

NOTICE OF SPECIAL MEETING

Pursuant to Section 54956 of the Government Code of the State of California, a Special meeting of the **YOUTH ADVISORY COMMISSION** is hereby called for:

Date/Time: **Wednesday, March 16, 2016, 6:00 p.m.**
(or as soon thereafter as possible)

*****NOTE LOCATION CHANGE*****

Location: **Tracy Transit Station, Room 105**
50 E. 6th Street, Tracy, CA

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.

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 2015-052, 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 10, 2016
5. Correspondence
6. Old Business
 - a. Review and discuss the status of the Youth Advisory Commission's 2016 goals and work plan
 - b. Discuss the status of the summer teen camp programs and marketing strategy
 - c. Provide an update on the Park Clean Up event at the Dry Climate Park at Hoyt Park
 - d. Discuss the YAC Attack Ignite Your Spark 2016 Conference that was held on March 5, 2016
7. New Business:
 - a. Discuss and approve YAC's participation in hosting a Don't Text and Drive Campaign
8. Items from Staff
 - a. Volunteer Recognition Event – April 11, 2016, 4pm-6pm
 - b. YAC Applications
 - c. Intergenerational Program
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on April 13, 2016

POSTED: March 15, 2016

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 10, 2016**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Adapa at 6:02 p.m.
2. **ROLL CALL:**
 - a. **Present:** Adapa, Mizuno, Geiss, Bhatia, Razi, Sales, Taneja, Chan
 - b. **Absent:** Ramirez, Adult Commissioner Arriola
 - c. **Tardy:** Cho, Garewal
 - d. **Adult Commissioners Present:** Huffman, Arriola
 - e. **Staff Present:** Justin Geibig, Recreation Coordinator I
 - f. **Recorded by:** Lori Angulo, Recreation Leader III
3. **ITEMS FROM THE AUDIENCE:** Andre Pichly, Parks and Community Services Director, introduced himself to the Youth Advisory Commission. He mentioned he appreciates the Commissions hard work and that his door is always open if any Commissioners wanted to stop by and speak with him.
4. **APPROVAL OF MINUTES FROM Regular Meeting on January 13, 2016**
 - a. **Motion to Approve:** Bhatia
 - b. **Second:** Taneja
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote
5. **CORRESPONDENCE: None**
6. **OLD BUSINESS:**
 - a. **Discuss the status of 2016 Youth Advisory Commission's goal and work plan**

Commissioner Adapa moved the summer camp subcommittee update to agenda item 7.b. Commissioner Bhatia provided an update on behalf of the subcommittee to host a Teen Music Event and she mentioned the subcommittee prepared a survey to gather information from teens such as what type of music do they listen to, if they preferred weekends or weeknights or if they knew anyone that plays in a band. Commissioner Adappa mentioned asking each high school's English teachers to pass out the surveys. The subcommittee is scheduled to meet again on February 16, 2016. Commissioner Mizuno provided an update on behalf of the subcommittee to host an SAT/ACT Prep Course and she mentioned that a company named Excel was interested in hosting SAT/ACT prep courses. Staff Geibig mentioned he has reached out to Excel and provided them with a Contractor Instructor Proposal Handbook. The subcommittee is scheduled to meet on February 19, 2016. Commissioner Bhatia provided an update on behalf of the subcommittee to update the College and Vocational Resource Guide and mentioned that the subcommittee will have a rough draft of the resource guide for the next meeting and that it would include a new table of contents page to locate all the information page by page. The subcommittee is scheduled to meet February 18, 2016. Commissioner Cho, Adapa and Mizuno provided an update on behalf of the subcommittee to implement new community service projects. Commissioner Cho mentioned helping local downtown businesses with using Facebook and Yelp to help market their businesses, help organize the Community Garden off of MacArthur, working with the organization Case for Kids and hosting a drive to collect every day items for families, a downtown clean up event, a tutoring service with CSF clubs at each high school and a walkathon to raise money for research. Adult Commissioner Huffman mentioned he knows the church and pastor that owns that lot. Adult Commissioner Huffman also mentioned that he knows someone that is willing to donate \$500 to YAC for a project. The subcommittee will meet again on February

19, 2016. Commissioner Adapa moved the Park Clean Up Event subcommittee update to agenda item 6.c and also moved the Don't Text and Drive Campaign to agenda item 6.b.

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

Commissioner Cho provided an update on behalf of the subcommittee for the Don't Text and Drive Campaign and mentioned using a cardboard cut out of a car so students could take photos in and post on social media. Commissioner Chan stated she would like it to be a limo so it could fit a group of people in the photo. Commissioner Cho mentioned she would still like to keep the pledge idea for students to place their thumb prints on a banner. Commissioner Chan mentioned to do a raffle after participants pledge to Don't Text and Drive. The subcommittee is scheduled to meet again on February 29, 2106.

c. Discuss the status of the park clean up event at the Dry Climate Park at Hoyt Park

Commissioner Razi provided an update on behalf of the subcommittee for the Park Clean Up event at the Dry Climate Park at Hoyt Park and mentioned they would like to market the event with a flyer to promote the upcoming park clean up. Commissioner Razi also mentioned to promote the event in the school announcements and possibly in the local paper. The subcommittee is scheduled to meet again on February 24, 2016.

7. NEW BUSINESS:

a. Receive information on YAC Attack Ignite Your Spark 2016, Saturday, March 5, 2016 and determine if YAC Commissioner would like to attend

Staff Geibig surveyed the Commission to see who was interested in attending the YAC Attack Conference on March 5, 2016 in Redwood City. Staff Geibig also mentioned that refunds are not allowed by the conference. Commissioners Adapa, Bhatia and Garewal mentioned they would like to go to the conference. Staff Geibig asked the Commission to notify him by February 16, 2016 if they would like to attend the conference.

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

Commissioner Adapa provided an update on the proposed summer camp ideas to the Commission. The subcommittee proposed the following camps: Invent it, Build it camp, a Baking Camp and a Mixed Media Art Camp. The Commission approved the proceeding camps. The subcommittee is scheduled to meet on February 25, 2016 to create a marketing timeline and ways to promote the upcoming summer teen camps.

8. ITEMS FROM STAFF:

Staff Geibig mentioned that Commissioners Adapa and Bhatia did an excellent job presenting the YAC Annual Report to the City Council. Staff Geibig also thanked Commissioners Sales, Cho, Chan and Adult Commissioner Arriola for attending.

9. ITEMS FROM THE COMMISSION:

Adult Commissioner Huffman mentioned that he knows someone that is willing to donate \$500 to anyone who is interested in hosting a project. All submissions can be emailed to Adult Commissioner Huffman.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT: Next meeting on **March 9, 2016 at 6:00pm**

- a. Motion to Adjourn:** Garewal
- b. Second:** Razi
- c. Vote:** Approved by majority vote
- d. Time:** 7:05pm

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 16, 2016**

AGENDA ITEM 6.a.

REQUEST

**REVIEW AND DISCUSS THE STATUS THE YOUTH ADVISORY COMMISSION'S
2016 GOALS AND WORK PLAN**

DISCUSSION

The Youth Advisory Commission determined their top three priority goals for the 2016 fiscal year at their annual retreat held Monday, October 5, 2015. It is necessary for the Commission to discuss their objectives in more detail with City staff and plan accordingly.

RECOMMENDATION

That the Commission review and discuss the Youth Advisory Commission's 2016 goals and work plan.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

Attachment: Attachment "A" – Youth Advisory Commission Goals 2016



Attachment - A

Tracy Recreation Division

YOUTH ADVISORY COMMISSION GOALS - 2016

GOAL	OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)
1 CREATE NEW PROGRAMS TO INCORPORATE NEW TRENDS AND ISSUES FACING TEENS TODAY ----- Develop programs to incorporate today's trends and create a safer community for teens	1.A. Participate with the Recreation Division to implement at least two new summer camps	1.A.1. Work with Recreation Division Staff to develop ideas for proposed Summer Camps	Feb 2016	Subcommittee: Commissioners Geiss, Sales & Chan
		1.A.2. Work with staff to select camps and develop timelines	Mar 2016	Meeting on 2/25/16 to create a marketing timeline & ways to promote the camps
		1.A.3. Promote the Summer Camp with different marketing strategies	May 2016	
		1.A.4. Host at least 2 Summer Camps with the Recreation Division	July 2016	
	1.B. Partner with the Recreation Division to host a Teen Music event at the Grand Theatre to focus on teen issues and trends	1.B.1. Work with Recreation Division Staff to create a music event at the Grand Theatre specifically designed for teens	Mar 2016	Subcommittee: Commissioners Bhatia, Ramirez, Chan, Adappa, Yash
		1.B.2. Promote new programs using social and print media	April 2016	Meeting on 2/23/16 to brainstorm ideas to conduct the survey and recruit bands
		1.B.3. Host music event	December 2016	

City Council Strategic Priority: Quality of Life Goal 1, Objective 3: Align recreation and cultural arts services & programs to match demographics, evaluation feedback and trends



Attachment - A

Tracy Recreation Division

YOUTH ADVISORY COMMISSION GOALS - 2016

GOAL	OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)	
2	ENCOURAGE AWARENESS FOR HEALTHIER OPPORTUNITIES ----- Host events that would encourage teens to participate in healthy opportunities and stay active	2.A. Plan and host an SAT/ACT Prep Course	2.A.1. Recruit an SAT/ACT Prep Course and Instructor	May 2016	Subcommittee: Commissioners Mizuno, Geiss and Bhatia
		2.A.2. Promote course to local high school students	Aug 2016	Meeting 2/19/16 brainstorm ideas to promote the course to high school students	
		2.A.3. Host the course	Oct 2016		
		2.B. Plan and host an event or tournament for teens to participate	2.B.1. Formulate a list of possible projects that would encourage teen participation. Select at least one new event	Mar 2016	Subcommittee: Commissioners Garewal, Razi, Cho, Yash & Ramirez
			2.B.2. Work with Recreation Staff to develop a timeline to complete project	April 2016	Meeting 2/17/16 to list potential event ideas to present to the Commission
			2.B.3. Host event	Dec 2016	
		2.C. Continue to update and promote the College and Vocational Resource Guide	2.C.1. Work with staff to research new information, dates and deadlines to update the Resource Guide	Feb 2016, Ongoing	Subcommittee: Commissioners Chan, Bhatia, Adapa & Adult Commissioner Arriola
			2.C.2. Develop a timeline to complete project	Mar 2016	Meeting 2/18/16 to begin a rough draft of the guide with updated information
			2.C.3. Distribute the College and Vocational Resource Guide	Aug 2016	

City Council Strategic Priority: Economic Development Goal 3, Objective 2: Identify potential higher education partners and begin marketing and outreach efforts to encourage the development of programming in Tracy.



Attachment - A

Tracy Recreation Division

YOUTH ADVISORY COMMISSION GOALS - 2016

GOAL	OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)	
3	PARTICIPATE WITH LOCAL ORGANIZATIONS TO HOST VARIOUS SERVICE PROJECTS ----- Collaborate with local organizations and service clubs to increase teen participation throughout the community	3.A. Implement new community service projects	3.A.1. Formulate a list of possible projects and local organizations to partner with. Select at least one new community service project	Mar 2016	Subcommittee: Commissioners Garewal, Cho, Mizuno, Adapa & Adult Commissioner Arriola
			3.A.2. Develop a timeline to complete project	April 2016	Meeting on 2/19/16 to research more information on top 3 proposed projects
			3.A.3. Implement project and work with Recreation Staff	Dec2016	
		3.B. Host three park clean up events at the Dry Climate Park at Hoyt park	3.B.1. Establish a timeframe to hold at least 3 park clean ups for the Dry Climate Park throughout the 2016 year	Feb2016	Subcommittee: Commissioners Garewal, Razi & Geiss
			3.B.2. Plan strategies to outreach to local teens for future participation	Mar 2016	Meeting on 2/24/16 to reach out to school clubs for participation & add to school announcements
			3.B.3. Implement park clean ups	3/26/16, 6/18/16, & 9/17/16	
		3.C. Sponsor Don't Text and Drive activity and outreach to at least 500 teens	3.C.1. Each Commissioner will work with their respective high school to lead an activity	Feb2016	Subcommittee: Commissioners Bhatia, Ramirez, Cho & Sales
			3.C.2. Host an activity at each high school, after determining dates with schools' activities director	April 2016	
			3.C.3. Each Commissioner will report to the Commission on the activity that was held at their respective high school	May 2016	Meeting held on 2/29/16 to determine giveaways & event details

City Council Strategic Priority: Public Safety Goal 4, Objective 3 Increase community volunteer opportunities to maximize engagement.

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 16, 2016**

AGENDA ITEM 6.b.

REQUEST

**DISCUSS THE STATUS OF THE SUMMER TEEN CAMP PROGRAMS AND
MARKETING STRATEGY**

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. All of the camps will be supervised and guided by City staff and all activities will be led by YAC volunteers.

Girl Talk: June 13-15, 10am-1pm, Community Center

- Learn how to shop and accessorize on a budget
- Develop confidence and build self-esteem

So You Think You Can Cook: June 20-23 & July 11-14, 1pm-4pm, Community Center Kitchen

- Healthy food options
- Baking

Siblings Watching Siblings: June 20-23, July 11-14, 9am-12pm, Community Center

- Quick snacks/meals to prepare
- First aid/CPR and Emergency Plan

Ready, Set, Bake: June 27-30 & July 18-21, 1pm-4pm, Community Center Kitchen

- Bake variety of deserts such as: cookies, cakes and cupcakes
- Daily cooking challenges

Dream It, Create It, Pin It!: June 27-30 & July 18-21, 9am-12pm, Community Center

- Creating sculptures/wood working
- Crayola canvas art

RECOMMENDATION

That the Commission discuss the summer teen camp programs and marketing strategy.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 16, 2016**

AGENDA ITEM 6.c.

REQUEST

**PROVIDE AN UPDATE ON THE PARK CLEAN UP EVENT AT THE DRY CLIMATE
PARK AT HOYT PARK**

DISCUSSION

On May 5, 2015 the Youth Advisory Commission voted to adopt the Dry Climate Park at Hoyt Park. The Dry Climate Park needs maintenance throughout the year and the Commission has performed community service work at this park over the past several years. 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.

The upcoming approved date for the park clean up is Saturday, March 26, 2016 from 8am-12pm. A subcommittee consisting of Commissioners Garewal, Geiss, Razi and Yash met with staff on February 24, 2016 to provide the Commission with various methods to market the event to other teens and service clubs in the community. The Commission is encouraged to invite friends and teens from their schools to participate.

RECOMMENDATION

That the Youth Advisory Commission discusses the Park Clean Up event at the Dry Climate Park at Hoyt Park

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 16, 2016**

AGENDA ITEM 6.d.

REQUEST

**DISCUSS THE YAC ATTACK IGNITE YOUR SPARK 2016 CONFERENCE THAT
WAS HELD ON MARCH 26, 2016**

DISCUSSION

YAC Attack is a yearly event presented by California Parks and Recreation Society District IV and Youth and Teen Recreation Services. This year's event was held in Redwood City, California on Saturday, March 5, 2016 from 8:30a.m. to 4:00p.m.

Commissioners Adappa, Bhatia, Chan, Cho and Garewal attended the YAC Attack Ignite Your Spark 2016 Conference. The Commissioners will provide an update from the conference and discuss new ideas and trends gathered with the Commission.

RECOMMENDATION

That the Youth Advisory Commission discusses the YAC Attack Ignite Your Spark 2016 Conference

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 16, 2016**

AGENDA ITEM 7.a.

REQUEST

**DISCUSS AND APPROVE YAC'S PARTICIPATION IN HOSTING A DON'T TEXT &
DRIVE CAMPAIGN**

DISCUSSION

In order to increase awareness on the risks of texting and driving and to assist the Youth Advisory Commission in meeting Goal #3.C, the Youth Advisory Commission was asked to host a Don't Text and Drive Campaign at the local high schools.

The Subcommittee consisting of Commissioners Bhatia, Cho, Chan, Ramirez and Sales will provide an update on the ideas and events for the Don't Text and Drive Campaign. The events will take place at the following four high schools: Tracy High, West High, Kimball High, and Millennium High. YAC will also outreach to the other alternative high schools. Also, the subcommittee has suggested the following activities for the Don't Text and Drive Campaign:

- Host a photo booth for teens to take their picture and place it on social media
- Encouraging students to take a pledge by putting their thumbprints on a "Don't Text and Drive" banner
- Handout Don't Text and Drive decals to students who pledge

The Commission's responsibilities will be to host the Don't Text and Drive Campaigns by coordinating and leading activities with City Staff. The Commission will also be responsible for assisting to market the events and to create a marketing timeline.

RECOMMENDATION

That the Commission discusses and approves YAC's participation in hosting a Don't Text & Drive Campaign.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II