



# City of Santa Clara

## Meeting Agenda

### Youth Commission

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Tuesday, October 13, 2020

6:00 PM

Virtual Meeting

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Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely:

Via Zoom:

- o <https://santaclaraca.zoom.us/j/92321902667>

Meeting ID: 923 2190 2667 or

- o Phone: 1(669) 900-6833

The meeting set-up is in line with the recommendations of the COVID-19 White House Task Force, which notes no more than 10 people gathering. The Chair will be present for the meeting with the staff liaison and commissioners participating remotely.

#### CALL TO ORDER AND ROLL CALL

#### CONSENT CALENDAR

- 1.A 20-943 [Youth Commission Minutes of September 8, 2020](#)

**Recommendation:** Approve the Youth Commission Minutes of September 8, 2020.

- 1.B 20-944 [Youth Commission Calendar of Meetings for 2021](#)

**Recommendation:** Recommend that Council Approve the Youth Commission Calendar of Meetings for 2021.

#### PUBLIC PRESENTATIONS

#### GENERAL BUSINESS

2. 20-946 [Youth Commission Election of Chair and Vice Chair](#)
3. 20-945 [Youth Commission FY2020/21 Work Plan & Goals](#)

#### STAFF REPORT

#### COMMISSIONERS REPORT

**ADJOURNMENT**

*The next meeting will be on Tuesday, November 10, 2020.*



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
santaclaraca.gov  
@SantaClaraCity

## Agenda Report

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20-943

Agenda Date: 10/13/2020

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### REPORT TO YOUTH COMMISSION

#### SUBJECT

Youth Commission Minutes of September 8, 2020

#### RECOMMENDATION

Approve the Youth Commission Minutes of September 8, 2020.

Reviewed by: Jon Kawada, Recreation Coordinator

Approved by: James Teixeira, Director of Parks & Recreation

#### ATTACHMENTS:

1. Draft - Youth Commission Minutes September 8, 2020



# City of Santa Clara

## Meeting Minutes Youth Commission

09/08/2020

6:00 PM

Teen Center  
2446 Cabrillo Avenue  
Santa Clara, CA 95051

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely:

### Via Zoom:

o <https://santaclaraca.zoom.us/j/92321902667>

Meeting ID: 923 2190 2667 or

o Phone: 1(669) 900-6833

For those individuals that do not have the above access, the Teen Center computer lab has been set up to accommodate up to 2 people at a time and public comment will be given from that location.

The meeting set-up is in line with the recommendations of the COVID-19 White House Task Force, which notes no more than 10 people gatherings. The Chair will be present for the meeting with the staff liaison and commissioners participating remotely.

### CALL TO ORDER AND ROLL CALL

Staff Liaison Jon Kawada called the meeting to order at 6:03 p.m.

**Present** 10 - Aarav Gupta , Ahmad Ismail, Jasmine Kelly-Tanti, Adrienne Krivokapic-Zhou , Colin Lim , Kayla Phan, Kavya Sriram , Smrithi Suresh , Natasha Yen , and Amy Zuo

### CONSENT CALENDAR

1.A. [20-782](#) Youth Commission Minutes of March 10, 2020

**Recommendation:** Approve the Youth Commission Minutes of March 10, 2020.

**A motion was made by Commissioner Suresh, seconded by Commissioner Ismail, that this item be recommended for approval. The motion carried by the following vote:**

**Aye:** 10 - Gupta, Ismail, Kelly-Tanti, Krivokapic-Zhou, Lim, Phan, Sriram, Suresh, Yen, and Zuo

### **PUBLIC PRESENTATIONS**

None

### **GENERAL BUSINESS**

2. [20-783](#) Youth Commission FY2020/21 Work Plan & Goals

Youth Commissioners began to discuss ideas for their 2020-21 work plan. Topics of interest included: environmentalism and sustainability practices, cultural awareness, health and wellness, youth in government, alternative transportation, leveraging online and social media platforms to engage youth and teens, and mental health resources. Discussion will continue and commissioners will begin to choose thematic topics and specific ideas to implement for their work plan and goals.

### **STAFF REPORT**

None

### **COMMISSIONERS REPORT**

None

### **ADJOURNMENT**

The next Youth Commission meeting will be held on October 13, 2020 at 6:00 p.m.

**A motion was made by Commissioner Ismail, seconded by Commissioner Lim, that this meeting be adjourned at 7:19 p.m. The motion carried by the following vote:**

**Aye:** 10 - Gupta, Ismail, Kelly-Tanti, Krivokapic-Zhou, Lim, Phan, Sriram, Suresh, Yen, and Zuo



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
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@SantaClaraCity

## Agenda Report

20-944

Agenda Date: 10/13/2020

### REPORT TO YOUTH COMMISSION

#### SUBJECT

Youth Commission Calendar of Meetings for 2021

#### BACKGROUND

According to Resolution No. 6047 (Attachment 1) adopted by the City Council in 1987, and amended by Resolution No. 19-8771 (Attachment 2) established the Youth Commission regular meeting day, months and time as the second Tuesday of each month, from September to May, at 6:00 p.m.

#### DISCUSSION

At the October 13, 2020 Youth Commission meeting, the Commission will review the proposed Youth Commission calendar of meetings for 2021 (Attachment 3), which includes nine (9) meetings to be held at 6:00 p.m. on the second Tuesday of each month from January through May and September to December.

#### ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### FISCAL IMPACT

There is no fiscal impact other than administrative time and expense to set the meetings.

#### PUBLIC CONTACT

Public contact was made by posting the Youth Commission's agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, e-mail [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

#### RECOMMENDATION

Recommend that Council Approve the Youth Commission Calendar of Meetings for 2021.

Prepared by: Jon Kawada, Recreation Coordinator

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: James Teixeira, Director of Parks & Recreation

**ATTACHMENTS**

1. Resolution No. 6047
2. Resolution No. 19-8771
2. Youth Commission Calendar of Meetings for 2021

RESOLUTION NO. 6047

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA CLARA DECLARING THE GENERAL POWERS, DUTIES AND RESPONSIBILITIES OF THE "YOUTH COMMISSION"

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA, as follows:

WHEREAS, the City of Santa Clara's Youth Commission Ad Hoc Committee completed its study on the need to form a City of Santa Clara Youth Commission ["Youth Commission"] and recommended to the City Council the desire and need for establishing a Youth Commission; and

WHEREAS, the City Council of the City of Santa Clara ["City Council"] found and determined that the purpose of the Youth Commission is to foster and encourage civic and neighborhood pride and a sense of identity through the knowledge, understanding, and increased involvement of the City's youth in the City's present and future municipal affairs; and

WHEREAS, the City Council acting pursuant to the authority provided by Section 1000 of "The Charter of the City of Santa Clara" ["Charter"] established, by ordinance, a new commission entitled "Youth Commission" [City Code §§ 2-90 and 2-101]; and,

WHEREAS, the City Council, pursuant to the authority granted to it by the Charter and in its judgment confers to the Youth Commission such powers and duties as are consistent with the provisions of the Charter and City Code.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA as follows:

1. Powers, duties, and responsibilities.

The Youth Commission shall have the following general powers, duties and responsibilities in addition to those set forth in Article X of the City Charter and Article VII of Chapter 2 of the City Code, and it shall be primarily responsible for and have the following duties:

(a) Act in an advisory capacity to the City Council in all matters pertaining to the youth and teen population within Santa Clara, especially as related to municipal programs and projects of the City.



(b) Foster increased involvement in the affairs of municipal government.

(c) Study problems, issues, activities, and concerns of youth, especially as related to municipal programs and projects of the City of Santa Clara.

(d) Hold forums on problems, issues, activities, and concerns of youth.

(e) Recommend the implementation of community programs which the Youth Commission deems desirable.

(f) Review municipal matters referred to the Youth Commission by the City Council, or by other City Commissions and, as appropriate, make recommendations on such matters.

(g) Perform such other related functions as may be assigned to them by the City Council.

2. Eligibility for the Youth Commission.

The following criteria will be considered in order to be eligible to apply as a member of the Youth Commission:

(a) Applicants must be residents of the City of Santa Clara.

(b) Young people ages 12 to 19 years will be sought for membership.

(c) The Youth Commission shall consist of up to fifteen members each serving a one year term. The maximum term of service is four calendar years.

(d) Members of the Youth Commission shall not hold any paid office or employment in the City of Santa Clara government.

(e) As a minimum, the Youth Commission membership should include at least one representative from each high school and middle school: Santa Clara High, Wilcox High, Buchser Middle School, Cabrillo Middle School.

(f) Officers will be elected by the Youth Commission every September. Officer positions will include: Chair, Vice Chair, and Secretary.

3. Oversight by City staff.

The City Manager and/or designee will oversee the selection process. The Staff liaison will be appointed by the City Manager.

(a) Applications shall be distributed and available to middle school and high school students in the City of Santa Clara.

(b) The Staff Liaison will coordinate the interview process.

(c) Student Volunteers from Santa Clara University and Mission College will be selected to review application forms and conduct interview with qualified applicants.

(d) The Santa Clara University and Mission College volunteer students will submit a list of recommendations and alternates to the Youth Commission membership to the City Council.

(e) City Council approval will be required for final selection and appointment of Youth Commission members.

\* \* \* \*

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 25th DAY OF July, 1995, BY THE FOLLOWING VOTES:

AYES: COUNCILORS: Arno, Ash, DeLozier, Gillmor, Mahan, Procunier and Mayor Nadler

NOES: COUNCILORS: None

ABSENT: COUNCILORS: None

ABSTAINED: COUNCILORS: None

ATTEST: J. E. Boccignone  
J. E. BOCCIGNONE  
City Clerk  
City of Santa Clara

[\\DATA\WP\RESOLUTION\YOUTH.A]

**RESOLUTION NO. 19-8771**

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA  
TO AMEND RESOLUTION NO. 6047 TO SET THE DAY, MONTHS  
AND TIME OF THE REGULAR YOUTH COMMISSION MEETINGS  
AND TO EXTEND THE TERMS OF THE COMMISSIONERS**

**BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

**WHEREAS**, the City of Santa Clara Youth Commission was established on June 6, 1995 by Ordinance No. 1673 is subject to City Code section 2.120.030 and whose members are appointed by City Council and serves in an advisory capacity to Council and makes recommendations on matters pertaining to the youth and teen population, especially as related to municipal programs and City projects, and is under supervision of a staff liaison designated by the City Manager;

**WHEREAS**, on July 25, 1995 Council passed Resolution No. 6047 which further defined eligibility criteria for membership and granted powers and duties to the Commission, such that the Youth Commission is comprised of 15 residents of the City of Santa Clara, aged 12-19, who serve a one-year term with a maximum term of service of four calendar years, who don't hold paid office or employment in the City, and include at least one representative from each high school and middle school in the City;

**WHEREAS**, on May 21, 2019, Council adopted Resolution No. 19-8707 which amended Resolution No. 6047 to update the Youth Commission Selection process; and

**WHEREAS**, Currently the Youth Commission Regular Meeting Schedule is not defined.

**NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

1. That the City Council hereby finds that the above Recitals are true and correct and by this reference makes them a part hereof.

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2. The City Council hereby amends City Council Resolution 6047 by deleting the following text from that Resolution:

“2.d) The Youth Commission shall consist of fifteen members each serving a one-year term. Maximum term of service is four calendar school years.”

and replacing it with:

“2.d) The Youth Commission shall consist of fifteen members each serving a one-year term. The maximum term of service is six, one-year (academic/school year) terms.”


3. The City Council hereby amends City Council Resolution 6047 by adding the following text:

“2.e) The Youth Commission Regular Meeting schedule day, months and time is established as the second Tuesday of each month, September through May, at 6:00 p.m.”

4. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 5<sup>TH</sup> DAY OF NOVEMBER 2019, BY THE FOLLOWING VOTE:

AYES:	COUNCILORS:	Chahal, Davis, Hardy, Mahan, O’Neill, and Watanabe, and Mayor Gillmor
NOES:	COUNCILORS:	None
ABSENT:	COUNCILORS:	None
ABSTAINED:	COUNCILORS:	None

ATTEST:   
 \_\_\_\_\_  
 NORA PIMENTEL, MMC  
 ASSISTANT CITY CLERK  
 CITY OF SANTA CLARA

Attachments incorporated by reference: None



### **Youth Commission Calendar of Meetings for 2021**

Regular meetings are typically held on the second Tuesday of the month, from September to May, beginning at 6:00 p.m. Meetings will be held virtually\* until further notice, in accordance with the following schedule:

#### **Meeting Dates**

**January 12, 2021**

(Virtual Meeting)

**February 9, 2021**

(Virtual Meeting)

**March 9, 2021**

(Virtual Meeting)

**April 6, 2021\*\***

(Teen Center – 2446 Cabrillo Avenue, Santa Clara, CA 95051)

**May 11, 2021**

(Teen Center – 2446 Cabrillo Avenue, Santa Clara, CA 95051)

**September 14, 2021**

(Teen Center – 2446 Cabrillo Avenue, Santa Clara, CA 95051)

**October 12, 2021**

(Teen Center – 2446 Cabrillo Avenue, Santa Clara, CA 95051)

**November 9, 2021**

(Teen Center – 2446 Cabrillo Avenue, Santa Clara, CA 95051)

**December 14, 2021**

(Teen Center – 2446 Cabrillo Avenue, Santa Clara, CA 95051)

\*per Public Health Order

\*\*Meeting date moved due to Santa Clara Unified School District Spring Break April 12-16, 2021



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
santaclaraca.gov  
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## Agenda Report

20-946

Agenda Date: 10/13/2020

### **SUBJECT**

Youth Commission Election of Chair and Vice Chair

### **BACKGROUND**

At the beginning of each term, the Youth Commission appoints a Chair to facilitate the monthly meetings and a Vice Chair to serve in the role of meeting facilitator in the event the Chair is unavailable. The role of the Chair is to facilitate monthly meetings, speak at City Council meetings when necessary, and work with Staff Liaison on preparing the agenda. The role of the Vice Chair is to fulfill the role of the responsibilities of the Chair when the Chair is not available.

### **DISCUSSION**

The Youth Commission may nominate Youth Commissioners for the position of Chair or Vice Chair. The individuals nominated can either accept or decline the nomination. Commissioners will then vote for candidates for the roles of Chair and Vice Chair. The Commissioner receiving the most votes for each position will assume the role and responsibilities for the 2020-2021 term.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

### **PUBLIC CONTACT**

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Reviewed by: Jon Kawada, Recreation Coordinator

Approved by: James Teixeira, Director of Parks & Recreation



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
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## Agenda Report

20-945

Agenda Date: 10/13/2020

### **SUBJECT**

Youth Commission FY2020/21 Work Plan & Goals

### **BACKGROUND**

The Youth Commission develops an annual work plan for each term which is created through a discussion of current trends relating to the youth and teen population. In recent terms, Commissioners have chosen a variety of goals including:

- encourage health and wellness,
- public outreach, environmentalism outreach and education, and
- foster inclusiveness in the community.

### **DISCUSSION**

Youth Commissioners will continue to discuss themes and ideas for the 2020-21 work plan and begin to prioritize areas of interest which include:

- environmentalism and sustainability practices,
- highlighting cultural diversity in the community,
- health and wellness resources targeted at youth and teens,
- youth in government,
- alternative transportation options,
- leveraging online and social media platforms to engage youth and teens, and
- mental health resources.

The community and economy of Santa Clara have been affected by the COVID19 global pandemic, response and the County of Santa Clara Health Department issued Health Orders. The possible work plan goals will be discussed in the context of public health protocols and guidelines to assist in evaluating and prioritizing the ideas for the term.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

### **PUBLIC CONTACT**

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library.

Reviewed by: Jon Kawada, Recreation Coordinator

Approved by: James Teixeira, Director of Parks & Recreation