

# 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, September 13, 2017, 6:00 p.m.**  
*(or as soon thereafter as possible)*

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

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 August 9, 2017
5. Correspondence – Craig Bronzan, Interim Parks and Recreation Director
6. Old Business
  - a. Discuss the status of the 2017 Youth Advisory Commission's goals and work plan
  - b. Discuss the status of the YAC annual retreat and approve the proposed date
  - c. Discuss the status of the 2017 Make a Difference Day project and approve a project
7. New Business
8. Items from Staff
  - a. Calendar:
    1. Park Clean Up 9/30, 9am-12pm
    2. Intergenerational at the Senior Center 10/2, 2pm-4pm
    3. Senior Thanksgiving Dinner 11/20, 5pm-7pm, I.P.F.E.S. Portuguese Hall
    4. Senior Center Tinsel 'n Treats 12/6, 4pm-6:30pm
    5. Senior Center Black & White Ball 12/18, 4pm-7pm
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on October 11, 2017

**POSTED: September 8, 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  
August 9, 2017**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Gill at 6:03 p.m.
2. **ROLL CALL:**
  - a. **Present:** J. Dhillon, R. Dhillon, Eubanks, Gadamsetti, Gill, Hagler, Kaur, Klassen, Moshiri, Razi, Smith
  - b. **Absent:** Andrews
  - c. **Tardy:** Collins
  - d. **Adult Commissioners Present:** None
  - e. **Staff Present:** Amanda Jensen, Recreation Coordinator I
  - f. **Recorded by:** Samantha Carr, Recreation Leader III
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF MINUTES FROM Regular Meeting on June 14, 2017**
  - a. **Motion to Approve:** Razi
  - b. **Second:** Gill
  - c. **Abstain:** None
  - d. **Vote:** Approved by majority vote
5. **Introduction of new Youth Commissioners/Election of Chair and Vice Chair:**

Staff Jensen introduced five new Youth Commissioners; Moshiri, Kaur, Smith, Klassen and Andrews. The new Commissioners present, as well as the current Commissioners, introduced themselves and shared what high school they attend, grade and any extra-curricular activities they are involved in. By a majority of the vote from the Youth Advisory Commissioners, Commissioner Gill was elected Chair and Commissioner J. Dhillon was elected Vice-Chair.
6. **OLD BUSINESS:**
  - a. **Discuss the status of the 2017 Youth Advisory Commission's goals and work plan**

The new Commissioners present, Moshiri, Kaur, Smith and Klassen, assigned themselves to the various subcommittees and Staff Jensen explained that the subcommittees will meet on a monthly basis to provide updates on their assignments and projects to the Commission at each monthly meeting. Each subcommittee scheduled new meeting dates to discuss new ideas for each objective.
  - b. **Provide an update on the teen summer camp programs**

Commissioner R. Dhillon provided an update on her experience assisting in the Girl Talk Camp and mentioned that it is was interesting to hear about the participant's school experiences with bullying and learning what new things that the younger kids have to deal with outside of high school. Commissioner Hagler also enjoyed her time in the Girl Talk Camp and enjoyed watching the girls form bonds over shared experiences.
7. **NEW BUSINESS:**
  - a. **Discuss the purpose of the YAC annual retreat and establish a subcommittee to plan the retreat**

Staff Jensen provided information and explained the purpose of the YAC annual retreat event. Commissioner Gill surveyed the Commission to form a subcommittee to plan the annual retreat and Commissioners Gill and Razi volunteered. The subcommittee meeting is scheduled to take place on Monday, August 21, 2017.

- 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**

Commissioner Gill surveyed the Commission and by majority vote, YAC will participate in a Make a Difference Day project. Commissioner Smith mentioned that he already hosts an annual DARE to Make a Difference Day breakfast fundraiser and that the Youth Advisory Commission could assist with that project. Commissioner R. Dhillon mentioned that Commissioner Smith could be added to the subcommittee for implementing a community service project, Goal 3.A and more project ideas could be discussed to help correlate the two events. A subcommittee meeting is scheduled to take place on September 25, 2017.

- 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**

Staff Jensen discussed the Youth Advisory annual report and Commissioner Gill surveyed the Commission to formulate a subcommittee. Commissioners Hagler and R. Dhillon volunteered. The subcommittee meeting is scheduled to take place on September 6, 2017.

**8. ITEMS FROM STAFF:**

Staff Jensen reviewed the YAC bylaws with the Commission and mentioned that the incoming and outgoing Youth Advisory Commissioners will be receiving their certificates at the City Council meeting held on August 15, 2017 at 7pm. Staff Jensen encouraged the Commissioners to attend to show their support. Staff Jensen also provided dates for upcoming Intergenerational Programs and events at the Senior Center and also mentioned the next Park Clean Up Event scheduled for September 30, 2017 from 9:00am to 12:00pm tentatively to be held at the Dry Climate Park at Hoyt Park.

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

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

**12. ADJOURNMENT:** Next meeting on **September 13, 2017, at 6:00pm**

- a. **Motion to Adjourn:** Gill
- b. **Second:** J. Dhillon
- c. **Vote:** Approved by majority vote
- d. **Time:** 6:48pm

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  
September 13, 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> <hr/> 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, Ramierz, 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, Kaur, Razi, Gadamsetti
		1.B.2. Promote new programs using social and print media.	Aug 2017	Meeting held on 8/16/17 to discuss new event ideas
		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 Gill, Razi, J. Dhillon & Moshiri
		1.C.2. Plan strategies to outreach to teens for future participation.	June 2017	Meeting held on 8/23/2017 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)
<b>2</b>  <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 J. Dhillon, Gadamsetti, Smith & Gill
		2.A.2. Promote course to local high school Students.	August 2017	Meeting on 8/16/17 to discuss a collaboration with the Tracy Library 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, Collins & R. Dhillon
		2.B.2. Work with Staff to develop a timeline to complete project.	April 2017	Meeting held on 8/16/17 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 Kaur, Gill, & J. Dhillon
		2.C.2. Develop a timeline to complete project.	April 2017	Meeting held on 8/23/17 to assign categories to be researched
		2.C.3. Distribute the College and Vocational Resource Guide.	Oct 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)	
<b>3</b>	<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 & Smith
			3.A.2. Develop a timeline to complete project.	April 2017	Meeting held on 8/25/17 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 Gadamsetti, Klassen, Smith & Moshiri
			3.B.2. Plan strategies to outreach to local teens for future participation.	July 2017	Meeting held on 8/22/2017 to create marketing material
			3.B.3. Implement park clean ups.	4/22/17, 9/30/17 & 11/4/17	Next Park Clean Up Event scheduled for September 30, 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 J Dhillon, Gill, R. Dhillon & Razi
			3.C.2. Each Commissioner will work with their respective high school to lead an activity.	August 2017	Meeting held on 8/23/2017 to discuss marketing strategies
			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.	October 2017	Tracy, West & Millennium Oct. 2017

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

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
September 13, 2017**

**AGENDA ITEM 6.b.**

REQUEST

**DISCUSS THE STATUS OF THE YAC ANNUAL RETREAT AND APPROVE THE PROPOSED DATE**

DISCUSSION

As discussed at the August 9, 2017 meeting, 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 activities, and provide team building and leadership opportunities between the Commissioners.

A subcommittee consisting of Commissioners Gill and Razi met with staff to create the agenda, plan activities and propose to host the retreat at the Lolly Hansen Senior Center on September 25, 2017 at 5pm. The subcommittee will share their ideas with the Commission and seek input regarding the timeline of the Annual Retreat.

RECOMMENDATION

That the Commission receives a subcommittee report regarding YAC's Annual Retreat and approve the proposed date of September 25, 2017.

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  
September 13, 2017**

**AGENDA ITEM 6.c.**

REQUEST

**DISCUSS THE STATUS OF THE 2017 MAKE A DIFFERENCE DAY PROJECT AND  
APPROVE A PROJECT**

DISCUSSION

At the Youth Advisory Commission meeting held on August 9, 2017 Commissioners voted to approve YAC's participation in the upcoming Make a Difference Day. This year, National Make a Difference Day will be held on Saturday, October 28, 2017.

A subcommittee consisting of Commissioners J. Dhillon, Razi, R. Dhillon and Smith met with staff to provide the Commission with potential projects for the Commission to host that would benefit the Tracy Community. The subcommittee will share their ideas and receive feedback from the Commission to select their project for Make a Difference Day.

RECOMMENDATION

That the Commission discuss the status of the 2017 Make a Difference Day and approve a project.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II