

**DATE:** November 25, 2024

**TO:** Council Youth Services Committee

**FROM:** Lauren Eck, Recreation Coordinator  
Greg Milano, Recreation Supervisor

**SUBJECT:** **Youth Advisory Committee Work Plan Review, Fiscal Year 2024-25**

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**RECOMMENDATION**

Review and approve the Youth Advisory Committee work plan for Fiscal Year 2024-25.

**BACKGROUND AND ANALYSIS**

The Youth Advisory Committee (YAC or Committee) held the first meeting of Fiscal Year 2024-25 on August 19, 2024.

At the meetings on September 3, 2024, and September 16, 2024, Committee members and members-at-large brainstormed ideas to accomplish during the current school year. Staff worked with Chair Chan and Vice Chair Luna to create a draft work plan for YAC to review at the October 14, 2024, meeting. At this meeting, the draft work plan was reviewed and approved by the Committee without modifications (Attachment 1).

The work plan items approved by the YAC are described as follows:

**Ongoing Work Items**

- A. Advise City staff on youth and teen issues within the City.
- B. Assist, advocate, and volunteer for events that support community-building and teen wellness. Support Citywide and The View Teen Center events by marketing them and volunteering to assist with setup, leading kids' activities, and cleanup.

**2024-25 Work Plan Items**

1. Host Teen Week. Initiate a Citywide Teen Week, where teens and the community can participate in various activities acknowledging and supporting teen efforts.

2. Collaborate with nearby cities' youth advisory groups. Organize programs or initiatives in collaboration with Los Altos, Los Altos Hills, or Palo Alto Youth Advisory groups. Host at least one program or initiative with another city's youth advisory group.
3. Support Academic, College, and Career programs for teens. Provide workshops, events, and/or initiatives to teens that support, educate, and celebrate academics, learning, college preparation, and/or career exploration.
4. Promote diversity, equity, and inclusion (DEI) programs for teens. Provide workshops, events, and/or initiatives to teens that support, educate, and celebrate different cultures, pride, and/or inclusion.
5. Support health and wellness programs for teens. Provide workshops, events, and/or initiatives to teens that support, educate, and celebrate mental, physical, and emotional health.

After adopting the work plan, Committee members and members-at-large selected their preferred subcommittee assignments. At the October 28, 2024, meeting, members were assigned to one of five subcommittees: DEI, Health and Wellness, College and Career, Outreach, and Collaboration. Over the month of November, the subcommittees have begun brainstorming how to accomplish their associated work plan items.

LE-GM/6/CSD  
256-11-25-24M

Attachment: 1. Youth Advisory Committee Work Plan, Fiscal Year 2024-25



## YOUTH ADVISORY COMMITTEE WORKPLAN Fiscal Year 2024-25

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
<b><i>On-going Work Items</i></b>			
<b>A. Advise City Staff on youth and teen issues within the city.</b>		Ongoing	
<b>B. Assist, advocate, and volunteer for events that support teens and the community.</b>  <b>Support city-wide and The View Teen Center events and programs by marketing and volunteering to assist with set-up, leading kids' activities, and clean-up.</b>	Programs at The View Teen Center Volunteer Opportunities Teen Wellness Retreat Monster Bash Bay Area Youth Advisory Committee Social Holiday Bazaar Cops and Gobblers Breakfast with Santa Tree Lighting Santa's Workshop Multicultural Festival Earth Day Pride Summer Movie Night Series	Ongoing Ongoing September 2024 October 2024 November 2024 November 2024 November 2024 December 2024 December 2024 December 2024 March 2025 April 2025 June 2025 July-August 2025	<i>Completed.</i>



## YOUTH ADVISORY COMMITTEE WORKPLAN

### Fiscal Year 2024-25

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
<b>c. FY 2024-25 Work Items</b>			
<p><b>1. Host Teen Week</b></p> <p><b>Initiate a city-wide Teen Week, where teens and the community can participate in a variety of activities acknowledging and supporting teen efforts.</b></p>	<p>Choose a Teen Week date.</p> <p>Brainstorm workshops or programs to offer during Teen Week. Review community resources to partner with and determine the best location for programs.</p> <p>Implement Teen Week.</p> <p>Implement the Teen Friendly Business Award Nominations and Voting Surveys.</p> <p>Present the Teen Friendly Business Awards.</p>	<p>Fall 2024</p> <p>Winter 2024-25</p> <p>March 2025</p> <p>Winter 2024-25</p> <p>March 2025</p>	<p><i>Completed, March 17-21, 2025</i></p>
<p><b>2. Collaborate with nearby cities' Youth Advisory Groups and/or with internal City Boards, Commissions, and Committees.</b></p> <p><b>Collaborate with the Los Altos, Los Altos Hills, or Palo Alto Youth Advisory Groups. Provide input to internal City Boards, Commissions, and Committees on various topics.</b></p>	<p>Meet with a Youth Advisory group(s) from a nearby city.</p> <p>Host one workshop, event, and/or initiative in collaboration with at least one other city's Youth Advisory Group.</p> <p>Attend the California Parks and Recreation Association District 4 Youth and Teen Recreation Services-sponsored YAC Social.</p>	<p>Fall 2024</p> <p>Winter 2024-25 or Spring 2025</p> <p>November 2024</p>	

**YOUTH ADVISORY COMMITTEE WORKPLAN**  
**Fiscal Year 2024-25**

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
<p><b>3. Support Academic, College, Career, and Volunteer programs for teens.</b></p> <p>Provide workshops, events, and/or initiatives to teens that support, educate, and celebrate academics, learning, college prep, volunteering, and/or career exploration.</p>	<p>Host Study Hall and/or De-Stress Days at The View Teen Center.</p> <p>Host a Day of Service at The View Teen Center on the Martin Luther King Jr. holiday.</p> <p>Provide support to city staff in the planning, marketing, and execution of the Find Your Fit: Teen Career Day event.</p> <p>Provide support to city staff in the planning, marketing, and execution of the Adulting 101: Level Up Your Life workshop series and monthly College Tours.</p>	<p>December 2024 and May 2025</p> <p>January 2025</p> <p>March 2025</p> <p>Ongoing</p>	
<p><b>4. Promote diversity, equity, and inclusion (DEI) programs for teens.</b></p> <p>Provide workshops, events, and/or initiatives to teens that support, educate, and celebrate different cultures, pride, and/or inclusion.</p>	<p>Provide support to city staff in the planning, marketing, and execution of the city's inaugural Pride event.</p> <p>Lead a social media initiative or campaign to highlight teens in the community.</p> <p>Host a teen-led Cultural Diversity Fair as part of Teen Week.</p>	<p>June 2025</p> <p>Spring 2024-25</p> <p>March 2025</p>	

**YOUTH ADVISORY COMMITTEE WORKPLAN**  
**Fiscal Year 2024-25**

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
<p><b>5. Support Health and Wellness programs for teens.</b></p> <p><b>Provide workshops, events, and/or initiatives to teens that support, educate, and celebrate mental, physical, and/or emotional health.</b></p>	<p>Provide support to city staff in the planning, marketing, and execution of the city’s Teen Wellness Retreat Event.</p> <p>Choose a topic for a YAC-sponsored workshop, event, and/or initiative for teens and begin planning the event.</p> <p>Host the YAC-sponsored workshop, event, and/or initiative for teens.</p>	<p>September 2024</p> <p>Winter 2024-25</p> <p>Spring 2025</p>	<p><i>Completed.</i></p>