



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



MONDAY, APRIL 10, 2023 | 6:00 PM

**GILROY SENIOR CENTER
7371 HANNA STREET
GILROY, CA 95020**

Chair: Lavender Hwang

Vice Chair: Winston James

Commissioners: James Dinh, Aiden Francis, Sophie Gong, Isaac Hwang, Alfred James, Ezequiel Lopez, Alexis Nguyen, Jaimee Nguyen, & Melanie Reynolds

Staff Liaison: LeeAnn McPhillips, Assistant City Administrator



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 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 agenda for this regular meeting is as follows:

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES**
 - 4.1. Monday, March 13, 2023
5. **SECRETARY'S REPORT**
6. **INTRODUCTIONS**

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

8. **OLD BUSINESS**
 - 8.1. **Follow Up with Fiscal Year 2024 and Fiscal Year 2025 Budget Requests**
 1. Staff Report: Vince Bautista, Jr., Recreation Coordinator
 2. Public Comment
 3. Possible Action:
Commissioners will receive and comment on discussion about the need for the development of a youth and teen center in Gilroy.

8.2. Follow Up Discussion on a Youth and Teen Center in Gilroy.

1. Staff Report: Youth Commission Chair Lavender Hwang

2. Public Comment

3. Possible Action:

Commissioners will receive and comment on discussion about the need for the development of a youth and teen center in Gilroy.

8.3. Updates to the Youth Commission Work Plan.

1. Staff Report: Youth Commission Chair Lavender Hwang

2. Public Comment

3. Possible Action:

Receive and comment on the 2022-2023 Youth Commission Work Plan.

9. NEW BUSINESS

9.1. Youth Commission Presentation to City Council- Monday, May 15, 2023.

1. Staff Report: Vince Bautista, Jr., Recreation Coordinator

2. Public Comment

3. Possible Action:

Receive and comment on the Monday, May 15, 2023, presentation to City Council.

10. AGENDA ITEMS FOR NEXT MEETING

11. STAFF/COMMISSIONER COMMENTS

12. ADJOURNMENT

13. FUTURE MEETINGS

The next regular meeting of the Youth Commission will be held Monday, May 8, 2023 at 6:00 p.m. in the Gilroy Senior Center Meeting Room, 7371 Hanna Street, Gilroy, CA 95020.

City of Gilroy
Youth Commission Regular Meeting Minutes
Monday, March 13, 2023 | 6:00 PM

1. CALL TO ORDER

The regular meeting of the Youth Commission was called to order by Chair L. Hwang at 6:01 p.m.

2. FLAG SALUTE

Flag salute was led by Chair Hwang.

3. ROLL CALL

Attendance	Attendee Name
Present	James Dinh, Commissioner Aiden Francis, Commissioner Sophie Gong, Commissioner Isaac Hwang, Commissioner Alfred James, Commissioner Ezequiel Lopez, Commissioner Alexis Miller, Commissioner Melanie Reynolds, Commissioner Winston James, Vice Chair Lavender Hwang, Chair
Absent	Jaimee Nguyen, Commissioner

4. SECRETARY'S REPORT

The Youth Commission meeting packet and agenda was posted online and at the City Hall kiosk on Friday, March 10, 2023.

5. APPROVAL OF MINUTES

5.1. February 12, 2023

RESULT: Pass

MOVER: Ezequiel Lopez, Commissioner

SECONDER Winston James, Vice Chair

AYES: Commissioner Dinh, Commissioner Francis, Commissioner Gong, Commissioner Hwang, Commissioner James, Commissioner Lopez, Commissioner Miller, Commissioner Reynolds, Vice Chair James, Chair Hwang

ABSENT: Commissioner Nguyen

6. INTRODUCTIONS

None

7. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No public comment.

8. NEW BUSINESS

8.1. Election of Treasurer for Youth Commission.

The Commission elected Commissioner Francis for Treasurer.

RESULT: Pass

MOVER: Alexis Miller, Commissioner

SECONDER James Dinh, Commissioner

AYES: Commissioner Dinh, Commissioner Francis, Commissioner Gong, Commissioner Hwang, Commissioner James, Commissioner Lopez, Commissioner Miller, Commissioner Reynolds, Vice Chair James, Chair Hwang

ABSENT: Commissioner Nguyen

8.2. Adopt a Revised Youth Commission Meeting Schedule

Per the adopted bylaws, the Commission can meet throughout the school year, including in August and September. The Commission proposed adding those months to their regular meeting schedule in 2023.

RESULT: Pass

MOVER: Sophie Gong, Commissioner

SECONDER Winston James, Vice Chair

AYES: Commissioner Dinh, Commissioner Gong, Commissioner Hwang, Commissioner James, Commissioner Lopez, Commissioner Miller, Commissioner Reynolds, Vice Chair James, Chair Hwang

NAYS: Commissioner Francis

ABSENT: Commissioner Nguyen

9. OLD BUSINESS

9.1. Finalizing the Proposed Youth Commission Bylaws

The Youth Commission adopted the proposed changes cited in the attachment of the Youth Commission Bylaws.

RESULT: Pass

MOVER: Aiden Francis, Commissioner

SECONDER Ezequiel Lopez, Commissioner

AYES: Commissioner Dinh, Commissioner Francis, Commissioner Gong, Commissioner Hwang, Commissioner James, Commissioner Lopez, Commissioner Miller, Commissioner Reynolds, Vice Chair James, Chair Hwang

ABSENT: Commissioner Nguyen

9.2. Discussion of a Youth and Teen Center in Gilroy

Chair Hwang and Commissioner Reynolds shared their feedback regarding the March 6, 2023 CARAS presentation to City Council. Commissioner Reynolds shared that the goal of CARAS is to bring awareness for a Youth Center on the eastside of Gilroy. This will provide a safe place for youth in Gilroy and reduce

the likelihood of drug use and crime rates.

To further their knowledge, commissioners will work in small groups to explore the history of youth centers in Gilroy as well as existing youth centers throughout neighboring communities. It was agreed upon that a commissioner will research a question and report their findings, all of which will be used during a future presentation to Council. The questions were assigned to the following:

Commissioner Miller:

1. What has been the history of youth/teen centers in Gilroy? Were they successful? Why/Why not?

Commissioner Reynolds and Commissioner Dinh:

2. What other communities of a similar size in CA have successfully developed a Youth and Teen Center? What made the project successful? What features are utilized the most? Are there any model Youth and Teen Centers for a similar sized community that would be a good example to share?

Chair L. Hwang and Commissioner Gong:

3. What elements/features are critical for a Gilroy Youth and Teen Center and why?

Commissioner I. Hwang and Commissioner A. James:

4. Where would be the ideal location for a Youth and Teen Center and why? School property? Downtown? Civic Center

Chair L. Hwang and Vice Chair W. James:

5. How much does it cost to build a Youth and Teen Center? Where will the money to build come from?

Commissioner Lopez and Commissioner Aiden:

6. How can input be gathered from all aspects of the community? How do you ensure sufficient and equitable representation when gathering input?

Chair Lavender:

7. How will the Youth Commission approach the City Council with a report and recommendation? A letter? A memo? A presentation?

9.3. Youth Commission Fiscal Year 2024 and Fiscal Year 2025 Budget Requests

Staff member Bautista announced that the City of Gilroy is seeking requests from commissions and boards for the next two-year budget cycle. Boards and commissions have an opportunity to submit a/an budget request for consideration. This may include services, materials, trainings, or capital projects. After discussion, it was determined that a Committee (I. Hwang, L. Hwang, Miller, Gong) plans to meet on Thursday, March 30, 2023, to discuss option in more detail and will present their findings at the next meeting.

9.4. **Updates to the Youth Commission Work Plan**

The Commission discussed the following items from their current work plan:

- **Day of the Child/Kids Discover Art:** Saturday, April 29 from 1-4 pm at San Ysidro Park. Staff and Commissioners will arrive at 11 am for setup. The Commission will continue to update the Google spreadsheet comprised of materials to purchase. This includes bracelets and face paint.
- **Royal Red Carpet:** Confirmed for Saturday, May 13, 2023, from 9-12pm at Wheeler Community Center. Commissioners will continue to update the Google spreadsheet for requested materials. The materials include crowns and stickers, decorations, nails, and face paint supplies.

10. **AGENDA ITEMS FOR NEXT MEETING**

The following items will be added to the next regular meeting agenda:

1. Consensus on the Youth Commission Fiscal Year 2024 and Fiscal Year 2025 Budget Requests
2. Report Findings for a Youth and Teen Center

11. **STAFF/COMMISSIONER COMMENTS**

Staff Bautista commended the Commission for their participation in today's discussion. Staff Bautista also reminded the Commission the importance of starting the meeting on time, which is 6:00 p.m.

12. **ADJOURNMENT**

Chair L. Hwang adjourned the meeting at 7:22 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.

Vince Bautista, Jr.
Secretary



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Fiscal Year 2024 and Fiscal Year 2025 Budget Requests
Meeting Date: April 10, 2023
From: Vince Bautista Jr., Recreation Coordinator

RECOMMENDATION

The Youth Commission will motion and vote on a consensus budget request(s) 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 1st each year and ends June 30th of the following year. 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. The input could include funding for professional training, conferences, grants, or projects the board would like the City Council to consider.

At the March meeting, the Commission discussed various options including developing a grant program for Gilroy-based, youth-focused nonprofit organizations. A committee was formed to work on the criteria.

ANALYSIS

The Commission is proposing a Grant Program that would distribute between \$500-\$1,000 to a youth-focused, nonprofit organization in Gilroy. The criteria would include a focus on proposed programs that promote community service projects such as a homework tutoring service, a citywide clean-up, or organizing a community event focused on youth and physical activities.

Proposals must serve the residents of Gilroy. Funding would be provided to the grantee through a reimbursement process, following the event. The Committee recommends requesting \$2,500 per fiscal year (FY24 and FY25), which could potentially fund up to three events annually per organization.



City of Gilroy

7351 Rosanna Street
Gilroy, California
95020

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

February 10, 2023

To: Youth Commission

Re: City of Gilroy's Fiscal Year 2024 and 2025 Budget Development

The City has commenced its budget development process for the Fiscal Years 2024 and 2025. This process is a formal method through which the City Council establishes its priorities and goals for the upcoming fiscal years. The budget is then developed to align with the established priorities and goals. The City develops and adopts two one-year budgets, also known as 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 the board would like the City Council to consider. All input received will be presented to the City Council. Based on the scope and request of funding, items may either be automatically included as part of the recommended budget or presented to Council for further consideration.

Request should include the following information:

- A description of the item you are requesting
- The justification of the request and how it may fit within any Commission Workplan
- An estimate of the cost for the request, including any revenue source (if applicable)

Request should be issued by the board collectively. An action 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 April 11, 2023.

Respectfully,

Jimmy Forbis
City Administrator



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Report Findings on a Youth and Teen Center as part of a larger Community Center in Gilroy.

Meeting Date: April 10, 2023

From: Vince Bautista Jr., Recreation Coordinator

RECOMMENDATION

Commissioners will receive information from Commissioners about the need for the development of a Youth and Teen center in Gilroy as part of a larger Community Center and discuss next steps.

BACKGROUND

At the March meeting, Commissioners were assigned research questions regarding the development of a Youth and Teen Center as part of a larger Community Center in Gilroy.

The questions assigned were the following:

1. What has been the history of youth/teen centers in Gilroy? Were they successful? Why/Why not? (Miller)
2. What other communities of a similar size in CA have successfully developed a Youth and Teen Center? What made the project successful? What features are utilized the most? Are there any model Youth and Teen Centers for a similar sized community that would be a good example to share? (Reynolds, Dinh)
3. What elements/features are critical for a Gilroy Youth and Teen Center and why? (L. Hwang, Gong)
4. Where would be the ideal location for a Youth and Teen Center and why? School property? Downtown? Civic Center? (L. Hwang, A. James)
5. How much does it cost to build a Youth and Teen Center? Where will the money to build come from? (L. Hwang and W. James)

6. How can input be gathered from all aspects of the community? How do you ensure sufficient and equitable representation when gathering input? (Lopez, Francis)
7. How will the Youth Commission approach the City Council with a report and recommendation? A letter? A memo? A presentation? (L. Hwang)

Commissioners should be prepared to respond to their assigned questions with responses that are supported with factual data and evidence.

ANALYSIS

Based on the information discovered from the research questions, the Commission should create a plan moving forward. For example:

- Is more research needed on specific questions?
- What is the timeline to present?
- How will this presentation of information be developed?



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Updates to the Youth Commission Work Plan.
Meeting Date: April 10, 2023
From: Vince Bautista Jr., Recreation Coordinator

RECOMMENDATION

Receive and comment on the 2022-2023 Youth Commission Work Plan.

BACKGROUND

The Youth Commission adopted the 2022-2023 Work Plan on Monday, October 10, 2022. The Work Plan is reviewed and updated by staff and Commissioners at every meeting. Each Commissioner will report back to its peers on research, assignments, and materials.

ANALYSIS

The following is an update from the Monday, March 13, 2023, meeting from their current work plan:

- **Day of the Child/Kids Discover Art:** Saturday, April 29 from 1-4 pm at San Ysidro Park. Staff and Commissioners will arrive at 11 am for setup. The Commission will continue to update the Google spreadsheet comprised of materials to purchase. This includes bracelets and face paint. Here's who is responsible for the following activities:
 - Arts and Crafts: Sophie, Francis, Jaimee
 - Guided games: Commissioner Isaac, James, Ezequiel, and Winston
 - Face Paint: Commissioner Alexis, Melanie, and Lavender
- **Royal Red Carpet:** Confirmed for Saturday, May 13, 2023, from 9-12pm at Wheeler Community Center. Commissioners will continue to update the Google spreadsheet for requested materials. The materials include crowns and stickers, decorations, nails, and face paint supplies. The following committees shall provide an update:
 - Arts & Crafts- Jaimee and Sophie
 - Wands- Aiden
 - Crowns & Stickers- Alfred

- Number of volunteers:
- Decorations- Aiden, Sophie, and Lavender
- Face paint: Alexis
 - Number of volunteers:
- Games- James
 - Number of volunteers:
- Nails- Melanie and Sophie
 - Number of volunteers:
- Photo booth- Ezequiel and Isaac
- Flyer: Alexis
- Donations outreach: All Commissioners
- Volunteers: Vince

The Commission should finalize a map of the event layout.

Attachments:

1. YC Work Plan Update



Project Name	Work	Lead Commissioner/ Staff	Date	Time	Location	Status
Holiday Parade	Participate in the Gilroy Holiday Parade.	5 commissioners	12/3/2022	Check in at 3:45pm Event starts at 5:00pm	Downtown Gilroy	Parade was cancelled due to rain.
Holiday Posada Event	Participate in the Holiday Posada event held at San Ysidro Park.	7 attended	12/17/2022	Check in at 1:30pm. Event starts at 3-8pm	San Ysidro Park	GYC hosted an arts and crafts/face painting booth. Served 300 youth.
Kids Discovery Art/Day of the Child	The Commission will be partaking in bracelets, face paint, and guided games.	All commissioners	29-Apr-23	Set up: 11am Volunteers: 11:30am Event: 1-4pm Shift: 11-5:30pm	San Ysidro Park	Each subcommittee is in charge of providing a list of supplies on the googledocs spreadsheet.
Royal Red Carpet	Face paint, wands, color pages, hair, nails, games, and snacks.	All commissioners	13-May-23	Set up: 7:30am Volunteers: 7:45am Event: 9:00-12:00pm Shift: 7:30-1:00pm	Wheeler Gym	Each subcommittee is in charge of providing a list of supplies on the googledocs spreadsheet.
OpportuniTEEN Fair	Meet and greet residents at special events in the City; inform residents about the Commission & parks and recreation	All commissioners	Late Fall 2023	1-4pm (Pending)	Gilroy Library (Pending)	Subcommittees are formed. Commission decided to postpone for Fall 2023.
City Council Presentation in May 2023.	Prepare a PowerPoint presentation to City Council.	All commissioners	15-May-23	6:00 PM	City Hall Council Chambers	Date confirmed for Monday, May 15, 2023.

Other discussions

Last updated: 3/30/2023

Promotion of recreational activities

Hack-a-thon/support

Partner with agencies

Vaping and drinking	Fundraisers
Mental health issues	Diversity and inclusion
Coping mechanisms	
Surveys in the community	
Educating youth on social issues	

Events/Ideas held in the past

Mental health convention	Send out care packages to seniors.
Host other commissions	Youth sports clinic
Diversity talent show/culture	Fun fest/Fun run
Adult classes	Earth day/Scavenger hunt
Assist people to pre-register	Social wellness game night
Support Senior Center dance	College workshop
Breakfast with Santa	Tournament
Movie night	

Organization	Commissioner	Status (Requested/Not Requested)
Dollar Tree		
Safeway	Isaac	Requested
Joanne's	Winston	
Target	James	Requested
Costco	Alexis	Requested
Michael's		
Walmart	Lavender	



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Youth Commission Presentation to City Council- Monday, May 15, 2023.

Meeting Date: April 10, 2023

From: Vince Bautista Jr., Recreation Coordinator

RECOMMENDATION

Receive and comment on the Monday, May 15, 2023, presentation to City Council.

BACKGROUND

The Youth Commission recaps the year with a presentation to City Council. The Youth Commission presentation represents summary of achievements throughout the year. These achievements can include special events that the Commission has been involved with and the Commission's research on the development of a Community Center/Youth & Teen Center in Gilroy.

Historically, the Commission chair will present the presentation while commissioners attend to show their support.

ANALYSIS

The Youth Commission will collaborate as a team and work together to organize a five-minute, five-slide presentation to City Council. Staff will share the previous year's slideshow, which was made using PowerPoint. Chair Lavender Hwang will be the speaker while Vice Chair Winston James will act as the backup.

Attachments:

1. Youth Commission Presentation to City Council- May 16, 2022

Youth Commission Presentation

Monday, May 16, 2022



2021-2022 Youth Commissioners

Alexis Kong (2022), Aiden Francis (2022), Alexis Miller (2023), Ezequiel Lopez (2023), Isaac Hwang (2023), Jacob Baker (2022), Lavender Hwang (2023), vice chair - Meyhar Kamrah (2022), chair - Reet Padda (2022), Winston James (2022), Yashila Suresh (2022)

YAC Social Event

Saturday, November 20, 2021

- **Hosted in Cupertino**
- **More than 100 participants from Santa Clara and San Mateo counties.**
- **Networked with 15 other youth commissions.**



Holiday Posada Event

Saturday, December 19, 2021

- Hosted at San Ysidro Park
- Commissioners served over 600 families.



Kids Discovery Art / Day of the Child Event

Sunday, May 1, 2022:

- Hosted at San Ysidro Park
- Led arts & craft activity
- Served over 400 families.



Onward and Upward

- Hiatus (June-September)
- Resume – Monday, October 10, 2022

