

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, May 14, 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 April 9, 2014
5. Correspondence
6. Old Business
 - a. Discuss the status of the 2014 Youth Advisory Commission's goals, objectives and work plan
 - b. Discuss the summer teen camp programs as proposed by subcommittee
 - c. Discuss and review the Summer Teen Music event and receive the subcommittee report
7. New Business - None
8. Items from Staff
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on June 11, 2014

POSTED: May 8, 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
April 9th, 2014**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Hall at 6:01 p.m.
2. **ROLL CALL:**
 - a. **Present:** Cho, Elmore, Gonzaleaz, Hall B., Hall K., Oliveri, Yang, K.Hall
 - b. **Absent:** Fuller
 - c. **Tardy:** None
 - d. **Adult Commissioners Present:** Huffman
 - e. **Staff Present:** Jolene Jauregui, Recreation Coordinator II
 - f. **Recorded by:** Justin Geibig, Recreation Leader III
3. **ITEMS FROM THE AUDIENCE:**

Lindsay Grant, Youth Coordinator, with Community Partnerships for Families and the Teen Empowerment Team attended the meeting to present to the Youth Advisory Commission about their organizations goals and visions. Juan, a member of the Teen Empowerment Team informed the Youth Advisory Commission that they are a resource center for teens in the community and teens are welcome to come to them for support. Lindsay Grant mentioned the Community Partnerships for Families offers resources such as free tax services, cooking classes, and bus passes. Lindsay Grant would like the Teen Empowerment Group to partner or collaborate with the Youth Advisory Commission for future events. Lindsay Grant invited the Youth Advisory Commission to their Open House on April 11th from 6pm to 8pm. Adult Commissioner Huffman mentioned he likes the idea and thinks it's a great resource for the community. Staff Jauregui thanked Lindsay Grant and the Teen Empowerment Group for assisting with the Youth Advisory Commission's Park Clean-Up event and is looking forward to partnering with the Teen Empowerment Team in the near future.
4. **APPROVAL OF MINUTES FROM REGULAR MEETING ON March 9, 2014**
 - a. **Motion to Approve:** Elmore
 - b. **Second:** Oliveri
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote
5. **CORRESPONDENCE:** None
6. **OLD BUSINESS:**
 - a. **Discuss the status of the 2014 Youth Advisory Commission's goals, objectives and work plan**

Staff and the Commission reviewed the 2014 Youth Advisory Commission's goals, objectives and work plan. Staff went through the tasks and the PSAT subcommittee reported first. Commissioner B. Hall said she did some research on other PSAT companies that provide a PSAT prep service but was unsure what she is looking for. Staff will propose to host a fall PSAT class with the information gathered from the subcommittee. Commissioner Cho gave an update on the Don't Text and Drive Event and mentioned she had prepared an outlined schedule for the event and the Youth Advisory Commission and Staff established a date for the Don't Text and Drive Event for the week of May 12th. Commissioner Cho surveyed the Commissioner's from each school for what type of giveaways the schools were interested in. The Commission agreed on pencils or pens, bracelets, and thumb bands. Staff Jauregui suggested the Youth Advisory

Commission keep the thumb pledge idea and use that as a visual to present to Council, and also suggested during the week of May 12th, each day of the week should be designated for a different school. Staff will research the giveaways to purchase for the Don't Text and Drive Event. The subcommittee for the summer teen camps had no update to provide to the Commission. Staff Jauregui mentioned flyers will be available at the next meeting with all the City of Tracy's summer programs. Staff Jauregui suggested the subcommittee meet again and work on a lesson plan of the proposed summer teen camps and have a marketing timeline prepared by the next meeting. The Teens Helping Seniors subcommittee met and asked staff for suggestions for a proposed budget. Staff Jauregui mentioned Staff will prepare a letterhead with the City of Tracy logo, so the Youth Advisory Commission can drop off letters to seek donations from businesses like Walmart and Ace Hardware. Staff Amezquita-Javier will finalize the event flyer and make the appropriate changes to accommodate the city marketing requirements and have the flyer prepared for the Youth Advisory Commission to approve at the next meeting.

b. Discuss the summer teen camp programs as proposed by the subcommittee

The subcommittee for the summer teen camps had no update to provide to the Commission. Staff Jauregui mentioned flyers will be available at the next meeting with all City of Tracy's summer programs. Staff Jauregui suggested the subcommittee meet again and work on a lesson plan of the proposed summer teen camps and have a marketing timeline prepared by next meeting.

c. Discuss and review the Summer Teen Music event and receive the subcommittee report

The subcommittee for the Teen Music Event met and Commissioner Cho suggested that the Commission have t-shirts for the event. The Youth Advisory Commission agreed to use the Rock-A-Palooza flyer design for the t-shirts. Staff Jauregui mentioned the last day for bands to submit a request will be the last week of May. Staff provided each Commissioner with a stack of 50 Rock-A-Palooza flyers to distribute to their respective schools and peers. Adult Commissioner Huffman suggested if there aren't enough bands for the event, the Community Band would be a suggestion.

7. NEW BUSINESS: None

8. ITEMS FROM STAFF

a. Review calendar

Staff Jauregui mentioned there is a Police Volunteer Recognition Event on April 17 from 5:30pm to 8:30pm at the Grand Theatre Center for the Arts. The Youth Advisory Commission is needed to assist with set up and take down for the event. Commissioners B. Hall, K. Hall and Cho mentioned they were available to assist with the event.

b. Park Clean-Up – April 5, 2014

Staff Geibig thanked those from the Commission that attended and helped with the Park Clean-up Event and gave an update of the event. Staff Geibig mentioned there were a total of 24 teen volunteers that helped with the Park Clean-Up and 16 were from Millennium. Staff Geibig mentioned the Commission worked hard and it wouldn't have been possible without the help of the volunteers.

9. ITEMS FROM THE COMMISSION:

Commissioner Elmore mentioned she would like the Youth Advisory Commission to do something extra with the community. Staff Jauregui suggested that by the next meeting Commissioner Elmore have something prepared, and any of the Commissioners may partner with the Community Partnerships for Families on their own time or any other organizations. Adult Commissioner Huffman likes Commissioner Elmore's idea and encourages all the Commissioners to get involved.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT: Next meeting on *May 14, 2014 from 6:00pm*

- a. **Motion to Adjourn:** Oliveri
- b. **Second:** Elmore
- c. **Vote:** Approved by majority vote
- d. **Time:** 6:58pm

DRAFT

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
May 14, 2014**

AGENDA ITEM 6.a.

REQUEST

**DISCUSS THE STATUS OF THE 2014 YOUTH ADVISORY COMMISSION'S GOALS,
OBJECTIVES AND WORK PLAN**

DISCUSSION

The Youth Advisory Commission determined their top three priority goals for 2014 at their annual retreat held Saturday, October 5, 2013. The Commission assigned 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.

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 (Assignment)
1 INCREASE ENROLLMENT IN TEEN EVENTS AND PROGRAMS ----- Host events that would attract teens from the Valley Region	1.A. Partner with Recreation Division to host a Teen Music event at the Grand Theatre	1.A.1. Work with Recreation Division Staff to host a music event at the Grand Theatre specifically designed for teens	2/21/14	Subcommittee: Commissioners Elmore, Oliveri, Cho. Ongoing meetings with staff
		1.A.2. Promote the music event to local teens using social and print media	5/9/14	
		1.A.3. Host music event	8/31/14	Event to be held on 6/25/14
	1.B. Develop and implement at least 3 new programs throughout the 2014 year	1.B.1. Work with Recreation Staff to develop 3 programs for the 2014 year	2/15/14	Subcommittee: Commissioners Cho and Gonzaleaz. Ongoing established 2 Teen Camps for summer 2014
		1.B.2. Promote new programs using social and print media	5/31/14	
		1.B.3. Implement programs	7/31/14	

City Council Strategic Priority: Economic Development Goal 2, Objective 2: Increasing entertainment and recreational opportunities and events that draw people into Tracy.



Attachment - A

Tracy Recreation Division

YOUTH ADVISORY COMMISSION GOALS - 2014

Goal	Objective	Action Steps	Completion Date	Status (Assignment)	
<p>2</p>	<p>CREATE OPPORTUNITIES FOR FUTURE SUCCESS</p> <p>-----</p> <p>Develop opportunities for teens to prepare for their future success</p>	<p>2.A. Plan and host an SAT/ACT Prep Course</p>	<p>2.A.1. Recruit an SAT/ACT Prep Course and Instructor</p>	<p>11/1/13</p>	<p>Commissioner B. Hall assigned</p>
			<p>2.A.2. Promote course to local high school students</p>	<p>2/15/14</p>	<p>In progress</p>
			<p>2.A.3. Host the course</p>	<p>4/30/14</p>	<p>Class held on 3/1/14. Future PSAT course for fall 2014</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 (Assignment)
3	CONDUCT TEEN COMMUNITY SERVICE PROJECT ----- Create various opportunities for teens in the community	3.A.1. Each Commissioner will work with their respective high school to lead an activity	3/1/14	Subcommittee: Commissioners Fuller, Cho, Gonzaleaz
		3.A.2. Host an activity at each high school, after determining date with schools' activities director	5/12/14	
		3.A.3. Each Commissioner will report to the Commission on the activity that was held their respective high school.	5/15/14	
	3.B. Sponsor a summer Teen helping Senior Program	3.B.1. Formulate a list of possible projects and marketing ideas	3/15/14	Subcommittee: Commissioners Elmore and B. Hall
		3.B.2. Develop a timeline to complete project	4/1/14	Subcommittee will present at April 9 th meeting
		3.B.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
May 14, 2014**

AGENDA ITEM 6.b.

REQUEST

**DISCUSS THE SUMMER TEEN CAMP PROGRAMS AS PROPOSED BY
SUBCOMMITTEE**

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. All of the camps will be supervised and guided by City staff and all activities will be led by YAC volunteers. At the last Youth Advisory Meeting on March 12 the Commission approved the following camps:

DIY Art Camp

- Held at Tracy Community Center
- Various arts and crafts projects
- Each day will be a new theme and project

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.

The subcommittee will present a marketing timeline to the Commission and assign themselves various marketing tasks.

Marketing Timeline

Item	Assigned To	Due Date
Distribute flyers at Farmers Market	Staff	April-July
Email blast, Facebook update	Staff/Laura	April-July
Post camps on city website	Staff	April 7
Activity Guide available & online registration	Staff	April 14
Create postcard	Staff	May 1
Print postcards	Staff	May 1
City Staff promotes camp at Block Parties	Staff	May 2-July
Distribute postcards at Kid's Art Expo	Staff/YAC	May 3
Distribute postcards at Don't Text & Drive Event	Staff/YAC	May 12

Commission receives marketing materials to distribute	Staff	May 14
Send info to Tracy Press calendar of events	Staff	May 19-July14
Hand out info and volunteer at Movies on the Plaza	YAC/Staff	June 27
Host camps	Beatrice/YAC/Camp Staff	June/July

RECOMMENDATION

That the Commission discuss the summer teen camp programs and the subcommittee prepare a timeline of the daily events for the summer teen camp programs.

Prepared by: Jolene Jauregui, Recreation Coordinator II

Approved by: Kim Scarlata, Recreation Services Program Manager

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
May 14, 2014**

AGENDA ITEM 6.c.

REQUEST

**DISCUSS AND REVIEW THE SUMMER TEEN MUSIC EVENT AND RECEIVE THE
SUBCOMMITTEE REPORT**

DISCUSSION

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

A subcommittee consisting of Commissioners Cho, Elmore, and Oliveri met with staff to develop ideas and strategies to market the event, and recruit performers. The Youth Advisory Commission discussed and agreed on the title of the summer teen music event, "Rock-A-Palooza." The subcommittee will give a report on the timeline and marketing strategies.

RECOMMENDATION

That the subcommittee discusses the summer teen music event and receives the subcommittee report.

Prepared by: Jolene Jauregui, Recreation Coordinator II

Approved by: Kim Scarlata, Recreation Services Program Manager

Marketing Timeline

Item	Assigned To	Due Date
Distribute flyers at Farmers Market	Staff	April-June
Email blast, Facebook update	Staff/Laura	April-July
Commission receives marketing materials to distribute	Staff	April 9
Post flyer on city website	Staff	May 1
City Staff promotes event at Block Parties	Staff	May 2-June 20
Distribute postcards at Kid's Art Expo	Staff/YAC	May 3
Distribute postcards at Don't Text & Drive Event	Staff/YAC	May 12
Send info to Tracy Press calendar of events	Staff	June 2
Distribute postcards during summer camps	Beatrice/YAC/Camp Staff	June 9