

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 8, 2023, 6:00 p.m.**
(or as soon thereafter as possible)

Location: **City Hall Conference Room 203**
333 Civic Center Plaza

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. Pledge of Allegiance
4. Items from the Audience
In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution No. 2019-240, and last amended by Resolution No. 2021-049, a five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, the Commission may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to the Commission.
5. Approval of Meeting Minutes
 - a. **Review and Approve the Special Meeting Minutes from January 25, 2023**
 - b. **Review and Approve the Special Meeting Minutes from February 8, 2023**
6. Presentation-Tracy Earth Project
7. Old Business
 - a. **Review and Discuss the Youth Advisory Commission Goals, Objectives, and Work Plan for 2023**
 - b. **Discuss the Youth Advisory Commission's Participation with the Youth Spring Break Camp**
8. New Business
 - a. **Discuss and Approve the Youth Advisory Commission's Participation in the 2nd Annual Tracy Earth Day Event on April 29, 2023**
 - b. **Discuss and Approve the Youth Advisory Commission's Participation with the Summer Youth and Teen Camps**
 - c. **Consider Canceling the Regular Commission Meeting Scheduled for April 12, 2023, Due to the Potential Lack of a Quorum**
 - d. **Appoint a Subcommittee to Begin Practicing the 2022 YAC Annual Report**
9. Items from Staff
 - a. **Rollin' Rec Dates; 4/10-4/14**
 - b. **YAC Recruitment Deadline; 4/28/23**
10. Items from the Commission
11. Adjournment

AGENDA POSTED: March 2, 2023

Youth Advisory Commission
Meeting Agenda – March 8, 2023
Page Two

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
SPECIAL MEETING MINUTES
January 25, 2023**

1. **CALL TO ORDER:** The meeting was called to order by Chair Kala at 6:04 p.m.
2. **ROLL CALL:**
 - a. Present: Bhattacharyya, Cherukuri, Ha, Kala, Kaur, Mahendran, McAdams, Shah
 - b. Absent: Anoop, Bhattarai, Satishkumar
 - c. Tardy: None
 - d. Adult Commissioners Present: Arbogast
 - e. Staff Present: Amanda Jensen, Recreation Coordinator and DeAnna Pombo, Recreation Coordinator
 - f. Recorded by: Madison Delbridge, Recreation Leader III

3. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Chair Kala.

4. **ITEMS FROM THE AUDIENCE:**

There were no comments from the public.

5. **APPROVAL OF MEETING MINUTES**
 - a. Review and Approve the Regular Meeting Minutes from December 14, 2022.

ACTION: A motion was made to approve the minutes by Commissioner Ha and seconded by Commissioner Mahendran. A roll call vote found all in favor. Passed and so ordered.

6. **APPROVAL OF MEETING MINUTES**
 - b. Review and Approve the Special Meeting Minutes from January 4, 2023.

ACTION: A motion was made to approve the minutes by Commissioner Shah and seconded by Commissioner McAdams. A roll call vote found all in favor. Passed and so ordered.

6. **NEW BUSINESS**
 - a. Review and Approve the 2023 Goals, Objectives, and Action Steps and Assign Commissioners to the Various Subcommittees.

Staff Jensen asked the Commission to review the 2023 Youth Advisory Commission Goals and Objectives established at the Special Meeting held on January 4, 2023. Staff Jensen mentioned that Attachment A is YAC's goals for 2023 and that the attachment will help YAC reach their goals by following the action steps and setting completion dates.

Chair Kala read through each of the goals, objectives, and action steps and asked the Commission for feedback.

ACTION: A roll call vote found all in favor. Passed and so ordered.

Staff Jensen explained that the subcommittees will meet on a monthly basis and provide updates on their assignments and projects to the Commission at each meeting. Each Commissioner volunteered for a minimum of two subcommittees and scheduled meeting dates to discuss each objective.

7. **ADJOURNMENT:**

Time: 6:36pm

ACTION: A motion was made to adjourn the meeting by Commissioner Kaur and seconded by Commissioner Ha. Roll call vote found all in favor. Passed and so ordered.

The above agenda was posted at the Tracy City Hall on January 24, 2023. The above are action minutes. A recording is available at the Parks and Recreation Department.

DeAnna Pombo, Staff Liaison

DRAFT

**YOUTH ADVISORY COMMISSION
REGULAR MEETING MINUTES
February 8, 2023**

1. **CALL TO ORDER:** The meeting was called to order by Chair Kala at 6:01 p.m.
2. **ROLL CALL:**
 - a. Present: Anoop, Bhattacharyya, Cherukuri, Ha, Kala, McAdams, Shah
 - b. Absent: None
 - c. Tardy: Bhattarai, Mahendran, Satishkumar, Kaur
 - d. Adult Commissioners Present: None
 - e. Staff Present: Amanda Jensen, Recreation Coordinator and DeAnna Pombo, Recreation Coordinator
 - f. Recorded by: Madison Delbridge, Recreation Leader III

3. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Chair Kala.

4. **ITEMS FROM THE AUDIENCE:**

Kardam Sharma, a junior at Millennium High School, gave a short presentation on MKA Tutors, a non-profit he started, with a mission to provide free one-on-one tutoring, and shared possible volunteering opportunities to Commissioners.

5. **APPROVAL OF MEETING MINUTES:**
 - a. Review and Approve the Special Meeting Minutes from January 25, 2023.

ACTION: No action was taken as the incorrect document was attached. This item will be brought back at the next Youth Advisory Commission meeting for approval.

6. **PRESENTATION:**
 - a. Tracy Earth Project, Inc did not attend.
7. **OLD BUSINESS:**
 - a. Review and Discuss the Youth Advisory Commission Goals, Objectives, and Action Steps for 2023.

Chair Kala reviewed the 2023 Youth Advisory Commission Goals, Objectives, and Action Steps with the Commission. Commissioner discussion followed.

The Commission discussed the following Goals and Objectives:

1. Goal - Program Enhancement
 - 1.A.1. - Plan and implement an event or program within the teen community.

Chair Kala provided an update from the subcommittees first meeting. Their ideas included; a teen flea market, battle of the bands with music and art, an art walk, athletic events, such as basketball, and a picnic at the park. Commissioner Ha shared that these were ideas that were suggested in past years that the subcommittee would like to revisit. A subcommittee meeting was scheduled for February 21st, to narrow down the list of ideas for a teen event.

Staff Jensen shared that Commissioners who were absent from the last meeting will need to volunteer for a minimum of two subcommittees. Vice-Chair Satishkumar, and Commissioners

Anoop and Bhattarai each volunteered for subcommittees.

Staff Jensen explained that subcommittees will meet on a monthly basis and provide updates on their assignments and projects to the Commission at each meeting.

8. NEW BUSINESS:

- a. Discuss and approve the Youth Advisory Commissions participation with the Spring Break Camp.

Staff Pombo provided information about the Spring Break Camp to the Commissioners and explained the opportunity for Commissioners to assist at the camp to help with various activities and to interact with the participants.

Commissioner discussion followed.

A subcommittee was formed to brainstorm activity ideas and to draft a volunteer sheet to bring to the next meeting. Commissioners McAdams, Shah, Bhattacharyya, and Bhattarai volunteered for the subcommittee and scheduled their first meeting for March 1st.

ACTION: A motion was made to approve participating with the Spring Break Camp by Commissioner McAdams and seconded by Commissioner Cherukuri. A roll call vote found all in favor. Passed and so ordered.

9. ITEMS FROM STAFF:

- a. Spring Break Rollin' Rec; 4/10-4/14, 9am-12pm

Staff Jensen shared that attending two Rollin' Rec. dates per season is part of the Commission's goals for this year and asked that Commissioners plan to attend over the break as they are the only dates available for the Spring. Chair Kala shared the days and locations with the group.

- b. YAC Recruitment Deadline; 4/28/23

Staff Pombo reminded the Commission that recruitment will remain open until April 28th and reminded the Commissioners with terms expiring in July, to reapply. Commissioners were also encouraged to reach out to friends who might be interested in applying.

Staff Jensen also reminded the Commissioners that recruitment for adult commissioners will also remain open until April 28th and encouraged Commissioners to reach out to teachers, parents, and other adults who may be interested in applying.

10. ITEMS FROM THE COMMISSION:

None

11. ADJOURNMENT:

Time: 6:38pm

ACTION: A motion was made to adjourn the meeting by Commissioner Shah and seconded by Commissioner Ha. Roll call vote found all in favor. Passed and so ordered.

The above agenda was posted at the Tracy City Hall on February 2, 2023. The above are action minutes. A recording is available at the Parks and Recreation Department.

DeAnna Pombo, Staff Liaison

DRAFT

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 8, 2023**

AGENDA ITEM 7.a.

REQUEST

**REVIEW AND DISCUSS THE YOUTH ADVISORY COMMISSION GOALS,
OBJECTIVES, AND WORK PLAN FOR 2023**

DISCUSSION

The Youth Advisory Commission determined their top priority goals for the 2023 calendar year at the special meeting held on Wednesday, January 4, 2023. It is necessary for the Commission to discuss their objectives in more detail with City staff and plan accordingly.

Subcommittees are scheduled to meet on a monthly basis and report on the status of their assignments and projects at the monthly Youth Advisory Commission meetings. Each subcommittee will report on their goals/projects, completion dates, receive feedback from Commissioners and the Commission will make recommendations as needed.

RECOMMENDATION

That the Commission review and discuss the Youth Advisory Commission goals, objectives, and work plan for 2023

Prepared by: Amanda Jensen, Recreation Coordinator
DeAnna Pombo, Recreation Coordinator

Reviewed by: Jolene Jauregui, Recreation Services Manager

Approved by: Brian MacDonald, Director of Parks and Recreation

Attachment: Attachment "A" – Youth Advisory Commission Goals 2023

Tracy Parks & Recreation Department

Youth Advisory Commission Goals - 2023

Goal	Objective	Action Steps	Completion Date	Status (Assignment)	
1 PROGRAM ENHANCEMENT ----- Look for ways to enhance Recreation Programs that will provide benefits to teens	1.A. Offer one new teen event or program addressing relevant teen issues	1.A.1. Plan and implement an event or program within the teen community	October 2023	Subcommittee: Chair Kala, Commissioners Shah, Cherukuri and Ha Meeting held on 2/21/23 to confirm ideas for teen events or programs	
	1.B. Offer one new recreational teen event, program or camp	1.B.1. Work with city staff and local high schools to develop ideas and marketing strategies	August 2023	Subcommittee: Vice Chair Satishkumar, and Commissioners Bhattacharyya, Anoop, and Bhattarai Meeting date to be determined.	
	1.C. Participate with the Lolly Hansen Senior Center to propose at least one new intergenerational program or event	1.C.1. Develop ideas and implement one new program or event	June 2023	Subcommittee: Chair Kala and Commissioner Shah Meeting held on 2/15/23 to discuss ideas proposed by the Commission	
	1.D. Support the Rollin' Rec Program	1.C.2. Partner with Senior Center staff with marketing and executing an intergenerational event.	September 2023	Subcommittee: Commissioners Shah and McAdams Meeting held on 2/22/23 to discuss marketing an intergenerational event	
	2 COMMUNITY OUTREACH ----- Look for ways to make the Commission more visible; to participate with local organizations and service clubs throughout the community; and to widen participation of teens	2.A. Implement at least one new community service project	1.D.1. Attend and assist staff at Rollin' Rec at a minimum of two dates per activity guide	July 2023	All Commissioners Subcommittee: Chair Kala and Commissioners Mahendran and Shah
			1.D.2. Work with staff to brainstorm ideas to include local teens in a Rollin' Rec based event	August 2023	Meeting held on 2/14/23 to discuss ideas to include local teens in Rollin' Rec Subcommittee: Commissioners McAdams, Ha and Mahendran
		2.B. Support the Tracy Historical Museum	2.A.1. Work with local service clubs and organization to offer a community service opportunity to local teens	October 2023	Meeting held on 2/15/23 to brainstorm ideas for community service opportunities for teens Subcommittee: Commissioner McAdams
			2.A.2. Assist city staff with marketing efforts to engage teen volunteers	November 2023	Meeting date to be determined
		2.C. Work with Parks and Recreation staff to develop YAC social media posts	2.B.1. Assist museum staff in modernizing the Tracy Historical Museum to attract visitors and new volunteers	December 2023	Meeting held on 2/22/23 to brainstorm opportunities at the Tracy Historical Museum All Commissioners
			2.B.2. Volunteer at the Tracy Historical Museum twice per calendar year	December 2023	Subcommittee: Vice Chair Satishkumar and Commissioners Kaur, Ha, and Bhattarai Meeting held on 2/22/23 to discuss social media posts for YAC to help engage local teens
City Council Strategic Priority: Quality of Life Goal 3: Provide City Programming and Events That Bolster Quality of Life					

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 8, 2023**

AGENDA ITEM 7.b.

REQUEST

**DISCUSS THE YOUTH ADVISORY COMMISSION'S PARTICIPATION WITH THE
YOUTH SPRING BREAK CAMP**

DISCUSSION

In order to assist the commission in meeting Goal #2, the Youth Advisory Commission is being asked to work with City staff to lead activities and set-up/clean-up during the youth Spring Break Camp.

A subcommittee consisting of Commissioners McAdams, Shah, Bhattacharyya, and Bhattarai, will provide an update on craft and activity ideas to be led by Commissioners. The subcommittee will also provide an update on the instructional guide for how to complete the crafts or activities and provide a sign-up sheet for Commissioners to volunteer to assist during the weeklong camp. The camp will be supervised and guided by City staff.

Date: April 10-14

Time: 9am-3pm

Location: Tracy Sports Complex

RECOMMENDATION

Discuss the Youth Advisory Commission's participation with the youth spring break camp.

Prepared by: Amanda Jensen, Recreation Coordinator
DeAnna Pombo, Recreation Coordinator

Reviewed by: Jolene Jauregui, Recreation Services Manager

Approved by: Brian MacDonald, Director of Parks & Recreation

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 8, 2023**

AGENDA ITEM 8.a.

REQUEST

**DISCUSS AND APPROVE THE YOUTH ADVISORY COMMISSION'S
PARTICIPATION IN THE 2nd ANNUAL TRACY EARTH DAY EVENT ON APRIL 29,
2023**

DISCUSSION

Earth Day is one of the most widely celebrated environmental events across the globe. On this day, events are held worldwide to increase awareness and appreciation of the Earth's natural environment. The Tracy Earth Day event is being co-sponsored by Tracy Earth Project Inc., a non-profit organization whose mission is to educate, empower and inspire community participation towards practices that promote responsible environmental sustainability and the City of Tracy. Tracy Earth Day 2023 will be a free community event providing educational booths, green vendors, City partners, and family activities. Various City Departments will be attending the event to educate the public on various resources such as; forestry, solid waste, recycling, parks, and landscape. This year, Tracy Earth Day will be held on Saturday, April 29, 2023 from 9:00am to 3:00pm on 9th Street and Central, across from the Farmer's Market.

The Commission is being asked to assist with marketing the event and to help with the Parks and Recreation booth and the Rollin' Rec program. Staff will provide the Commission with additional information on the event as the date gets closer.

RECOMMENDATION

Discuss and approve the Youth Advisory Commission's participation in the 2nd Annual Tracy Earth Day 2023 event co-sponsored by the City of Tracy and Tracy Earth Project Inc. on April 29, 2023

Prepared by: Amanda Jensen, Recreation Coordinator
DeAnna Pombo, Recreation Coordinator

Reviewed by: Jolene Jauregui, Recreation Services Manager

Approved by: Brian MacDonald, Director of Parks & Recreation

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 8, 2023**

AGENDA ITEM 8.b.

REQUEST

**DISCUSS AND APPROVE THE YOUTH ADVISORY COMMISSION'S
PARTICIPATION WITH THE SUMMER YOUTH & TEEN CAMPS**

DISCUSSION

In order to assist the commission in meeting Goal #1.B., the Youth Advisory Commission is being asked to work with City staff to market and assist with the youth & teen summer camps, dates and times may change.

A subcommittee will be created to help develop various marketing tasks for the proposed camps below. All of the camps will be supervised and guided by City staff, and YAC is being requested to assist with leading activities at the following camps:

Girls Just Want to Have Fun: June 12-15 & July 10-13 9am-12pm, Community Center

- Develop confidence and build self-esteem
- Learn quick and easy exercise routines, healthy eating tips, and make new friends

(PIN)spiration Workshop: June 26-29 & July 17-20, 1pm-4pm, Community Center

- Express creativity
- DIY projects

TracyLIT: June 12-16, June 26-30, July 10-14, & July 27-21 9am-12pm, Location TBD

- Leadership training
- Hands-on experience in recreation

Babysitting for Beginners: June 12-16 & July 10-14, 9am-1pm, Community Center

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

Bake Like a Boss: June 12-16 & July 10-14, 1pm-4pm, Community Center

- Bake variety of desserts such as; cookies, cakes, and cupcakes
- Learn dessert decorating skills

RECOMMENDATION

Discuss and approve the Youth Advisory Commission's participation with the summer youth & teen camp programs.

Prepared by: Amanda Jensen, Recreation Coordinator
DeAnna Pombo, Recreation Coordinator

Reviewed by: Jolene Jauregui, Recreation Services Manager

Approved by: Brian MacDonald, Director of Parks & Recreation

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 8, 2023**

AGENDA ITEM 8.c.

REQUEST

**CONSIDER CANCELING THE REGULAR COMMISSION MEETING SCHEDULED FOR
APRIL 12, 2023, DUE TO THE POTENTIAL LACK OF A QUORUM**

DISCUSSION

The next regular meeting of the Youth Advisory Commission is scheduled for Wednesday, April 12, 2023, at 6:00 p.m. Due to Commissioner's vacation schedules during this Spring Break, 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 10, 2023, regular meeting.

RECOMMENDATION

That the Commission endorse cancellation of the April 12, 2023 meeting.

Prepared by: Amanda Jensen, Recreation Coordinator
DeAnna Pombo, Recreation Coordinator

Reviewed by: Jolene Jauregui, Recreation Services Manager

Approved by: Brian MacDonald, Director of Parks & Recreation

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 8, 2023**

AGENDA ITEM 8.d.

REQUEST

APPOINT A SUBCOMMITTEE TO BEGIN PRACTICING THE 2022 YAC ANNUAL REPORT

DISCUSSION

With the end of the 2022 calendar year, it is necessary to report to the Parks and Community Services Commission and City Council the accomplishments, goals, and any information pertinent regarding YAC. A year-end report is appropriate and should include an update and status on the following: YAC goals and accomplishments for last year's period covering January 1, 2022 to December 31, 2022 and goals for the 2023 calendar year.

A subcommittee will need to be formed to begin practicing the YAC's 2022 Annual Report and schedule their first meeting before March 24, 2023. The subcommittee will present the report to the Parks and Community Services Commission in April and City Council in May.

RECOMMENDATION

That the Commission appoint a subcommittee to begin practicing the 2022 YAC's Annual Report.

Prepared by: Amanda Jensen, Recreation Coordinator
DeAnna Pombo, Recreation Coordinator

Reviewed by: Jolene Jauregui, Recreation Services Manager

Approved by: Brian MacDonald, Director of Parks and Recreation