



**CITY OF NORCO  
NORCO YOUTH ADVISORY COUNCIL  
REGULAR MEETING AGENDA**



**Tuesday, October 25, 2016  
City Hall, Conference Rooms A & B, 2870 Clark Avenue, Norco, CA 92860**

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**CALL TO ORDER:** 6:00 P.M.

**ROLL CALL:** Brent Kavianian - Chair  
Axel Alvarez – Vice Chair  
Jorgina Strojek - Secretary  
Laramie Huffman - Member  
Celine Kabbara - Member  
Jessica Ocampo - Member  
Danielle Smith - Member  
Ashley Tejada - Member  
Michael Young - Member

**PLEDGE OF ALLEGIANCE:** Vice Chair Axel Alvarez

1. APPROVAL OF MINUTES:
  - A. Regular Meeting Minutes of October 11, 2016. **Recommendation: Approval**
2. PRESENTATION:
  - A. 2016 Strategic Plan (City Manager)
3. DISCUSSION ITEM:
  - A. Start Discussion on Potential Skate Park and/or Youth Center
4. NYAC / STAFF COMMUNICATIONS:
  - A. Next meeting on November 8, 2016
  - B. Update on Logging Volunteer Hours

**ADJOURNMENT**

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office (951) 270-5623. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Staff reports are on file in the City Clerk Office. Any writings or documents provided to a majority of the Norco Youth Advisory Council regarding any item on this agenda will be available for public inspection at the City Clerk's counter in City Hall located at 2870 Clark Avenue. The meeting is recorded.



**CITY OF NORCO  
NORCO YOUTH ADVISORY COUNCIL  
SPECIAL MEETING MINUTES**



**Tuesday, October 11, 2016**

**City Hall, Conference Rooms A & B, 2870 Clark Avenue, Norco, CA 92860**

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**CALL TO ORDER:** 4:31 P.M.

**ROLL CALL:**

**Present:**

Axel Alvarez  
Laramie Huffman  
Celine Kabbara (arrived 4:34 p.m.)  
Brent Kavianian  
Jessica Ocampo  
Jorgina Strojek  
Ashley Tejada  
Michael Young

**Absent:**

Danielle Smith

**PLEDGE OF ALLEGIANCE:**

Member Kavianian

1. **OATH OF OFFICE** - All New Members will be sworn in (Deputy City Clerk)  
Deputy City Clerk Diane Germain gave the Oath of Office to all Members present.  
Council Member Robin Grundmeyer congratulated the newly seated Youth Advisory Council and wished them a successful year.

2. **WELCOME** (Deputy City Manager)

Deputy City Manager/Parks and Recreation Director Brian Petree welcomed and congratulated the Youth Advisory Council Members on the inaugural year of the group. He offered assistance to the group whenever needed, and invited them to attend a Parks and Recreation Commission meeting to further add to their experience.

3. **PRESENTATIONS:**

A. Keeping Track of your Volunteer Hours (Volunteer Coordinator)

Kristen Estrada, Volunteer Coordinator for the City, reviewed procedures on keeping track of volunteer hours; gave examples of where and how hours can be earned; and shared details of the annual end-of-year Volunteer Dinner where the City thanks and celebrates its volunteers, sharing that some individuals earn anywhere from 100-500 volunteer hours.

B. Parliamentary Procedure (City Clerk)

City Clerk Cheryl Link provided an overview of parliamentary procedures. The presentation included information on how a local government works, introducing the City Council and staff the group will get to meet through the year, basic principles and standard order of a meeting and the different types of meetings a local agency may

have, a summary of the Brown Act, an overview of what is expected from presiding officers such as a Chair, Vice Chair and Secretary.

**4. DISCUSSION / ACTION ITEMS:**

**A. Members Introductions:**

Each Member took turns introduced themselves, providing a short description of what each look forward to achieve this year.

Deputy City Clerk Germain welcomed everyone, providing a little background on her position, what her department does, and how she will be assisting the Advisory Council throughout the year.

**B. Appointments of Chair, Vice Chair and Secretary:**

Deputy City Clerk Germain asked for those interested in serving as an officer, Chair, Vice Chair, or Secretary.

Brent Kavianian and Celine Kabbara indicated their interest in serving as Chair.

**M/S OCAMPO/YOUNG** to appoint Brent Kavianian as Chair for the school year 2016/2017 for the NYAC.

**AYES: ALVAREZ, HUFFMAN, KAVIANIAN, OCAMPO, STROJEK, TEJADA, YOUNG**

**NOES: KABBARA**

**ABSENT: SMITH**

**ABSTAIN: NONE**

Axel Alvarez and Michael Young indicated their interest in serving as Vice Chair.

**M/S TEJADA/KABBARA** to appoint Axel Alvarez as Vice Chair for the school year 2016/2017 for the NYAC.

**AYES: ALVAREZ, HUFFMAN, KABBARA, KAVIANIAN, OCAMPO, STROJEK, TEJADA, YOUNG**

**NOES: NONE**

**ABSENT: SMITH**

**ABSTAIN: NONE**

Jorgina Strojek and Michael Young indicated their interest in serving as Secretary.

**M/S TEJADA/KAVIANIAN** to appoint Jorgina Strojek as Secretary for the school year 2016/2017 for the NYAC.

**AYES: ALVAREZ, HUFFMAN, KABBARA, KAVIANIAN, OCAMPO, STROJEK, TEJADA, YOUNG**

**NOES: NONE**

**ABSENT: SMITH**

**ABSTAIN: NONE**

**C. Setting of Future Meetings – Frequency, Dates and Times:**

Chair Kavianian asked the Members present for suggestions on when and how often to

meet. After much discussion, the Youth Advisory came to an agreement for future meetings.

**M/S KABBARA/TEJADA** to meet twice a month, on the second and fourth Tuesday of each month, at 6:00 p.m.

**AYES: ALVAREZ, HUFFMAN, KABBARA, KAVIANIAN, OCAMPO, STROJEK, TEJADA, YOUNG**

**NOES: NONE**

**ABSENT: SMITH**

**ABSTAIN: NONE**

**5. NYAC / STAFF COMMUNICATIONS:**

- Deputy City Clerk Germain invited the Advisory Council to the quarterly Town Hall meeting, scheduled on Monday, October 24, 2016; suggesting the Members attend to get a different outlook on the happenings in the City.
- Deputy City Clerk Germain suggested that the Members attend a Parks and Recreation Commission meeting in the near future, as the group may be working with this Commission on potential future projects.

**ADJOURNMENT** Chair Kavianian adjourned the meeting at **5:28 p.m.**