



# City of Santa Clara

## Meeting Agenda

### Youth Commission

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Tuesday, February 12, 2019

6:00 PM

Teen Center  
2446 Cabrillo Avenue  
Santa Clara, CA 95050

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#### CALL TO ORDER AND ROLL CALL

#### CONSENT CALENDAR

- 1.A 19-181 [Youth Commission Minutes of January 8, 2019](#)

***Recommendation:*** Approve Youth Commission Minutes of January 8, 2019

#### PUBLIC PRESENTATIONS

#### GENERAL BUSINESS

2. 19-191 [Action on Recommendation to Set the Number and Start Time of Regular Youth Commission Meetings](#)

***Recommendation:*** Recommend that Council adopt a Resolution to set the number of meetings, dates and the start time of the 2019 Youth Commission Calendar of Meetings, and delegate authority to the Youth Commission to adopt future annual meeting calendars.

#### STAFF REPORT

3. 19-182 [Discussion About Youth Commission 2019 Community Service Scholarship Award Program](#)
4. 19-183 [Youth Commission Review of 2019 Calendar of Upcoming Events](#)

#### COMMISSIONERS REPORT

5. 19-189 [Youth Commissioner Report on Students for Green High Schools Conference](#)
6. 19-184 [Youth Commission Committee Report on Work Plan Goal-Public Outreach](#)

- 7. 19-185 [Youth Commission Committee Report on Work Plan Goal-5K Fun Run](#)
- 8. 19-186 [Youth Commission Committee Report on Work Plan Goal-Inclusive Makerspace](#)

**ADJOURNMENT**



# City of Santa Clara

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

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19-181

Agenda Date: 2/12/2019

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### **SUBJECT**

Youth Commission Minutes of January 8, 2019

### **RECOMMENDATION**

Approve Youth Commission Minutes of January 8, 2019

Reviewed by: Jon Kawada, Recreation Coordinator

Approved by: James Teixeira, Director of Parks & Recreation

Attachment:

1. Draft Minutes of the Youth Commission January 8, 2019



# City of Santa Clara

## Meeting Minutes Youth Commission

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01/08/2019

6:00 PM

Teen Center  
2446 Cabrillo Avenue  
Santa Clara, CA 95050

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### CALL TO ORDER AND ROLL CALL

**Chair Caroline Kloes called the meeting to order at 18:02. Vice Chair Grewal seconded.**

**Present** 13 - Member Yusra Arub, Member Ria Grewal, Member Bella Jimenez, Member Jasmine Kelly-Tanti, Member Caroline Kloes, Member Vincent Kloes, Member Adrienne Krivokapic-Zhou , Member Damarah Madriaga, Member Kayla Phan, Member Siya Sharma, Member Meera Suresh, Member Natasha Yen , and Member Sanjana Yerramaneni

**Excused** 2 - Member Antonio Davila, and Member Smrithi Suresh

### CONSENT CALENDAR

1. [19-1703](#) Youth Commission Minutes of December 11, 2018

**A motion was made by Member Yerramaneni; seconded by Vice Chair Grewal, that this item be recommended for approval. The motion carried by the following vote:**

**Aye:** 13 - Member Arub, Member Grewal, Member Jimenez, Member Kelly-Tanti, Member Kloes, Member Kloes, Member Krivokapic-Zhou, Member Madriaga, Member Phan, Member Sharma, Member Suresh, Member Yen, and Member Yerramaneni

**Excused:** 2 - Member Davila, and Member Suresh

**PUBLIC PRESENTATIONS** - None

### GENERAL BUSINESS

2. [19-1704](#) Pedestrian Master Plan Informational Presentation (by City's Principal Transportation Planner, Carol Shariat and Consultant, Alta Planning + Design)
- Carol Shariat, Principal Transportation Planner, with the City of Santa Clara Public Works Department and Beth Martin from Alta Planning and Design presented information about the City's Pedestrian Master Plan. Youth Commissioners were also asked to provide input on potential traffic and pedestrian hot spots in the City.

3. [19-1705](#) Youth Commission Review of 2019 Calendar of Upcoming Events
- Commissioners reviewed shifts for Sunset Cinema on January 11 and February 8, activities for their winter social on Saturday, January 13, and confirmed logistics and participation for the Students for Green High Schools conference and presentation on January 26.

### **COMMISSIONERS REPORT**

4. [19-1706](#) Youth Commission Committee Report on Work Plan Goal-Public Outreach
- Committee members provided updates on their progress with the urban agriculture outreach efforts. Committee members will meet with Derek Bryant, Recreation Coordinator for the San Tomas Neighborhood Park and Community Garden, to share some tips on how people can start their own garden. Committee members will meet with Mr. Bryant at the Community Garden for a tour at 9:00 AM on Sunday, January 13, 2019.
5. [19-1707](#) Youth Commission Committee Report on Work Plan Goal-5K Fun Run
- Committee members share information on the Students for Green High Schools Conference on Saturday, January 26, 2019 in Sunnyvale. Committee members will attend the conference and present information on how they intend to integrate environmentalism for the 5K Run on Sunday, April 28, 2019. They agree to work on the presentation content and have a working draft ready by the next committee meeting on Wednesday, January 23.
6. [19-1708](#) Youth Commission Committee Report on Work Plan Goal-Inclusive Makerspace
- Committee members have begun to share ideas on what types of activities they would like at the event. Some new activities they would like to pursue include movement and breathing, art, hands-on science, and robotics. The committee will begin to narrow down their list of ideas at the next committee meeting on Wednesday, January 26, 2019.

### **STAFF REPORT - None**

**ADJOURNMENT**

The next Youth Commission meeting will be on Tuesday, February 12, 2019 at 6:00 PM.

**A motion was made by Member Yerramaneni, seconded by Member Arub that this item be Adjourned. The motion carried by the following vote:**

**Aye:** 13 - Member Arub, Member Grewal, Member Jimenez, Member Kelly-Tanti, Member Kloes, Member Kloes, Member Krivokapic-Zhou, Member Madriaga, Member Phan, Member Sharma, Member Suresh, Member Yen, and Member Yerramaneni

**Excused:** 2 - Member Davila, and Member Suresh



# City of Santa Clara

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## Agenda Report

19-191

Agenda Date: 2/12/2019

### **SUBJECT**

Action on Recommendation to Set the Number and Start Time of Regular Youth Commission Meetings

### **BACKGROUND**

City Charter section 1003 states that each of the boards and commissions of the City shall hold regular meetings as required by ordinance. City Code section 2.120.030 states that each board or commission shall hold regular meetings at the times and on the days indicated by resolution of the City Council, and that such resolution may be amended from time to time by further Council resolution.

Youth Commission holds regular meetings on the second Tuesday of each month, from September to May at 6:00 p.m.

### **DISCUSSION**

At the February 12, 2019 Youth Commission meeting, the Commission will discuss and recommend a Youth Commission Meeting Schedule for 2019 (Attachment 1), which will include the start time for each meeting. The recommendation for Council consideration includes authorization for the Youth Commission to set its future meeting dates and times in a proposed Council resolution (Attachment 2).

### **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**

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, email [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 adopt a Resolution to set the number of meetings, dates and the start time of the 2019 Youth Commission Calendar of Meetings, and delegate authority to the Youth Commission to adopt future annual meeting calendars.

Prepared by: Jon Kawada, Recreation Coordinator  
Reviewed by: Kimberly Castro, Recreation Manager  
Approved by: James Teixeira, Director of Parks & Recreation

**ATTACHMENTS**

1. Youth Commission Meeting Schedule for 2019
2. Proposed Council Resolution to Set Dates and Start Times of Youth Commission Meetings





**Schedule of Meetings  
2019**

Regular meetings are held on the second Tuesday of the month at 6:00 p.m., in the Teen Center at 2446 Cabrillo Avenue, Santa Clara, in accordance with the following schedule:

**Meeting Dates**

February 12, 2019

March 12, 2019

April 9, 2019

May 14, 2019

September 10, 2019

October 8, 2019

November 12, 2019

December 10, 2019

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA  
APPROVING THE 2019 YOUTH COMMISSION CALENDAR OF  
MEETINGS, SETTING THE NUMBER AND START TIME OF  
REGULAR YOUTH COMMISSION MEETINGS, AND DELEGATING  
TO THE YOUTH COMMISSION THE AUTHORITY TO ADOPT  
FUTURE ANNUAL MEETING CALENDARS**

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

**WHEREAS**, Section 2.120.030 of the Santa Clara City Code (“SCCC”) requires City boards and commissions to hold regular meetings at the times and on the days indicated by resolution of the Council;

**WHEREAS**, to add the Youth Commission, which was formed via Resolution 6047, adopted by City Council in 1995, which declared the general power, duties and responsibilities of the Youth Commission, to the list of boards and commissions named in Resolution 5195, adopted by the City Council in 1987 and;

**WHEREAS**, on February 12, 2019, the Youth Commission recommended to the City Council its meeting schedule for 2019, which proposes 10 meetings and a start time of 6:00 PM.

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

1. The City Council hereby approves the 2019 Youth Commission Schedule of Meetings, attached hereto.
2. That the City Council hereby finds that the above Recitals are true and correct and by this reference makes them a part hereof.
3. Subject to the foregoing, the City Council hereby delegates to the Youth Commission the authority set forth in SCCC Section 2.120.030 to establish the days and times of regular meetings. In accordance with these parameters, the Youth Commission shall adopt a Calendar of Meetings annually.
6. 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 \_\_\_ DAY OF \_\_\_\_\_, 2019, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:

NOES: COUNCILORS:

ABSENT: COUNCILORS:

ABSTAINED: COUNCILORS:

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

- Attachments incorporated by reference:
1. City Council Resolution 5195
  2. 2019 Youth Commission Meeting Schedule



# City of Santa Clara

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## Agenda Report

19-182

Agenda Date: 2/12/2019

### **SUBJECT**

Discussion About Youth Commission 2019 Community Service Scholarship Award Program

### **BACKGROUND**

During various City activities, the Youth Commission raises funds that are then set aside to be awarded as financial grants through the Youth Commission Community Service Scholarship Award Program (Program). Amounts vary depending on availability of funds raised each year and the number of eligible applicants. Eligibility criteria include City of Santa Clara residents, who are high school juniors and seniors that have a minimum 2.5 cumulative GPA, and have significant verifiable community service involvement. Applicants complete an application and answer supplemental questions, typically due in March, and participate in a panel interview. In the past, scoring has been based on 50 percent for application and response to questions, and 50 percent for the oral interview. Financial grant recipients are recognized at a City Council meeting in May.

### **DISCUSSION**

Commission will review the previous years' application process and interview questions, provide City staff with feedback, form a committee to review Program applications, and conduct interviews. Commission will also review amount of funds raised to date to help determine potential quantity and amount of scholarship funds available to be awarded. The Committee will review interview questions, facilitate applicant interviews and recommend recipients with the assistance of City staff.

### **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**

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, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

Reviewed by: Jon Kawada, Recreation Coordinator

Approved by: James Teixeira, Director of Parks & Recreation

### **ATTACHMENTS**

1. Youth Commission Community Service Scholarship Award Application 2019

City of Santa Clara Youth Commission

## COMMUNITY SERVICE SCHOLARSHIP

The Youth Commission has raised funds in an effort to acknowledge their peers who are committed to community service and seek positive solutions to critical issues facing today's young people. This scholarship is primarily based on service, not necessarily on need or academic achievement. The scholarship funds can be used toward test fees, application costs, tuition payments or book expenses.

### Applicants must meet the following criteria to be eligible:

- Have significant, and verifiable, community service involvement.
- Must be a City of Santa Clara resident and a current high school Junior or Senior.
- Minimum 2.5 cumulative grade point average.
- *Note: Current City of Santa Clara Youth Commissioners are not eligible for this scholarship.*

### Application Process and Packet Information:

- **Monday, March 11, 2019 by 6:00 P.M.:** Deadline to submit completed application and responses to the supplemental questions to the Santa Clara Teen Center (located at 2446 Cabrillo Avenue).
- Complete the application using black or blue ink pen. You may also type into the PDF document.
- Submit a signed record of community service hours completed on organization or school letterhead.
- Submit a signed letter of recommendation to be attached to your application and essay.
- Write or type your response to each of the following supplemental questions. Responses should be kept to two, single-sided and double-spaced pages. Please include your full name on each page.
  - **Supplemental Question #1: Community service is mandatory at many schools. Do you feel students benefit from this requirement? Please provide reasoning for your answer.**
  - **Supplemental Question #2: What impact have you had on the organization that you have focused on with your service? What impact has this service had on you?**

### Selection Process:

- **Saturday, March 23, 2019:** Interviews will take place in person at the Santa Clara Teen Center.
- **Monday, March 18, 2019:** Schedule an interview by this date. Time slots will be scheduled on a first come, first serve basis.
- Each applicant will be asked the same series of questions. City of Santa Clara Youth Commissioners and City staff may facilitate the panel interview.
- The application process will be ranked in the following manner:
  - Application and Essay: 50%
  - Oral Interview: 50%
- **April 2019:** City staff will notify the scholarship recipient(s). Specific date TBD.
- **May 2019:** Expected scholarship presentation at a City of Santa Clara City Council meeting (date TBA).

*Please note there are limited funds available for scholarships. Not all applicants will receive a scholarship. Recipients may not receive scholarships of an equal dollar amount.*

For questions regarding the Youth Commission sponsored scholarship, contact:  
Jon Kawada at (408) 615-3740 or [JKawada@SantaClaraCA.gov](mailto:JKawada@SantaClaraCA.gov).

**Keep this page for your reference.**



City of Santa Clara Youth Commission

# COMMUNITY SERVICE SCHOLARSHIP

First and Last Name: \_\_\_\_\_

Street Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

High School \_\_\_\_\_ Grade in School \_\_\_\_\_ Graduation Year \_\_\_\_\_

Grade point average with advisor's signature or official transcript: \_\_\_\_\_

Please describe why or how you became involved in service: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your recent leadership, volunteer, self-initiated community service activities as well as school service activities you have participated in: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ (applicant name) verify that the information I have included on this application is accurate. All information provided on this form is subject to verification. False, inaccurate, or ineligible applications will be disqualified.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY:

- Contact information is complete and legible.
- City of Santa Clara address or SCUSD student (\*please ask for assistance, if needed).
- Applicant signature.
- Supplemental questions/answers included.



# City of Santa Clara

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## Agenda Report

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19-183

Agenda Date: 2/12/2019

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### **SUBJECT**

Youth Commission Review of 2019 Calendar of Upcoming Events

### **BACKGROUND**

Youth Commissioners participate and volunteer at various City-wide special events and Youth Commission hosted events and activities. Future event dates are shared with the Commission throughout the term. Commissioners are asked to confirm attendance and involvement in special events.

### **DISCUSSION**

Youth Commissioners will review upcoming Youth Commission and City-related events in 2019, including: confirming dates and volunteer shifts for the March 15, 2019 Sunset Cinema at Central Library, begin discussing roles and commissioner responsibilities to execute the 5K run scheduled for Sunday, April 28, 2019, and the Inclusive Makerspace on Saturday, June 1, 2019.

### **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

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## Agenda Report

19-189

Agenda Date: 2/12/2019

### **SUBJECT**

Youth Commissioner Report on Students for Green High Schools Conference

### **BACKGROUND**

The Youth Commission has integrated environmental awareness into some of the Commission's FY2018-19 Work Plan Goals. The 5K fun run committee is hoping to encourage access to the Central Park's public parkland, use alternative transportation to attend the event, and minimize participants' carbon footprint.

### **DISCUSSION**

Youth Commissioner Natasha Yen shared information about Los Altos High School's "Students for Green High Schools Conference" with the Youth Commission's 5K Fun Run committee members. Committee members attended the conference on Saturday, January 26, 2019 at the Google campus in Sunnyvale. Students from over 20 area schools and organizations were in attendance and many presented their environmental efforts at the conference. Conference website:

<https://sfghsconference.lahs.club/> <<https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsfghsconference.lahs.club%2F&data=02%7C01%7Cjkawada%40santaclaraca.gov%7C5b83105aee7542a9a21a08d6872d43a1%7C28ea354810694e81aa0b6e4b3271a5cb%7C0%7C0%7C636845026301236545&sdata=rSflY96RlswbSMPy19tlauRm9cWTyh3ryv3cHKBP8dU%3D&reserved=0>>.

The Youth Commissioners who attended the Students for Green High Schools Conference will discuss their observations and what they learned by attending the Conference with the Commission. The Commission may discuss ideas to consider to improve the environment and educate their peers.

### **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.

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Reviewed by: Jon Kawada, Recreation Coordinator

Approved by: James Teixeira, Director of Parks & Recreation



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## Agenda Report

19-184

Agenda Date: 2/12/2019

### **SUBJECT**

Youth Commission Committee Report on Work Plan Goal-Public Outreach

### **BACKGROUND**

The Youth Commission chose "Public Outreach" as one of their FY 2018-19 Work Plan Goals. This committee's purpose is to raise community awareness of the Youth Commission and other important topics including, but not limited to: youth in government, the environment, and cultural awareness.

### **DISCUSSION**

Committee members will provide an update on their objectives to meeting attendees. By the February 12, 2019 Youth Commission meeting, committee members are anticipated to have completed their first topic on urban agriculture. Members visited Everett N. "Eddie" Souza Park, local home improvement stores, interviewed City staff, and created a short video. The video was posted to the Youth Commission Instagram account [@SantaClaraYouthCommission](https://www.instagram.com/santaclarayouthcommission) <http://www.instagram.com/santaclarayouthcommission>. The goal of the video and outreach was to encourage people to start their own garden, on a small scale, and highlighting local gardening resources. Committee members are expected to share their experience of the project, gather feedback, and introduce their next outreach topic.

### **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.

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Reviewed by: Jon Kawada, Recreation Coordinator

Approved by: James Teixeira, Director of Parks & Recreation





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## Agenda Report

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19-185

Agenda Date: 2/12/2019

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### **SUBJECT**

Youth Commission Committee Report on Work Plan Goal-5K Fun Run

### **BACKGROUND**

Youth Commission FY2018-19 Work Plan goals include hosting a 5K Fun Run. This committee's purpose is to raise awareness of the benefits of an active lifestyle for all ages and to plan and host a 5K Run in Santa Clara. The Youth Commission last hosted a 5K Fun Run in 2017 within Central Park and had approximately 140 registered participants aged youth to senior.

### **DISCUSSION**

Committee members will provide an update to the Commission on their planning objectives and event logistics, including scheduling, location, route information, and marketing.

### **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.

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Reviewed by: Jon Kawada, Recreation Coordinator

Approved by: James Teixeira, Director of Parks & Recreation



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## Agenda Report

19-186

Agenda Date: 2/12/2019

### **SUBJECT**

Youth Commission Committee Report on Work Plan Goal-Inclusive Makerspace

### **BACKGROUND**

Youth Commission FY2018-19 Work Plan includes a goal to host an Inclusive Makerspace. The purpose of an Inclusive Makerspace will be to provide persons with special needs to explore STEAM (Science, Technology, Engineering, Arts, and Math) activities. An Inclusive Makerspace was initially held during the 2017-18 term at the Central Library in collaboration with the Library, the Parks & Recreation Therapeutic Recreation Services Program, and the Youth Commission. Over 200 youth with special needs and their families attended the event.

### **DISCUSSION**

Committee members will provide an update to meeting attendees on the 2019 event plans and logistics. The committee will discuss narrowing down the list of potential activities. Committee members have expressed a desire to continue offering a variety of activities that are accessible, while integrating new opportunities in physical activity, art, and hands-on science. Committee members have also been working with Therapeutic Recreation Services staff to determine how to best meet the needs of the targeted population (e.g. possible allergies, addressing various ability and cognitive levels).

### **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.

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Reviewed by: Jon Kawada, Recreation Coordinator

Approved by: James Teixeira, Director of Parks & Recreation