

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, March 11, 2015, 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 2015-012, 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 February 11, 2015
5. Correspondence
6. Old Business
 - a. Discuss the status of the 2015 Youth Advisory Commission goals and work plan
 - b. Provide an update on summer teen camp programs
7. New Business
 - a. Discuss and approve YAC's participation in a Park Clean-Up
 - b. Consider canceling the regular Commission meeting scheduled for April 8, 2015 due to the potential lack of a quorum
8. Items from Staff
 - a. Volunteer Recognition Event – April 15, 5pm-7pm
 - b. YAC Applications – Deadline April 16
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on April 8, 2015

POSTED: March 5, 2015

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
February 11, 2015**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Elmore at 6:03 p.m.
2. **ROLL CALL:**
 - a. **Present:** Cho, Yang, K. Hall, Oliveri, Elmore, Adappa, Razi
 - b. **Absent:** Garewall, Geiss
 - c. **Tardy:** None
 - d. **Adult Commissioners Present:** Huffman
 - e. **Staff Present:** Jolene Jauregui, Recreation Services Supervisor
 - f. **Recorded by:** Justin Geibig, Recreation Coordinator I
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF MINUTES FROM REGULAR MEETING ON February 11, 2015**
 - a. **Motion to Approve:** Oliveri
 - b. **Second:** Adapa
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote
5. **CORRESPONDENCE:** None
6. **OLD BUSINESS:**
 - a. **Discuss the status of the 2015 Youth Advisory Commission goals and work plan**

Commissioner Oliveri mentioned the subcommittee for the proposed summer camp ideas will wait to provide an update for new business. Commissioner Elmore provided an update for the subcommittee to develop 3 new programs and provided a few brainstorming examples to the Commission for feedback on which the Commission liked the most. The examples were to host a teen dance, such as a sock hop, a photo contest to capture either someone's favorite spot in Tracy or a picture that best symbolizes Tracy, Teens Helping Seniors, a volunteer database website, and the idea to paint utility boxes around Tracy similar to the City of Livermore. The Commission narrowed down their top suggestions to look into painting the utility boxes, host a teen dance, and the volunteer database website. Staff Geibig mentioned he will get more information on the proposed ideas and provide feedback at the next subcommittee meeting. Staff Geibig gave an update on the SAT Prep Course and mentioned that flyers were available for pick up January 28th and only 3 Commissioners came in to pick them up. Staff Geibig mentioned flyers will be available after the meeting and need to be distributed at the schools. Commissioner Cho mentioned to the Commission to try to target juniors and seniors for the test. Commissioner Yang provided an update for the college and vocational school applications and scholarships and provided a rough draft of the proposed brochure to present to the Commission. The subcommittee will have more information to input into the brochure for the next scheduled meeting. Commissioner Elmore provided an update for the community service project subcommittee and provided examples the subcommittee brainstormed such as hosting a Park Clean-Up Event in April, make cards for patients in the hospital and convalescent homes utilizing the after school program, and possibly host an intergenerational activity at the Lolly Hanson Senior Center on Mondays once a month for about an hour.

b. Provide an update on ideas, programs and events for the Don't Text and Drive campaign

Commissioner Cho provided an update to the Commission with a proposed timeline for the Don't Text and Drive Event. The proposed time for the event is April 27-30 with Millennium on Monday, Tracy on Tuesday, West on Wednesday and Kimball hosting the event on Thursday. Commissioner Cho had a flyer prepared to present to the Commission for review. Staff Geibig mentioned to send the flyer via email so Staff can review and make revisions. Commissioner Cho provided three examples of potential giveaways to give to students who participate in the event and complete the pledge. The examples were lanyards, key chains, and rubber bracelets. By majority vote the Commission liked the idea of giving out YAC Don't Text and Drive lanyards at the event. Commissioner Geiss prepared a blurb to be added in the schools announcements to add the week of April 13-24. Commissioner Cho mentioned at the next subcommittee meeting they will provide pricing for lanyards.

7. NEW BUSINESS:

a. Discuss and approve the summer teen camp programs as proposed by the subcommittee and create a marketing timeline

Commissioner Oliveri gave an update on the proposed summer camp ideas to the Commission. The subcommittee brainstormed a few camp ideas such as hosting an animation camp, beach day camp, a caring for your sibling's camp, and to host the DIY camp again. The Commission agreed on the following camp ideas, DIY camp, animation camp and the beach day camp. The subcommittee will have a marketing timeline prepared to share with the Commission at the next scheduled meeting.

8. ITEMS FROM STAFF: None

9. ITEMS FROM THE COMMISSION:

Commissioner Elmore asked the Commission to create a spread sheet that includes each schools contacts for club advisors, class presidents, and members of the office to bring to the next meeting to have for future events.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT: Next meeting on *March 11 at 6:00pm*

- a. Motion to Adjourn:** Hall
- b. Second:** Oliveri
- c. Vote:** Approved by majority vote
- d. Time:** 6:48pm

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 11, 2015**

AGENDA ITEM 6.a.

REQUEST

**DISCUSS THE STATUS OF THE 2015 YOUTH ADVISORY COMMISSION GOALS
AND WORK PLAN**

DISCUSSION

The Youth Advisory Commission determined their top three priority goals for the 2015 fiscal year at their annual retreat held Wednesday, September 24th. It is necessary for the Commission to discuss their objectives in more detail with City staff and plan accordingly.

Each Commissioner will report on the status of their assignments at upcoming, regularly scheduled meetings. The Commission assigned Commissioners to the action steps and assigned tasks that will need to report monthly on the action steps results. The status will be updated following the results reporting.

RECOMMENDATION

That the Commission discusses the status of their respective goals and all upcoming goals.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

Attachment: Attachment "A" – Youth Advisory Commission Goals 2015



Attachment - A

Tracy Recreation Division

YOUTH ADVISORY COMMISSION GOALS - 2015

GOAL	OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)
1	INTEGRATE OPPORTUNITIES FOR HEALTH AND WELLNESS ----- Develop programs for teens to stay active and make healthy choices	1.A.1. Work with Recreation Division Staff to Implement ideas for a proposed Summer Camp.	Mar 2015	Subcommittee: Hall (chair), Oliveri Status: Subcommittee to draft a marketing timeline and present at the March 11 meeting.
		1.A.2. Promote the Summer Camp with different marketing strategies.	Apr 1, 2015	
		1.A.3. Host a Summer Camp with the Recreation Division.	Aug 15, 2015	
		1.B.1. Work with Recreation Staff to develop 3 programs for the 2015 year.	Apr 2015	Subcommittee: Garewal (chair), Elmore, Huffman Status: Subcommittee to provide information of proposed programs at next scheduled meeting April 8
		1.B.2. Promote new programs using social and print media.	Sep 2015	
		1.B.3. Implement programs.	Dec 2015	
		1.B. Develop and implement at least 3 new programs throughout the 2015 year		
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 - 2015

GOAL	OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)
2 INCREASE AWARENESS FOR HIGHER EDUCATION PREPARATION ----- Host opportunities that would raise teen awareness for higher education opportunities and potential scholarships	2.A. Plan and host an SAT/ACT Prep Course	2.A.1. Recruit an SAT/ACT Prep Course and Instructor	Jan 15, 2015	Subcommittee: Cho (chair), Adappa
		2.A.2. Promote course to local high school students	Apr 2015	Status: Only 3 participants registered. Offered to take webinar March 7.
	2.B. Research college or vocational school applications and scholarships	2.A.3. Host the course on 2/28/15	Feb 28, 2015	
		2.B.1. Provide resources for college or vocational school applications and scholarships	Jul 1, 2015	Subcommittee: Oliveri (chair), Hall, Yang
		2.B.2. Determine how the information will be shared to local high school students.	Sep 1, 2015	Status: Commissioners updating the higher education resource brochure with accurate dates for application deadlines and financial aid.

City Council Strategic Priority: Quality of Life Goal 1, Objective 2 Interpret city and school district demographic shifts and recommend service improvements accordingly.



Attachment - A

Tracy Recreation Division

YOUTH ADVISORY COMMISSION GOALS - 2015

GOAL		OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)
3	PARTICIPATE AND CREATE NEW SERVICE PROJECTS ----- Increase teen involvement throughout the community	3.A. Sponsor Don't Text and Drive activity	3.A.1. Each Commissioner will work with their respective high school to lead an activity	Mar 2015	Subcommittee: Geiss (chair), Cho, Dr. Franco Status: Provide pricing on event giveaways and follow up on the marketing timeline at the next YAC meeting March 11.
			3.A.2. Host an activity at each high school, after determining date with schools' activities director	Apr 30, 2015	Status: Event scheduled April 27-30. Millennium Monday, Tracy Tuesday, West Wednesday, Kimball Thursday.
			3.A.3. Each Commissioner will report to the Commission on the activity that was held at their respective high school	May 2015	
		3.B. Implement new community service projects	3.B.1. Formulate a list of possible projects and marketing ideas. Select at least one new community service project	Sept 2015	Subcommittee: Elmore (chair), Razi, Garewal, Huffman Status: Continue researching new volunteer ideas.
			3.B.2. Develop a timeline to complete project	Oct 2015	
			3.B.3. Implement project and work with Recreation Staff	Nov 2015	

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
March 11, 2015**

AGENDA ITEM 6.b.

REQUEST

**DISCUSS AND APPROVE SUMMER TEEN CAMP PROGRAMS AS PROPOSED BY
THE 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.A., the Youth Advisory Commission was asked to create new and fun summer day camps.

Commissioners will work to develop a marketing timeline and assign themselves various marketing tasks and due dates for the proposed camps below. The Commissioners' responsibilities will be to host the camps by coordinating and leading activities with city staff. All of the camps will be supervised and guided by City staff and all activities will be led by YAC volunteers.

The subcommittee is asking each Commissioner to volunteer for a least 1 camp.

Girl Talk: June 8-10 10am-1pm, Community Center main Hall

- Working out and eating right
- Learn how to shop and accessorize on a budget
- Develop confidence and build self-esteem

So You Think You Can Cook: June 15-18 9am-12pm and July 13-16 1pm-4pm, Community Center kitchen

- Contractor/nutritionist to host camp
- Healthy food options
- Baking

DIY Camp: June 22-25 9am-12pm and July 20-23 1p-4pm, Community Center

- Duct tape art
- Room decor
- Sand jars

Siblings Watching Siblings: June 29-July 2 9am-12pm, Community Center

- Games to play with your siblings
- Quick snack/meals
- First aid/CPR
- Emergency plan

RECOMMENDATION

That the Commission discuss the summer teen camp programs and create a marketing timeline.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 11, 2015**

AGENDA ITEM 7.a.

REQUEST

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

DISCUSSION

To meet Goal #3 "Participate and Create New Service Projects" of the Youth Advisory Commission Goals for the 2015 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.

Kimball High School's California Scholarship Federation has reached out to the Youth Advisory Commission to potentially collaborate with the Commission for a Park Clean-Up. Staff is recommending the Commission to plan strategies to outreach to local teens for participation. The following are dates for the Commission to consider a Park Clean-Up, April 18 or 25. Staff will work with Public Works to determine a Park that needs the Commissions assistance.

RECOMMENDATION

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

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 11, 2015**

AGENDA ITEM 7.b.

REQUEST

**CONSIDER CANCELING THE REGULAR COMMISSION MEETING SCHEDULED FOR
APRIL 8, 2015 DUE TO THE POTENTIAL LACK OF A QUORUM**

DISCUSSION

The next regular meeting of the Youth Advisory Commission is scheduled for Wednesday, April 8, 2015, at 6:00 p.m. Due to Commissioner's vacation schedules during the month of April, staff is seeking endorsement from the Commission to cancel the regular April 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 April or place the items on the agenda for discussion at the May 13, 2015, regular meeting.

RECOMMENDATION

That the Commission endorse cancellation of the April 8, 2015 meeting.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II