

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, September 12, 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 August 8, 2012
5. Correspondence
6. Old Business
 - a. Discuss the status of the DARE to Care Positive Alternative Day, Saturday, September 29, 2012 at the Sutter Tracy Health & Safety Fair
 - b. Discuss the status of YAC's participation at Make a Difference Day, Saturday, October 27, 2012 and provide updates to schools' participation
 - c. Review, discuss and approve the updated 2012/2013 Youth Advisory Commission's goals and work plan and assign commissioners to each task
7. New Business
None
8. Items from Staff
 - a. Review calendar
 - Senior Fall Fashion Show 9/28
 - Intergenerational obligations 10/1, 11/5, 12/3
 - Dinner and a Movie 10/5
 - Volunteer and Community Service Hours Workshop 10/10
 - Girl Talk 10/22
 - Senior Thanksgiving Dinner 11/19
 - Senior Winter Ball 12/17
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on October 10, 2012

POSTED: September 6, 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.

August 8, 2012

1. ELECTION OF CHAIR AND VICE-CHAIR:

Staff Johnston started the introductions by introducing herself and Staff Amanda Tavares, Recreation Leader III, who will be recording minutes for the commission. Following, the commissioners went around the room introducing themselves and explained their hobbies and interest in school, volunteering, and community. Commissioner Gill and Goulart volunteered to be nominated for Chair. Adult Commissioner Huffman suggested that they stand in front of everyone and say why they would be the best choice. Approved by majority vote, Commissioner Gill became Chair and Commissioner Goulart became Vice-Chair.

2. CALL TO ORDER: The meeting was called to order by Chair Gill at 6:15 p.m.**3. ROLL CALL:**

- a. **Present:** Fuller, Gill, Goulart, Hong, Khinda, McGuinness, Shah, Shibata
- b. **Absent:** None
- c. **Adult Commissioners Present:** Huffman
- d. **Staff Present:** Laura Johnston, Recreation Coordinator
- e. **Recorded by:** Amanda Tavares, Recreation Leader III

4. ITEMS FROM THE AUDIENCE: None**5. APPROVAL OF MINUTES FROM REGULAR MEETING ON July 11, 2012**

- a. **Motion to Approve:** McGuinness
- b. **Second:** Shibata
- c. **Abstain:** Fuller, Khinda
- d. **Vote:** Approved by majority vote.

6. CORRESPONDENCE: None**7. OLD BUSINESS:****a. Discuss the status of the Youth Advisory Commission's participation in the upcoming DARE to Care: Positive Alternative Day, September 22, 2012**

Staff Johnston would like a subcommittee of 3 commissioners to be formed in order to coordinate with Council member Abercrombie to move forward with YAC's participation on DARE to Care: Positive Alternative Day. Staff Johnston also noted that she believed date changed to September 29th in conjunction with the Tracy Sutter Health and Resource Fair. Staff Johnston would like to make this event a YAC mandatory event pending the commissioner's schedule. A confirmation email will be sent for the commissioner's to confirm working the event. A subcommittee of Commissioner Goulart, Shibata, Fuller and Gill was formed.

b. Discuss the status of the Youth Advisory Commission's participation at Make A Difference Day on October 27, 2012, Assign commissioners to tasks and discuss the charities' proceeds allotment

Commissioner Hong began by explaining what ideas Staff Johnston, Staff Tavares and herself accomplished at their meeting. Commissioner Hong stated that she believed that marketing, as well as a friendly school competition, would help to make this project bigger and capable of reaching all the high schools. She also noted that spending the whole month of October dedicated to collecting recyclables, not only from the high schools but

from middle schools and elementary schools as well, would result in larger donations and more participation. Staff Johnston mentioned spending Making A Difference Day, October 27, at the Transit Station with large dumpsters arranged so that the community may participate in donating water bottles. Staff Johnston also explained that the involvement of service clubs would also be a possible to help YAC accomplish their goals. Commissioner Fuller and Adult Commissioner Huffman believe that having a collection center at the West Valley Mall would be the ideal place to collect bottles throughout the month of October to help bring it to the attention of the community because of the amount of foot traffic. Commissioner Shibata stated that on the final Make A Difference Day, the schools' could make some type of sculpture to show how many bottles were collected from their school. Commissioner Gill would also like the actual Make A Difference Day to take place at the mall where all of the schools can be invited out to see who collected the most bottles and enjoy the mall as well. Besides accepting donations at the mall, Commissioner Gill would also like to have collection bins in each high school's cafeteria for those students who may not be able to make it out to the mall. Staff Johnston suggested perhaps doing 50/50 as reward for the school that collects the most water bottles. Commissioner Shah recommended doing raffles for gift cards or prizes. Staff Johnston would like YAC to decide how much they would like to donate, percentage or dollar amount, to each organization. Commissioner Gill and Goulart would like to donate 50/50. Commissioner Shibata proposed some of the money go back to the schools. Commissioner Shah suggested that the school that donates the highest amount of bottles would get 50% back of what they donated.

Commissioner Shibata motioned to approve YAC's decision to split the donations 50/50 between Tracy Interfaith and Military Moms of Tracy.

Second: Goulart

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 and receive input from commissioners

Staff Johnston explained that the Annual Report has been completed and is ready to be presented. She would like the commissioners to have a brief run through closer to the presentation dates. Commissioner Gill and Commissioner Fuller volunteered to present the annual report to the Parks Commission on October 4th and City Council on October 16th.

8. NEW BUSINESS:

a. Review, Discuss and approve the 2012/2013 Youth Advisory Commission's goals and work plan and assign commissioner to tasks

Staff Johnston went through each of YAC's Goal's and Work Plan and discussed which were completed and which steps YAC needed to work on in the new year. The goals were kept the same as last year per request by the commission. Staff Johnston explained that per goal 1.1.C, two summer camps were created but were unable to take place due to low enrollment. She also stated that it was most likely due to the lack of marketing. Goal 3.3.C. was successful last year but happened at only at 1 high school. Staff Johnston would like to reach all of the high schools this year with more on-campus events. Staff Johnston explained that last year Mayor Ives suggested that YAC come up with a 4th goal to recommended to council if there are any issues that they would like to change or bring up to the council. Commissioner Goulart suggested a possible teen center. Commissioner Gill liked the idea of the teen center because of the lack of library hours and shortage of computers at schools for teens to utilize. Staff Johnston used the example of downtown

not being teen friendly or having a teen forum to get an idea from the teen community of what they would like Tracy to offer them. Commissioner McGuiness suggested using Facebook as a way to ask teens what they would like Tracy to have. Commissioner Hong felt strongly about having a section of the survey's that would allow teens to put down their own opinion and not just use what was written on the form. Commissioner Goulart also brought up the idea of possibly having organized trips to a location outside of Tracy for those teens that have no way of getting there. The Youth Advisory Commissioner came to an agreement that a hard copy of a survey would be handed out at each of the high school English classes and then collected and tallied at a future meeting.

Staff Johnston explained that since some of the goals had changed, commissioner would not be assigned to an objective at this time. After the goals are updated, YAC will then have the opportunity to approve them and assignment be made.

9. ITEMS FROM STAFF

Staff Johnston asked YAC to make sure that they arrange meetings with their Activities Directors before the following commission meeting on September 12th. She would also like the commission to be aware of their attendance and make sure that they do not miss more than three in a calendar year. If a commissioner cannot attend a meeting, it must be submitted in writing and Staff Johnston must be notified ahead of time.

Staff Tavares mentioned that volunteers are needed for the Movies on the Plaza Friday, August 10th. Commissioners may arrive any time after 5pm and stay for as long as they would like.

10. ITEMS FROM THE COMMISSION:

Commissioner Hong, Fuller, Shah, Goulart, and Khinda had no report.

Commissioner Shibata felt that it was a really productive meeting and hopes that the year continues as planned.

Commissioner McGuiness is very excited for this year and hopes that YAC is able to get a lot done like last year.

Commissioner Gill welcomed the new commissioners and feels that YAC has a lot of great things planned and is confident that YAC will be able to accomplish a lot of it by the end of the year.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT: Next regular meeting on *September 12th, 2012*

- a. Motion to Adjourn:** Shibata
- b. Second:** Shah
- c. Vote:** Approved by majority vote
- d. Time:** 7:44 p.m.

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
September 12, 2012**

AGENDA ITEM 6.a.

REQUEST

**DISCUSS THE STATUS OF THE YOUTH ADVISORY COMMISSION'S
PARTICIPATION IN THE UPCOMING DARE TO CARE: POSITIVE ALTERNATIVE
DAY, SEPTEMBER 29, 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.

At the YAC meeting held August 8, 2012, the date had changed to September 29, 2012 and the time had change to 9:00am-1:00pm. YAC will be responsible for managing the carnival-type games and will give each participant tickets for prizes. The YAC will also manage the bike rodeo and will assist DARE in collecting items for the yard sale. Four commissioners were selected to be on the subcommittee to assist staff and the DARE volunteers with organizing the carnival games. It is also necessary that each Commissioner recruit a volunteer to assist with the games.

RECOMMENDATION

That the subcommittee discuss the status of YAC's participation in the DARE to Care event on September 29, 2012 and discuss YAC's role and commitment to the event as well as the recruitment of volunteers.

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Manager

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
September 12, 2012**

AGENDA ITEM 6.b.

REQUEST

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

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, through a month-long recycling effort that would benefit the Tracy community environmentally and financially. This year, National Make A Difference Day will be held on October 27, 2012.

Commissioners discussed collecting bottles and cans throughout the month of October at the high schools in Tracy through specialty marked bins. The Commission also discussed having the Make a Difference Day event at the West Valley Mall to attract a larger audience, specifically teens.

At the YAC meeting held August 8, 2012, the Commission voted to split the proceeds from the recycled bottles and cans 50/50 between Tracy Interfaith and Military Moms. 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 and cans 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, and assign commissioners to tasks.

Prepared by: Laura Johnston Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Manager

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
September 12, 2012**

AGENDA ITEM 6.c.

REQUEST

REVIEW, DISCUSS AND APPROVE THE UPDATED 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 Commissioners reviewed the draft at the first meeting of the new year on August 11, 2012 and provided staff with some changes.

The Commission is scheduled to present the 2012/2013 Goals and Work Plan to the Parks Commission October 4, 2012 and to City Council on October 16, 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 updated 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	INCREASE PARTICIPATION IN TEEN PROGRAMS ----- Increase participation and revenue in teen services and to receive and utilize feedback from the youth in the community.	1.A. Plan and host an SAT/ACT Prep Course	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	
		1.B. Host one social event for teens ages13-17 years	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	
		1.C. Plan and implement one new summer teen camp	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	COMMUNICATION & MARKETING ----- Implement efficient ways to make the commission more visible	2.A. Utilize the Marketing Plan	2.A.1. Commissioners and staff meet with schools' activities directors to establish a marketing plan for the school year	9/1/12	
			2.A.2. Develop a marketing timeline to promote each teen program and event	ongoing each event	
			2.A.3. Monthly reports from commissioners on their assigned schools and how the marketing process is working	monthly updates	
		2.B. Utilize social media techniques to market events	2.B.1. 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	
			2.B.2 Utilize identified places to market all teen programs and events	ongoing each event	
		2.C Create Public Service Announcements to Promote YAC and its Activities	2.C.1 Identify 4 service announcement needs and their purpose	9/15	
			2.C.2 Prepare outline of what the PSA would look like and schedule production	10/1	
			2.C.3 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	COMMUNITY SERVICE ----- Conduct and encourage community service projects that benefit the community of Tracy	3.A. Select and conduct a Tracy-Community project for Make A Difference Day	3.A.1. Create and select a community service project to host for the Make A Difference Day	8/15/12	
			3.A.2. Develop a timeline to complete project	8/30/12	
			3.A.3. Market project utilizing the action steps from Objective 2.1.A	10/15/12	
		3.B. Host at least two park clean ups	3.B.1. Select park clean ups	8/15/12	
			3.B.2. Organize and market, and host event	10/30/12, 3/31/13	
		3.C. Continue to endorse the Don't Text and Drive campaign	3.C.1. Formulate a list of possible campaign ideas, programs and events	11/15/12	
			3.C.2. Select a kick off event time, location, after determining a date with schools' activities director	12/15/12	
			3.C.3. 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	INFLUENCE POLICY MAKERS ----- Create an environment that encourages teens to be stakeholders in their community and become agents of change	4.A. Host a teen forum to collect ideas from Tracy's teens on teen issues	4.A.1. Promote teen forum to Tracy's teens through schools, school clubs, marketing efforts, involve local high schools' civic classes	12/15/12	
			4.A.2 Host a teen forum	3/15/13	
			4.A.3. Present teens' ideas to city council	5/31/13	