

# NOTICE OF REGULAR MEETING

Pursuant to Section 54954.2 of the Government Code of the State of California, a Regular meeting of the **YOUTH ADVISORY COMMISSION** is hereby called for:

**Date/Time:** **Wednesday, August 8, 2012, 6:00 p.m.**  
*(or as soon thereafter as possible)*

**Location:** **City Hall Conference Room 203**  
**333 Civic Center Plaza, Tracy**

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

## **MEETING AGENDA**

1. Call to Order
2. Roll Call
3. Items from the Audience – *In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2008-140, any item not on the agenda brought up by the public at a meeting shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Commission Member to sponsor the item for discussion at a future meeting.*
4. Approval of Minutes from Regular Meeting on July 11, 2012
5. Correspondence
6. Election of Chair and Vice-Chair
7. Old Business
  - a. Discuss the status of YAC's participation in the upcoming DARE to Care: Positive Alternative Day, September 22, 2012
  - b. Discuss the status of YAC's participation at Make a Difference Day, Saturday, October 27, 2012, assign commissioners to tasks and discuss the charities' proceeds allotment
  - c. Discuss the status of the 2011/2012 YAC Annual Report that will be presented to the Parks and Community Services Commission and the Tracy City Council
8. New Business
  - a. Review, discuss and approve the 2012/2013 Youth Advisory Commission's goals and work plan and assign commissioners to tasks
9. Items from Staff
  - a. Introductions of new commissioners
  - b. Arrange meetings with city staff and school activities coordinators
  - c. Review bylaws
10. Items from the Commission
11. Items from the Audience
12. Adjournment to next Regular Meeting on September 12, 2012

**POSTED: August 3, 2012**

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall at (209) 831-6000 at least 24 hours prior to the meeting. Any materials distributed to the majority of the Commission regarding any item on this agenda will be made available for public inspection in the Parks and Community Services Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

July 11, 2012

1. **CALL TO ORDER:** The meeting was called to order by Chair Arganbright at 6:05 p.m.
2. **ROLL CALL:**
  - a. **Present:** Arganbright, Goulart, Hong, McGuiness, Mizuno, Shibata
  - b. **Absent:** Gill, Muscat, A. Shah, K. Shah, Shelton
  - c. **Adult Commissioners Present:** Huffman
  - d. **Staff Present:** Laura Johnston, Recreation Coordinator
  - e. **Recorded by:** Amanda Tavares, Recreation Leader III
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF MINUTES FROM REGULAR MEETING ON April 11, 2012**
  - a. **Motion to Approve:** Shibata
  - b. **Second:** Goulart
  - c. **Abstain:** None
  - d. **Vote:** Approved by majority vote.
5. **CORRESPONDENCE:** None
6. **NEW BUSINESS:**
  - a. **Discuss and approve Youth Advisory Commission's participation in the upcoming DARE to Care: Positive Alternative Day, September 22, 2012**

At last month's meeting, Council member Abercrombie asked for YAC's participation in the DARE to Care Day. Staff Johnston would like YAC to either work a booth or choose to help with another activity on that day. Community Service hours will be earned for the new year. Staff Johnston would also like for this event to be mandatory to all YAC members. Commissioner Arganbright suggested working a booth and having a DARE related trivia type game. A subcommittee of 3 will be appointed at the following meeting.

Chair Arganbright motioned to approve YAC's participation in the DARE to Care day.  
**Second:** Shibata
  - b. **Discuss and approve YAC's participation in a Make a Difference Day, Saturday, October 27, 2012 and select a project that benefits the Tracy community**

Staff Johnston would like YAC to come up with a project to meet their community service goals for the next year. She would like it to be bigger and more than a typical park clean-up. Chair Arganbright suggested putting together a food drive for Brighter Christmas. Adult Commissioner Huffman suggested collecting water bottles, with their lids, to donate to Tracy Interfaith and donating the remaining money to another charity of YAC's choice such as Military Moms of Tracy. Chair Arganbright liked the idea of recycling the water bottles and having the participating community be able to see how many bottles YAC will collect and how much their contributions help. Commissioner's decided to move forward with the water bottle collection and donation to Tracy Interfaith and Military Moms. A subcommittee of Commissioner Houg and Commissioner Arganbright was formed.

Chair Arganbright motioned to approve YAC's participation in a Make a Difference Day

**Second:** Goulart

**7. OLD BUSINESS:**

**a. Discuss the status of the 2011/2012 Youth Advisory Commission Goals and Work Plan**

Staff Johnston went through YAC's Goal's and Work Plan and discussed which were completed and which step she felt YAC needed to work on in the new year.

**b. Discuss the status of the 2011/2012 YAC Annual Report that will be presented to the Parks and Community Services Commissioner and the Tracy City Council**

Staff Johnston explained how YAC came up with their of increased participation, communication & marketing and community service goals for the new years and how it would be presented to the City Council. YAC was asked to look over the goals and action steps they choose and make changes if necessary.

**c. Discuss the statuses of the Youth Advisory Commission's participation in the upcoming summer programs**

Commissioners were given two dates for volunteer opportunities. Staff Johnston explained that the Amazing Race teen summer camp was postponed due to low enrollment and that the camp may not happen. Commissioner Mizuno and Houg were applauded for their hard work and dedication at the "Girl Talk" teen girl camp

**d. Discuss the status of the YAC's participation in the "Don't Text and Drive" campaign**

Staff Johnston was very pleased with the campaign at Millennium High School but hopes to coordinate more with the schools and YAC representatives of those schools to implement the "Don't Text and Drive" campaign more effectively next year.

Commissioner Shibata motioned to approve YAC's participation in the "Don't Text and Drive" campaign next year

**Second:** Goulart

**e. Discuss the park clean up event that was held at Hoyt Park on June 15, 2012**

Staff Johnston expressed disappointment for the lack of participation from YAC on an approved park clean up. Only four of the 11 Commissioners attended the event. Commissioner Mizuno, McGuiness, K. Shah and Arganbright were thanked for attendance and participation. Parks staff expressed how well YAC cleaned the park and asked Staff Johnston to consider adopting Hoyt Park. Commissioner Arganbright said that she believes that the park clean ups are worth participating in and makes the community more enjoyable. Staff Johnston believes that YAC will need to increase their marketing efforts on-campus to help promote additional service hours for students.

**8. ITEMS FROM STAFF**

Staff Johnston asked what YAC members were able to attend the Ping Pong Tournament and if there were any updates. No one present was able to attend.

Staff Johnston also stated that she felt it was a great year even though she came in midway through the year and she thinks that marketing will help with all of the projects YAC has planned. She thanked Commissioner Shelton, Mizuno and Arganbright and Adult Commissioner Shelton for their commitment and dedication to YAC over the last year.

**9. ITEMS FROM THE COMMISSION:**

Commissioner Mizuno, Shibata, Arganbright and Goulart enjoyed the year and felt that YAC was able to accomplish a lot and that the ground work for next year was already in place.

Commissioner McGuinness no report

Commissioner Houg said that she thinks the main goal for next year should be on marketing and promoting. She gave ideas such as advertisements in the school newspaper and posters around school.

**10. ITEMS FROM THE AUDIENCE:** None

**11. ADJOURNMENT:** Next regular meeting on **August 8<sup>th</sup>, 2012**

- a. **Motion to Adjourn:** Arganbright
- b. **Second:** Shibata
- c. **Vote:** Approved by majority vote
- d. **Time:** 6:58 p.m.

DRAFT

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 8, 2012**

**AGENDA ITEM 7.a.**

REQUEST

**DISCUSS THE STATUS OF THE YOUTH ADVISORY COMMISSION'S  
PARTICIPATION IN THE UPCOMING DARE TO CARE: POSITIVE ALTERNATIVE  
DAY, SEPTEMBER 22, 2012**

DISCUSSION

At the Youth Advisory Commission meeting held July 11, 2012, commissioners voted to approve YAC's participation in the upcoming DARE to Care: Positive Alternative Day Saturday, September 22 from 8:00am to 3:00pm in the Civic Center Plaza. This event is being organized by the Tracy DARE Board, City of Tracy, Tracy Police Officers Association and Tracy Firefighters Local 3355.

Community service projects will operate 8:00am to 12:00pm and the Positive Alternative event will operate 11:30am to 3:00pm. The Youth Advisory Commission's role will be to host a booth. The booth may include various carnival games and prizes. The commissioners' roles may also be to host the games, hand out prizes, work in food booths, or work the bike rodeo. City staff and the commission's subcommittee will coordinate YAC's booth with the DARE to Care event staff.

RECOMMENDATION

That the Commission discuss the status of YAC's participation in the DARE to Care event on September 22, 2012 and select a subcommittee of 3 to assist in creating a booth for the event.

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Manager

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 8, 2012**

**AGENDA ITEM 7.b.**

REQUEST

**DISCUSS THE STATUS OF THE YOUTH ADVISORY COMMISSION'S PARTICIPATION IN MAKE A DIFFERENCE DAY ON OCTOBER 27, 2012, ASSIGN COMMISSIONERS TO TASKS AND DISCUSS THE CHARITIES' PROCEEDS ALLOTMENT**

DISCUSSION

At the Youth Advisory Commission meeting held July 11, 2012, commissioners voted to approve YAC's participation in the upcoming Make A Difference Day, the largest national day of community service. Make A Difference Day is a celebration of neighbors helping neighbors. This year, National Make A Difference Day will be held on October 27, 2012.

The Commissioners discussed several different opportunities and chose to collect water bottles as a fund raiser for Tracy Interfaith. Commissioners chose Tracy Interfaith specifically because they collect empty water bottles and fill them with dish soap and donate them to families. The Commission also felt that the additional bottles not used for the dish soap, would be recycled and the donation would benefit the charity's need to purchase supplies and food for local families during rough economic times and during the holiday season. The Commission also discussed donating a portion of the proceeds to the Military Moms to fund for their care-package needs for active military.

A subcommittee was formed with Commissioners Hong. Commissioner Hong met with city staff to discuss the logistics and marketing efforts needed to conduct the water bottle collection project.

RECOMMENDATION

That the subcommittee and city staff discuss the status of the Make a Difference Day project, create a marketing task list and timeline, assign commissioners to tasks and discuss the charities' proceeds allotment.

Prepared by: Laura Johnston Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Manager

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 8, 2012**

**AGENDA ITEM 7.c.**

REQUEST

**DISCUSS THE STATUS OF THE 2011/2012 YAC ANNUAL REPORT THAT WILL BE PRESENTED TO THE PARKS AND COMMUNITY SERVICES COMMISSION AND THE TRACY CITY COUNCIL AND RECEIVE INPUT FROM COMMISSIONERS**

DISCUSSION

With the end of the fiscal year approaching, it is necessary to report to the City Council the accomplishments, goals and any information pertinent regarding YAC. A year-end report is appropriate and should include an update and status on the following: YAC goals and accomplishments for last year's period covering July 1, 2011 to June 30, 2012 and proposed goals for 2012/2013 fiscal year.

A subcommittee of three Youth Advisory Commissioners consisting of Commissioner C. Shelton, Commissioner Gill and Commissioner K. Shah met on May 3<sup>rd</sup> to create the first draft of the annual report. The annual report has since been presented to commissioners at the July 2012 meeting where commissioners provided input as to the content of the presentation.

RECOMMENDATION

Discuss the current status of the final draft, receive input for commissioners and select two (2) commissioners to present the annual report to both the Parks Commission and City Council.

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Manager



**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 8, 2012**

**AGENDA ITEM 8.a.**

REQUEST

**REVIEW, DISCUSS AND APPROVE THE 2012/2013 YOUTH ADVISORY  
COMMISSION GOALS AND WORK PLAN AND ASSIGN COMMISSIONERS TO  
TASKS**

DISCUSSION

YAC determined their top three priority goals that they would like to work on as a Commission during 2012/2013 at their annual retreat held March 5, 2012 at the Tracy Transit Station. Commissioners brainstormed what they want to accomplish and how they would accomplish them and discussed their purpose and goals for the new year. One recommendation by City Council for 2012/2013 is that the Commission develop a fourth goal to recommend ideas and give input to City Council on teen issues and how to shape the City of Tracy for the future. (See attachment "A") The Commission is scheduled to present the 2012/2013 Goals and Work Plan to the Parks Commission September 6, 2012 and to City Council on October 2, 2012.

To help accomplish YAC's goals for 2012/2013, Commissioners will need to be assigned to each priority goal and its action step. Each Commissioner will report on the status of their assignments at regular commission meetings.

RECOMMENDATION

That the Commission review, discuss and approve the 2012/2013 Youth Advisory Commission's goals and work plan and assign commissioners to each task.

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Manager



## Attachement "A"

Tracy Parks and Community Services Department

### YOUTH ADVISORY COMMISSION GOALS - FISCAL YEAR 2012-2013

Item	Goal	Objective	Action Steps	Completion Date	Status (Assignment)
1	<b>INCREASE PARTICIPATION IN TEEN PROGRAMS</b> ----- Increase participation and revenue in teen services and to receive and utilize feedback from the youth in the community.	<b>1.A. Plan and host an SAT/ACT Prep Course</b>	1.A.1. Recruit an SAT/ACT Prep Course and Instructor	8/31/12	
			1.A.2. Promote course to local high school students	9/15/12	
			1.A.3. Host the course	9/30/12	
		<b>1.B. Host one social event for teens ages13-17 years</b>	1.B.1. Survey students to understand what type of event they would like YAC to host	11/1/12	
			1.B.2. Promote the event utilizing marketing tools list	2/15/13	
			1.B.3. Host the event	4/30/13	
		<b>1.C. Plan and implement one new summer teen camp</b>	1.C.1. Research ideas to develop one new teen summer camp and compile a list	1/15/13	
			1.C.2. Select a new camp and develop a timeline	2/15/13	
			1.C.3. Host and lead the summer teen camp	6/30/13	



Tracy Parks and Community Services Department

**YOUTH ADVISORY COMMISSION GOALS - FISCAL YEAR 2012-2013**

Item	Goal	Objective	Action Steps	Completion Date	Status (Assignment)
2	<b>COMMUNICATION &amp; MARKETING</b> ----- Implement efficient ways to make the commission more visible	<b>2.A. Utilize the Marketing Plan</b>	<b>2.A.1.</b> Commissioners and staff meet with schools' activities directors to establish a marketing plan for the school year	9/1/12	
			<b>2.A.2.</b> Develop a marketing timeline to promote each teen program and event	ongoing each event	
			<b>2.A.3.</b> Monthly reports from commissioners on their assigned schools and how the marketing process is working	monthly updates	
		<b>2.B. Utilize social media techniques to market events</b>	<b>2.B.1.</b> Establish clear marketing locations for teens to find out what events are taking place (i.e. bulletin board, teen blog, facebook, website, on-campus board, etc.)	9/15/12	
			<b>2.B.2</b> Utilize identified places to market all teen programs and events	ongoing each event	
			<b>2.C.1</b> Identify 4 service announcement needs and their purpose	8/15/12	
		<b>2.C Create Public Service Announcements to Promote YAC and its Activities</b>	<b>2.C.2</b> Prepare outline of what the PSA would look like and schedule production	9/15/12	
			<b>2.C.3</b> Show PSA out channel 26, social media pages, website and at local schools	ongoing each event	



Tracy Parks and Community Services Department

**YOUTH ADVISORY COMMISSION GOALS - FISCAL YEAR 2012-2013**

Item	Goal	Objective	Action Steps	Completion Date	Status (Assignment)
3	<b>COMMUNITY SERVICE</b> ----- Conduct and encourage community service projects that benefit the community of Tracy	<b>3.A. Select and conduct a Tracy-Community project for Make A Difference Day</b>	<b>3.A.1.</b> Create and select a community service project to host for the Make A Difference Day	8/15/12	
			<b>3.A.2</b> Develop a timeline to complete project	8/30/12	
			<b>3.A.3.</b> Market project utilizing the action steps from Objective 2.1.A	10/15/12	
		<b>3.B. Host at least two park clean ups</b>	<b>3.B.1.</b> Select park clean ups	8/15/12	
			<b>3.B.2</b> Organize and market, and host event	10/30/12, 2/28/13	
		<b>3.C. Continue to endorse the Don't Text and Drive campaign</b>	<b>3.C.1.</b> Formulate a list of possible campaign ideas, programs and events	8/15/12	
			<b>3.C.2</b> Select a kick off event time, location, after determining a date with schools' activities director	9/1/12	
			<b>3.C.3</b> Host events at each high school, after determining date with schools' activities directors	TBD	



Tracy Parks and Community Services Department

**YOUTH ADVISORY COMMISSION GOALS - FISCAL YEAR 2012-2013**

Item	Goal	Objective	Action Steps	Completion Date	Status (Assignment)
4	<b>INFLUENCE POLICY MAKERS</b> ----- Create an environment that encourages teens to be stakeholders in their community and become agents of change	<b>4.A. Host a teen forum to collect ideas from Tracy's teens on teen issues</b>	<b>4.A.1.</b> Promote teen forum to Tracy's teens through schools, school clubs, marketing efforts, involve local high schools' civic classes	10/1/12	
			<b>4.A.2</b> Host a teen forum	2/15/13	
			<b>4.A.3.</b> Present teens' ideas to city council	5/31/13	