

# 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 14, 2013, 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 June 10, 2013
5. Correspondence
6. Election of Chair and Vice-Chair
7. New Business
  - a. Discuss the purpose of the YAC annual retreat to be held September 16, 2013 and assign two Commissioners to be on the sub-committee to plan the retreat
  - b. Discuss and approve the Youth Advisory Commission's participation in a Make a Difference Day project on October 26, 2013 and select a project that benefits the Tracy community
  - c. Appoint a subcommittee to begin drafting the 2012/2013 YAC annual report that will be presented to the Parks and Community Services Commission and the Tracy City Council
8. Items from Staff
  - a. Introductions of new Commissioners
  - b. Arrange meetings with city staff and school activities coordinators
  - c. Review 2013/2014 calendar
  - d. Review bylaws
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on September 11, 2013

## **POSTED: August 8, 2013**

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.

June 12, 2013

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Gill at 6:02 p.m.
2. **ROLL CALL:**
  - a. **Present:** Amador, Fuller, Gill, Hall, Hong, Khinda, McGuinness, Salaymeh
  - b. **Absent:** Goulart,
  - c. **Adult Commissioners Present:** Huffman
  - d. **Staff Present:** Laura Johnston, Recreation Coordinator
  - e. **Recorded by:** Beatrice Amezquita, Recreation Leader III
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF MINUTES FROM REGULAR MEETING ON April 10, 2013**
  - a. **Motion to Approve:** Fuller
  - b. **Second:** Gill
  - c. **Abstain:** None
  - d. **Vote:** Approved by majority vote.
5. **CORRESPONDENCE:** None
6. **ITEMS FROM STAFF:**
  - a. **Discussion related to the potential formation of a consolidated Commission that may affect the Youth Advisory Commission**

Recreation Manager Kim Scarlata spoke to the Youth Advisory Commission regarding a potential formation of a consolidated Commission. She explained that on May 7, 2013 at a Council meeting, Council member Nancy Young proposed a Senior Advisory Commission. The first alternative is to integrate a senior representative to the Parks Commission Board along with a Youth representative. The second alternative is having two separate Commissions; one being the established Youth Advisory Commission, and the second having a Senior Advisory Commission. The biggest impact would be on the Youth Advisory Commission. If the Council votes to have a consolidated Parks Commission this may mean that the Youth Advisory Commission will no longer exist. This decision will go to City Council July 2, 2013. Ms. Scarlata then asked for the Youth Advisory's thoughts on the potential formation of the consolidated Commission. Commissioner Gill stated that the Youth Commissioner may not be heard by other Parks Commissioners. Commissioner Gill mentioned that it would be a great experience for the youth. Adult Commissioner Huffman said it would be great for the Youth Advisory Commission to connect with the Parks Commission. By doing so, the youth would be more aware of how government is run, and aware of issues in the community. Commissioner Hall asked how the youth would be appointed to the Parks commission. Ms. Scarlata said no decision has been made yet, but when it comes time the Council will decide on how they will choose a representative from the youth and senior community. She also stated that she will take the Youth Advisory Commission's opinions and concerns back to the council and Parks Commission.
7. **OLD BUSINESS:**
  - a. **Discuss the status of the 2012/2013 Youth Advisory Commission Goals and Work Plan**

Recreation Coordinator Laura Johnston stated that the Commission has done a good job completing most of their goals. Ms. Johnston said that the next Youth Advisory Commission will create new goals for the next upcoming year of 2013-2014 at their retreat.

**8. New Business:**

**a. Consider canceling the regular commission meeting scheduled for July 10, 2013 due to the potential lack of a quorum.**

Due to Commissioner's vacation schedules during the month of July, staff is seeking endorsement from the Commission to cancel the regular July meeting. Should any business arise that would require the Commission's immediate action, the chair and staff could work to schedule a special meeting later in the month of July or place the items on the agenda for discussion at the August 14, 2013 regular meeting.

**b. Motion to cancel the regular commission meeting: McGuinness**

**c. Second: Gill**

. Next meeting on August 14, 2013

**9. ITEMS FROM THE COMMISSION:** Commissioner Gill stated she loved bringing in new ideas and is hopeful of what YAC will bring in the future. Commissioner McGuinness said it has been a great experience, and she wishes she gave more of herself to YAC. Commissioner Hong said she has learned a lot about government. Commissioner Fuller said that she has enjoyed her time so far with YAC. Commissioner Amador stated she has had a wonderful time with YAC. Adult Commissioner Huffman said he believes this is the best Youth Advisory commission he has worked on.

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

**11. ADJOURNMENT:** Next regular meeting on **August 14, 2013**

**a. Motion to Adjourn: McGuinness**

**b. Second: Fuller**

**c. Vote:** Approved by majority vote

**d. Time:** 6:48 pm

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 14, 2013**

**AGENDA ITEM 7.a.**

REQUEST

**DISCUSS THE PURPOSE OF THE YAC ANNUAL RETREAT TO BE HELD  
SEPTEMBER 16, 2013 AND ASSIGN TWO COMMISSIONERS TO BE ON THE SUB-  
COMMITTEE TO PLAN THE RETREAT**

DISCUSSION

Each year the Youth Advisory Commission presents their goals and objectives to both the Parks Commission and the City Council for the upcoming fiscal year. These presentations are scheduled to take place in October and November. The purpose of the retreat is to measure the Youth Advisory Commission's progress, prepare and plan for upcoming events and activities, and provide team building and leadership opportunities between the Commissioners.

A subcommittee consisting of two Commissioners along with staff will meet in August and September to create the agenda and plan activities for the Annual Retreat. The following items will be discussed:

- Theme
- Ice breakers
- Brainstorm goal ideas
- Assign objective assignments
- Supplies needed, etc.

RECOMMENDATION

That the Commission discusses the purpose of the YAC Annual Retreat and assign two Commissioners to be on the sub-committee to plan the retreat.

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Program Manager

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 14, 2013**

**AGENDA ITEM 7.b.**

REQUEST

**DISCUSS AND APPROVE THE YOUTH ADVISORY COMMISSION'S  
PARTICIPATION IN A MAKE A DIFFERENCE DAY PROJECT ON OCTOBER 26,  
2013 AND SELECT A PROJECT THAT BENEFITS THE TRACY COMMUNITY**

DISCUSSION

For more than 20 years, USA WEEKEND Magazine and the HandsOn Network have joined together to sponsor 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 26, 2013.

Previous Make A Difference Day projects have included a recycle and redeem bottle collection event, a book drive, "Stuff a Bus" food and clothing drive, green gardening, and park and creek clean-ups. Staff encourages the Youth Advisory Commission to discuss possible projects that benefit the immediate Tracy Community and lead the efforts in this year's Make A Difference Day in Tracy.

RECOMMENDATION

That the Commission discuss and approve their participation in a Make A Difference project on October 26, 2013, select a project for the event, and select a subcommittee to plan the event and present its plan at the September 11, 2013 Youth Advisory Commission meeting.

Prepared by: Laura Johnston Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Program Manager

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 14, 2013**

**AGENDA ITEM 7.c.**

REQUEST

**APPOINT A SUBCOMMITTEE TO BEGIN DRAFTING THE 2012/2013 YAC ANNUAL REPORT THAT WILL BE PRESENTED TO THE PARKS AND COMMUNITY SERVICES COMMISSION AND THE TRACY CITY COUNCIL**

DISCUSSION

With the end of the 2013 fiscal year, 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, 2012 to June 30, 2013 and proposed goals for 2013/2014 fiscal year.

A subcommittee will need to be formed to begin drafting YAC's 2012/2013 Annual Report and schedule their first meeting by the end of August 2013.

RECOMMENDATION

That the Commission appoint a subcommittee and begin drafting YAC's Annual Report that will be presented to the Parks and Community Services Commission and the City Council.

Prepared by: Laura Johnston, Recreation Coordinator

Approved by: Kim Scarlata, Recreation Services Program Manager