



**YOUTH COMMISSION  
REGULAR MEETING AGENDA**

**Wednesday, November 13, 2024  
7:00 PM**

**Remillard Room  
3333 Busch Road  
Pleasanton, CA 94566**

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The meeting will be held in-person and will be streamed at <https://www.youtube.com/user/TheCityofPleasanton>.

**Public participation:** It is requested that members of the public wishing to address the Commission submit a speaker card. When public comment is opened on an agenda item, individuals may speak once per agenda item.

In Person:

- Submit a physical speaker card at the meeting. Please provide comment when your name is called.

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**CALL TO ORDER**

- Pledge of Allegiance
- Roll Call

**AGENDA AMENDMENTS**

**APPROVAL OF MINUTES**

1. Approval of minutes from the October 9, 2024 Youth Commission Meeting

**MEETING OPEN TO THE PUBLIC**

2. Public Comment regarding items not listed on the agenda – Speakers are limited to 3 minutes.

**MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION**

3. Review and Approve Youth Commission Meeting Schedule for School Year 2024/25
4. Discussion: Youth in Government Day
5. Review and Approve Funding Criteria for Fiscal Year 2025/26 Community Grant Program – Youth Category

**COMMISSION REPORTS**

## STAFF UPDATE

## ADJOURNMENT

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### **Notice**

Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet will be available for public inspection at the Library and Recreation department located at 400 Old Bernal Ave., Pleasanton, CA 94566.

### **Accessible Public Meetings**

The City of Pleasanton can provide special assistance for persons with disabilities to participate in public meetings. To make a request for a disability-related modification or accommodation (e.g., an assistive listening device), please contact the Library and Recreation department located at 400 Old Bernal Ave., or (925) 931-5340 at the earliest possible time. If you need sign language assistance, please provide at least two working days' notice prior to the meeting date.

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**YOUTH COMMISSION AGENDA  
REPORT**

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November 13, 2024  
City Manager

**TITLE: APPROVAL OF MINUTES FROM THE OCTOBER 9, 2024 YOUTH COMMISSION MEETING**

**SUMMARY**

**RECOMMENDATION**

Approval of minutes from the October 9, 2024 Youth Commission Meeting

**BACKGROUND**

**DISCUSSION**

**EQUITY AND SUSTAINABILITY**

**OUTREACH**

**STRATEGIC PLAN ALIGNMENT**

**FINANCIAL STATEMENT**

Prepared by: Aarón Zavala

Submitted by: Aarón Zavala

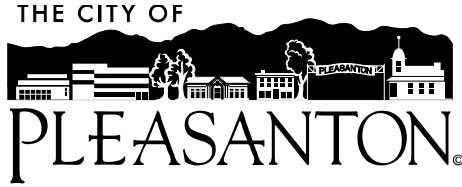
Approved  
by: Alexa  
Jeffress

Aarón Zavala Aarón Zavala

Aarón Zavala, Assistant to the City Manager

Attachments:

1. 10-09-24 Youth Commission Meeting Minutes



# Youth Commission Meeting Minutes

October 9, 2024 – 7 p.m.

## CALL TO ORDER

Staff Liaison Zavala called to order the meeting of the Youth Commission at 7:02 p.m. from the Operation Services Center at 3333 Busch Road Pleasanton, CA 94566.

## ROLL CALL

Present: Commissioners Bawa, Bridenbaugh, Garber, Gupta, Jain, Kunde, Kumar, McShane, Min, Parikh, Shah, Shannon, and Wang

Absent: None

## AGENDA AMENDMENTS

None.

## MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

- Welcome, Icebreaker, and Introduction of Staff Liaison and Team Members**  
Aarón Zavala, staff liaison, led the session. The icebreaker question asked: *"What do you want your peers to see about you today that might not be visible from the outside?"*
- Selection of Youth Commission Chair and Vice Chair for School Year 2024/25**  
Carys Shannon was nominated and approved as Chair, and Karishma Parikh was nominated and approved as Vice Chair for the 2024/25 school year. Both were unanimously approved.
- Selection of Committee Assignment for the Bicycle, Pedestrian, and Trails Committee**  
The following commissioners were nominated: Bridenbaugh, Bawa, Shah, Kunde, Gupta, Wang, and Jain.

### Voting Results:

- **Round 1:**
- **Bawa:** 0 votes
- **Bridenbaugh:** 1 vote (by Bridenbaugh)
- **Gupta:** 4 votes (by Bawa, Gupta, Kumar, Wang)

- **Jain:** 1 vote (by Jain)
- **Kunde:** 3 votes (by Kunde, McShane, Shannon)
- **Shah:** 4 votes (by Garber, Min, Parikh, Shah)
- **Wang:** 0 votes

Since no candidate received a majority, a second round of voting was held.

- **Round 2:**
- **Gupta:** 4 votes (by Bawa, Gupta, Jain, Kumar)
- **Shah:** 9 votes (by Bridenbaugh, Garber, Kunde, McShane, Min, Parikh, Shah, Shannon, Wang)

**Shah** was selected as the representative, and **Gupta** was selected as the alternate.

#### 4. **Review and Approve Tentative Youth Commission Meeting Schedule for School Year 2024/25**

The proposed tentative meeting schedule for the 2024/25 school year was presented as follows:

**Location:** Public Works Department, Remillard Room (3333 Busch Road)

**Time:** 7:00 PM

- October 9, 2024
- November 13, 2024
- December 11, 2024
- January 8, 2025
- February 12, 2025
- March 12, 2025
- April 9, 2025
- May 14, 2025

#### **Proposed Changes:**

- The commission proposed starting the March 12, 2025, **Grants Meeting** at 6:00 PM.
- The commission also proposed **canceling the May 14, 2025 meeting.**
- Staff will return at a later date after coordinating with the City Clerk's Office to potentially move future meetings to the **City Council Chambers**. The commission expressed a preference for the same time (7:00 PM) on Wednesdays. If Wednesdays are not available, the commission will continue meeting at the current location.

**MOTION:** Commissioner Shah motioned to approve the schedule with the proposed changes, and Commissioner Kunde seconded the motion. The motion was approved unanimously.

#### 5. **Recap and Discussion: Youth in Government Day**

Staff (Management Analyst Petrehn) led a presentation and facilitated a conversation on feedback from the 2024 Youth in Government Day and what the commission would like to see in the future.

## **MINUTES**

### **6. Approve regular meeting minutes of April 10, 2024.**

**MOTION:** It was motioned by Vice Chair Parikh and seconded by Commissioner Jain to approve the regular meeting minutes of April 10, 2024. The motion was passed unanimously, with abstains from Commissioners Kunde and Min.

## **MEETING OPEN TO THE PUBLIC**

### **7. Public Comment from the audience regarding items not listed on the agenda.**

Chair Shannon opened public comment.

There being no speakers, Chair Shannon closed the item for public comment.

## **STAFF UPDATE**

Brief update by Staff Liaison Zavala.

## **FUTURE AGENDA ITEMS**

Youth Friendly Spaces

## **ADJOURNMENT –**

There being no further business, Chair Shannon adjourned the meeting at 8:27 pm.



**YOUTH COMMISSION AGENDA  
REPORT**

November 13, 2024  
City Manager

**TITLE: REVIEW AND APPROVE YOUTH COMMISSION MEETING SCHEDULE FOR  
SCHOOL YEAR 2024/25**

**SUMMARY**

As stated in Section 2.29.080 of the Pleasanton Municipal Code, Youth Commission regular meetings shall be held on the second Wednesday of each month, September through May, at a time and place set by the commission. The commission may approve an alternate meeting date and tentative schedule for the school year.

**RECOMMENDATION**

Review and Approve Youth Commission Meeting Schedule for School Year 2024/25

**BACKGROUND**

Per Pleasanton Municipal Code Section 2.29.080, Youth Commission regular meetings are held on the second Wednesday of each month, from September through May, unless the commission approves an alternate date.

At the October 9th Meeting, the Youth Commission preferred to keep the commission meetings on Wednesdays. If we could not move to the City Council Chambers, consensus was to stay in the Remillard Room. Additionally, the commission moved to cancel the meeting on May 14, 2025 and start the March 12, 2025 meeting at 6 pm, an hour early, to allow more time to discuss grants.

**DISCUSSION**

After speaking with the City Clerk's Office and other commissions and committees, staff will keep the same day of the week and location for commission meetings, with one adjustment. Due to changes in the grants process, the grants meeting will be in April instead of March. The proposed change is to have the March meeting start at 7 p.m., and the April meeting start at 6 p.m.

Here is the proposed final schedule:

**Location:** Public Works Department, Remillard Room (3333 Busch Road)

**Time:** 7:00 PM

- October 9, 2024
- November 13, 2024
- December 11, 2024
- January 8, 2025
- February 12, 2025
- March 12, 2025

- April 9, 2025 (6:00 p.m. Start time)
- May 14, 2025 (Canceled)

**EQUITY AND SUSTAINABILITY**

**OUTREACH**

**STRATEGIC PLAN ALIGNMENT**

**FINANCIAL STATEMENT**

Prepared by: Aarón Zavala

Submitted by: Aarón Zavala

Approved  
by: Alexa  
Jeffress

*Aarón Zavala Aarón Zavala*

Aarón Zavala, Assistant to the City Manager

Attachments:  
None

**YOUTH COMMISSION AGENDA  
REPORT**

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November 13, 2024  
City Manager

**TITLE: DISCUSSION: YOUTH IN GOVERNMENT DAY**

**SUMMARY**

At the October 9, 2024, Youth Commission meeting, the Commission reviewed and recapped the 2024 Youth in Government Day and discussed potential ideas for the 2025 event with staff. This agenda item will continue that discussion with staff, focusing on the selection of a theme for the 2025 Youth in Government Day.

**RECOMMENDATION**

Discussion: Youth in Government Day

**BACKGROUND**

At the October 9, 2024, Youth Commission meeting, staff facilitated a recap and discussion of Youth in Government Day with the Commissioners. The Commission provided valuable feedback, insights, and expressed their interests for future events.

**DISCUSSION**

Staff will continue the conversation on Youth in Government Day, presenting themes for consideration by the Youth Commission. The proposed themes include:

- **Sustainability/Climate Action**
- **Mental Health & Wellness, Social Justice**
- **Team Building**

These themes were chosen based on the Commission's feedback and their feasibility for future programming. The Commission will review these options and select one theme to move forward with for the 2025 Youth in Government Day.

**EQUITY AND SUSTAINABILITY**

**OUTREACH**

**STRATEGIC PLAN ALIGNMENT**

**FINANCIAL STATEMENT**

Prepared by:

Submitted by:

Approved  
by:

Aarón Zavala Aarón Zavala

Aarón Zavala, Assistant to the City Manager

Attachments:

None

**YOUTH COMMISSION AGENDA  
REPORT**

November 13, 2024  
City Manager

**TITLE: REVIEW AND APPROVE FUNDING CRITERIA FOR FISCAL YEAR 2025/26  
COMMUNITY GRANT PROGRAM – YOUTH CATEGORY**

**SUMMARY**

Annually, the Youth Commission reviews the previous year’s funding criteria for the youth category of the City's Community Grant Program to better evaluate and allocate funds for qualifying applicants. Annually, the Youth Commission discusses, identifies, and approves the criteria to recommend allocations for the upcoming Fiscal Year grant cycle.

**RECOMMENDATION**

Approve funding criteria for Fiscal Year (FY) 2025/26 Community Grant Program – Youth Category.

**BACKGROUND**

Funding criteria adopted by the commission for the FY 2024/25 grant cycle and included in the FY 2024/25 application packet are listed below. In evaluating applications for this category, the commission will primarily consider projects that:

- Encourage diversity, equity, and inclusion
- Encourage new participants and audiences designed to promote services that benefit the Pleasanton youth community
- Meet the goals and strategies outlined in the Youth Master Plan and align with strategies for how goals will be accomplished
- Target a specific community need or gap in youth services
- Involve collaboration with local organizations.

**DISCUSSION**

The commission should discuss, identify, and adopt the criteria to make allocations for the FY 2025/26 grant cycle. Funding criteria will be included in the FY 2025/26 Community Grant Program application packet and should be considered by commissioners when recommending funding amounts.

**EQUITY AND SUSTAINABILITY**

**OUTREACH**

**STRATEGIC PLAN ALIGNMENT**

ONE Pleasanton Citywide Strategic Plan ([Link](#))

- Building a Community Where Everyone Belongs, Strategy 1 – Apply strategies from the City’s Diversity, Equity, and Inclusion (DEI) Action Plan to increase equitable access to City programs and services for the community
- Building a Community Where Everyone Belongs, Strategy 3 – Implement high priority items from the Library and Recreation Strategic Plan to continue to deliver activities and programs that meet the needs and interests of the community.

Library and Recreation Strategic Plan

- Goal A: Programs, Plans and Services – Deliver exceptional programs and services that meet the needs and interest of the community.

**FINANCIAL STATEMENT**

Total available funding for FY 2024/25 Community Grant - Youth Category is \$40,000.

Prepared by: Aarón Zavala

Submitted by: Aarón Zavala

Approved  
by: Alexa  
Jeffress




Aarón Zavala, Assistant to the City Manager

Attachments:  
None