

# 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, February 12, 2014, 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 January 8, 2014
5. Correspondence
6. Old Business
  - a. Discuss the status of the 2014 Youth Advisory Commission's goals, objectives and work plan and assign Commissioners to tasks
  - b. Discuss and approve proposed summer teen camps
7. New Business
  - a. Discuss and appoint a planning subcommittee for the summer Teen Music event
  - b. Discuss and approve YAC participation in a Park Clean-Up
8. Items from Staff
  - a. Review calendar
    1. Annual Report to Parks Commission & City Council
    2. YAC Applications
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on March 12, 2014

## **POSTED: February 6, 2014**

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.

**YOUTH ADVISORY COMMISSION  
REGULAR MEETING MINUTES  
January 8<sup>th</sup>, 2014**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Hall at 6:04 p.m.
2. **ROLL CALL:**
  - a. **Present:** Elmore, K.Hall, Oliveri, Yang, Gonzaleaz, B.Hall, Khinda, Cho
  - b. **Absent:** Fuller
  - c. **Tardy:**
  - d. **Adult Commissioners Present:** Hall-Tsirelas, Huffman,
  - e. **Staff Present:** Jolene Jauregui, Recreation Coordinator II
  - f. **Recorded by:** Justin Geibig, Recreation Leader III
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF MINUTES FROM REGULAR MEETING ON November 13, 2013**
  - a. **Motion to Approve:** Oliveri
  - b. **Second:** K. Hall
  - c. **Abstain:** none
  - d. **Vote:** approved by majority vote
5. **CORRESPONDENCE:** None
6. **OLD BUSINESS:**
  - a. **Review, discuss and approved the 2014 Youth Advisory Commission's goals, objectives and work plan**

Commissioners reviewed the proposed changes to the 2014 Youth Advisory Commission goals, objectives and work plan. Staff Jauregui discussed the idea to host a Teen Music event at the Grand Theatre. Commissioner B. Hall agreed with the idea for the event at the Grand. Staff Geibig discussed a new volunteer idea of Teens Helping Seniors for the Youth Advisory Commission to host over the summer. After discussing the Don't Text and Drive campaign, Adult Commission Huffman believes the Youth Advisory Commission should keep the event because it is beneficial for teens in the community and suggested that each Commissioner should reach out to other insurance agencies in town to host a small event at different high schools. Each Commissioner would be responsible for holding an activity at their school. Commissioner Oliveri approved the changes to the 2014 Youth Advisory Commission's goals, objectives and work plan and Commissioner Khinda second that motion.
7. **NEW BUSINESS:**
  - a. **Discuss summer teen camp program and appoint a planning subcommittee.**

The Youth Advisory Commission established a subcommittee for the summer teen camp program which consisted of Commissioners Gonzaleaz, Cho, K. Hall, and Oliveri as chair for the subcommittee. The subcommittee will discuss ideas for summer teen camps to possibly implement this 2014 summer. Adult Commissioner Huffman suggested the Commissioners have plans and ideas ready prior to the meeting. The Youth Advisory Commission is scheduled to meet January 14 at 4:30pm at City Hall to discuss summer teen camp program ideas.
  - b. **Discuss and approve ideas, programs and events for the Don't Text and Drive campaign and appoint commissioners to subcommittee.**

Staff Jauregui asked to pull item 7b from the agenda. Commission approved.

**8. ITEMS FROM STAFF**

**a. Review calendar**

1. Staff Geibig gave an update on the check from the Make a Difference Day that was delivered to the McHenry House on December 18. Commissioners Oliveri, B. Hall and K. Hall were present for the delivery of the check and were given a tour of the McHenry House to explain how the check was to be utilized. Staff Jauregui mentioned only adult Commissioner Huffman was present for the Senior Thanksgiving Dinner and was pleased to see a few Youth Advisory Commissioners volunteer for the Senior Holiday Spectacular and Winter Ball. Staff Jauregui suggested to the Youth Advisory Commission if they were interested in helping with senior gardening classes that will be offered at the Lolly Hanson Senior Center. Staff Jauregui discussed the presentation of the annual report and Commissioners B.Hall and Commissioner Khinda volunteered to present to the Parks Commission on February 4 and City Council on February 18. Commissioner B. Hall and Commissioner Khinda are scheduled to meet on January 21 at 4pm to rehearse the presentations.

**9. ITEMS FROM THE COMMISSION:**

Adult Commissioner Huffman encourages the Youth Advisory Commission and others to put an effort in and to make this experience memorable. Commissioner B.Hall suggested there needs to be more communication between all the Commissioners and staff.

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

**11. ADJOURNMENT:** Next meeting on ***February 12, 2014 from 6:00pm***

- a. **Motion to Adjourn:** Cho
- b. **Second:** Khinda
- c. **Vote:** Approved by majority vote
- d. **Time:** 7pm

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
February 12, 2014**

**AGENDA ITEM 6.a.**

REQUEST

**REVIEW AND DISCUSS THE 2014 YOUTH ADVISORY COMMISSION'S GOALS,  
OBJECTIVES AND WORK PLAN AND ASSIGN COMMISSIONERS TO TASKS**

DISCUSSION

The Youth Advisory Commission determined their top three priority goals for 2014 at their annual retreat held Saturday, October 5, 2013. Commissioners reviewed and redefined their goals and objectives at their regular meeting January 8, 2014. The Commission will need to assign Commissioners to the action steps and set completion dates. Commissioners who are assigned tasks will need to report monthly on the action steps results. The status will be updated following the results reporting.

RECOMMENDATION

That the Commission review and discuss the Youth Advisory Commission's 2014 goals, objectives and work plan and assign commissioners to tasks.

Prepared by: Jolene Jauregui, Recreation Coordinator II

Approved by: Kim Scarlata, Recreation Services Program Manager

Attachment: Attachment "A" – Youth Advisory Commission Goals and Work Plan 2014



## Attachment - A

Tracy Recreation Division

### YOUTH ADVISORY COMMISSION GOALS - 2014

	Goal	Objective	Action Steps	Completion Date	Status (Assianment)
1	<p><b>INCREASE ENROLLMENT IN TEEN EVENTS AND PROGRAMS</b></p> <p>-----</p> <p>Host events that would attract teens from the Valley Region</p>	<p><b>1.A. Partner with Recreation Division to host a Teen Music event at the Grand Theatre</b></p> <p><b>1.B. Develop and implement at least 3 new programs throughout the 2014 year</b></p>	<p>1.A.1. Work with Recreation Division Staff to host a music event at the Grand Theatre specifically designed for teens</p> <p>1.A.2. Promote the music event to local teens using social and print media</p> <p>1.A.3. Host music event</p> <p>1.C.1. Work with Recreation Staff to develop 3 programs for the 2014 year</p> <p>1.C.2. Promote new programs using social and print media</p> <p>1.C.3. Implement programs</p>	<p></p> <p></p> <p></p> <p>2/15/14</p> <p>5/31/14</p> <p>7/31/14</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>
<p>City Council Strategic Priority: Economic Development Goal 2, Objective 2: Increasing entertainment and recreational opportunities and events that draw people into Tracy.</p>					



## Attachment - A

Tracy Recreation Division

### YOUTH ADVISORY COMMISSION GOALS - 2014

Goal	Objective	Action Steps	Completion Date	Status (Assianment)	
<p>2</p>	<p><b>CREATE OPPORTUNITIES FOR FUTURE SUCCESS</b> ----- Develop opportunities for teens to prepare for their future success</p>	<p>2.A. Plan and host an SAT/ACT Prep Course</p>	<p>1.A.1. Recruit an SAT/ACT Prep Course and Instructor</p>	<p>11/1/13</p>	
			<p>1.A.2. Promote course to local high school students</p>	<p>2/15/14</p>	
			<p>1.A.3. Host the course</p>	<p>4/30/14</p>	
<p>City Council Strategic Priority: Quality of Life Goal 1, Objective 2 Interpret city and school district demographic shifts and recommend service improvements accordingly.</p>					



## Attachment - A

Tracy Recreation Division

### YOUTH ADVISORY COMMISSION GOALS - 2014

Goal					
Objective	Action Steps	Completion Date	Status (Assianment)		
<b>3</b>  <b>CONDUCT TEEN COMMUNITY SERVICE PROJECT</b> ----- Create various opportunities for teens in the community	<b>3.A. Sponsor Don't Text and Drive activity</b>	3.A.1. Each Commissioner will work with their respective high school to lead an activity	3/1/14		
		3.A.2. Host an activity at each high school, after determining date with schools' activities director	4/15/14		
		3.A.3. Each Commissioner will report to the Commission on the activity that was held their respective high school.	5/15/14		
	<b>3.B. Sponsor a summer Teen helping Senior Program</b>	3.A.1. Formulate a list of possible projects and marketing ideas	3/15/14		
		3.A.2. Develop a timeline to complete project	4/1/14		
		3.A.3. Implement project and work with Senior Center staff	6/1/14		
City Council Strategic Priority: Public Safety Goal 4, Objective 1 Conduct presentations to all local high schools regarding distracted driving and texting while driving					

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
February 12, 2014**

**AGENDA ITEM 6.b.**

REQUEST

**DISCUSS AND APPROVE SUMMER TEEN CAMP PROGRAMS AS PROPOSED BY  
SUBCOMMITTEE AND CREATE A MARKETING TIMELINE**

DISCUSSION

In order to increase participation in teen programs hosted by the Recreation Division and to assist the Youth Advisory Commission in meeting Goal #1.B., the Youth Advisory Commission was asked to create new and fun summer day camps for teens.

A subcommittee consisting of Commissioners Cho, Gonzaleaz, K. Hall, and Oliveri met with staff to develop ideas for new and improved summer day camps for teens 11-15 years old. Ideas include a DIY art camp that include trendy art concepts that appeals to teens, a Survival Cooking Camp to prepare teens to make their own meals when parents are away, and a Movie Making Camp where teens get the opportunity experience what it takes to create a featured film. All of the camps will be supervised and guided by City staff and all activities will be led by YAC volunteers. Here are their suggestions:

DIY Art Camp

- Held at Tracy Community Center
- Starbucks cup art
- Mug art
- Name art
- Skateboard/penny board art
- Crayon canvas art
- Masquerade masks or super hero masks
- Shoe art
- Magazine or construction paper picture art
- Wood adhesive art
- Display art pieces in library window to showcase and promote for next year's camp
- Art show for family

Survival Cooking Camp

- Held at the Tracy Community Center
- Learn easy meals pertaining to breakfast, lunch, snack, dinner, and dessert
- These meals will be useful to make when parents are away, and teens will be competent in making their own meals.

Movie Making Camp

- Held at The Grand Theatre Center for the Arts



- Teens will learn to create a storyboard
- Act out various scenes
- Learn how to operate a camera
- Create DIY costumes
- Film and edit their movie

The Commissioners' responsibilities will be to host the camp by coordinating and leading activities with city staff.

Commissioners will be responsible for marketing the camps to local junior high school students via postcards, campus visits, print media advertisements, online banner ads and social media March through June. It is essential that the Commissioners create a marketing timeline and assign themselves various marketing tasks and due dates.

#### RECOMMENDATION

That the Commission discuss and approve the subcommittee's proposed teen camps and create a marketing timeline, March through June.

Prepared by: Jolene Jauregui, Recreation Coordinator II

Approved by: Kim Scarlata, Recreation Services Program Manager

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
February 12, 2014**

**AGENDA ITEM 7.a.**

REQUEST

**DISCUSS AND APPOINT A PLANNING SUBCOMMITTEE FOR THE SUMMER TEEN MUSIC EVENT**

DISCUSSION

In order to increase participation in teen programs hosted by the Recreation Division the Youth Advisory Commission is asked to create new and exciting summer teen music event for teens.

The teen summer music event would be a great event to show case local teen talent. YAC along with city staff can outreach to high school music groups or clubs, local church youth groups and/or the local music store to seeking talented teen musicians.

The Commissioners' responsibilities will be to market the event to local teens via flyers, campus visits and social media, and to host the camp by coordinating and leading activities with city staff. A subcommittee is necessary to plan the event with city staff and to create a marketing timeline.

RECOMMENDATION

That the Commission selects three Commissioners to be on the Summer Teen Music event subcommittee to meet with staff to develop a plan and to create a marketing timeline before March 13, 2014.

Prepared by: Jolene Jauregui, Recreation Coordinator II

Approved by: Kim Scarlata, Recreation Services Program Manager

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
February 12, 2014**

**AGENDA ITEM 7.b.**

REQUEST

**DISCUSS AND APPROVE YAC'S PARTICIPATION IN A PARK CLEAN-UP**

DISCUSSION

To meet Goal #3 "Conduct Teen Community Service Projects" of the Youth Advisory Commission Goals for the 2014 Year, it is recommended that the Commission participates in a Park Clean-Up. This particular community service project will benefit the community of Tracy and encourage other teens in the community to participate in beautifying a neighborhood or community park.

Once a date has been selected, staff will provide the Commission with further details of the event. The Commission is encouraged to invite friends and teens from their schools to participate. Additionally, it is also recommended that the Commission completes the project by April 30, 2014.

RECOMMENDATION

That the Commission discuss and approve YAC's participation in a park clean-up.

Prepared by: Jolene Jauregui, Recreation Coordinator II

Approved by: Kim Scarlata, Recreation Services Program Manager