



NOTICE OF SPECIAL MEETING

Pursuant to Section 54956 of the Government Code of the State of California, a Special meeting of the **Tracy City Council** is hereby called for:

Date/Time: **Tuesday, October 1, 2024, 5:30 p.m.**
(or as soon thereafter as possible)

Location: **Tracy City Hall, Council Chambers**
333 Civic Center Plaza, Tracy, CA. 95376

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Tracy City Council on any item, before or during consideration of the item, however no action shall be taken on any item not on the agenda.

This meeting will be open to the public for in-person and remote participation pursuant to Government Code Section 54953(e)

For Remote Public Comment:

During the Items from the Audience, public comment will be accepted via the options listed below. If you would like to comment remotely, please follow the protocols below:

- *Comments via:*
 - **Online by visiting** <https://cityoftracyevents.webex.com> and using the following **Event Number: 2553 974 1219** and **Event Password: TracyCC**
 - ***If you would like to participate in the public comment anonymously***, you may submit your comment via phone or in WebEx by typing “Anonymous” when prompted to provide a First and Last Name and inserting Anonymous@example.com when prompted to provide an email address.
 - **Join by phone by dialing +1-408-418-9388**, enter 25539741219#8722922# Press *3 to raise the hand icon to speak on an item.

- *Protocols for commenting via WebEx:*
 - *If you wish to comment under “Items from the Audience/Public Comment” portion of the agenda:*
 - *Listen for the Mayor to open “Items from the Audience/Public Comment”, then raise your hand to speak by clicking on the Hand icon on the Participants panel to the right of your screen.*
 - *If you no longer wish to comment, you may lower your hand by clicking on the Hand icon again.*
 - *Comments for the “Items from the Audience/Public Comment” will be accepted until the public comment period is closed.*

1. Call to Order
2. Actions, by Motion, of City Council pursuant to AB 2449, if any
3. Roll Call and Declaration of Conflicts
4. Items from the audience - *In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution No. 2019-240, and last amended by Resolution No. 2021-049, a five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, Council Members may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to Council.*
5. DISCUSSION ITEMS
 - 5.A. For vacancies on the Tracy Youth Advisory Commission, the City Council, by motion, (1) Establish interview protocols to fill two adult vacancies; (2) Conduct interviews of four adult applicants and upon conclusion, appoint applicants to fill two adult vacancies and establish an eligibility list, if appropriate; and (3) Establish a subcommittee of two Council Members, and an alternate, to interview sixteen youth applicants to fill eleven youth vacancies.
6. Council Items and Comments
7. Adjournment

Posting Date: September 26, 2024

The City of Tracy is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment, programs and facilities. Persons requiring assistance or auxiliary aids in order to participate, should contact the City Manager's Office at (209) 831-6000 at least 24 hours prior to the meeting.

Agenda Item 5.A

RECOMMENDATION

For vacancies on the Tracy Youth Advisory Commission, the City Council, by motion, (1) Establish interview protocols to fill two adult vacancies; (2) Conduct interviews of four adult applicants and upon conclusion, appoint applicants to fill two adult vacancies and establish an eligibility list, if appropriate; and (3) Establish a subcommittee of two Council Members, and an alternate, to interview sixteen youth applicants to fill eleven youth vacancies.

EXECUTIVE SUMMARY

On March 19, 2024, the City Council amended the *Council Policy Establishing a Selection Process for Appointments to City Advisory Bodies* (see Attachment A) through Resolution 2024-042 (Appointment Policy). Section D of the Appointment Policy defines the selection process, which requires the full City Council, in open session at a regular or special meeting, review applications, interview applicants and make informal recommendations of specific candidates for the Mayor to consider as proposed appointees. The Youth Advisory Commission (YAC) recruitment to fill the vacant positions was opened December 20, 2023, through April 26, 2024, and sixteen youth and four adult applications were received.

Preliminary interviews were held on Monday, May 20, 2024, and Tuesday, May 21, 2024, following the current Youth Advisory Commission Bylaws. As the City's Appointment Policy is inconsistent with the YAC Bylaws, those interviews are not being considered.

The Appointment Policy does not outline a specific manner in how the Council body should conduct the interviews for each advisory body. Through this item, the City Council will discuss and agree upon interview protocols and then will proceed with the interview process itself for the adult YAC positions. Importantly, as 16 applications for the youth positions were received, staff is recommending that the Mayor appoint, with the approval of the City Council, a subcommittee of two (2) Council Members to interview these sixteen (16) applicants. The subcommittee can return to the City Council at a future Council Meeting with its recommendations to the Mayor for appointment and City Council for approval.

BACKGROUND AND LEGISLATIVE HISTORY

The City Council's current selection process for appointment to Council boards, commissions, or committees is set forth in the Appointment Policy approved through Resolution 2024-042. The selection process is initiated through the preparation of the appointment list by the City Clerk on or before December 31 of each year. The list contains the list of appointees and terms for each board, commission, and committee whose members serve at the pleasure of the City Council. When a vacancy occurs, a special notice is posted within twenty (20) days of the vacancy. Specific terms apply to vacancies with less than six months remaining and when filled by an emergency appointment. The Appointment Policy also restricts appointment of an individual already serving on a City of Tracy board, committee, or commission from serving on an additional City of Tracy board, committee, or commission concurrently. In addition, individuals selected to a City of Tracy board, committee, or commission must meet residency requirements contained in the policy.

In December 2023, the City Clerk opened a recruitment to fill eleven youth and two adult vacancies on the Youth Advisory Commission, due to Commissioners graduating high school and term expirations occurring on July 31, 2024, and sixteen youth and four adult applications were received. Recruitment was closed on April 26, 2024.

As noted above, the YAC Bylaws are inconsistent with the Appointment Policy in that they call for a selection panel to review new applications and make recommendations for appointment to the City Council. Staff inadvertently followed the YAC Bylaws process instead of the Appointment Policy and convened an interview panel consisting of Parks and Community Services Commissioner Scott Arbogast, Recreation Coordinator Amanda Jensen, and Adult YAC Commissioner Beatrice Amezcuita-Javier. The panel conducted interviews over two days, Monday, May 20, 2024, and Tuesday, May 21, 2024. Each candidate received ratings on a scale from A to D, as well as evaluations based on their school affiliation. These evaluations have been suspended so that the City Council, through this agenda item, direct the YAC appointments per the Appointment Policy.

ANALYSIS

A. Determining Interview Protocols

On April 16, 2024, the City Council established interview protocols for appointments to the Planning Commission and based on these protocols, conducted interviews to successfully fill two vacancies. On May 21, 2024, the City Council used the same protocols used for the Planning Commission to fill one vacancy on the Measure V Residents' Oversight Committee. For this item, the City Council may elect to implement the same protocols used to fill the vacancies on the Planning Commission, Measure V Resident's Oversight Committee, and the San Joaquin County Mosquito Abatement District.

To establish the interview protocols, the City Council will need to determine which interview questions to ask the application. The City Council may select interview questions that were used as a part of the previous appointment process. The list of questions is attached as Attachment B, and staff recommends that the City Council use the same list as the questions still remain relevant.

As for time allocation, the City Council is advised to consider that the entire process, including interviewing the four adult applicants and appointing of two adult candidates, is anticipated to be completed within a scheduled meeting time of 95 minutes. Based on this, below is a suggested process:

- Agree that each Council Member asks one question for a total of five (5) questions.
- Determine the five (5) interview questions to ask the applicant.
- Allow the applicant two (2) minutes to respond to each question.
- Interview applicants in alphabetical order, by last name.
- Allocate up to five (5) minutes for each Council Member for follow-up questions.
- Allocate up to thirty (30) minutes for the total City Council discussion.

Importantly, as sixteen (16) applications for the youth positions were received, staff is recommending that the Mayor appoint, with the approval of the City Council, a subcommittee of two (2)

Council Members to interview these sixteen(16) applicants. The subcommittee can return to the City Council at a future Council Meeting with its recommendations to the Mayor for appointment and City Council for approval.

Following discussion, each Council Member will make an informal recommendation of specific candidates for the Mayor to consider as proposed appointees for appointment to the Youth Advisory Commission. Upon receiving the recommendations of all Council Members, the Mayor will propose two adults to the Youth Advisory Commission, which shall be approved or disapproved, by majority vote, of the Council body. The Mayor may endeavor to propose an appointee that is recommended by the Council body, but the Mayor may propose an alternate appointee pursuant to mayoral authority under Government Code 40605.

If the Council disapproves of the appointee proposed by the Mayor, the Mayor shall propose an alternate appointee, which shall be either approved or disapproved by the Council, by majority vote. The process shall continue until two adult vacancies on the Youth Advisory Commission are filled; the Mayor may elect to reopen the application process if no appointee is approved through this process.

If there are more than two adults qualified, the City Council may establish an eligibility list that will be used by the Mayor to fill future vacancies that occur within the following twelve (12) months.

Based on the number of youth applicants, staff is requesting that after the Council appoints the adult commissioners, a subcommittee of two Council Members, along with an alternate, be established to interview the sixteen youth applicants and fill the eleven youth vacancies on the Tracy Youth Advisory Commission. Once interviews have been concluded, staff will bring an item back to the full Council to a make a recommendation for their appointment.

B. Applicant Materials

As noted above, the City received sixteen youth and four adult applications for eleven youth and two adult vacancies on the Youth Advisory Commission. A copy of each application is attached as Attachment C. Personal information has been redacted, to protect the privacy of each applicant. However, City staff has verified that each applicant is a City resident, as is a requirement of the Appointment Policy.

The City Council should consider that the current YAC Bylaws call for a minimum of eight (8) and a maximum of fourteen (14) youth to be appointed to include two representatives from each comprehensive high school in the Tracy area and the four alternative education high schools as applications are received. Historically, this process has been successful in providing adequate representation of each high school to help with outreach of programs and/or events, representation during YAC lunch time activities, and receiving feedback from the students at the respective schools. Adult Commissioners are also selected to include one adult who is a member of the Tracy Unified School District and two who are community members at large who desire to work with youth.

FISCAL IMPACT

There is no fiscal impact as a result of this agenda item.

STRATEGIC PLAN

This agenda item supports the City's Governance Strategy, and specifically implements the following goal:

Governance

Goal 1: Model Good Governance, Teamwork, and Transparency

ACTION REQUESTED OF THE CITY COUNCIL

For vacancies on the Tracy Youth Advisory Commission, the City Council, by motion, (1) Establish interview protocols to fill two adult vacancies; (2) Conduct interviews of four adult applicants and upon conclusion, appoint applicants to fill two adult vacancies and establish an eligibility list, if appropriate; and (3) Establish a subcommittee of two Council Members, and an alternate, to interview sixteen youth applicants to fill eleven youth vacancies.

Prepared by: Lauren Repetto, Recreation Services Supervisor

Reviewed by: Jolene Jauregui, Recreation Services Manager
Brian MacDonald, Director of Parks, Recreation & Community Services
Sara Castro, Finance Director
Bijal Patel, City Attorney
Arturo Sanchez, Assistant City Manager

Approved by: Arturo Sanchez, Assistant City Manager

Attachments:

- A – Council Policy Establishing a Selection Process for Appointments to City Advisory Bodies
- B – Suggested Interview Questions for the Youth Advisory Commission
- C – Adult Candidate Applications for the Youth Advisory Commission

APPROVED AS TO FORM AND LEGALITY


CITY ATTORNEY'S OFFICE

TRACY CITY COUNCIL

RESOLUTION 2024-042

AMENDING THE COUNCIL POLICY ESTABLISHING A SELECTION PROCESS FOR APPOINTMENTS TO CITY ADVISORY BODIES TO ALLOW THE FULL CITY COUNCIL TO INTERVIEW CANDIDATES AND MAKE **INFORMAL** RECOMMENDATIONS OF SPECIFIC CANDIDATES FOR THE MAYOR TO CONSIDER AS PROPOSED APPOINTEES, SUBJECT TO FINAL APPROVAL OF THE CITY COUNCIL

WHEREAS, the *Council Policy Establishing a Selection Process for Appointments to City Advisory Bodies (Appointment Policy)* sets forth the process by which vacancies on City committees, subcommittees, and commissions are filled; and

WHEREAS, the most recent version of the Appointment Policy was adopted on December 21, 2021, by the City Council through Resolution 2021-200; and

WHEREAS, under Government Code Section 40605, the elected mayor of a general law city solely has the authority to appoint, subject to council approval, to council committees, subcommittees, and commissions, as well as any regional bodies to which the council sends a delegate; and

WHEREAS, the selection process contained in the Council's Appointment Policy does not fully comply with Government Code Section 40605 as it states that the City Council appoints to a sub-committee to interview candidates and appoints, based on the recommendations of the sub-committee, and no explicit authority of the Mayor to propose appointments is noted; and

WHEREAS, on March 5, 2024, the City Council discussed options to align the Appointment Policy with Government Code Section 40605; and

WHEREAS, after discussion, the City Council directed staff to return with a proposed amendment to the Appointment Policy that would allow the full City Council to interview candidates, in open session at a regular or special meeting; and

WHEREAS, the City Council had not reached consensus on what the next steps would be after the Council interviews had been completed and asked staff to return with two options for the City Council's further deliberation and final selection; and

WHEREAS, the City Council deliberated further at its meeting on March 19, 2024 and finalized the option set forth herein; now, therefore, be it

RESOLVED: That the City Council of the City of Tracy hereby amends the Appointment Policy as set forth in **Exhibit A, as amended**, such that the full City Council shall interview candidates, in open session at a regular or special meeting, and upon completing the interviews,

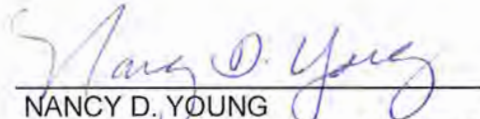
shall make ~~final~~-informal recommendations of specific candidates for the Mayor to consider as proposed appointees; and be it

FURTHER RESOLVED: That the amended Appointment Policy shall become effective immediately upon adoption of this Resolution; and be it

FURTHER RESOLVED: That the City Council authorizes the City Clerk to proceed with the process to fill vacancies as set forth in the newly amended Appointment Policy.

The foregoing Resolution 2024-042 was adopted by the Tracy City Council on the 19th day of March 2024 by the following vote:

AYES:	COUNCIL MEMBERS:	ARRIOLA, BEDOLLA, EVANS, DAVIS
NOES:	COUNCIL MEMBERS:	YOUNG
ABSENT:	COUNCIL MEMBERS:	NONE
ABSTENTION:	COUNCIL MEMBERS:	NONE



NANCY D. YOUNG
Mayor of the City of Tracy, California


ATTEST: _____
ADRIANNE RICHARDSON
City Clerk and Clerk of the Council of the
City of Tracy, California

**COUNCIL POLICY ESTABLISHING A SELECTION PROCESS FOR APPOINTMENTS
TO CITY ADVISORY BODIES**
(Exhibit "A" to Resolution No. 2024-042)

SECTION 1: PURPOSE

To establish a selection process for appointments to City advisory bodies including defining residency requirements, in accordance with Government Code sections 54970 et seq. This process acknowledges and is consistent with Government Code Section 40605, which requires that the elected mayor of a general law city solely has the authority to appoint, subject to council approval, to council committees, sub-committees. and commissions, as well as any regional bodies to which the council sends a delegate.

SECTION 2: SELECTION PROCESS FOR APPOINTEE BODIES

- A. On or before December 31st of each year, the City Clerk shall prepare an appointment list of all regular and ongoing boards, commissions and committees that are appointed by the City Council of the City of Tracy. The list shall contain the following information:
 - 1. A list of all appointee terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of the appointment, the date the term expires and the necessary qualifications for the position.
 - 2. A list of all boards, commissions and committees whose members serve at the pleasure of the Council and the necessary qualifications of each position.
 - 3. The list of appointments shall be made available to the public for a reasonable fee that shall not exceed actual cost of production. The Tracy Public Library shall receive a copy of the list.

- B. Whenever a vacancy occurs in any board, commission or committee, whether due to expiration of an appointee's term, resignation, death, termination or other causes, a special notice shall be posted in the office of the City Clerk, The Tracy Public Library, the City website, and in other places as directed within twenty (20) days after the vacancy occurs. Final appointment to the board, commission or committee shall not be made by the City Council for at least ten (10) working days after the posting of the notice in the Clerk's office. If Council finds an emergency exists, the Council may fill the unscheduled vacancy immediately.

- C. Appointments shall be made for the remainder of the term created by the vacancy except as follows:
 - 1. If appointee will fill an un-expired term with six months or less remaining, the appointment shall be deemed to be for the new term.

2. If the vacancy is filled by an emergency appointment the appointee shall serve only on an acting basis until the final appointment is made pursuant to section 2.
- D. The Council and Mayor shall use the following selection process to provide an equal opportunity for appointment to a board, commission or committee:
1. The full Council shall, in open session at a regular or special meeting, review applications, interview applicants and make ~~final-informal~~ recommendations of specific candidates for the Mayor to consider as proposed appointees for appointment to the board, commission or committee.
 2. Upon receiving the recommendations of the Council, the Mayor will propose an appointee to the board, commission or committee, which proposed appointee shall be approved or disapproved, by majority vote, of the Council. The Mayor ~~shall~~ may endeavor to propose appointees that are recommended by the Council, but the Mayor may propose alternate appointees pursuant to mayoral authority under Government Code 40605. ~~The alternates shall be chosen from the eligibility list, if it has been created pursuant to section 4 below.~~
 3. If the Council disapproves an appointee proposed by the Mayor, the Mayor shall propose an alternate appointee, which shall be either approved or disapproved by the Council, by majority vote. This process shall continue until all vacancies on the board, commission or committee are filled. the Mayor may elect to reopen the application process.
 4. If there are more qualified candidates than the number of current vacancies, the Council may establish an eligibility list that will be used to fill future vacancies that occur in the following twelve (12) months.
- E. An individual already serving on a City of Tracy board, committee or commission may not be appointed to serve on an additional City of Tracy board, committee, or commission concurrently.

SECTION 3: DEFINITION OF RESIDENCY REQUIREMENTS

- A. The following definitions shall be used to determine whether residency requirements are met for boards and commissions to which the Tracy City Council appoints members:
1. Tracy Planning Area means the geographical area defined in the City of Tracy General Plan and any amendments thereto.
 2. City of Tracy means within the city limits of the City of Tracy.
 3. Citizen means a resident of the City of Tracy.

4. Tracy School District means the geographical area served by the Tracy Unified School District.
 5. Sphere of Influence shall be the geographical area approved by the Local Agency Formation Commission (LAFCo) of San Joaquin County and any amendments thereto.
- B. Residency, as defined above and as set forth in the applicable bylaws for each board or commission, shall be verified annually by the City Clerk. The residency must be verifiable by any of the following means:
1. Voter registration,
 2. Current California Driver's License or Identification,
 3. Utility bill information (phone, water, cable, etc.),
 4. Federal or State tax returns.
- C. Members of boards or commissions shall notify the City Clerk in writing within thirty (30) days of any change in residency. If the change in residency results in the board member or commissioner no longer meeting the residency requirements, the member shall tender their resignation to the City Clerk who shall forward it to the City Council.

Suggested Youth Interview Questions for the Youth Advisory Commission

1. Why do you want to be a Youth Advisory Commissioner?
2. As a YAC Commissioner, what would you expect your responsibilities to be?
3. Describe your leadership experience in school clubs, student government, youth groups, sports organizations, music, church, etc... which experience do you consider to be your most important?
4. What extracurricular activities do you expect to be involved in? How do you plan to balance your time to fit everything in? If chosen to be on the commission, what is your availability?
5. What do you think is the best way to outreach to teens and engage them in our programs?

Suggested Adult Interview Questions for the Youth Advisory Commission

1. Why do you want to be an Adult Youth Advisory Commissioner?
2. Describe your experience working with youth.
3. Tell us what skills you possess that will benefit YAC and teens in Tracy.
4. How do you plan on balancing your job, family, and involvement in the community with YAC?
5. What do you consider your most important leadership experience and why?



TRACY YOUTH ADVISORY COMMISSION ADULT APPLICATION FORM

S19
4:47pm
LM

Emitted
5/10

5/13
spoke to

received
4/20/24
by email

NAME Adriana De La Paz Gomez PHONE [REDACTED]

ADDRESS [REDACTED] EMAIL ADDRESS [REDACTED]

CITY Tracy ZIP 95376

Please attach additional sheets if you need more space to answer each question.

1. What activities have you been involved in the community?
2019-2021 Youth Advisory Commission (2021-Vice Chair)
Farm worker associations (volunteer) 2023
American Red Cross Volunteer (Stockton-San Francisco) 2022-23
Stanford School of Medicine—Leadership Experience for Aspiring Physicians (Community project development and outreach) 2023-24

2. What qualities, skills, and resources would you bring to the Youth Advisory Commission?

I have experience in planning, leadership, development, and community outreach.

3. What areas of interest would you like the commission to work on?

Community outreach and project development/planning.
I am interested in having the community more involved through fairs and resources that are available
But have not met their target audience.

4. If available, please attach any additional information, including letters of recommendation.

APPLICATION DEADLINE: April 26, 2024

To submit your application: Scan & email to amanda.jensen@cityoftracy.org, mail to Attention: Amanda Jensen, Parks & Recreation Department, 333 Civic Center Plaza, Tracy, CA 95376, or fax (209) 831-6218. Call (209) 831-6202 for further information.



TRACY YOUTH ADVISORY COMMISSION ADULT APPLICATION FORM

5/9
4:46pm
LM
Spoke to

received
4/12/24
by email
AS

NAME Derek Freiligh PHONE [REDACTED]
ADDRESS [REDACTED] EMAIL ADDRESS [REDACTED]
CITY Tracy ZIP 95377

Please attach additional sheets if you need more space to answer each question.

1. What activities have you been involved in the community?
 - Art Freiler Elementary Basketball coach
 - Boys & Girls club, Mt. House Flag Football for Tracy kids
 - City of Tracy basketball coach
 - American Heart Association in Tracy
2. What qualities, skills, and resources would you bring to the Youth Advisory Commission?
 - Deputy Sheriff for 17-years, 12yrs+ basketball coach ages 5-17,
 - Flag Football coach 10yrs
 - Very detailed, resourceful, honorable, creative,
 - Writing skills, collaboration, maintain professional relationship
3. What areas of interest would you like the commission to work on?
 - Overall Youth Sports, City wide youth health & mental health in schools
 - Youth tournaments to bring college recruiters to highschool kids.
4. If available, please attach any additional information, including letters of recommendation.

Letters of recommendation can be provided from:

 - Andy See (Mayor of Mt. House)
 - Stephen Theall - Principal Art Freiler
 - American Heart Association
 - Lucas Furtado - Boys & Girls Club

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TRACY YOUTH ADVISORY COMMISSION ADULT APPLICATION FORM

5/9
4:49pm
LA

Completed
5/10
3:07pm
5/10
LA 3:44pm

received
4/24/24
by email
AS

NAME Jose Lupe Chavez PHONE [REDACTED]

ADDRESS [REDACTED] EMAIL ADDRESS [REDACTED]

CITY Tracy, CA ZIP 95376

Please attach additional sheets if you need more space to answer each question.

1. What activities have you been involved in the community?
Please see the attached documentation.

2. What qualities, skills, and resources would you bring to the Youth Advisory Commission?
Please see the attached documentation.

3. What areas of interest would you like the commission to work on?
Please see the attached documentation. Please see the attached documentation.

4. If available, please attach any additional information, including letters of recommendation.
You guessed it... please see the attached documentation!

APPLICATION DEADLINE: April 26, 2024

To submit your application: Scan & email to amanda.jensen@cityoftracy.org, mail to Attention: Amanda Jensen, Parks & Recreation Department, 333 Civic Center Plaza, Tracy, CA 95376, or fax (209) 831-6218. Call (209) 831-6202 for further information.

1. What activities have you been involved in the community?
 - a. On the county level, I currently serve on San Joaquin County's Agricultural Advisory Board and Larch Clover Community Center Advisory Board. On the civic level, I am currently a catechumen at St. Bernard's Catholic Church and consult other non-profits about grant opportunities. In high school, I was heavily involved in Speech and Debate (as the lead speech coach), Future Farmers of America (Chapter Vice President and Vegetable Crop Evaluation Coach), and was a three-year intern with the City of Tracy's Channel 26 Internship program.

2. What qualities, skills, and resources would you bring to the Youth Advisory Commission?
 - a. As an Adult Commissioner on the Youth Advisory Commission, I believe that I would bring a unique perspective to the board given the fact that I am a semi-recent graduate of a local high school who has just finished college and entered the workforce. I know of countless student fellowships and pre-collegiate that I would like to inform both Student Commissioners and the Tracy Chamber of Commerce of to invigorate our town's student body. I've also had the pleasure of interning in Washington DC, serving as a college orientation leader, and camping outside the U.S. Supreme Court to watch oral argumentation; I plan on drawing from these experiences when advising Student Commissioners.

3. What areas of interest would you like the commission to work on?
 - a. I would like to see the commission come up with new programs to engage the next generation as well as critique old programs. It is my understanding that the Channel 26 internship program is no longer in operation due to staffing concerns and quite possibly lack of interest. I want to see the YAC promote and create internship and fellowship opportunities for high school and middle school students on the local and county level if possible.

4. Please attach supporting documentation
 - a. Sure thing!



JOEL ANDERSON

Serving the cities of:
El Cajon
Poway
Santee

Serving the San Diego communities of:
Allied Gardens
Carmel Mountain Ranch
Del Cerro
Grantville
Kearny Mesa
MCAS Miramar
Miramar Ranch
Rancho Bernardo
Sahre Springs
San Carlos
San Pasqual Valley
Scripps Ranch
Serra Mesa
Stonebridge
Tierrasanta

Serving the County communities of:
4S Ranch
Alpine
Barrett
Blossom Valley
Bostonia
Boulevard
Campo
Crest
Cuyamaca
Delhesa
Del Dios
Descanso
Dulzura
Eucalyptus Hills
Fernbrook
Plinn Springs
Granite Hills
Gnatay
Harbison Canyon
Jacumba
Jawoll
Johnstown
Julian
Lake Hodges
Lake Morena
Lakeside
Morena Village
Mount Laguna
Pine Hills
Pine Valley
Potrero
Ramona
San Diego Country Estates
San Pasqual
Santa Fe Valley
Tecate
Tierra del Sol
Winter Gardens
Wynola

Serving the tribal governments of:
Barona
Campo
Capitan Grande
Ewitaapaayp
Inaja-Cosmit
Jumil Indian Village
La Posta
Manzanita
Sycuan
Viejas

April 18, 2024

To the City of Tracy,

It is my pleasure to write this letter of recommendation for Jose Lupe Chavez's application to serve as an adult commissioner on the City of Tracy's Youth Commission.

From November 9th, 2022, to December 8th, 2022, Jose completed 57 hours of service as a member of my El Cajon district office internship team. Through their daily activities, members of my legislative internship team are exposed to a vast amount of information about the diverse and complex issues before the county of San Diego. Thus, Jose broadened his understanding of the challenges this county faces, and he effectively communicated my positions on these issues to my constituents. We were so impressed with Jose early in his internship that we hired him as a paid part-time student worker (Grant Outreach Assistant) from January 2023 to June 2023.

During his internship, Jose excelled in the areas of constituent service and community outreach. He provided crucial assistance to both of my Community Outreach Coordinators, one responsible for project managing district events and creating informational infrastructure for our office and the other is responsible for my certificate of recognition program. Jose was consistently counted on to complete detailed and time-intensive projects with a positive attitude. In fact, my staff was so confident in his abilities that they asked him to go to events and speak on my behalf. My office would regularly receive positive feedback from elected officials and community leaders as a result of his efforts at those events.

Jose aided my Constituent Affairs Coordinator who is responsible for solving complex problems constituents have with county agencies. He could always be counted on to listen effectively to constituents who often found themselves in challenging situations. Jose empathetically listened to and assisted constituents, epitomizing a constituent-centered approach. He also provided critical assistance to my Senior Executive Assistant and Special Project Manager. Through excellent research skills, Jose prepared me for important meetings and events. His additional responsibilities included but were not limited to: creating, organizing, and managing several vital databases, creating biographies on key individuals I would be meeting with, updating my scheduling matrix, drafting certificates of recognition, presenting certificates of recognition, and drafting proclamations.

An important aspect of the organizational culture in my office is the cultivation of an environment in which the members of my team recognize outstanding leadership and performance demonstrated by their co-workers. The purpose is to highlight examples

SAN DIEGO COUNTY BOARD OF SUPERVISORS, SECOND DISTRICT
1600 PACIFIC HIGHWAY, ROOM 335, SAN DIEGO, CALIFORNIA 92101-2470
PHONE: (619) 531-5522 • EMAIL: JOEL.ANDERSON@SDCOUNTY.CA.GOV
www.supervisorjoelanderson.com

April 18, 2024

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of leadership and encourage others to follow them. I believe that fostering an environment of encouragement and empowerment develops my team to become better leaders and allows them to provide the best possible service to my constituents. Jose thrived in this environment and was regularly recognized for his outstanding leadership and work product. He was respected by both staff members and his fellow interns, and because of this, he was promoted from a volunteer intern position to a part-time paid student worker position in my office.

As the inaugural Grant Outreach Assistant Jose was responsible for allocating grant funds from federal, state, and local sources, hosting multiple grant workshops in my district, and creating the manual on allocating funds and hosting workshops. His invaluable work products are still being used by our current Grant Outreach Assistant. During his tenure Jose held 5 grant workshops, allocated \$730,050 in federal grants and \$4.3 million in state and local grants, as well as proactively drafting countless outreach letters to facilitate more grant applications. As he was seen as a leader and a shining example of what my interns could accomplish, Jose was asked to assist in internship recruitment by speaking at high schools and colleges to recruit more interns.

Jose continuously went 'above and beyond' in each project or task that was assigned to him, he would constantly break through his own glass ceiling and make each assignment his own. Jose is passionate about civic engagement and has always looked for opportunities to engage the public in the legislative process. I am confident that he will bring this same attitude and work ethic to the Youth Advisory Commission.

It was a pleasure having Jose Lupe Chavez as a member of our team as he is an incredibly hard working and talented individual and someone my staff could absolutely trust with any assignment. His strong work ethic, teachable spirit, capacity for critical thinking, enthusiasm for civic engagement, and outstanding leadership skills will make him an invaluable asset to the City of Tracy Youth Advisory Commission as an Adult Commissioner.

Sincerely,

[Redacted Signature]

Joel Anderson
San Diego County Board of Supervisors – District 2
District 2



Jose Lupe Chavez

A question concerning park tables

Joey RuizChavez

Wed, Dec 20, 2017 at 8:26 PM

To: "publicworks@ci.tracy.ca.us" <publicworks@ci.tracy.ca.us>

Hello! My name is Joey Chavez, and I have a question concerning my park. I live by Cecillian Park, which is located by Villalovoz elementary school and Williams middle school. Every time I go there with my friends, I am slightly disappointed to sit at the tables and find vulgar language written in sharpie, symbols and disfigured etched scratched into the wood, and the faded, dry paint that seemed to be coated on there years ago. I was wondering if there was a way this could be fixed, perhaps the city of tracy could repaint these tables or I could obtain permission to repaint them myself? Thank you.

- Jose "Joey" Chavez



Jose Lupe Chavez

A question concerning park tables

Susan Choisser <Susan.Choisser@cityoftracy.org>
To: Joey RuizChavez

Thu, Dec 21, 2017 at 6:28 AM

Hi Joey ~

Thank you for your message regarding the condition of the tables at Cecilliani Park.

We have entered Service Request 3556269 into Government Outreach, which you should get an email confirmation.

Someone should be in contact with you in the very near future to discuss your request.

Sincerely,

Susan Choisser

City of Tracy Public Works

520 Tracy Blvd., Gate 3

Tracy, CA 95376

209.831.6351 Direct

209.831.6300 Main 209.831.4472 Fax



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[Quoted text hidden]

City of Tracy
Certificate of Recognition

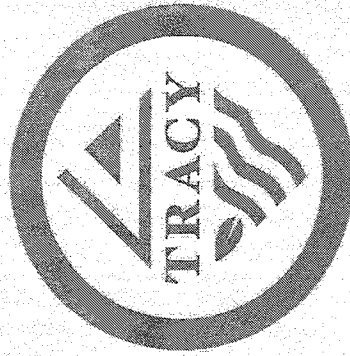
Awarded to

JOEY CHAVEZ

For Completing the

**CHANNEL 26 SUMMER
MEDIA INTERNSHIP PROGRAM**

Given this 3rd day of August
Two Thousand Eighteen



A handwritten signature in cursive script, appearing to read 'Robert Rickman'.

Robert Rickman, Mayor of the City of Tracy

City of Tracy
Certificate of Recognition

Awarded to
JOSE CHAVEZ

For Completing the
CHANNEL 26 SUMMER
MEDIA INTERNSHIP PROGRAM

Given this 1st day of August
Two Thousand Nineteen



A handwritten signature in black ink, appearing to read 'Robert Rickman', written over a horizontal line.

Robert Rickman, Mayor of the City of Tracy

Jose Lupe Chavez III

EDUCATION

University of California - San Diego | B.A. in Political Science/History | La Jolla, CA Sept. 2023
Hoover Institution, Stanford University | Summer Policy Boot Camp (Director's Award) | Palo Alto, CA Aug. 2023
University of California - Los Angeles School of Law | 2023 UCLA Law Fellowship | Westwood, CA May 2023

EXPERIENCE

Grant Writer Sep. 2023 - Present

New Genesis Housing Development Corporation | Stockton, CA

- Implements streamlined grant management procedures, including comprehensive tracking systems and reporting mechanisms, ensuring compliance with grant requirements and deadlines.
- Demonstrates expertise in researching, writing, and submitting successful grant proposals to various agencies, resulting in substantial funding for multiple projects to advance the organization's mission in San Joaquin County.
- Collaborates closely with community stakeholders, ensuring alignment between donor interests and the organization's objectives, leading to increased funding opportunities and sustainable support.

Fellow Sep. 2023 - Mar. 2024

Kevin Lincoln for Congress | Stockton, CA

- Facilitated voter contact efforts with constituents and leveraged local vendor connections to ensure effective campaign team collaboration to enhance community relationships to support Mayor Kevin Lincoln's congressional candidacy.
- Crafted and executed multiple workbooks using Campaign Sidekick, actively engaged in voter surveying across the expansive congressional district, and knocked on 4,495 doors as the executive of Mayor Lincoln's field team.
- Mentored by campaign and NRCC staff to contribute to political tracking and research efforts, showcasing a keen understanding of the incumbent's voting record and California's 9th Congressional District's political landscape.

Congressional Intern July 2023 - Aug. 2023

Office of The Speaker of The U.S. House of Representatives | Washington, D.C.

Key Responsibilities:

- Conducted comprehensive research and analysis on legislative issues, providing critical insights to Speaker Emeritus Kevin McCarthy's legislative fellows to inform the office's decision-making processes and policy development.
- Assisted in organizing and coordinating high-level meetings, briefings, and events, ensuring smooth logistics and seamless communication among key stakeholders, most notably Israeli President Herzog and Italian Prime Minister Meloni.
- Drafted and edited correspondence and press releases on behalf of the Speaker, maintaining high professionalism and attention to detail while effectively conveying critical messages to politically diverse audiences.

Grant Outreach Assistant Jan. 2023 - June 2023

County of San Diego | El Cajon, CA

Key Accomplishments:

- Oversaw the allocation of \$4.4 million in county-level grants, including \$730,050 of Small Business Stimulus Grant funds to small businesses, non-profits, and sole proprietorships throughout District 2 of the County of San Diego.
- Coordinated, planned, and facilitated five grant workshops with local Chambers of Commerce to promote the use of CEP, NRP, and American Rescue Plan Act (ARPA) grant funds.
- Directly supervised several rotating cohorts of interns in creating countless mailing initiatives, walking directories, and other opportunities involving the representation of County Supervisor Joel Anderson in community networking events.

SKILLS

- ❖ **Languages:** Spanish (professional working proficiency), Latin (elementary proficiency)
- ❖ **Technical Skills:** i360, IQ, Fireside, RStudio, Stata, Microsoft Office, Canva, Associated Press Stylebook
- ❖ **Soft Skills:** Extemporaneous Speaking, Legislative Research, Interviewing & Outreach, Event Coordination



TRACY YOUTH ADVISORY COMMISSION ADULT APPLICATION FORM

5/9
4:45pm
spoke to

received
4/26/24
As
checked off
in person

NAME Olinga Yarbber Alexander PHONE [REDACTED]
ADDRESS [REDACTED] EMAIL ADDRESS [REDACTED]
CITY Tracy ZIP 95376

Please attach additional sheets if you need more space to answer each question.

1. What activities have you been involved in the community? *I've served as a mentor in the Youth Discovery Program, held the role of President in the Tracy Kiwanis Club, served as a Kiwanis Advisor for the Key Club, managed the Education/Scholarship initiatives for Tracy African American Association and chaired the Kiwanis speaker program, and also serve on School Board.*
2. What qualities, skills, and resources would you bring to the Youth Advisory Commission? *I am dedicated to advocating for all students and empowering them to achieve their fullest potential through effective communication, education, and support.*
3. What areas of interest would you like the commission to work on? *I propose that the Youth Commission focus on developing programs and activities that inspire young people to return to and contribute meaningfully to their local community.*
4. If available, please attach any additional information, including letters of recommendation. *See letters of recommendation attached to application*

APPLICATION DEADLINE: April 26, 2024

To submit your application: Scan & email to amanda.iensen@cityoftracy.org, mail to Attention: Amanda Jensen, Parks & Recreation Department, 333 Civic Center Plaza, Tracy, CA 95376, or fax (209) 831-6218. Call (209) 831-6202 for further information.

JUDITH R. JAMES, ED.D

4/25/2024

RE: Letter of Recommendation on behalf of MRS. OLINGA ALEXANDER'S APPLICATION
For Appointment to the Mayor's Youth Advisory Commission

TO WHOM IT MAY CONCERN:

In my capacity as a higher education administrator, I am honored to submit this letter of recommendation to support the application of my friend and colleague, Mrs. Olinga Alexander, for the position she is seeking on the Mayor's Youth Advisory Commission.

I have known Mrs. Alexander since we were teenagers in Oakland, California. Over the years, Olinga has demonstrated an untiring commitment to serving and advocating for youth – both in her academic preparation at the Master's Degree level and, for the past 36 years, via her various and progressive roles as a servant leader in the Tracy Community. As the Education Chair for the Tracy African American Association, a Tracy School Board Member, a Mentor and Speaker for the Youth Discovery Program at Kimball High and other High Schools and as the newly elected President of the Tracy Kiwanis Club, Mrs. Alexander has not only become fully acquainted with Tracy's local governmental policies and programs concerning youth, she is a known and highly respected presence in the Tracy community for her excellence in implementing various programs specifically directed toward enhancing and increasing education and workforce development opportunities for Tracy Youth.

I *highly* recommend Mrs. Olinger Alexander for consideration for the Mayor's Youth Advisory Commission. She will be a hardworking and invaluable asset.

Should you need to contact me regarding this reference, my telephone number is [REDACTED]

Sincerely,

[REDACTED]
Judith R. James, Ed.D



TRACY
UNIFIED SCHOOL DISTRICT

*"The future belongs
to the educated"*

Dr. Rob Pecot
Superintendent
(209) 830-3201
(209) 830-3204 Fax

Tania Salinas
*Associate Superintendent
of Business Services*
(209) 830-3230
(209) 830-3259 Fax

Julianna Stocking
*Associate Superintendent
of Educational Services*
(209) 830-3202
(209) 830-3209 Fax

Tammy Jalique
*Associate Superintendent
of Human Resources*
(209) 830-3260
(209) 830-3264 Fax

1875 W. Lowell Ave.
Tracy, CA 95376

www.tracy.k12.ca.us
[Facebook.com/TracyUnifiedSD](https://www.facebook.com/TracyUnifiedSD)

April 23, 2024

Dear Youth Advisory Selection Committee,

I am writing to wholeheartedly recommend Olinga Yarber-Alexander for a position on the Mayor of Tracy's Youth Advisory Committee. In my capacity as Tracy Unified School District Superintendent, I have had the privilege of working closely with Olinga for over 3 years in various capacities, and I can confidently attest to her outstanding character, leadership abilities, and commitment to serving her community.

Olinga possesses a rare combination of focus, dedication, and passion for making a positive impact. Throughout our interactions, I have been consistently impressed by her proactive approach to addressing issues facing young people in our community. Whether it's advocating for better educational opportunities, promoting youth engagement in local politics, or spearheading initiatives to support underprivileged youth, Olinga has demonstrated an unwavering commitment to effecting meaningful change.


One of Olinga's most admirable qualities is her ability to give all voices an opportunity. She has a natural talent for bringing people together, fostering collaboration, and empowering others to take action. Her leadership style is inclusive and empowering, and she has a remarkable ability to listen attentively to diverse perspectives while effectively communicating her own ideas.

I have no doubt that Olinga will make invaluable contributions to the Mayor of Tracy's Youth Advisory Committee. Her passion for civic engagement, coupled with her leadership experience and commitment to service, make her an ideal candidate for this important role. I am confident that she will represent the youth of our community with distinction and contribute positively to the committee's efforts to address the needs and concerns of Tracy's young residents.

In conclusion, I wholeheartedly endorse Olinga Alexander's candidacy for the Mayor of Tracy's Youth Advisory Committee. She is a dedicated and talented individual who possesses the qualities needed to make a meaningful difference in our community. This leadership has been demonstrated in her service to the local community through the Tracy African American Association, TUSD School Board, and various other committees. If you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for considering Olinga for this important opportunity.

Sincerely,

 Robert Pecot, Ed.D.
Superintendent
Tracy Unified School District
209-830-3280
Rpecot@tUSD.net

Dr. Clara C Voss

[REDACTED]
[REDACTED]
Tracy, CA 95377
[REDACTED]

April 23, 2024

To Whom It May Concern,

I am delighted to write this letter of recommendation for Olinga Yarber Alexander, who is applying to become a member of the Mayor's Youth Advisory Commission. I have had the pleasure of knowing Olinga for several years, and I can confidently say that she is an exceptional individual with a strong commitment to making a positive impact in the Tracy community especially where young people are concerned.

Olinga is a graduate of San Jose State University and is a member of Alpha Kappa Alpha Sorority.

Currently, Olinga is the President of the Tracy Kiwanis Club, where she works tirelessly to promote optimism and positive change. Through her leadership role, Olinga has demonstrated her ability to inspire others, drive initiatives forward, and create meaningful impact in the lives of those around her.

Furthermore, Olinga's involvement in the Tracy Unified School District's Board of Education showcases her deep commitment to education and her belief in the power of quality education for all students. Her contributions to the Board reflect her dedication to advocating for students' needs, promoting educational equity, and fostering a supportive learning environment.

As the Education Chair for the Tracy African American Association, Olinga plays a vital role in advancing educational opportunities and advocating for African American students in Tracy. Her leadership in this capacity highlights her commitment to diversity, inclusion, and social justice, and her efforts have undoubtedly made a positive difference in the lives of many individuals.

Overall, Olinga Yarber Alexander is an exemplary individual who brings a wealth of experience, skills, and passion to any endeavor she undertakes. Her leadership, dedication, and genuine care for her community make her an ideal candidate for the

Mayor's Youth Advisory Commission. I have no doubt that Olinga will bring fresh perspectives, innovative ideas, and a positive attitude to the Commission, and she will undoubtedly make valuable contributions to the betterment of our community.

In conclusion, I wholeheartedly recommend Olinga Yarber Alexander for membership in the Mayor's Youth Advisory Commission. Her academic achievements, leadership roles, and community involvement speak volumes about her character, values, and potential to be an effective member of the Commission. I am confident that Olinga will excel in this role and make a significant impact on the Commission and the broader community.

Sincerely,

A solid black horizontal oval shape used to redact the signature of the sender.

Dr. Clara C Voss