

# 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, October 11, 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 September 13, 2017
5. Correspondence
6. Old Business
  - a. Discuss the status of the 2017 Youth Advisory Commission's goals and work plan
  - b. Discuss the Youth Advisory Commission annual retreat that was held on Monday, September 25, 2017
  - c. Discuss the status of the 2017 Make a Difference Day project
  - d. Review, Discuss and Approve the 2017/2018 YAC Annual Report that will be presented to the Parks and Community Services Commission and Tracy City Council
7. New Business
8. Items from Staff
  - a. Calendar:
    1. Intergenerational at the Senior Center 11/6, 2pm-4pm
    2. Senior Thanksgiving Dinner 11/20, 5pm-7pm, I.P.F.E.S. Portuguese Hall
    3. Senior Center Tinsel 'n Treats 12/6, 4pm-6:30pm
    4. 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 November 8, 2017

## **POSTED: October 5, 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  
September 13, 2017**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Gill at 6:02 p.m.
2. **ROLL CALL:**
  - a. **Present:** Collins, R. Dhillon, Eubanks, Gadamssetti, Gill, Kaur, Klassen, Moshiri, Razi, Smith
  - b. **Absent:** Andrews, Hagler
  - c. **Tardy:** J. Dhillon
  - 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:**

Former Adult Commissioner Wes Huffman, explained to the Commission that he had forgotten to fill out the Adult Commissioner application before his term had ended but that he is very hopeful to be joining the Commission again. He also suggested that the Commissioners work together to get a full list of each school's contact information and compose it into an excel spreadsheet that can be accessed at any time.
4. **APPROVAL OF MINUTES FROM Regular Meeting on August 9, 2017**
  - a. **Motion to Approve:** Gill
  - b. **Second:** Razi
  - c. **Abstain:** None
  - d. **Vote:** Approved by majority vote
5. **Correspondence:**

Staff Jensen introduced Interim Parks and Recreation Director Craig Brozan. Craig shared his history working with Parks and Recreation and what his current duties entail. Craig also thanked the Commission on behalf of the City of Tracy for their involvement and being a voice for teens.
6. **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 subcommittee and expressed the difficulty they faced in finding performers and bands to participate. Commissioner Razi also explained that the subcommittee would like to work towards a teen dance for middle schoolers. Commissioners Gadamssetti, Kaur and Gill both expressed their excitement for a teen dance. Staff Jensen further explained the subcommittee's ideas for the dance and mentioned having a DJ and possibly selling glow sticks and food items. Commissioner Razi provided an update on events at the Senior Center and mentioned that a calendar of events and flyer are in the works. Commissioner Gill mentioned that a majority of the services clubs have had their first meetings and that many people have signed up and it would be a great opportunity to market the Senior events. Staff Jensen reiterated that participating at Senior Center events is one of YAC's goals and that everyone should plan on attending. Commissioner Gill provided an update on the SAT/ACT Prep Course and explained that the subcommittee would like to offer a test taking environment with a practice tests and timed sections, similar to an actual SAT/ACT test. Staff Jensen mentioned that she has heard back from the library and they are interested in partnering. Commissioner R. Dhillon provided an update on the career workshop and stated that she spoke with the career center staff at Tracy High and they currently do not offer any college fairs. Commissioner R. Dhillon also stated that she will be checking with the other high schools to make sure that YAC would not be duplicating any services. Commissioner Razi mentioned

that Tracy High does host smaller events with one college and that the colleges reach out to the high school to come present to them. Commissioner Gadamsetti suggested having a panel of college students to advise the high school students about college classes.

**b. Discuss the status of the YAC annual retreat and approve the proposed date**

Commissioner Gill provided an update on the YAC annual retreat and mentioned that the theme will be Hawaiian with ice breakers and team building activities to be included. Staff Jensen stated that the retreat will be a great way for the Commissioners to get to know each other better, to discuss future YAC goals and reflect on what was accomplished this year. Commissioner Gill surveyed the Commission and by majority vote, YAC approved the annual retreat date of Monday, September 25, 2017 from 5:00pm to 7:00pm.

**c. Discuss the status of the 2017 Make a Difference Day project and approve a project**

Staff Jensen informed the Commissioners that YAC has been invited to participate in the City of Tracy's Arbor Day event and explained that flyers would be available soon for the event and that volunteers are needed. Staff Jensen suggested that Commissioners reach out to their fellow classmates and that if anyone is interested in volunteering they can contact her. The duties of the Commission will be determined as the event draws closer. Commissioner Smith stated that he would not be able to attend due to his own volunteer event taking place that day and Commissioner Kaur stated she would also be unable attend. Commissioner Gill surveyed the Commission and by majority vote, YAC will participate with the Arbor Day event.

**7. NEW BUSINESS: None**

**8. ITEMS FROM STAFF:**

Staff Jensen reminded the Commissioners of the upcoming Park Clean-up event on Saturday, September 30 from 9:00am to 12:00pm at the Dry Climate Park at Hoyt Park and also provided dates for upcoming Senior Center events.

**9. ITEMS FROM THE COMMISSION:**

Commissioner Gill announced that he has started a new club at Tracy High called "Community Activist". The club's goal is to work with low-income youth through mentorship, sports and tutoring. Commissioner Gill also stated that outreaching to each school's CSF Clubs would really help to bring in more volunteers for Park Clean-Ups.

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

**12. ADJOURNMENT:** Next meeting on **October 11, 2017, at 6:00pm**

**a. Motion to Adjourn:** Gill

**b. Second:** Collins

**c. Vote:** Approved by majority vote

**d. Time:** 6:43pm

The above agenda was posted at the Tracy City Hall on September 7, 2017. The above are summary and action minutes.

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*Amanda Jensen, Staff Liaison*

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
October 11, 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, 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 scheduled for 8/16/17 to discuss new event ideas postponed
		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.	Oct 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.	Nov 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)
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 & Smith	
			3.A.2. Develop a timeline to complete project.	April 2017	Meeting held on 9/18/17 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 scheduled 8/22/2017 to create marketing material postponed	
			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.	Oct 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  
October 11, 2017**

**AGENDA ITEM 6.b.**

REQUEST

**DISCUSS THE YOUTH ADVISORY COMMISSION ANNUAL RETREAT THAT WAS HELD ON MONDAY, SEPTEMBER 25, 2017**

DISCUSSION

As discussed at the last YAC meeting in September, 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 Commissioners Gill and Razi met with staff to create the agenda and plan activities for the Annual Retreat that was held on Monday, September 25, 2017. The Commission is encouraged to discuss the outcomes of the Annual Retreat and provide feedback.

RECOMMENDATION

That the Commission discuss the YAC Annual Retreat that was held on Monday, 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  
October 11, 2017**

**AGENDA ITEM 6.c.**

REQUEST

**DISCUSS THE STATUS OF THE 2017 MAKE A DIFFERENCE DAY 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. Also at the September 13, 2017 meeting, YAC voted to assist the City of Tracy and various other service groups in its Arbor Day event as their Make a Difference Day project. This year, National Make a Difference Day will be held on Saturday, October 28, 2017.

The City of Tracy will be hosting an Arbor Day event in collaboration with the Tracy Tree Foundation, Tracy Unified School District and Tracy United to Make a Difference. Their goal is to plant 150 trees at various locations throughout Tracy including; Lincoln Park, Kenner Park, the Boys and Girls Club at Monte Vista and the Tracy Cemetery. The event will begin at 9:00am at Lincoln Park on Saturday, October 28, 2017. Staff will provide the Commission with more information on the event.

RECOMMENDATION

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

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  
October 11, 2017**

**AGENDA ITEM 6.d.**

REQUEST

**REVIEW, DISCUSS AND APPROVE THE 2017/2018 YAC ANNUAL REPORT THAT  
WILL BE PRESENTED TO THE PARKS AND COMMUNITY SERVICES  
COMMISSION AND TRACY CITY COUNCIL**

DISCUSSION

With the end of the 2017 fiscal year, it is necessary to report to 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 consisting of Commissioners R. Dhillon and Hagler met with staff on September 9, 2017 to begin to update the PowerPoint presentation. Additionally, goals for the 2018 year that were established at the Annual Retreat that was held on September 25, 2017 will be incorporated into the report. The subcommittee will present their report and receive feedback from the Commission.

RECOMMENDATION

That the Commission review, discuss and approve the 2017/2018 YAC Annual Report that will be presented to the Parks and Community Services Commission and Tracy City Council.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II