



**CITY OF GILROY
YOUTH COMMISSION
REGULAR MEETING AGENDA**



MONDAY, FEBRUARY 10, 2025 | 6:00 PM

GILROY SENIOR CENTER
7371 HANNA STREET
GILROY, CA 95020

Chair: Alfred James | **Vice Chair:** Maya Beyret
Treasurer: Emily Lai

Commissioners: Biruh Abandeh, Ethan Diep, Gianna Garcia, Anna Nguyen, Jacob Ortega, Karin Sandoval Rodriguez, Sofia Romero, Thanmay Sarath

Staff Liaison: LeeAnn McPhillips, Assistant City Administrator and Adam Henig, Recreation Manager

In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Recreation Division at least 72 hours prior to the meeting at (408) 846-0460 or rec@cityofgilroy.org to help ensure that reasonable arrangements can be made.



Materials related to an item on this agenda submitted to the City of Gilroy Youth Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to Staff's ability to post the documents before the meeting.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to complete a Speaker's Card at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed or not. Speaker's slips should be submitted to the Secretary **BEFORE** this meeting portion begins. Anyone wishing to address the Commission on

any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip and submit it to the Secretary **BEFORE** the Commission takes action on the item.

Materials related to an item on this agenda submitted to the City of Gilroy Youth Commission after distribution of the agenda packet are available for public inspection with the agenda packet in the Recreation Division at Senior Center, 7371 Hanna Street, during normal business hours. These materials are also available with the agenda packet on the City website at www.cityofgilroy.org. The outline for this agenda is as follows:

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **SECRETARY'S REPORT**
5. **APPROVAL OF MINUTES**
 - 5.1. January 13, 2025
6. **INTRODUCTIONS**
 - 6.1. Ethan Diep, new commissioner
7. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
8. **OLD BUSINESS**
 - 8.1. Review FY2025 (July 1, 2024 - June 30, 2025) Youth Commission Work Plan
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Comment and review the Fiscal Year 2025 Youth Commission work plan.
9. **NEW BUSINESS**
 - 9.1. Youth Commission and City of Gilroy's Fiscal Year 2026 and 2027 Budget Development
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Motion to approve Commission consensus on budget requests for the next two-year budget cycle.
 - 9.2. Youth Commission Workplan for Fiscal Years 2026 and 2027
 1. Staff Report: Adam Henig, Recreation Manager
 2. Public Comment
 3. Possible Action: Develop and motion to vote on the Youth Commission Workplan for Fiscal Years 2026 and 2027.

**City of Gilroy
Youth Commission Regular Meeting Minutes
Monday, January 13, 2025 | 6:00 PM**

1. **CALL TO ORDER**

Chair James called the meeting to order at 6:04 p.m.

2. **FLAG SALUTE**

3. **ROLL CALL**

Attendance	Attendee Name
Present	Maya Beyret, Commissioner Alfred James, Commissioner Thanmay Sarath, Commissioner Biruh Abaneh, Commissioner Jacob Ortega , Commissioner Sofia Romero , Commissioner Emily Lai, Commissioner (late) Anna Nguyen, Commissioner
Absent	Karin Rodriguez Sandoval, Commissioner Gianna Garcia, Commissioner

4. **SECRETARY'S REPORT**

5. **APPROVAL OF MINUTES**

5.1. December 9, 2024

RESULT: Pass

MOVER: Anna Nguyen, Commissioner

SECONDER Thanmay Sarath, Commissioner

AYES: Commissioner Beyret, Commissioner James, Commissioner Sarath, Commissioner Abaneh, Commissioner Ortega, Commissioner Romero, Commissioner Nguyen.

ABSENT: Commissioner Rodriguez Sandoval, Commissioner Garcia, Commissioner Lai.

Commissioner Nguyen motioned to approve the minutes. Commissioner Sarath seconded. The motion passed 7-0-0.

6. **INTRODUCTIONS**

None.

7. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

None.

8. **NEW BUSINESS**

9. **OLD BUSINESS**

9.1. Review FY2025 (July 1, 2024 - June 30, 2025) Youth Commission Work Plan

Henig presented the staff report about the Commission's FY25 Work Plan:

- **OpportuniTEEN Fair** – Commissioners will begin reaching out to prospective vendors about tabling for the March 22 event. The vendor list has been sent. Commissioners will update the status of the vendors that they have been assigned to. The committee will meet prior to the next regularly scheduled meeting to discuss the status of their assigned vendors.
- **Senior Tech Week** – Completed. Commissioners might do it again when they are off from school.
- **Breakfast with Santa** – Completed.
- **Legislative issue** – The following updates were provided by commissioners.
 - Maya cited a sample policy that was developed by East Bay Regional Parks District. Although the report was about a different issue (feral cats), it could be applied to the Loma Prieta flower. For example, she cited an education campaign that was instituted by the District, where they posted signage and distributed brochures to residents. The agency also created a policy that enforced a “no feeding” of feral cats.
 - Sofia discussed how Monterey County created a program around the protection of a specific flower. The County focused its efforts on encouraging its residents to allow it to grow in its natural habitat. Monterey County received logistical assistance from the State of California Department of Fish and Wildlife.
 - Jacob explained the connection of climate change and how it is having an adverse impact on local species such as the Loma Prieta flower.

The committee will meet prior to the next regularly scheduled meeting where they will compile their research and identify next steps in their project.

10. **AGENDA ITEMS FOR NEXT MEETING** – none.

11. **STAFF/COMMISSIONER COMMENTS**

Henig plans to meet with both the OpportuniTEEN committee and the Legislative committee prior to the next regular meeting.

12. **ADJOURNMENT**

Meeting adjourned at 6:23 p.m.

I HEREBY CERTIFY that the foregoing minutes were duly adopted at a regular meeting of the Youth Commission of the City of Gilroy.

/s/Adam Henig
Secretary



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Review FY2025 (July 1, 2024 - June 30, 2025) Youth Commission Work Plan

Meeting Date: February 10, 2025

From: Adam Henig, Recreation Manager

RECOMMENDATION

Comment and review the Fiscal Year 2025 Youth Commission work plan.

BACKGROUND

At the October 14 meeting, the Youth Commission adopted its FY25 work plan. It comprised of the following:

- OpportuniTEEN Fair –similar to the previous year’s event, but this time add a college admission component
- Tech Week for Seniors –commissioners will identify days that they can assist seniors with their personal devices.
- Support Breakfast with Santa –commissioners will assist at the annual Breakfast with Santa event on Saturday, December 7 at the Gilroy Senior Center.
- Environmental issue –identifying a specific environmental issue that impacts Gilroy or Gilroyans.
- Resubmit a letter of support to the City Council in favor of funding a youth center in Gilroy

ANALYSIS

Below is a status update for each of the work plan items.

OpportuniTEEN Fair

It is scheduled for Saturday, March 22, 2025 at Wheeler Center Gym. A committee has been formed (Alfred, Gianna, Thanmay, Biruh, Anna) to lead the event planning efforts. They will be responsible for the following:

- Recruiting Vendors – recruit local businesses, nonprofits, and government agencies to table at the event. The committee reviewed the vendor list and will

start contacting the vendors they are assigned to, following this meeting. They'll report back in early February at a committee meeting.

- Marketing – spreading the word to Gilroy teens about the event. A marketing strategy will be developed. This will occur once the vendors have been solidified.
- Logistics – everything that is needed for the day of the event. This will begin approximately 30 days prior to the event.

On Wednesday, February 5, the committee met to provide an update on their vendor recruitment efforts. The committee has confirmed five vendors, but several more have either not committed yet or not responded. Commissioners will be following up and reporting back at the meeting.

Tech Week for Seniors

Commissioners have completed two weeks (in November and December 2024) assisting seniors with their personal devices at the Senior Center.

Support Breakfast with Santa

Five commissioners assisted at the annual Breakfast with Santa event on Saturday, December 7 at the Gilroy Senior Center.

Legislative Issue

The Commission's legislative issue will focus on protecting the vulnerable and native Loma Prieta Hoita, a flower that is grown throughout the SF Bay Area, including in South County. The committee will conduct research about the importance of the flower and will culminate into a brief memo that will be submitted to the City Council at the end of this school year. In addition to an explanation of its importance, the memo should include various types of action the Council can implement. Here are some examples:

The committee members--Karin, Jacob, Emily, Sofia—have conducted research on the topic. They met on February 5 and outlined their White Paper/Memo. They will meet again in one week to develop a first draft and present it to the Commission at the March meeting.

Attachments:

1. 2025 OpportuniTEEN Fair Vendor List as of February 6, 2025

Name of Business/Organization	Job	Internship	Volunteer	Commissioner	Status Update
Academic & Wellness Center			X	Maya	
American Eagle	X			Gianna	Go to outlet store.
Aquatics Provider	X			Adam	Yes
Brew City	X			Thanmay	
Camino Coffee	X			Anna	No
City of Gilroy Emergency Services			X	Biruh	Contacted; follow-up with Andrew
City of Gilroy Police Department (Explorers)			X	Adam	Officer checking with Explorers
City of Gilroy Recreation	X	X	X	Biruh	Yes
City of Morgan Hill	X	X	X	Alfred	Contacted; interested but is checking calendar
Digital Nest		X	X	Anna	Contacted; Adam provided contact info, waiting on response
Diversity Our Narrative- Gilroy Chapter			X	Alfred	Yes
FFA (GHS)			X	Anna	Contacted; Stop by teacher's classroom
Fifth Street Coffee	X			Anna	Contacted; follow-up
Gavilan College Career Center		X	X	Alfred	Contact Career Center
Gilroy Bowl	X			Thanmay	No update
Gilroy Foundation		X	X	Anna/Alfred	YES
Gilroy Gardens	X			Alfred	YES
Gilroy Library			X	Gianna	Contacted; Follow up in-person
Gilroy Prep		X	X	Anna	YES
Gilroy Youth Commission			X	Biruh	Yes
House of Bagels	X			Anna	No
Interact Club			X	Emily/Anna	Yes
Journeys (shoe store)	X			Emily	Follow-up with friend
Kayla - Photographer		X		Anna	No

Name of Business/Organization	Job	Internship	Volunteer	Commissioner	Status Update
Kumon	X			Emily	Yes
Levis'	X			Gianna	Go to outlet store
LJB Farms	X			Gianna	No
O'neills	X			Gianna	Go to outlet store
Old Navy	X			Anna	Contacted; go in person & talk to manager
Red Cross		X	X	Anna	Contacted; follow-up
SBARI	X	X	X	Thanmay	No update
Sixth Street Art Studio			X	Gianna	Visit there
South County Task Force		X	X	Adam	Contacted; follow-up
St. Louise Hospital		X	X	Alfred	Contacted; follow-up
Starbucks	X			Thanmay	No update
TeraBats- Coding Club			X	Biruh	Contacted; follow up; check with Jaimee
Tommy Hilfiger	X			Alfred	Maybe; follow up to confirm with manager
TownCats			X	Emily	Contact
YMCA Youth Board of Mount Madonna			X	Alfred	Contacted; follow up
Youth Alliance	X			Biruh	Contacted; Adam provided contact info
Kneaded Bakery and Catering	X			Anna	Contacted; Follow Up
Tea Leaf	X			Anna	Contacted; Follow Up
Jamba Juice	X			Anna	Go in Person
Happy Lemon	X			Anna	Go in Person



City of Gilroy

Youth Commission

STAFF REPORT

Agenda Item Title: Youth Commission and City of Gilroy's Fiscal Year 2026 and 2027 Budget Development

Meeting Date: February 10, 2025

From: Adam Henig, Recreation Manager

RECOMMENDATION

Motion to approve Commission consensus on budget requests for the next two-year budget cycle.

BACKGROUND

The City of Gilroy prepares its budgets on a two-year cycle. The City's fiscal year begins on July 1 of each year and ends June 30 of the following year (as an example, the current fiscal year commenced July 1, 2024, and will end on June 30, 2025). The City is currently in its second and final budget year from the previous budget cycle. As staff prepares the budget proposal, the City's boards and commissions are being provided the opportunity to submit budget requests for consideration of inclusion in the proposed and potentially adopted City budget.

ANALYSIS

Staff is requesting that the Youth Commission identify and provide, through Commission consensus, its budget requests for Fiscal Years 2025-26 and 2026-27.

According to the Letter from the City Administrator, the budget requests should include the following information:

- A description of the item you are requesting.
- The justification for the request and how it fits within your board/commission workplan.
- An estimate of the cost for the request, including any revenue source (if applicable)

An example would be the OpportuniTEEN Fair and all the costs associated with it:

- Snacks and lunch for commissioners and participating vendors \$300

- Thank you gifts to the vendors – \$250
- Materials for decorating – \$100
- Professionally made sign (one-time) – \$300
- Photobooth for participants – \$200

The budget requests will be documented by the assigned staff and included in the City's budget process for consideration. For more information about the budgetary request, please see the attached letter.

Attachments:

1. Letter to Advisory Body requesting Budget Input



City of Gilroy

7351 Rosanna Street
Gilroy, California
95020

City Administrator's Office
Telephone (408) 846-0250
<http://www.cityofgilroy.org>

February 5, 2025

To: Gilroy Youth Commission

Re: City of Gilroy's Fiscal Year 2026 and 2027 Budget Development

The City will begin its budget development process for the Fiscal Years 2026 and 2027 in January 2025. This process is a formal method through which the City Council establishes its priorities and goals for the upcoming fiscal years and the budget is subsequently developed to align with set priorities and goals. The City develops and adopts two one-year budgets, also known as a biennial budget. Each fiscal year begins on July 1st and ends on June 30th.

I would like to invite you to participate in the process by providing input on what you would like the City Council to consider in this budget development. The input could include funding for professional training, conferences, grants, or projects your board/commission would like the City Council to consider. All input received will be presented to the City Council.

Budget requests should include the following information:

- A description of the item you are requesting
- The justification for the request and how it fits within your board/commission workplan
- An estimate of the cost for the request, including any revenue source (if applicable)

In addition, as part of the budget adoption process, City Council will be asked to review and approve each board or commission's workplan for the two fiscal years.

Please submit your proposed board/commission workplan and any budget requests as one collective request from the entire board/commission. An action on your board/commission agenda to approve the recommendations is encouraged. Please prepare a memo to the Board's assigned Executive Sponsor. All requests should be submitted no later than March 28, 2025.

Respectfully,

Jimmy Forbis
City Administrator



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Youth Commission Workplan for Fiscal Years 2026 and 2027
Meeting Date: February 10, 2025
From: Adam Henig, Recreation Manager

RECOMMENDATION

Develop and motion to vote on the Youth Commission Workplan for Fiscal Years 2026 and 2027.

BACKGROUND

The Youth Commission is tasked with developing and adopting a new work plan for the upcoming two-year budget, Fiscal Years 2026 and 2027. The work plan reflects what the Commission will be working on during this period. The previous work plan comprised of the following items:

- OpportuniTEEN Fair –similar to the previous year’s event, but this time add a college admission component
- Tech Week for Seniors –commissioners will identify days that they can assist seniors with their personal devices.
- Support Breakfast with Santa –commissioners will assist at the annual Breakfast with Santa event on Saturday, December 7 at the Gilroy Senior Center.
- Environmental issue –identifying a specific environmental issue that impacts Gilroy or Gilroyans.
- Resubmit a letter of support to the City Council in favor of funding a youth center in Gilroy

ANALYSIS

The work plan should comprise of tasks that have a clear, concise, and measurable goal that can be delivered upon no later than June 30, 2027. They can be new items or previously adopted ones that continue to offer value to the youth and teens of Gilroy. Since the Youth Commission meets from August through May, proposed work plan items should be able to be completed during this amount of time. For example, the planning of

OpportuniTEEN Fair requires three to five months of planning in advance, which is within the Commission's purview.

Lastly, as part of the budget adoption process, City Council will review and approve the commission's workplan for the two fiscal years.