

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, November 8, 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 October 11, 2017
5. Correspondence
6. Old Business
 - a. Discuss the status of the 2017 Youth Advisory Commission's goals and work plan
 - b. Discuss the 2017 Make a Difference Day project that was held on Saturday, October 28, 2017
 - c. 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
 - a. Review, Discuss and Approve the 2018 Youth Advisory Commission Goals
8. Items from Staff
 - a. Calendar:
 1. Senior Thanksgiving Dinner 11/19, 5pm-7pm, I.P.F.E.S. Portuguese Hall
 2. Senior Center Tinsel 'n Treats 12/6, 4pm-6:30pm
 3. 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 December 13, 2017

POSTED: November 2, 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
October 11, 2017**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Gill at 6:03 p.m.
2. **ROLL CALL:**
 - a. **Present:** Collins, J. Dhillon, Eubanks, Gill, Kaur, Klassen, Moshiri, Razi, Smith
 - b. **Absent:** Andrews, R. Dhillon, Gadamsetti
 - c. **Tardy:** None
 - d. **Adult Commissioners Present:** None
 - e. **Staff Present:** Amanda Jensen, Recreation Coordinator I
 - f. **Recorded by:** Amanda Jensen, Recreation Coordinator I
3. **ITEMS FROM THE AUDIENCE: None**
4. **APPROVAL OF MINUTES FROM Regular Meeting on September 13, 2017**
 - a. **Motion to Approve:** Razi
 - b. **Second:** Collins
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote
5. **Correspondence: None**
6. **OLD BUSINESS:**
 - a. **Discuss the status of the 2017 Youth Advisory Commission's goals and work plan**

Staff Jensen provided an update on the Teen Music event and stated that a proposal with the subcommittees ideas was almost complete and would be submitted for approval. A subcommittee meeting was scheduled for November 7 to discuss the outcomes of the proposal. Staff Jensen mentioned that no Commissioners attended the Intergenerational Program on October 2 and highly encouraged the Commissioners to attend and engage in fun activities with the seniors. Staff Jensen provided each Commissioner with a calendar of upcoming Senior Center events that was prepared by the subcommittee. Commissioner Gill provided an update on the SAT/ACT prep course and Staff Jensen explained that she had a successful meeting with the Tracy Public Library and they have agreed to partner with YAC, but due to scheduling conflicts, the soonest a prep course could be held would be February 2018. Commissioner Gill provided an update on the College and Vocational Resource Guide and mentioned that the subcommittees research was submitted. Staff Jensen stated that she has completed almost all of the edits and would submit it for approval. A subcommittee meeting was scheduled for November 8 to discuss partnering with the Animal Rescue of Tracy to host a drive to collect items for the Commission Community Service project. Staff Jensen apologized for the late notice of the canceled Park Clean-up event that was scheduled for September 30 and stated that the next park clean-up is scheduled for November 4 and will be held at New Harmon Park. Staff Jensen encouraged the Commissioners to recruit volunteers.
 - b. **Discuss the Youth Advisory Commission annual retreat that was held on Monday, September 25, 2017**

Commissioner Gill provided an update on the YAC annual retreat for the Commission and asked each Commissioner to share their thoughts. Commissioner Smith and Collins stated that they enjoyed the games. Commissioner Gill expressed that he felt that they had good discussions and ideas for goals and he is excited to progress towards those goals. Commissioner Kaur enjoyed getting to know everyone in a less professional environment. Commissioner Eubanks stated that he is excited to host a youth sports camp or something similar. Commissioner Razi thought that the event was well organized with good games and

discussions. Commissioner Hagler expressed that discussing the teen trends and issues was a great idea to help YAC create their goals. Commissioner Moshiri enjoyed the welcoming environment and expressed excitement to work with the elderly in the new year. Commissioner J. Dhillon enjoyed the entire retreat and thought that the ideas discussed were a great direction for YAC. Commissioner Klassen stated that he was not present at the annual retreat but from what the Commissioners have shared, the ideas sounded great. Commissioners Andrews and Gadamsetti were also absent from the Annual Retreat.

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

Staff Jensen provided an update on the event and informed the Commissioners that they would be helping to plant trees at the Public Works Department from 9:00 a.m. to 12:00 p.m. on Saturday, October 28. Staff Jensen explained that after hearing feedback regarding transportation issues last year, the Commissioners would be located at one location for the duration of the event. Commissioner Gill stated that the transportation issues were tricky last year and having all of the Commissioners in one location would be very beneficial.

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

Staff Jensen apologized to the Commission for not having the PowerPoint available to view and stated that it would be ready by the next YAC meeting. None of the Commissioners from the subcommittee were present to provide an update.

7. NEW BUSINESS: None

8. ITEMS FROM STAFF:

Staff Jensen again discussed the upcoming events at the Senior Center and asked Commissioners who are interested in assisting to notify her. Commissioners Razi, J. Dhillon, Smith and Kaur said they will be available to attend the Tinsel 'n Treats event on Wednesday, December 6. Commissioners Moshiri, Klassen and Eubanks will be available on Monday, December 18 for the Black & White Ball. Staff Jensen also mentioned that the date for the Senior Thanksgiving Dinner was changed to Sunday, November 19.

9. ITEMS FROM THE COMMISSION: None

10. ITEMS FROM THE AUDIENCE: None

12. ADJOURNMENT: Next meeting on *November 8, 2017, at 6:00pm*

- a. Motion to Adjourn:** Gill
- b. Second:** Collins
- c. Vote:** Approved by majority vote
- d. Time:** 6:36pm

The above agenda was posted at the Tracy City Hall on September 8, 2017. The above are summary and action minutes.

Amanda Jensen, Staff Liaison

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
November 8, 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. Attachment A.

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)
1 INTEGRATE OPPORTUNITIES TO CONNECT TEENS WITH YOUTH AND SENIORS IN THE COMMUNITY ----- Participate and propose new programs or events for teens to interact with youth and seniors in the community	1.A. Participate with the Parks & Recreation Department and propose new summer camp ideas	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
	1.B. Partner with the Parks & Recreation Department to host a Teen Music event at the Grand Theatre	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 11/7/17 to discuss new event ideas
		1.B.3. Work with Staff to host music event.	Dec 2017	
	1.C. Participate with programming and events at the Lolly Hansen Senior Center	1.C.1. Work with Staff to formulate a calendar of events for YAC to attend.	Completed	Subcommittee: Commissioners Gill, Razi, J. Dhillon & Moshiri
		1.C.2. Plan strategies to outreach to teens for future participation.	Aug 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)
2 SUPPORT AWARENESS FOR ACADEMIC, COLLEGE AND CAREER GOALS ----- Work with Staff to develop opportunities to raise teens awareness for higher education and future success	2.A. Plan and host an SAT/ACT Prep Course	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.	Dec 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.	Feb 2018	
	2.B. Work with Staff to Plan an event or workshop focusing on career and future goals for teens	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	
	2.C. Continue to update and promote the College and Vocational Resource Guide	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.	Nov 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	INCREASE YAC'S VISIBILITY IN THE COMMUNITY THROUGH SERVICE PROJECTS ----- Participate with local organizations and service clubs throughout the community and outreach to teens for participation	3.A. Implement new community service projects	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.	Completed	Arbor Day/Make A Difference Day Completed 10/28/2017
		3.B. Host three park clean up events at the Dry Climate Park at Hoyt park three times a year	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, 10/28/17 & 11/4/17	Completed
		3.C. Sponsor an activity focusing on teen trends or issues and outreach to at least 500 teens	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.	Dec 2017	Tracy, West & Millennium

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



Attachment - A

Tracy Parks & Recreation Department

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
November 8, 2017**

AGENDA ITEM 6.b.

REQUEST

**DISCUSS THE 2017 MAKE A DIFFERENCE DAY PROJECT THAT WAS HELD ON
OCTOBER 28, 2017**

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 was held on Saturday, October 28, 2017.

The City of Tracy hosted an Arbor Day event in collaboration with the Tracy Tree Foundation, Tracy Unified School District and Tracy United to Make a Difference. Their goal was 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 began at 9:00am at Lincoln Park on Saturday, October 28, 2017. The subcommittee is requesting that the Commission discuss the project and offer any suggestions for future events.

RECOMMENDATION

That the Commission discuss the 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
November 8, 2017**

AGENDA ITEM 6.c.

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 calendar year, it is necessary to report to City Council the accomplishments, goals and any pertinent information 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

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
November 8, 2017**

AGENDA ITEM 7.a.

REQUEST

REVIEW, DISCUSS AND APPROVE THE 2018 YOUTH ADVISORY COMMISSION GOALS

DISCUSSION

The Youth Advisory Commission determined their top three priority goals for the 2018 calendar year at their annual retreat held Monday, September 25, 2017. The Commission will present their goals, objectives and work plan to the Parks and Community Services Commission on December 7 and will present to City Council on January 16, 2018.

In order to accomplish their goals for 2018, Commissioners will need to approve the goals and be assigned to each goal. Commissioners will report on the status of their assignments at each regularly scheduled Commission meeting. The Commission will discuss the 2018 goals and provide feedback. Attachment A.

RECOMMENDATION

That the Commission review, discuss and approve the 2018 Youth Advisory Commission goals

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II



Attachment - A

Tracy Parks & Recreation Department

YOUTH ADVISORY COMMISSION GOALS - 2018

GOAL		OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)
1	INCORPORATE NEW EVENTS AND PROGRAMS TO STRENGTHEN RELATIONS IN THE COMMUNITY BETWEEN YOUTH, TEENS AND SENIORS ----- Participate and propose new programs or events for teens to interact with youth and seniors in the community	1.A. Participate with the Parks & Recreation Department and propose at least two new teen events or programs	1.A.1. Work with Staff to develop ideas for proposed events or programs.		Subcommittee:
			1.A.2. Work with Staff to select two events or programs and develop timelines.		
			1.A.3. Promote the events or programs with different marketing strategies.		
		1.B. Partner with the Parks & Recreation Department to offer a mentorship program	1.B.1. Work with Staff to create a mentorship program specifically designed for teens, utilizing current A.S.P. /S.A.F.E. programs.		Subcommittee:
			1.B.3. Work with Staff to develop and offer program.		
			1.B.2. Promote new program using social and print media.		
		1.C. Participate with the Lolly Hansen Senior Center and propose new teen and seniors programming or events	1.C.1. Work with Staff to develop ideas for new teen and senior programming or events		Subcommittee:
			1.C.2. Plan strategies to outreach to teens for future participation.		
			1.C.3. Participate with senior programming and events.		

City Council Strategic Priority: Quality of Life Goal 5, Objective 1: Develop recreational, cultural arts and entertainment programs and services that reflect community demographics, evaluation feedback, and trends.



Attachment - A

Tracy Parks & Recreation Department

YOUTH ADVISORY COMMISSION GOALS - 2018

GOAL		OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)
2	CONNECT TEENS WITH OPPORTUNITIES TO ENHANCE THEIR FUTURE CAREER GOALS ----- Work with Staff to develop opportunities to raise teens awareness for career readiness and future success	2.A. Plan and host an SAT/ACT Prep Course	2.A.1. Recruit an SAT/ACT Prep Course and Instructor.		Subcommittee:
			2.A.2. Promote course to local high school Students.		
			2.A.3. Host the course.		
		2.B. Work with Staff to plan & partner with an agency to offer career training program for teens	2.B.1. Formulate a list of possible projects that would encourage teen participation. Select at least one new event to partner with another agency to host.		Subcommittee:
			2.B.2. Work with Staff and agency to develop a timeline to complete project.		
			2.B.3. Work with Staff and agency to host event.		
		2.C. Continue to update and promote the College and Vocational Resource Guide	2.C.1. Assist Staff by researching new information, dates and deadlines to update the Resource Guide.		Subcommittee:
			2.C.2. Develop a timeline to complete project.		
			2.C.3. Distribute the College and Vocational Resource Guide.		

City Council Strategic Priority: Economic Development Goal 3, Objective 2: Support efforts to develop and implement a communication and outreach strategy to promote the importance and benefits associated with higher education in the community.



Attachment - A

Tracy Parks & Recreation Department

YOUTH ADVISORY COMMISSION GOALS - 2018

GOAL					OBJECTIVE					ACTION STEPS					Completion Date					Status (ASSIGNMENT)					
3	INTEGRATE COMMUNITY SERVICE PROJECTS TO FOSTER COMMUNITY INVOLVEMENT ----- Participate with local organizations and service clubs throughout the community and outreach to teens for participation					3.A. Implement at least one new community service project or activity focusing on teen trends or issues.					3.A.1. Formulate a list of possible projects and local organizations to partner with. Select at least one new community service project.										Subcommittee:				
											3.A.2. Develop a timeline to complete project.														
											3.A.3. Implement project and work with Recreation Staff to try to complete or host during National Volunteer Week in April														
						3.B. Host three park clean up events at the Dry Climate Park at Hoyt park three times a year					3.B.1. Establish a timeline to hold at least 3 park clean ups for the Dry Climate Park throughout the 2018 year.										Subcommittee:				
											3.B.2. Plan strategies to outreach to local teens for future participation.														
											3.B.3. Implement park clean ups.														
											3.C. Participate in the annual Make a Difference Day Project					3.C.1. Continue to partner with City staff and non-profit organizations to host the annual Arbor Day Event.									
						3.C.2. Plan strategies to outreach to teens for future participation.																			
						3.C.3. Promote the event with different methods.																			
											3.C.4. Host the event in partnership with City Staff and non-profit organizations.														

City Council Strategic Priority: Public Safety Goal 1, Objective 4: Enhance community engagement through volunteer opportunities.