

# 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, August 9, 2017, 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. 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 June 14, 2017
5. Introduction of new Youth Commissioners/Election of Chair and Vice Chair
6. Old Business
  - a. Discuss the status of the 2017 Youth Advisory Commission's goals and work plan
  - b. Provide an update on the teen summer camp programs
7. New Business
  - a. Discuss the purpose of the YAC annual retreat and establish a subcommittee to plan the retreat
  - b. Discuss and approve the Youth Advisory Commission's participation in a Make a Difference Day project on October 28, 2017 and select a project that benefits the Tracy community
  - c. Appoint a subcommittee to begin drafting the 2017/2018 YAC annual report that will be presented to the Parks and Community Services Commission and the Tracy City Council
8. Items from Staff
  - a. Review Bylaws
  - b. Calendar:
    1. YAC Certificates at City Council – 8/15, 7pm
    2. Senior Center Ice Cream Social – 9/11, 2:30pm-3:30pm
    3. Park Clean Up – 9/30, 9am-12pm
    4. Intergenerational 10/2
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on September 13, 2017

**POSTED: August 3, 2017**

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 Recreation Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

**YOUTH ADVISORY COMMISSION  
REGULAR MEETING MINUTES  
June 14, 2017**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Taneja at 6:05 p.m.
2. **ROLL CALL:**
  - a. **Present:** J. Dhillon, R. Dhillon, Eubanks, Hagler, Ramirez, Razi, Taneja
  - b. **Absent:** Cho, Collins, Gadamsetti, Gill
  - c. **Tardy:** None
  - d. **Adult Commissioners Present:** Arriola
  - e. **Staff Present:** Amanda Jensen, Recreation Coordinator I, Andrew Gambalie, Recreation Leader III
  - f. **Recorded by:** Andrew Gambalie, Recreation Leader III
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF MINUTES FROM Regular Meeting on May 10, 2017**
  - a. **Motion to Approve:** Razi
  - b. **Second:** J. Dhillion
  - c. **Abstain:** None
  - d. **Vote:** Approved by majority vote
5. **OLD BUSINESS:**
  - a. **Discuss the status of the 2017 Youth Advisory Commission's goals and work plan**

Commissioner Razi provided an update on the Teen Music event to be held at the Grand Theatre and mentioned that he has spoken with the Tracy High Band teacher for possible student participation in the event. Commissioner Ramirez provided an update on the College and Vocational Resource Guide and stated that the subcommittee has very few edits left to make. Adult Commissioner Arriola mentioned the Tracy Unified School District has a new app that includes information on scholarships and suggests working together so that the information from the College and Vocational Resource Guide can be distributed through out the School District.
  - b. **Discuss the status of the summer teen camp programs**

Commissioner Razi provided an update on his experience assisting in the So You Think You Can Cook camp and mentioned that it is great to interact with the kids and Commissioner J. Dhillion enjoyed watching the participants become friends and bond while learning a new skill. Commissioner R. Dhillion stated that she enjoyed watching the participants express their creativity through the Ready, Set, Bake Camp and Commissioner Taneja appreciated the opportunity to watch the participants make something from scratch and to see their finished products.
  - c. **Discuss and determine two new dates to host park clean up events and strategies to recruit teen participation**

Commissioner Taneja surveyed the Commission to host two park clean up events on September 30 and November 4 and by majority vote, each Commissioner is able to attend. Adult Commissioner Arriola suggested reaching out to the Veteran's organizations to see if they would need any assistance after Veteran's Day events on November 10, 2017. Staff Jensen mentioned that she will work with Public Works to schedule the events. The subcommittee is scheduled to meet on June 21 to discuss and propose other marketing strategies to recruit teen participation.

**6. NEW BUSINESS:**

**a. Discuss and approve the Youth Advisory Commission's participation with the teen swim event at the Joe Wilson Swimming Pool on July 14, 2017**

Staff Jensen discussed the event and the role that YAC would play. Commissioner Razi motioned to approve the Youth Advisory Commission participation with the teen swim event and Commissioner J. Dhillion seconded the motion. A subcommittee of Commissioner Hagler, R. Dhillion and Tenaja was formed to discuss marketing strategies and to formulate a list of potential activities to be held at the teen swim event.

**b. Consider canceling the regular Commission meeting scheduled for July 12, 2017, due to potential lack of a quorum**

Commissioner Taneja surveyed the Commission to see if their schedules conflict with the July 12, 2017 Commission meeting. Commissioner Ramirez motioned to approve the cancellation of Youth Advisory Commission meeting schedule for July 12, 2017 and Commissioner Razi seconded the motion. The next regular scheduled Youth Advisory Commission meeting will take place on August 9, 2017.

**7. ITEMS FROM STAFF:**

- a. Staff Jensen reminded the Commission of the next Intergenerational date and volunteer opportunities working at the Movies on the Plaza events.

**8. ITEMS FROM THE COMMISSION:**

Adult Commissioner Arriola introduced himself to the new Commissioners and mentioned painting street numbers on the sidewalks as a possible community service project for the Commission. Staff Gambalie also stated possibly painting electrical boxes and fire hydrants.

**9. ITEMS FROM THE AUDIENCE: None**

**12. ADJOURNMENT: Next meeting on *August 9, 2017, at 6:00pm***

- a. **Motion to Adjourn:** Eubanks  
b. **Second:** Razi  
c. **Vote:** Approved by majority vote  
d. **Time:** 6:58pm

The above agenda was posted at the Tracy City Hall on August 3, 2017. The above are summary and action minutes.

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*Amanda Jensen, Staff Liason*

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 9, 2017**

**AGENDA ITEM 6.a.**

REQUEST

**DISCUSS THE STATUS OF THE 2017 YOUTH ADVISORY COMMISSION'S GOALS  
AND WORK PLAN**

DISCUSSION

The Youth Advisory Commission determined their top three priority goals for the 2017 fiscal year at their annual retreat held Monday, September 26, 2016. 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 completion dates for each project, receive feedback from Commissioners, and the Commission will make recommendations to adjust dates if needed.

RECOMMENDATION

That the Commission discuss the status of the 2017 Youth Advisory Commission goals and work plan.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

Attachment: Attachment "A" – Youth Advisory Commission Goals 2017



## Attachment - A

### Tracy Parks & Recreation Department

## YOUTH ADVISORY COMMISSION GOALS - 2017

GOAL	OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)
<b>1</b>  <b>INTEGRATE OPPORTUNITIES TO CONNECT TEENS WITH YOUTH AND SENIORS IN THE COMMUNITY</b>  -----  Participate and propose new programs or events for teens to interact with youth and seniors in the community	<b>1.A. Participate with the Parks &amp; Recreation Department and propose new summer camp ideas</b>	1.A.1. Work with Staff to develop ideas for proposed Summer Camps.	Feb 2017	Subcommittee: Commissioners J. Dhillon, Ramirez, Taneja, R.Dhillon
		1.A.2. Work with Staff to select camps and develop timelines.	March 2017	Commissioners assigned themselves to volunteer for the various summer camps
		1.A.3. Promote the Summer Camp with different marketing strategies.	May 2017	Meeting held on 5/10/17 to discuss marketing.
		1.A.4. Volunteer at a minimum of 2 Summer Camps with the Parks & Recreation Department.	July 2017	Completed
	<b>1.B. Partner with the Parks &amp; Recreation Department to host a Teen Music event at the Grand Theatre</b>	1.B.1. Work with Staff to create a music event at the Grand Theatre specifically designed for teens.	March 2017	Subcommittee: Commissioners Hagler, Ramirez, Razi, Gadamsetti
		1.B.2. Promote new programs using social and print media.	Aug 2017	Meeting held on 6/21/17 to discuss event details
		1.B.3. Work with Staff to host music event.	Dec 2017	
	<b>1.C. Participate with programming and events at the Lolly Hansen Senior Center</b>	1.C.1. Work with Staff to formulate a calendar of events for YAC to attend.	March 2017	Subcommittee: Commissioners Cho, Gill, Razi & Taneja
		1.C.2. Plan strategies to outreach to teens for future participation.	June 2017	Meeting held on 6/21/2017 to discuss marketing strategies
		1.C.3. Participate with senior events and programming.	Ongoing	Next Intergenerational Program is scheduled for 10/2/17

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 Parks & Recreation Department

## YOUTH ADVISORY COMMISSION GOALS - 2017

GOAL		OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)
2	<b>SUPPORT AWARENESS FOR ACADEMIC, COLLEGE AND CAREER GOALS</b> ----- Work with Staff to develop opportunities to raise teen's awareness for higher education and future success	<b>2.A. Plan and host an SAT/ACT Prep Course</b>	2.A.1. Recruit an SAT/ACT Prep Course and Instructor.	July 2017	Subcommittee: Commissioners Dhillon & Gill
			2.A.2. Promote course to local high school Students.	August 2017	Meeting on 6/27/17 to discuss possible contractors to host an SAT/ACT prep course
			2.A.3. Host the course.	Oct 2017	
		<b>2.B. Work with Staff to Plan an event or workshop focusing on career and future goals for teens</b>	2.B.1. Formulate a list of possible projects that would encourage teen participation. Select at least one new event.	March 2017	Subcommittee: Commissioners Hagler, Cho, R. Dhillon
			2.B.2. Work with Staff to develop a timeline to complete project.	April 2017	Meeting held on 6/19/17 to create list of possible projects
			2.B.3. Work with Staff to host event.	Dec 2017	
		<b>2.C. Continue to update and promote the College and Vocational Resource Guide</b>	2.C.1. Assist Staff by researching new information, dates and deadlines to update the Resource Guide.	Ongoing	Subcommittee: Commissioners Cho, Gill & Ramirez
			2.C.2. Develop a timeline to complete project.	April 2017	Meeting held on 6/27/17 to update a draft of the resource guide
			2.C.3. Distribute the College and Vocational Resource Guide.	Sept 2017	

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 Parks & Recreation Department

## YOUTH ADVISORY COMMISSION GOALS - 2017

GOAL		OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)
3	<b>INCREASE YAC'S VISIBILITY IN THE COMMUNITY THROUGH SERVICE PROJECTS</b> ----- Participate with local organizations and service clubs throughout the community and outreach to teens for participation	<b>3.A. Implement new community service projects</b>	3.A.1. Formulate a list of possible projects and local organizations to partner with. Select at least one new community service project.	March 2017	Subcommittee: Commissioners J. Dhillon, Razi, R. Dhillon
			3.A.2. Develop a timeline to complete project.	April 2017	Meeting held on 6/19/17 to narrow down a list of possible projects
			3.A.3. Implement project and work with Recreation Staff.	Dec 2017	
		<b>3.B. Host three park clean up events at the Dry Climate Park at Hoyt park three times a year</b>	3.B.1. Establish a timeline to hold at least 3 park clean ups for the Dry Climate Park throughout the 2017 year.	March 2017	Subcommittee: Commissioners Ramirez, Taneja, Gadamsetti
			3.B.2. Plan strategies to outreach to local teens for future participation.	July 2017	Meeting held on 6/21/2017 to discuss marketing strategies
			3.B.3. Implement park clean ups.	4/22/17	Held a park clean up event at the Dry Climate Park at Hoyt Park on 4/22/2017
		<b>3.C. Sponsor an activity focusing on teen trends or issues and outreach to at least 500 teens</b>	3.C.1. Research current trends/issues and develop a list.	Feb 2017	Subcommittee: Commissioners Cho, Dhillon, Gill & Razi
			3.C.2. Each Commissioner will work with their respective high school to lead an activity.	August 2017	
			3.C.3. Work with Staff to host an activity at each high school, after determining dates with schools' activities director.	May 2017	Event took place at Kimball on 5/5
			3.C.4. Each Commissioner will report to the Commission on the activity that was held at their respective high school.	September 2017	Tracy, West & Millennium Sept. 2017

City Council Strategic Priority: Public Safety Goal 1, Objective 3 Increase community volunteer opportunities to maximize engagement.



**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 9, 2017**

**AGENDA ITEM 6.b.**

REQUEST

**PROVIDE AN UPDATE ON THE SUMMER TEEN CAMP PROGRAMS**

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 participate with the new summer camp ideas proposed by the Recreation staff.

Commissioners volunteered to work at least two of the following camps listed below. All of the camps were supervised by City staff and all activities were led by staff and YAC volunteers.

Girl Talk:

July 10-12, 9am-12pm, Tracy Transit Station Room 103

- Learn how to shop and accessorize on a budget
- Develop confidence and build self-esteem
- Commissioners to Work: July 10-12 - R. Dhillion and Hagler

So You Think You Can Cook:

June 12-15, 9am-12pm, Community Center Kitchen

June 19-22, 9am-12pm, Community Center Kitchen

- Learn to cook healthy food options
- Safe cooking techniques
- Commissioners to Work: Razi and Taneja

Ready, Set, Bake:

June 12-15, 1pm-4pm, Community Center Kitchen

June 19-22, 1pm-4pm, Community Center Kitchen

- Bake variety of deserts such as: cookies, cakes and cupcakes
- Daily baking challenges
- Commissioners to Work: Hagler, J. Dhillion, R. Dhillion

Siblings Watching Siblings:

June 26-29, 1pm-4pm, Tracy Transit Station, Room 103

- Quick snacks and meals to prepare
- First aid and CPR certified and Emergency Plan
- Commissioners to Work: Ramirez and Gill

RECOMMENDATION

That the Commission provides an update on the summer teen camp programs.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 9, 2017**

**AGENDA ITEM 7.a.**

REQUEST

**DISCUSS THE PURPOSE OF THE YAC ANNUAL RETREAT AND ESTABLISH A  
SUBCOMMITTEE TO PLAN THE RETREAT**

DISCUSSION

Each year the Youth Advisory Commission presents their goals and objectives to both the Parks Commission and the City Council for the upcoming fiscal year. These presentations are scheduled to take place in December and January. The purpose of the retreat is to measure the Youth Advisory Commission's progress, prepare and plan for upcoming events and activities, and provide team building and leadership opportunities between the Commissioners.

A subcommittee consisting of two Commissioners along with staff will meet in September to create the agenda and plan activities for the Annual Retreat. The following items will be discussed:

- Date, Time, Location
- Theme
- Ice breakers
- Brainstorm goal ideas
- Assign objective assignments
- Supplies needed, etc.

RECOMMENDATION

That the Commission discusses the purpose of the YAC Annual Retreat and establish a subcommittee to plan the retreat.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 9, 2017**

**AGENDA ITEM 7.b.**

REQUEST

**DISCUSS AND APPROVE THE YOUTH ADVISORY COMMISSION'S  
PARTICIPATION IN A MAKE A DIFFERENCE DAY PROJECT ON OCTOBER 28,  
2017 AND PROPOSE PROJECTS THAT WILL BENEFIT THE TRACY COMMUNITY**

DISCUSSION

For more than 20 years, USA WEEKEND Magazine and the HandsOn Network have joined together to sponsor Make A Difference Day, the largest national day of community service. Make A Difference Day is a celebration of neighbors helping neighbors. This year, National Make A Difference Day will be held on October 28, 2017.

Previous Make A Difference Day projects have included a Pay it Forward project, Community Service Competitions amongst school clubs and park and creek clean-ups.

RECOMMENDATION

That the Commission discuss and approve their participation in a Make A Difference Day project on October 28, 2017, and propose projects that will benefit the Tracy community.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 9, 2017**

**AGENDA ITEM 7.c.**

REQUEST

**APPOINT A SUBCOMMITTEE TO BEGIN DRAFTING THE 2017/2018 YAC ANNUAL REPORT THAT WILL BE PRESENTED TO THE PARKS AND COMMUNITY SERVICES COMMISSION AND THE TRACY CITY COUNCIL**

DISCUSSION

With the end of the 2017 fiscal year, it is necessary to report to the 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, 2017 to December 31, 2017 and proposed goals for the 2018 calendar year.

A subcommittee will need to be formed to begin drafting YAC's 2017/2018 Annual Report and schedule their first meeting by September 29, 2017.

RECOMMENDATION

That the Commission appoint a subcommittee and begin drafting YAC's Annual Report that will be presented to the Parks and Community Services Commission and the Tracy City Council.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II