

YOUTH COMMISSION MEETING AGENDA

6:30 PM - Monday, February 05, 2024

Los Altos Community Center, Juniper Room

Please Note: The Youth Commission will meet in person as well as via Telephone/Video Conference

Members of the Public may observe the Youth Commission meeting at

Webinar ID: 812 8618 7876 / Passcode: 328371

TO PARTICIPATE IN THE MEETING - Members of the public **MUST BE IN ATTENDANCE AT THE MEETING TO PARTICIPATE.**

TO SUBMIT WRITTEN COMMENTS: Prior to the meeting, comments on matters listed on the agenda may be emailed to YCpubliccomment@losaltosca.gov. Emails sent to this email address are sent to/received immediately by the City Council. Please include a subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE

Emails sent to the above email address are sent to/received immediately by the Youth Commission. Correspondence submitted in hard copy/paper must be received by 2:00 p.m. on the day of the meeting to ensure it can be distributed prior to the meeting. Correspondence received prior to the meeting will be included in the public record.

Public testimony will be taken at the direction of the Chair, and members of the public may only comment during times allotted for public comments.

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Youth Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "The Brown Act") items must first be noted on the agenda before any discussion or action.

Introduction of new Recreation Coordinator Sarah Carrico

ITEMS FOR CONSIDERATION/ACTION

1. **Minutes:** Approve the minutes of the January 8, 2024 special meeting
Approve the minutes of the October 2, 2023 regular meeting
2. **Work Plan:** City Council Approved their 2024 Goals on Tuesday, January 23, 2024. Update how the Work Plan for the 2023/2024 year supports City Council goals.

INFORMATIONAL ITEMS

3. **Flyers:** Receive information flyers
4. **Youth Commission Social Media:** Receive staff report

COMMISSION/SUBCOMMITTEE/STAFF REPORTS AND REQUESTS FOR POTENTIAL FUTURE AGENDA ITEMS

5. **Ad-hoc Committee Reports:** Recieve committee updates
6. **Staff Oral Reports:** Receive information and announcements from city of Los Altos staff

ADJOURNMENTSPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2610. Please leave a voicemail should no one answer.

Agendas Staff Reports and some associated documents for City Council items may be viewed on the Internet at <https://www.losaltosca.gov/meetings>.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection through the Commission Staff Liaison at the same time that the public records are distributed or made available to the legislative body.

If you wish to provide written materials, please provide them to the Commission Staff Liaison 3 days prior the scheduled meeting to ensure proper distribution and to be included with the public record.



YOUTH COMMISSION SPECIAL MEETING MINUTES

6:30 PM - Monday, January 8, 2024
*Los Altos Community Center - Juniper,
97 Hillview Ave, Los Altos 94022*

CALL MEETING TO ORDER

At 6:33 P.M., Venkatraman called the meeting to order

ESTABLISH QUORUM:

PRESENT: Chair Venkatraman, Vonk, Dalal, Cao, Ma, Hatti, Dhakal, Bengani, Chen, Leaver, Sobel

ABSENT: None.

LATE: None.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Sahana Srinivason, spoke regarding youth commission involvement in the community.

ITEMS FOR CONSIDERATION/ACTION

1. **Minutes:** Approve the minutes of the November 6, 2023 regular meeting.

Public Comment: None.

Action: Upon a motion by Dalal, seconded by Vonk, the Commission approved the minutes of the November 6, 2023 regular meeting.

Approve: Venkatraman, Vonk, Dalal, Cao, Ma, Hatti, Dhakal, Bengani, Chen, Leaver, Sobel

Oppose: None.

Absent: None.

Abstention: None.

Motion passed unanimously: 11-0-0-0

2. **Upcoming City Events:** Determine commission participation in city events.

Public Comment: None.

Action: Determined commission participation in city events.

3. **Work Plan:** Review and update the 2023/2024 Work Plan.

Public Comment: None.

Action: Reviewed and updated the 2023/2024 Work Plan.

INFORMATIONAL ITEMS

4. **Upcoming Events/Opportunities/Updates:** Receive event updates.

Public Comment: None.

Action: Received event updates from Bridget Matheson, Youth Commission liaison.

COMMISSION/SUBCOMMITTEE/STAFF ORAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS

5. Staff Oral Reports: Received information and announcements from Bridget Matheson, Youth Commission liaison.

Public Comment: None.

Action: Received information and announcements from Bridget Matheson, Youth Commission liaison.

6. **Future Agenda Items:**

- 1) Work Plan
- 2) Marketing (Social media) parameters and outlets
- 3) Youth Commission public perception/community involvement
- 4) Youth space/meeting room fee waiver

ADJOURNMENT:

At 8:05 P.M., Monday, January 8, 2024, Venkatraman adjourned the meeting.



YOUTH COMMISSION REGULAR MEETING MINUTES

6:30 PM - Monday, October 2, 2023

*Los Altos Community Center - Juniper,
97 Hillview Ave, Los Altos 94022*

CALL MEETING TO ORDER

At 6:40 P.M.. Liaison Will Hanel called the meeting to order

ESTABLISH QUORUM

PRESENT: Chair Venkatraman, Vice Chair Vonk, Commissioners Dalal, Cao, Hatti, Dhakal, Bengani, Chen, Lever, Sobel.

ABSENT: Commissioner Ma.

LATE: None.

PLEDGE ALLEGIANCE TO THE FLAG

CHANGES TO THE ORDER OF THE AGENDA

None.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

ITEMS FOR CONSIDERATION/ACTION

1. **Minutes:** Approve Draft Minutes from September 11, 2023 special meeting.

Public Comment: None.

Action: Upon a motion by Chair Venkatraman, seconded by Dalal, the Commission approved the minutes of the September 11, 2023 special meeting.

Approve: Venkatraman, Vonk, Dalal, Cao, Hatti, Dhakal, Bengani, Chen, Leaver, Sobel.

Oppose: None.

Absent: Ma.

Abstention: None.

Motion passed unanimously: 10-0-0-0

2. **Presentation by HAERT:** Presentation by Happiness (Self) Awareness and Emotional Resilience Training (HAERT) and discussion of future workshops.

Public Comment: None.

Action: Bill and Barbara (CEO partners of HAERT) presented on HAERT's services and potential workshops.

The Commission voted to receive more information regarding the following workshops...

1. academic stress
2. developing motivation
3. crisis survival

3. **Commission and Commission Handbook Updates:** Presentation on the changes to Commissions and Commission Handbook.

Public Comment: None.

Action: Liaison Will Hanel presented changes to the Youth Commission.

4. **Brown Act:** Presentation on Brown Act requirements.

Public Comment: None.

Action: Liaison Will Hanel provided a presentation regarding the Brown Act.

5. **2023/24 Work Plan:** Continue drafting Work Plan for 2023/24 School Year.

Public Comment: None.

Action: Upon a motion by Commissioner Dalal, seconded by Dhakal, the Commission approved to create an ad-hoc committee (Vonk, Sobel, Dalal, Dhakal & Chen) focusing on Public Engagement and Policy (PEP).

Approve: Venkatraman, Vonk, Dalal, Cao, Hatti, Dhakal, Bengani, Chen, Leaver, Sobel.

Oppose: None.

Absent: Ma.

Abstention: None.

Motion passed unanimously: 10-0-0-0

INFORMATIONAL ITEMS

6. Upcoming Events and Opportunities

- Halloween Movie Night
- Family Fun Day

COMMISSION/SUBCOMMITTEE/STAFF REPORTS AND REQUESTS FOR POTENTIAL FUTURE AGENDA ITEMS

None.

ADJOURNMENT

At 8:05 P.M., Monday, October 2, 2024, Chair Venkatraman adjourned the meeting.

YOUTH COMMISSION
September 2023-May 2024 Work Plan
(Adopted TBD – DRAFT)

IDEAS FOR WORKPLAN

- *Veteran's Day – November 10th*
- *Holiday Break – December 22nd – January 2nd*
- Working with HAERT for teen mental health workshops
 - Targeting younger students (middle and older elementary students)
- Focus on publicizing and marketing the events.
- College prep workshops/academic-related activities
 - Academically focused
- Drop In Hours activities sponsored by the YC.
- Teen Music Night (Open Mic)
 - In Spring/Maybe Fall?
- Politician speaker series
 - Local politicians or state politicians
 - Primary election approaching
- Form Subcommittees regarding topics that the commission is passionate about.
 - Based on specific project rather than having subcommittees for whole year.
- Environmentalism
 - Policy?
 - Generating a club where people can go to city council meetings and discuss environmental issues with city council.
- Goals
 - Environmentalism
 - Recreation
 - Mental Health and Wellbeing (Drug Awareness)
 - Policy Incorporation
 - Academic Support

Goals	Projects	Assignments	Target Date	City Priority related to	Status
Increase Awareness on Issues Related to Teen Mental Health and Social Justice	Work w/ HAERT to put on mental health workshops targeting teens in middle and early high school.		March/April	Asset Management	
Increase Awareness on Issues Related to the Environment	Focus on environmental policy and sustainability.		March	Environmental Sustainability	
Assist with City Special Events and Host Commission Sponsored Events	Focusing on publicizing and marketing events.		TBD	Asset Management	
Promote Youth-led Programs and Events	Drop in Teen Center Hours. Teen Music Night Politician Speaker Series		- ASAP (promoting Drop in) - April, 26 - Tuesdays in March 5-6pm - March 5 March 12	Asset Management	

Updated 12.19.2023



CITY OF LOS ALTOS

Agenda Item 3.



WE'RE HIRING!

Current Opportunities

FULL TIME:

- PUBLIC SAFETY DISPATCHER

PART-TIME:

- FACILITY ATTENDANT
- PRESCHOOL TEACHER I/II
- ADULT 50+ / SPORTS PROGRAM RECREATION LEADER II
- TEEN PROGRAM RECREATION LEADER II/III

Coming Soon

- FINANCE CIP MANAGER
- OFFICE ASSISTANT II
- MSC SUPERINTENDENT

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10

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CITY OF LOS ALTOS PARKS & RECREATION PRESENTS

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Life
Better!

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CO-SPONSORED BY THE FRIENDS OF THE LIBRARY OF LOS ALTOS

10 AM -
1 PM

JOIN US ON SELECT SATURDAYS
FOR TOTAL FAMILY FUN!

FREE!

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10

SPORTS SPECTACULAR

APRIL

13

SPACE EXPLORATION

JUNE

8

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Games • Crafts • Movies • More



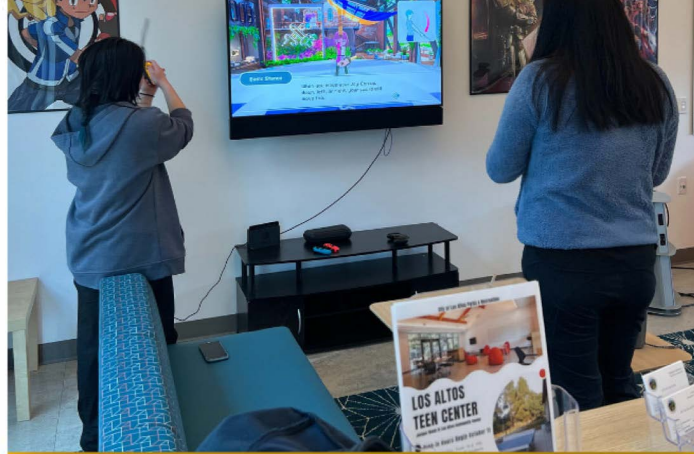
97 Hillview Avenue
(650) 947-2790 | LosAltosRecreation.org



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county
library district

NOW HIRING

RECREATION LEADER II/III (TEEN CENTER)



REQUIREMENTS

- ✓ Enjoy working with teens (gr 6-12)
- ✓ At least 18 years old
- ✓ Available Monday - Friday, 3 - 6 PM
- ✓ Team Player
- ✓ Enthusiastic

APPLY ONLINE

www.LosAltosCA.gov/jobs



QUESTIONS?

Contact Sarah Carrico
SCarrico@losaltosca.gov
(650) 947-2796



OPEN HOUSE

Sunday, March 3 • 11 AM - 3 PM

Los Altos Community Center, 97 Hillview Avenue



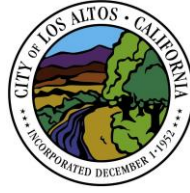
LEARN ABOUT OUR PROGRAMS!

Did you know that the Parks & Recreation department has classes, programs, and spaces for all ages?

Join us at our Open House to meet our awesome instructors, learn about upcoming activities, and participate in class demos.

We hope to see you there!





YOUTH COMMISSION AGENDA REPORT

Meeting Date: February 5, 2024

Subject: Marketing and Social Media

Prepared by: Bridget Matheson, Recreation Supervisor

Initiated by: City Staff

Staff Recommendation

The staff recommends to receive the report.

Background

At the January 8, 2024, Youth Commission meeting the commission inquired about how they could set up their own social media account and what policies may apply.

Update

Currently, there are nine commissions, and none of the commissions have a commission specific social media account. However, the City and the Parks & Recreation department have social media accounts for Instagram and Facebook. It is recommended that the Youth Commission create content that could be shared on the City's and Parks & Recreation social media platforms. Created content would be required to go through the staff approval process prior to the material being posted. There is an attachment in the Youth Commission Packet that explains the requirements for submitting marketing content.

In addition, the Youth Commission can also share the approved marketing content through their individual social media platforms.

Discussion/Analysis

The commission will need to receive the report.



City of Los Altos Parks & Recreation Contractor Marketing Guidelines

We highly encourage all contractors to help promote their camps and classes. All marketing materials created by contractors must follow the guidelines listed below and be reviewed and approved prior to distribution. Please send final marketing materials to the department liaison for approval.

Marketing Material Guidelines

All materials must be professional in nature and produced on a computer (“cut and paste” style production is not acceptable).

Size Requirements

Printed Materials

- 8.5” x 11”
- 4.75” x 11”
- 5.5” x 8.5”

Virtual Materials

- 1080 x 1080px
- 1080 x 1350px

Graphics/Photos

All photos/graphics must be current, not dated. Contractors must have legal rights to all photos used.

Program Information

The following information must be listed on all marketing materials:

- Program Name
- Program Date/Time/Location

Department Information

At the bottom of all marketing materials, please include the following in minimum 10pt font:

- “Presented by the City of Los Altos Parks & Recreation Department | (650) 947-2790 | LosAltosRecreation.org”

The City of Los Altos official seal and Parks Make Life Better logo must be included on all marketing materials. Please reach out to your department liaison for these files.

For additional marketing resources, please refer to the Contractor Handbook. Please contact the department liaison with any questions/comments.

Department Liaison

Katy Brecher - Recreation Coordinator

kbrecher@losaltosca.gov