth related projects you are most interested in.

Visit the [Youth and Teens webpage](#) for more info and to fill out a short interest form.





# Youth in Government February 2026

Interest Form

## Youth in Government Day

Youth in Government Day offers students a hands-on look at how local government works and how community decisions are made. The City of Pleasanton partners with Pleasanton Unified School District (PUSD) to provide a full day of learning and career exploration.

### What to Expect

**Job Shadowing:** Students will be matched to shadow City of Pleasanton and PUSD personnel to learn about daily responsibilities, career paths, and public service.

**Mock City Council Project (new this year):** Students will choose from several youth-focused project concepts, collaborate with peers and staff liaisons to develop a proposal, and present to a student-led mock City Council. The mock Council—composed of students paired with a City Council or board member—will select one project to “fund,” simulating the real Council process. Additional project information will be shared closer to the event.

### Interest Form

This form helps the Youth Commission align job-shadow placements with students’ interests and ensure host availability for the event.

**Tentative event date: Tuesday, February 24, 2026**

**Final sign-ups distributed: January 2026**

### How to Participate

If you are interested in Youth in Government Day, please complete this interest form. Further details—including final schedules, host assignments, and mock project options—will be sent with the January

## STUDENT INFORMATION:

**Student Name \***

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First Name                      Last Name

**Name of School \***

**Grade \***

ex: 4

**E-mail \***

ex: myname@example.com

This will be the main communication tool. Please provide an email address you check frequently.

**We want Youth in Government Day to be valuable for high school students. Pick the job shadows you're most interested in below. We'll use your input to finalize the list in a few months.**

- City Manager
- Pleasanton Unified School District Superintendent
- Mayor/City Council/Pleasanton School Board Members
- City Attorney
- School Principal
- School Teacher
- City Department Director (Public Works, Library and Recreation, Finance, IT, Community and Economic Development and/or Human Resources)
- Fire Department
- Police Department
- Other

Submit Form

**YOUTH COMMISSION AGENDA  
REPORT**

November 12, 2025  
Library and Recreation

**TITLE: SELECT A YOUTH COMMISSION REPRESENTATIVE FOR THE BICYCLE,  
PEDESTRIAN AND TRAILS COMMITTEE**

**SUMMARY**

Each year, the Youth Commission discusses opportunities to participate on committees and selects a Youth Commission representative to serve on the Bicycle, Pedestrian and Trails Committee.

**RECOMMENDATION**

Select a Youth Commission representative for the Bicycle, Pedestrian and Trails Committee.

**BACKGROUND**

To reinforce the importance of youth involvement in City matters, the Bicycle, Pedestrian and Trails Committee is seeking a youth representative. Participation in this subcommittee allows youth a voice on various projects and events taking place in Pleasanton. The representative from this subcommittee will provide monthly updates to the Youth Commission.

**DISCUSSION**

Bicycle, Pedestrian and Trails Committee

The Bicycle, Pedestrian and Trails Committee advises the Parks and Recreation Commission and the City's Traffic Engineering Division on bicycle, pedestrian and trail-related items. The committee reviews and prioritizes potential projects, provides input on policies related to bikeways and trails, and promotes community education and awareness regarding non-motorized transportation.

Meetings are the fourth Monday of each month at 6:45 p.m. at the Pleasanton Senior Center.

*One (1) representative from the Youth Commission is needed.*

**EQUITY AND SUSTAINABILITY**

Not applicable, as this item is an administrative matter of City business.

**OUTREACH**

Not applicable, as this item is a matter of commission business.

**STRATEGIC PLAN ALIGNMENT**

This action advances ONE Pleasanton Citywide Strategic Plan goal: Optimizing Our Organization, strategy 4 – "Evaluate the organization's structure of community engagement opportunities (such as commissions and committees and citizen's academy) to improve information sharing, optimize staff efficiency, and provide greater service to the community."

**FINANCIAL STATEMENT**

There are no immediate costs associated with this item.

Prepared by:

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Michele Crose, Assistant Director of Library/Recreation

Attachments:

None