

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, February 14, 2018, 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 January 10, 2018
5. Correspondence
6. Old Business
 - a. Review and Discuss the 2018 Youth Advisory Commission goals and work plan
7. New Business
 - a. Discuss and propose dates to host park clean up events at the dry climate park at Hoyt Park and determine marketing strategies to recruit teen participation.
 - b. Discuss and approve one new community service project or activity to complete during National Volunteer Week.
8. Items from Staff
 - a. Calendar
 1. YAC Annual Report Presentation to City Council, 1/16/18 – Update
 2. Intergenerational, 3/5/18, 2-4pm
 3. Review Bylaws
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on March 14, 2018

POSTED: February 8, 2018

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.

**YOUTH ADVISORY COMMISSION
REGULAR MEETING MINUTES
January 10th, 2018**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Gill at 6:00 p.m.
2. **ROLL CALL:**
 - a. **Present:** Collins, J. Dhillon, R. Dhillon, Gadamsetti, Gill, Hagler, Kaur, Klassen, Moshiri, Razi, Smith
 - b. **Absent:** Eubanks
 - c. **Tardy:** None
 - d. **Adult Commissioners Present:** Adult Commissioner Huffman
 - e. **Staff Present:** Amanda Jensen, Recreation Coordinator I
 - f. **Recorded by:** Samantha Carr, Recreation Leader III
3. **ITEMS FROM THE AUDIENCE:** Brian MacDonald, the new Parks and Recreation Director, introduced himself to the Youth Advisory Commission and shared his appreciation for their hard work. Brian also asked the Commissioners to introduce themselves and state what high school they attend.
4. **APPROVAL OF MINUTES FROM Regular Meeting on December 13, 2017**
 - a. **Motion to Approve:** Kaur
 - b. **Second:** Collins
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote
5. **CORRESPONDENCE: None**
6. **INTRODUCTION OF NEW ADULT COMMISSIONER**

Staff Jensen welcomed Adult Commissioner Huffman. Adult Commissioner Huffman introduced himself to the Youth Advisory Commissioners and mentioned that he had some exciting news that would benefit the Commission that he would discuss with the Commissioners at a later date.
7. **OLD BUSINESS:**
 - a. **Review and Discuss the 2018 Youth Advisory Commission goals and work plan**

Commissioner Kaur provided an update on the two new teen events or programs subcommittee and shared that one of the ideas was a teen camp night in the park. Commissioner Moshiri also mentioned a videogame competition, black light teen dance, summer teen swim night, a tech camp, a scavenger hunt camp and as well as trips for teens to different attractions such as the Monterey Bay Aquarium. Staff Jensen asked the Commissioners for feedback. Commissioner Razi asked if any of these teen programs would run in accordance with the already established camps that take place over the Summer. Staff Jensen explained that any camp ideas that were approved would be in addition to the other camps. Commissioner Gill thought the teen dance was a great idea. Commissioner J. Dhillon provided an update on the mentorship program and stated that their idea is to provide a program that aids youth by covering topics such as how to be prepared for high school. Commissioner Razi added that their goal is to hold the program at least once a month. Commissioner Gill discussed the idea of partnering with Tracy High and other high schools to cover the topic of bullying and to include motivational speakers in the program. Brian MacDonald suggested offering mentorship to the private schools as well. A subcommittee meeting for Objective 1.C., to implement new teen and senior programming or events, was scheduled for January 22nd at 4:30 p.m. Commissioner Gill provided an updated on the SAT/ACT prep course and mentioned that the SAT practice test is

scheduled for February 3rd at 9:00am at the Tracy Public Library. Staff Jensen stated that this is one of the Commissioners current and previous goals and it is important that everyone attends. Staff Jensen also mentioned that she is currently working on a flyer and once approved, she will email it to the Commission. Commissioner Gadamsetti and Commissioner Hagler said they would be able to assist. Commissioner Kaur provided an update on the career training program for teens and discussed setting up mock interviews with the aid of professionals from different fields. Adult Commissioner Huffman offered to meet with those signed up for the mock interviews to give tips and advice on interviewing. Commissioner J. Dhillon discussed the College and Vocational Resource Guide and stated that the subcommittee is currently working on a new format for the brochure before distributing. A subcommittee meeting was scheduled for January 22nd at 5:00p.m. Commissioner R. Dhillon provided an update on a possible new community service project or activity and stated that some of the subcommittee's idea included a birthday party each month at the McHenry House and partnering with local animal rescues or the shelter to encourage adoption and to hold pet supply drives. A subcommittee meeting for Objective 3.C., to participate in the annual Make a Difference Day Project, was scheduled for February 7th at 5:00 p.m. Brian MacDonald mentioned that the City would hold their Arbor Day event in the Spring and the Commissioners should consider that as an option. Staff Jensen will follow up with Public Works for more details. Commissioner Gill stated that it is important to focus on advertising for events such as tree planting because they would be able to get more involved if more knew about the event.

8. New Business: None

9. ITEMS FROM STAFF:

Staff Jensen thanked the Commissioners for participating in the Lolly Hansen Senior Center's Black and White Ball and stated that she received great feedback from the seniors. Staff Jensen also reminded the Commissioners that February 5th from 2:00 p.m. to 4:00 p.m. is the next Intergenerational Program at the Senior Center. Brian MacDonald wanted to inform the Commissioners that Staff Jensen would be working with her supervisor to establish a budget for the Youth Advisory Commission to use for future projects. A budget of \$3,000 was discussed but an update would be provided at a later date. Adult Commissioner Huffman asked if the funds would be for individual use by Commissioners for projects.

10. ITEMS FROM THE COMMISSION:

Commissioner Hagler stated that Tracy High soccer teams as well as West High leadership are hosting a coin drive for a school that was affected by the fires in Santa Rosa. Commissioner J. Dhillon stated that he is involved in a fundraiser at In-Shape Health Club on January 20th that would allow participants to take tennis lessons for only \$20. Commissioner Razi stated that he is working on a campaign with the Muslim Student Association at Tracy High to raise awareness for the Myanmar tragedy and he will follow-up with further information as things progress. Commissioner Gill will be hosting an event through T.P.A.L.S. for underprivileged youth and is also participating in several presentations, one of which is human trafficking.

11. ITEMS FROM THE AUDIENCE: None

12. **ADJOURNMENT:** Next meeting on **February 14, 2018, at 6:00pm**
 - a. **Motion to Adjourn:** Gill
 - b. **Second:** Kaur
 - c. **Vote:** Approved by majority vote
 - d. **Time:** 6:50pm

The above agenda was posted at the Tracy City Hall on January 4, 2018. The above are summary and action minutes.

Amanda Jensen, Staff Liaison

DRAFT

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
February 14, 2018**

AGENDA ITEM 6.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 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.	Jan 2018	Subcommittee: Commissioners Moshiri & Kaur
		1.A.2. Work with Staff to select two events or programs and develop timelines.		Meeting held on 1/4/18 to create a list of potential new programs or events
		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.	Jan 2018	Subcommittee: Commissioners Razi, J. Dhillon, Gadamssetti & Gill
		1.B.3. Work with Staff to develop and offer program.		Meeting held on 1/8/18 to brainstorm potential program details.
		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	Jan 2018	Subcommittee: Commissioner R. Dhillon, Hagler & Collins
		1.C.2. Plan strategies to outreach to teens for future participation.		Meeting held on 1/22/18 to develop a calendar of upcoming events and discuss new program or event ideas.
		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.	Jan 2018	Subcommittee: Commissioners Smith, J. Dhillon, Gill & Gadamsetti
		2.A.2. Promote course to local high school students.	Feb 2018	Meeting held on 1/8/18 to discuss partnership with the Tracy Library.
		2.A.3. Host the course.	Feb 3, 2018	Completed
	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.	Jan 2018	Subcommittee: Commissioners Moshiri, Kaur, Klassen & Smith
		2.B.2. Work with Staff and agency to develop a timeline to complete project.		Meeting held on 1/9/18 to formulate a list of possible trainings.
		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.	Jan 2018	Subcommittee: Commissioners Gill, J. Dhillon & Kaur
		2.C.2. Develop a timeline to complete project.		Meeting held on 1/22/18 to begin discussing a new design for the resource guide.
		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.	Jan 2018	Subcommittee: Commissioners R. Dhillon, Smith, Razi & Moshiri	
			3.A.2. Develop a timeline to complete project.		Meeting held on 1/9/18 to create a list of potential projects.	
			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.	Jan 2018	Subcommittee: Commissioners Gadamsetti , Moshiri & Hagler	
			3.B.2. Plan strategies to outreach to local teens for future participation.		Meeting held on 1/22/18 to discuss possible dates.	
			3.B.3. Implement park clean ups.			
		3.C. Participate in the annual Arbor Day & Make a Difference Day Projects	3.C.1. Continue to partner with City staff and non-profit organizations to host the annual Arbor Day & Make a Difference Day Events.	Feb 2018	Subcommittee: Commissioners Smith, Razi & R. Dhillon	
			3.C.2. Plan strategies to outreach to teens for future participation.		Meeting held on 2/7/18 to begin discussing possible marketing strategies	
			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
February 14, 2018**

AGENDA ITEM 7.a.

REQUEST

DISCUSS AND PROPOSE DATES TO HOST PARK CLEAN UP EVENTS AT THE DRY CLIMATE PARK AT HOYT PARK AND DETERMINE MARKETING STRATEGIES TO RECRUIT TEEN PARTICIPATION

DISCUSSION

On May 5, 2015 the Youth Advisory Commission voted to adopt the Dry Climate Park at Hoyt Park. The Dry Climate Park needs maintenance throughout the year and the Commission has performed community service work at this park over the past several years. This particular community service project will benefit the community of Tracy and encourage other teens in the community to participate in beautifying a neighborhood or community park.

Staff is recommending the Commission plan strategies to outreach to local teens for future participation and establish a timeframe to hold at least 3 park clean ups at the Dry Climate Park throughout the year. Staff will work with Public Works for supplies and resources.

RECOMMENDATION

That the Youth Advisory Commission discuss and propose dates to host Park Clean Up events at the Dry Climate Park at Hoyt Park and determine marketing strategies to recruit teen participation.

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
February 14, 2018**

AGENDA ITEM 7.b.

REQUEST

**DISCUSS AND APPROVE ONE NEW COMMUNITY SERVICE PROJECT OR
ACTIVITY TO COMPLETE DURING NATIONAL VOLUNTEER WEEK**

DISCUSSION

In order to meet Goal #3.A. "Implement at least one new community service project or activity focusing on teen trends or issues", it is recommended that the Commission approve one new community service project to be completed during National Volunteer Week April 16th to April 21st.

Once a project or activity has been selected from the recommended list, the subcommittee will need to establish a timeline to begin marketing the event and working with each high school. The subcommittee consisting of Commissioners R. Dhillon, Smith, Razi and Moshiri will provide the Commission with monthly updates at the Commission meetings. Staff is recommending the Commission to plan strategies to outreach to local teens for participation.

RECOMMENDATION

That the Commission discuss and approve one new community service project or activity to complete during National Volunteer Week.

Prepared by: Amanda Jensen, Recreation Coordinator

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II