

"Uniting to create an empowered voice for you"

CITY OF SAN JOSE

# YOUTH COMMISSION



*Parks, Recreation and  
Neighborhood Services*



## STRATEGIC WORK PLAN

2005-2006

# City of San José - Mayor and City Council

**Ron Gonzales**

*Mayor of City of San José*

**Linda J. LeZotte**

*Councilmember, District 1*

**Forrest Williams**

*Councilmember, District 2*

**Cindy Chavez**

*Vice Mayor, District 3*

**Chuck Reed**

*Councilmember, District 4*

**Nora Campos**

*Councilmember, District 5*

**Ken Yeager**

*Councilmember, District 6*

**Madison Nguyen**

*Councilmember, District 7*

**David Cortese**

*Councilmember, District 8*

**Judy Chirco**

*Councilmember, District 9*

*(Youth Commission Liaison)*

**Nancy Pyle**

*Councilmember, District 10*

**Del D. Borgsdorf**

*City Manager*

**Department of Parks, Recreation and Neighborhood Services**

**Sara L. Hensley**

*Director*

# City of San José, Parks, Recreation, and Neighborhood Services - Youth Commission



**Shanna Cook**  
*Commissioner, CityWide*

**Christina Liu**  
*Commissioner, District 1*

**Lydia Kim**  
*Commissioner, District 2*

**Adán Lupercio - Chair**  
*Commissioner, District 3*

**Van Le**  
*Commissioner, District 4*

**Juan Montes**  
*Commissioner, District 5*

**Emily Hopper**  
*Commissioner, District 6*

**Anh Tran**  
*Commissioner, District 7*

**Kevin Liao**  
*Commissioner, District 8*

**Samantha Snook**  
*Commissioner, District 9*

**Vacant**  
*Commissioner, District 10*

# City of San José - Parks, Recreation, and Neighborhood Services Staff



**Maria Hurtado**  
*Deputy Director*

**Dave Peyton**  
*Superintendent*

**Betty Montoya**  
*Youth Outreach Specialist*

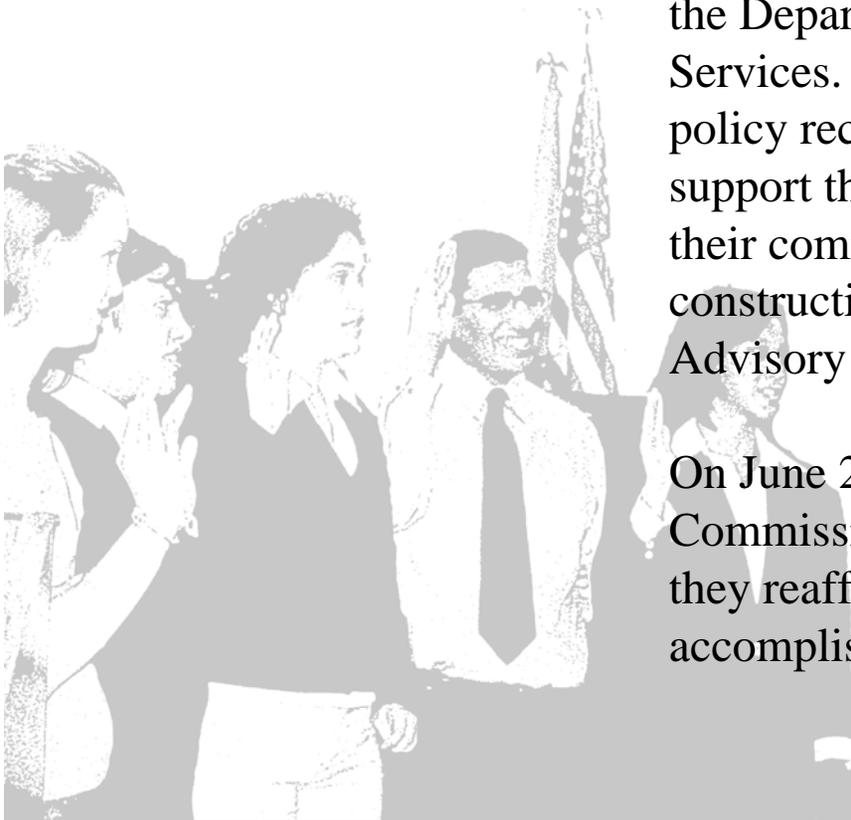
**Jennifer Arevalo**  
*Youth Outreach Worker II*

## Executive Summary

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The San José Youth Commission is an appointed body of eleven youth, 14-21 years of age, modeled after the San José City Council. They are recognized as the official youth advisory group to the City Council and the Department of Parks, Recreation and Neighborhood Services. Youth Commissioners are involved with policy recommendations concerning youth. They support the development of youth who desire to serve their community through active civic participation and constructive decision-making by maintaining a Youth Advisory Council in each of their districts.

On June 24<sup>th</sup> and 25<sup>th</sup>, 2005, the San José Youth Commission participated in an overnight retreat where they reaffirmed their strategic goals, assessed accomplishments and planned for the future.



# Vision

**Uniting to create an empowered voice for youth**

# Mission

**To involve and connect San José youth in order to advise City government on youth-related issues**

# Core Values

**• Inclusion • Engagement • Empowerment • Leadership • Teamwork**

# Strategic Goals and Outcomes

**1 Build a cohesive and effective Youth Commission**

Youth Commissioners will develop relationships with one another that will enable them to advance the Commission's Strategic Work Plan

**2 Complete Youth Commission Leadership Academy Training**

Commissioners will receive training that will position them to effectively carry out their responsibilities as Youth Commissioners

**3 Establish and maintain Youth Advisory Councils in every district**

City Councilmembers will have access to the youth perspective in their districts

**4 Advise City Council and PRNS on youth related projects and issues**

The Youth Commission, in coordination with the Youth Advisory Councils, will serve as a sounding board for city government on youth-related issues

**5 Create an awareness of the Youth Commission through participation in citywide events**

San José youth will become aware of the Youth Commission and its function within the City of San José

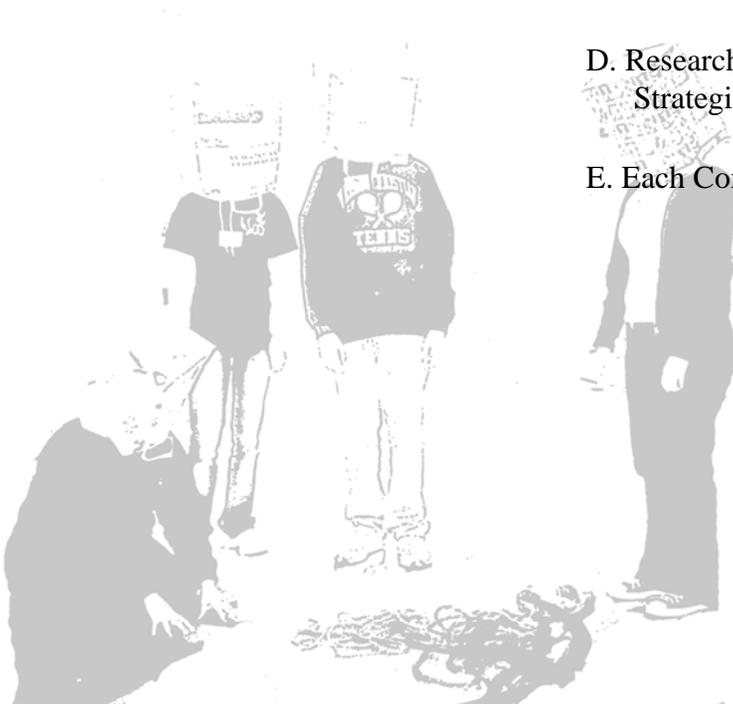
# Strategic Goal 1: Build a cohesive and effective Youth Commission

## Outcome:

*Youth Commissioners will develop relationships with one another that will enable them to advance the Commission's Strategic Work Plan*

## Objectives: 2005-2006

- A. Youth Commissioners will participate in a retreat aimed at reviewing FY 2004-2005 accomplishments and establishing FY 2005-2006 Goals and Objectives
- B. Youth Commissioners, with support of PRNS staff, will coordinate with their respective City Council office and develop a district-specific work plan
- C. Adopt the “buddy” system and partner with a fellow Youth Commissioner in order to ensure inter-commission coordination and accountability
- D. Research, identify and incorporate youth-based “best practices” when implementing Strategic Work Plan goals
- E. Each Commissioner will plan a monthly social event for the Youth Commission



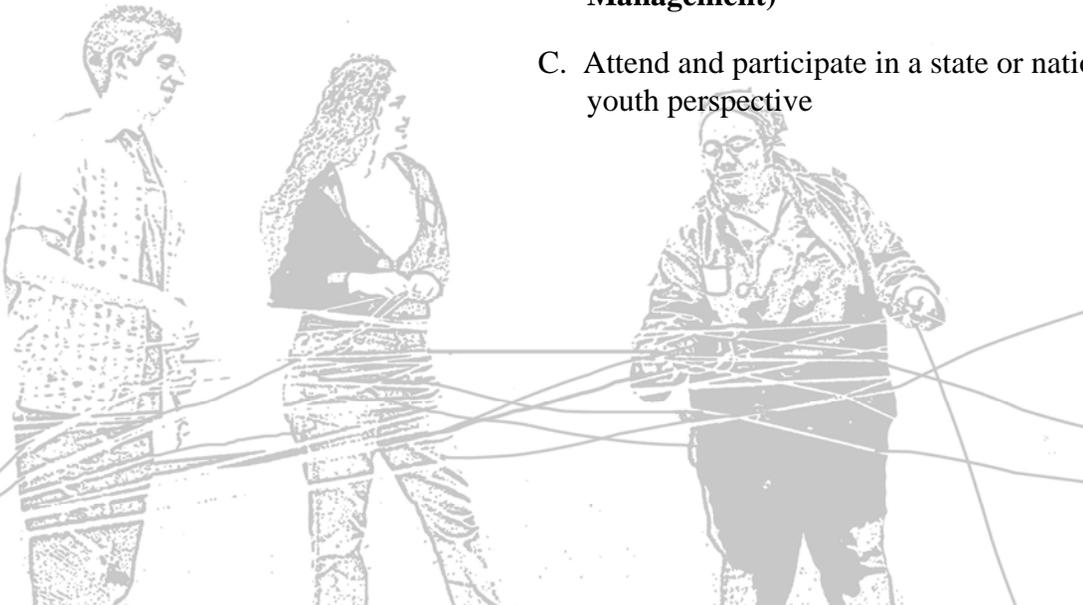
## Strategic Goal 2: Complete Youth Commission Leadership Academy Training

### Outcome:

*Commissioners will receive training that will position them to effectively carry out their responsibilities as Youth Commissioners*

### Objectives: 2005-2006

- A. **Participate in Youth Commission Leadership Academy Training provided by the Neighborhood Development Center. (e.g., Understanding Council/Manager Form of Government, Brown Act, Youth Organizing, Project Management, and Leading Effective Meetings)**
- B. **Utilize skills learned from Neighborhood Development Center training to conduct additional training sessions (e.g, How to Balance Youth Commission in Your Life, How to Motivate and Focus Our YAC's, Understanding City Protocols, How to Write Memos, Agendas, and Synopses, How to Deal with City Staff and City Protocol, Public Speaking, Grant Writing and Time Management)**
- C. **Attend and participate in a state or national-level conference aimed at promoting the youth perspective**



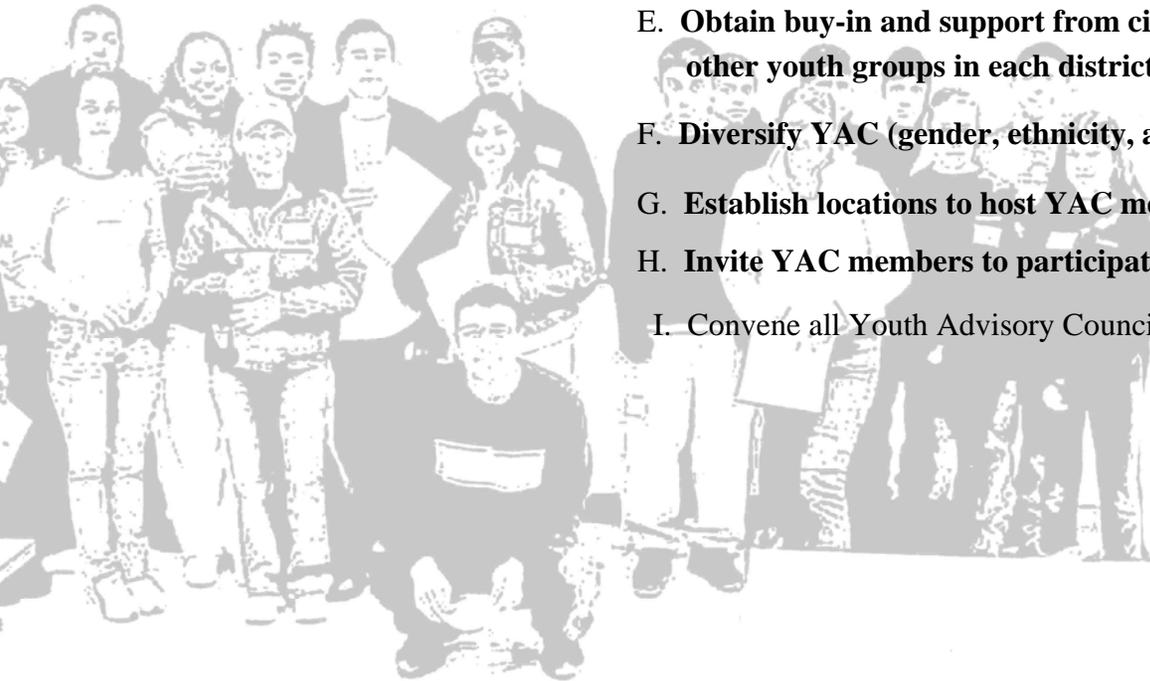
## **Strategic Goal 3: Establish and Maintain Youth Advisory Councils in every district**

### **Outcome:**

*City Councilmembers will have access to the youth perspective in their districts*

### **Objectives: 2005-2006**

- A. Create a Youth Advisory Council Development and Support Strategy**
- B. Develop and define the Youth Advisory Council's role, purpose and responsibilities**
- C. Formalize communication protocol between the Youth Commission, Youth Advisory Council, City Council and PRNS**
- D. Convene and run effective monthly Youth Advisory Council meetings**
- E. Obtain buy-in and support from city staff (i.e., Youth/Teen Specialist) and other youth groups in each district**
- F. Diversify YAC (gender, ethnicity, age, etc.)**
- G. Establish locations to host YAC meetings in each district**
- H. Invite YAC members to participate in trainings and Youth Commission events**
- I. Convene all Youth Advisory Council members and facilitate a Youth Summit**



## Strategic Goal 4: Advise City Council and PRNS on youth related projects and issues

### Outcome:

*The Youth Commission, in coordination with the Youth Advisory Councils, will serve as a sounding board for city government on youth-related issues*

### Objectives: 2005-2006

- A. Oversee and advise on the City's implementation of the "Blueprint for Bridging the Digital Divide"
- B. Identify, review and provide recommendations to Mayor, City Council and PRNS on youth-related projects and initiatives
- C. **Develop a reporting timeline and protocol for advising City Council and PRNS (e.g., ACA meetings, Council meetings)**
- D. Maintain quarterly meetings with PRNS Administration and Management staff
- E. **Attend and actively participate in Community Meetings**



# Strategic Goal 5: Create an awareness of the Youth Commission

## Outcome:

*San José youth will become aware of the Youth Commission and its function within the City of San José.*

## Objectives:

**2005-2006**

- A. Develop a marketing strategy aimed at creating awareness of the Youth Commission
- B. **Identify and select citywide and community events that the Commission will participate in (e.g., Ribbon Cutting, Ground Breaking, Holiday Parade, National Night Out)**
- C. **Youth Commission will participate in youth-related community public hearings and focus groups**
- D. **Submit Youth Commission articles to the neighborhood newspaper**
- E. Select and train a Youth Commissioner to act as a Media Spokesperson on behalf of the Commission
- F. Plan Citywide Events aimed at promoting the Youth Commission
- G. **Finalize Youth Commission website**

