

# 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, December 13, 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 Regular Meeting Minutes from October 11, 2023**
6. Old Business
  - a. **Review and Discuss the Youth Advisory Commission Goals, Objectives, and Action Steps for 2023**
  - b. **Review and Discuss the Youth Advisory Commission Goals, Objectives, and Action Steps for 2024 and Assign Commissioners to the Subcommittees**
  - c. **Discuss the Status of the Youth Advisory Commission 2023 Annual Report Presentation**
7. Items from Staff
  - a. **Rollin' Rec Dates**
  - b. **Upcoming Events:**
    1. **Black & White Ball @ Senior Center, 12/18/23, 4pm-7pm**
    2. **YAC Annual Report to Council, 2/6/24, 7pm**
8. Items from the Commission
9. Adjournment to next Regular Meeting on January 10, 2024

## **AGENDA POSTED: December 6, 2023**

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  
October 11, 2023**

**1. CALL TO ORDER:** The meeting was called to order by Chair Kaur at 6:11 p.m.

**2. ROLL CALL:**

- a. Present: Bhattacharyya, Kaur, Mahendran, Shah, Syed, Tatari
- b. Absent: Kala, Shah, Strickland
- c. Tardy: Su
- d. Adult Commissioners Present: None
- e. Staff Present: Amanda Jensen, Recreation Coordinator, Caitlin Perkey, Recreation Coordinator, and Thomas Freeman, Recreation Services Supervisor
- f. Recorded by: Amanda Jensen, Recreation Coordinator

**3. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Chair Kaur.

**4. ITEMS FROM THE AUDIENCE:**

There were no items from the public.

**5. APPROVAL OF MEETING MINUTES:**

- a. Review and Approve the Regular Meeting Minutes from September 13, 2023.

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

- b. Review and Approve the Special Meeting Minutes from September 18, 2023.

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

**6. PRESENTATION: Public Health Advocates' Neighborhood Change Champions**

Representatives from the Public Health Advocates' Neighborhood Change Champions presented information on their mission and goals for the City of Tracy and San Joaquin County. They hope to partner for future events.

**7. OLD BUSINESS:**

- a. Review and Discuss the Youth Advisory Commission Goals, Objectives, and Action Steps For 2023

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

The Commission discussed the following Goal and Objective:

1. Goal - Program Enhancement
  - 1.A.1. – Offer one new recreational teen event, program, or camp.

Vice Chair Shah and Commissioners Kala and Su provided an update from the subcommittee

meeting. They shared that the subcommittee was working on a “Teen Day Out” or “Teen Field Day”. The event would include either a kickball or dodgeball competition.

A follow-up meeting will be scheduled after the staff report is approved.

**1.B.1.** – Work with city staff and local high schools to develop ideas and marketing strategies.

Chair Kaur and Commissioner Strickland provided an update from the subcommittee meeting. They shared that the subcommittee narrowed down a list of potential ideas to a possible youth and government day or letters to Santa volunteer program.

A follow-up meeting will be scheduled after the staff report is approved.

**1.C.1.** – Develop ideas and implement one new program or event.

A subcommittee meeting was schedule for October 16<sup>th</sup> to discuss ideas for Intergenerational programs or events.

2. Goal – Community Outreach

**2.A.1.** – Work with local service clubs and organizations to offer a community service opportunity to local teens.

Commissioner Mahendran and Bhattacharya provided an update from the subcommittee meeting. She shared that the subcommittee meeting was working on a drive that would benefit Tracy Interfaith Ministries. The discussed future events as being a possible competition between high schools.

A follow-up meeting was scheduled for October 16<sup>th</sup>.

Staff Jensen stated all Commissioners would receive calendar invites for upcoming subcommittee meetings.

## **8. NEW BUSINESS:**

a. Discuss and Approve Commission Goals, Objectives, and Action Steps for 2024

Staff Jensen asked the Commission to review the 2024 Youth Advisory Commission Goals and Objectives established at the Special Meeting held on September 18, 2023. Staff Jensen mentioned that Attachment A is YAC’s goals for 2024 and that the attachment will help YAC reach their goals by following the action steps and setting completion dates.

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

**ACTION:** A motion was made by Commissioner McAdams to approve the goals, objectives, and action steps for 2024 and seconded by Commissioner Syed. A roll call vote found all in favor. Passed and so ordered.

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

- b. Appoint a Subcommittee to Begin Drafting the 2023 YAC Annual Report

Staff Jensen explained that this subcommittee would be created to present the YAC Annual Report from 2023 and the 2024 goals to the Parks and Community Services Commission and City Council.

Staff Jensen explained that it is a good opportunity to present a positive report to represent the Commission accomplishments and upcoming goals.

A subcommittee was formed by Chair Kaur and Commissioner McAdams to begin practicing the YAC Annual Report. A subcommittee meeting was scheduled for October 24<sup>th</sup>.

**9. ITEMS FROM STAFF:**

- a. Rollin' Rec Date Reminders

Staff Jensen reminded the Commissioners that the Rollin' Rec program was still being offered through the Fall and provided a postcard with upcoming dates.

- b. Upcoming Events

Staff Jensen discussed upcoming special events within the City that the Commissioners are encouraged to volunteer for including Halloween at the Airport and the Halloween Bash, Rockin' Reindeer Bash, and Black & White Ball at the Senior Center.

**10. ITEMS FROM THE COMMISSION:**

There were no items from the public.

**11. ADJOURNMENT:**

Time: 6:54pm

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

The above agenda was posted at the Tracy City Hall on October 3, 2023. The above are action minutes. A recording is available at the Parks and Recreation Department.

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*Amanda Jensen, Staff Liaison*

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
December 13, 2023**

**AGENDA ITEM 6.a.**

REQUEST

**REVIEW AND DISCUSS THE YOUTH ADVISORY COMMISSION GOALS,  
OBJECTIVES, AND ACTION 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 action plan for 2023.

Prepared by: Amanda Jensen, Recreation Program Coordinator

Reviewed by: Thomas Freeman, Recreation Services Supervisor

Approved by: Jolene Jauregui, Interim 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)	
<b>1</b> <b>PROGRAM ENHANCEMENT</b> ----- 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	December 2023	Subcommittee: Vice Chair Shah, Commissioners Kala, and Su  Meeting held on 10/17/23 to rediscuss ideas for teen events or programs with the new subcommittee member  Subcommittee: Commissioner Bhattacharyya	
	1.B. Offer one new recreational teen event, program or camp	1.A.2. Work with the various high school clubs to further promote new event or program	December 2023	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.B.1. Work with city staff and local high schools to develop ideas and marketing strategies	August 2023	Subcommittee: Commissioners Kaur and Strickland  Meeting date scheduled for 9/28/23 to brainstorm ideas	
		1.C.1. Develop ideas and implement one new program or event	June 2023	Subcommittee: Chair Kaur, Vice Chair Shah, Commissioners Kala, and Syed  Meeting date scheduled for 10/16/23 to rediscuss ideas with the new subcommittee members	
	2.A. Implement at least one new community service project	1.C.2. Partner with Senior Center staff with marketing and executing an intergenerational event.	September 2023	Subcommittee: Vice Chair Shah and Commissioner McAdams  Meeting date to be determined.	
		1.D. Support the Rollin' Rec Program	1.D.1. Attend and assist staff at Rollin' Rec at a minimum of two dates per activity guide	July 2023	<b>All Commissioners</b>
			1.D.2. Work with staff to brainstorm ideas to include local teens in a Rollin' Rec based event	August 2023	Subcommittee: Vice Chair Shah, Commissioners Kala, and Mahendran  Meeting date to be determined.
		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	Subcommittee: Commissioners McAdams, Bhattacharya, and Mahendran  Meeting held on 10/16/23 to discuss hosting a drive for Tracy Interfaith Ministries
	2.C. Work with Parks and Recreation staff to develop YAC social media posts		2.A.2. Assist city staff with marketing efforts to engage teen volunteers	November 2023	Subcommittee: Commissioner McAdams  Meeting date to be determined
		2.B. Volunteer at the Tracy Historical Museum twice per calendar year	2.B.1. Assist museum staff in modernizing the Tracy Historical Museum to attract visitors and new volunteers	December 2023	Subcommittee: Commissioner McAdams  Meeting date to be determined
2.C.1. Propose a social media post for all YAC events, community service opportunities, and teen programming that will help to engage local teens	2.B.2. Volunteer at the Tracy Historical Museum twice per calendar year		December 2023	<b>All Commissioners</b>	
	2.C.2. Propose a social media post for all YAC events, community service opportunities, and teen programming that will help to engage local teens	2.C.1. Propose a social media post for all YAC events, community service opportunities, and teen programming that will help to engage local teens	December 2023	Subcommittee: Chair Kaur, Commissioners Tattari, and Strickland  Meeting date to be determined	
<b>City Council Strategic Priority: Quality of Life Goal 3: Provide City Programming and Events That Bolster Quality of Life</b>					

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
December 13, 2023**

**AGENDA ITEM 6.b.**

REQUEST

**REVIEW THE YOUTH ADVISORY COMMISSION GOALS, OBJECTIVES, AND  
ACTION PLAN FOR 2024 AND ASSIGN COMMISSIONERS TO THE  
SUBCOMMITTEES**

DISCUSSION

The Youth Advisory Commission determined their top priority goals for the 2024 calendar year at the special meeting held on Monday, September 18, 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. At this time, Commissioners that were absent from the previous meeting, are being requested to volunteer for a minimum of two subcommittees.

RECOMMENDATION

That the Commission review and discuss the Youth Advisory Commission goals, objectives, and action plan for 2024 and assign Commissioners to the subcommittees.

Prepared by: Amanda Jensen, Recreation Program Coordinator

Reviewed by: Thomas Freeman, Recreation Services Supervisor

Approved by: Jolene Jauregui, Interim Director of Parks and Recreation

Attachment: Attachment "A" – Youth Advisory Commission Goals 2024

Tracy Parks & Recreation Department

Youth Advisory Commission Goals - 2024

Goal	Objective	Action Steps	Completion Date	Status (Assignment)
<p><b>1</b></p> <p><b>PROGRAM ENHANCEMENT</b> ----- Look for ways to enhance Recreation Programs that will provide benefits to teens</p>	<p><b>1.A.</b> Offer one new teen event or program focusing on teen trends or issues (i.e. mental health, vaping, multicultural event, internships w/local businesses)</p> <p><b>1.B.</b> Offer one new recreational teen event, program, or camp for high school aged teens (i.e. drive-in movie, teen festival, intercity tournament or game, all high school unity event)</p> <p><b>1.C.</b> Participate with the Lolly Hansen Senior Center to propose at least one new intergenerational program or event (i.e. Ping Pong tournament, dance, adopt a grandparent)</p>	<p><b>1.A.1.</b> Plan and implement an event or program within the teen community</p> <p><b>1.A.2.</b> Work with the various high school clubs to promote new events or programs</p> <p><b>1.B.1.</b> Work with city staff and local high schools to develop ideas and marketing strategies</p> <p><b>1.C.1.</b> Partner with Senior Center staff to develop ideas and implement one new program or event and work together for marketing and execution of the event</p> <p><b>1.C.2.</b> Participate with senior programming and events</p>	<p>July 2024</p> <p>June 2024</p> <p>October 2024</p> <p>April 2024</p> <p>Monthly</p> <p>July 2024</p> <p>Per Activity Guide</p>	<p>Subcommittee:</p> <p>Subcommittee: Commissioners Syed and Tatari</p> <p>Subcommittee: Chair Kaur and Commissioner Syed</p> <p>Subcommittee: Chair Kaur and Commissioner McAdams</p> <p>Subcommittee: Commissioners McAdams and SU</p> <p><b>All commissioners</b></p> <p>Subcommittee: Commissioner Mahendran</p>
<p><b>2</b></p> <p><b>COMMUNITY OUTREACH</b> ----- 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</p>	<p><b>1.D.</b> Support the Rollin' Rec Program</p> <p><b>2.A.</b> Implement at least one new community service project (i.e. park clean-up, drive for local organization)</p> <p><b>2.B.</b> Support the Tracy Historical Museum</p> <p><b>2.C.</b> Work with Parks and Recreation staff to develop YAC social media posts</p>	<p><b>1.D.1.</b> Attend and assist staff at Rollin' Rec a minimum of two dates per activity guide</p> <p><b>1.D.2.</b> Work with staff to develop Rollin' Rec program aspects that would draw in teen participation</p> <p><b>2.A.1.</b> Work with local service clubs and organization to offer a community service opportunity to local teens</p> <p><b>2.B.1.</b> Assist museum staff in modernizing the Tracy Historical Museum to attract visitors and new volunteers</p> <p><b>2.B.2.</b> Volunteer at the Tracy Historical Museum twice per calendar year</p> <p><b>2.C.1.</b> Propose social media post for all YAC events, programs, and community service opportunities that will help to engage local teens</p>	<p>September 2024</p> <p>March 2024</p> <p>December 2024</p> <p>Per Event or Program</p>	<p>Subcommittee: Commissioners Bhattacharya and Tatari</p> <p>Subcommittee: Commissioners Bhattacharya and SU</p> <p><b>All commissioners</b></p> <p>Subcommittee: Commissioner Mahendran</p>
<p><b>City Council Strategic Priority: Quality of Life Goal 3: Provide City Programming and Events That Bolster Quality of Life</b></p>				



**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
December 13, 2023**

**AGENDA ITEM 6.c.**

**REQUEST**

**DISCUSS THE STATUS OF THE YOUTH ADVISORY COMMISSION 2023 ANNUAL  
REPORT PRESENTATION**

**DISCUSSION**

With the end of the 2023 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, covering January 1, 2023 to December 31, 2023 and proposed goals for the 2024 calendar year.

A subcommittee was formed by Chair Kaur and Commissioner McAdams to draft the annual report and practice the presentation. The subcommittee presented the report to the Parks and Community Services Commission on December 7, 2023 and will present to City Council on February 6, 2024. The subcommittee is being asked to provide a status update to the Commission with comments from the Parks & Community Services Commission and if any edits need to be made prior to the City Council presentation.

**RECOMMENDATION**

That the Commission discuss the status of the Youth Advisory Commission 2023 Annual Report presentation.

Prepared by: Amanda Jensen, Recreation Program Coordinator

Reviewed by: Thomas Freeman, Recreation Services Supervisor

Approved by: Jolene Jauregui, Interim Parks & Recreation Director