

# 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, 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 November 8, 2017
5. Correspondence
6. Introduction of new Adult Commissioner
7. Old Business
  - a. Review and Discuss the 2018 Youth Advisory Commission goals and work plan
  - b. Review and Discuss the 2017/2018 YAC Annual Report
8. New Business
9. Items from Staff
  - a. Calendar
    1. Senior Tinsel N' Treats, 12/6 – Update
    2. Senior Black & White Ball, 12/18, 4pm-7pm
10. Items from the Commission
11. Items from the Audience
12. Adjournment to next Regular Meeting on January 10, 2018

**POSTED: December 7, 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 Community Services Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

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**YOUTH ADVISORY COMMISSION  
REGULAR MEETING MINUTES  
November 8, 2017**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Gill at 6:00 p.m.
2. **ROLL CALL:**
  - a. **Present:** J. Dhillon, R. Dhillon, Gadamssetti, Gill, Kaur, Moshiri, Razi, Smith
  - b. **Absent:** Andrews, Collins, Eubanks, Hagler, Klassen
  - 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 October 11, 2017**
  - a. **Motion to Approve:** Gill
  - b. **Second:** J. Dhillon
  - 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**

Commissioner Gill provided an update on the 2017 Youth Advisory Commission goals and appauled the commission for the completed goals. Staff Jensen also thanked the Commissioners for their hard work and advised the Commissioners to keep the ideas for the goals that were not completed this year in mind for 2018.
  - b. **Discuss the 2017 Make a Difference Day project that was held on Saturday, October 29, 2017**

Commissioner Gill asked the Commissioners to provide feedback on the Make a Difference Day event and stated that he was sad to have missed the event but had a prior engagement. Commissioner R. Dhillon stated that the event was a fun experience and it was great to know that they were helping the environment. Commissioner Gadamssetti enjoyed interacting with the Commissioners outside of a work environment. Commissioner Moshiri appreciated being able to get his hands dirty and help the community. He also suggested that those that are able to drive, can move on to other locations if additional help is needed next year. Commissioner Razi mentioned that it was great to give back to the earth and a wonderful bonding experience. Commissioner Smith, J. Dhillon and Kaur stated that they were not in attendance for the Make a Difference Day event. Commissioners Andrews, Eubanks and Hagler were also absent.
  - 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**

Commissioner R. Dhillon presented the 2017/2018 annual report to the Commissioners for feedback and approval. Commissioner J. Dhillon stated that he presented the report last year and having good notes was critical to the presentation. Another subcommittee meeting was scheduled for Wednesday, November 15 to finish completing the presentation notes. By majority vote, the Commission approved the 2017/2018 YAC Annual Report.
7. **NEW BUSINESS:**
  - a. **Review, Discuss and Approve the 2018 Youth Advisory Commission Goals**

Commissioner Gill reviewed the 2018 Youth Advisory Commission Goals and Objectives.

Staff Jensen mentioned that Attachment A is YAC's goals for 2018 and that the attachment will help YAC reach their goals by following the action steps and setting completion dates. Staff Jensen also mentioned that at this time Commissioners will volunteer for each subcommittee and they will meet on a monthly basis to provide updates to the Commission at each monthly meeting. Commissioners Moshiri and Kaur volunteered for the subcommittee Objective 1.A, to implement at least two new teen events or programs. Commissioner Razi, J. Dhillon, Gadamssetti and Gill volunteered for Objective 1.B, the mentorship program subcommittee. Commissioner R. Dhillon volunteered for Objective 1.C subcommittee, to propose a new teen and senior event or program. Commissioner Smith, J. Dhillon, Gill, and Gadamssetti volunteered for the subcommittee Objective 2.A, to host an SAT/ACT Prep course. Commissioner Moshiri and Kaur volunteered for the Objective 2.B subcommittee, to plan a career training program for teen's. Commissioner Gill, J. Dhillon and Kaur volunteered for the subcommittee Objective 2.C., to continue updating the College and Vocation Resource Guide. Commissioner R. Dhillon, Smith, Razi and Moshiri volunteered for Objective 3.A., the new community service project or activity on teen's trends subcommittee. Commissioner Gadamssetti and Moshiri volunteered for Objective 3.B, the park clean up subcommittee. Commissioner Smith and Razi volunteered for the subcommittee Objective 3.C., to participate in the annual Make a Difference Day project. By majority vote, the Commission approved the 2018 Youth Advisory Commission Goals.

**8. ITEMS FROM STAFF:**

Staff Jensen discussed the upcoming senior events and asked Commissioners who are interested in assisting to notify her. Commissioners Gadamssetti, R Dhillon, Moshiri and Kaur said they will be available to assist at the Black & White Ball on Monday, December 18.

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

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

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

- a. Motion to Adjourn:** Gill
- b. Second:** J. Dhillon
- c. Vote:** Approved by majority vote
- d. Time:** 6:43pm

The above agenda was posted at the Tracy City Hall on November 2, 2017. The above are summary and action minutes.

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*Amanda Jensen, Staff Liaison*

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

**AGENDA ITEM 7.a.**

REQUEST

**REVIEW AND DISCUSS THE 2018 YOUTH ADVISORY COMMISSION'S GOALS,  
OBJECTIVES AND WORK PLAN**

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. 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 2018 Youth Advisory Commission's goals, objectives and work plan and receive subcommittee updates.

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 2018



## Attachment - A

### Tracy Parks & Recreation Department

## YOUTH ADVISORY COMMISSION GOALS - 2018

GOAL		OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)
1	<b>INCORPORATE NEW EVENTS AND PROGRAMS TO STRENGTHEN RELATIONS IN THE COMMUNITY BETWEEN YOUTH, TEENS AND SENIORS</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 at least two new teen events or programs</b>	1.A.1. Work with Staff to develop ideas for proposed events or programs.		Subcommittee: Commissioners Moshiri & Kaur
			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.		
		<b>1.B. Partner with the Parks &amp; Recreation Department to offer a mentorship program</b>	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: Commissioners Razi, J. Dhillon, Gadamssetti & Gill
			1.B.3. Work with Staff to develop and offer program.		
			1.B.2. Promote new program using social and print media.		
		<b>1.C. Participate with the Lolly Hansen Senior Center and propose new teen and seniors programming or events</b>	1.C.1. Work with Staff to develop ideas for new teen and senior programming or events		Subcommittee: Commissioner R. Dhillon
			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	<b>CONNECT TEENS WITH OPPORTUNITIES TO ENHANCE THEIR FUTURE CAREER GOALS</b> ----- Work with Staff to develop opportunities to raise teens awareness for career readiness 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.		Subcommittee: Commissioners Smith, J. Dhillon, Gill & Gadamsetti
			2.A.2. Promote course to local high school Students.		
			2.A.3. Host the course.		
		<b>2.B. Work with Staff to plan &amp; partner with an agency to offer career training program for teens</b>	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: Commissioners Moshiri & Kaur
			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.		
		<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.		Subcommittee: Commissioners Gill, J. Dhillon & Kaur
			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

YOUTH ADVISORY COMMISSION GOALS - 2018					
GOAL	OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)	
<b>3</b>	<b>INTEGRATE COMMUNITY SERVICE PROJECTS TO FOSTER COMMUNITY INVOLVEMENT</b> ----- Participate with local organizations and service clubs throughout the community and outreach to teens for participation	<b>3.A. Implement at least one new community service project or activity focusing on teen trends or issues.</b>	3.A.1. Formulate a list of possible projects and local organizations to partner with. Select at least one new community service project.		Subcommittee: Commissioners R. Dhillon, Smith, Razi & Moshiri
			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		
		<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 2018 year.		Subcommittee: Commissioners Gadamsetti & Moshiri
			3.B.2. Plan strategies to outreach to local teens for future participation.		
			3.B.3. Implement park clean ups.		
		<b>3.C. Participate in the annual Make a Difference Day Project</b>	3.C.1. Continue to partner with City staff and non-profit organizations to host the annual Arbor Day Event.		Subcommittee: Commissioners Smith & Razi
			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.



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

**AGENDA ITEM 7.b.**

REQUEST

**REVIEW AND DISCUSS THE 2017/2018 YAC ANNUAL REPORT**

DISCUSSION

With the end of the 2017 calendar 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 approved goals for the 2018 calendar year.

The Commission presented to the Parks and Community Services Commission on December 7, 2017 and will present to City Council on January 16, 2018. It is recommended that all Commissioners attend both presentations. The subcommittee consisting of Commissioners Hagler and R. Dhillon will provide an update regarding their presentations.

RECOMMENDATION

That the Commission review and discuss the 2017/2018 YAC Annual Report.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II