

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, March 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 February 14, 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 approve YAC's participation with the summer teen camp program and discuss marketing strategies
 - b. Discuss and approve the Youth Advisory Commission's participation with the teen and senior prom event at the Lolly Hansen Senior Center on May 14, 2018
8. Items from Staff
 - a. Calendar
 1. Volunteer Recognition Event, 4/16/18, 5pm
 2. Intergenerational, 5/7/18, 2-4pm
 3. Review Bylaws
 4. YAC Applications
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on April 11, 2018

POSTED: March 9, 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
February 14th, 2018**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Gill at 6:05 p.m.
2. **ROLL CALL:**
 - a. **Present:** J. Dhillon, R. Dhillon, Gadamssetti, Gill, Klassen, Razi, Smith
 - b. **Absent:** Collins, Eubanks, Hagler, Kaur, Moshiri
 - c. **Tardy:** None
 - d. **Adult Commissioners Present:** Adult Commissioner Huffman
 - 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 January 10, 2018**
 - a. **Motion to Approve:** J. Dhillon
 - b. **Second:** Gill
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote
5. **CORRESPONDENCE: None**
6. **OLD BUSINESS:**
 - a. **Review and Discuss the 2018 Youth Advisory Commission goals and work plan**

Commissioner R. Dhillon provided an update on Objective 1.C., to implement new teen and senior programming, and discussed an idea to expand upon the Intergenerational Program activities. The subcommittee's discussion focused on activities that would allow for better conversation with the seniors such as Chess or other board games. Commissioner J. Dhillon provided an update on the subcommittee for Objective 2.C., to continue to update and promote the College and Vocational Resource Guide and stated that the information was already collected but the subcommittee needed to input the information into their tentative template. A subcommittee meeting for Objective 2.C. was set for February 20.
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**

Commissioner Gadamssetti provided a subcommittee update on the proposed park clean up dates discussed and stated the subcommittee chose April 21, August 25 and October 6. Commissioner Gadamssetti mentioned that April 21 was chosen because it is the day before Earth Day. The remaining two dates were chosen to ensure that YAC would be able to market each park clean-up efficiently. Staff Jensen shared that hosting a park clean-up near Earth Day would be a great opportunity for YAC to get participation and that April 21 is also part of National Volunteer Week. Commissioner Razi mentioned that many people are busy during October due to school activities. Commissioner Gadamssetti reminded the Commissioners that the park clean-ups need to be completed prior to the end of December and Staff Jensen stated to keep in mind that colder weather and rain could affect dates selected after October. Commissioner Gadamssetti mentioned possibly hosting the last two park clean-ups in August and September. Staff Jensen mentioned that if back to back park clean ups are preferred, staff can work with the Public Works Department to find another park that may need attention aside from the Dry Climate Park. Commissioner Gill surveyed the Commission to tentatively host the first park clean up on April 21 and by majority each Commissioner is able to attend. Commissioner Gill also mentioned that making school

announcements at each of the high schools and using social media would be a great way to market the park clean-ups. Commissioner J. Dhillon also mentioned reaching out to the high school volunteer clubs at the beginning of the 2018-2019 school year to help recruit participation as that is when the most people are enthusiastic about volunteering.

b. Discuss and approve one new community service project or activity to complete during National Volunteer Week

Commissioner R. Dhillon reminded the Commission of the community service projects that the subcommittee brainstormed such as completing the Animal Rescue of Tracy wish list and the McHenry House birthday club. Staff Jensen mentioned that completing the wish list for the Animal Rescue could be incorporated into the park clean up as well and stated that the drive could be held during the school week and the items could then be presented to the Animal Rescue the morning of the park clean-up to draw in more participation. Commissioner Gill and Commissioner R. Dhillon both felt that the drive would be the best option to host during National Volunteer Week and to help draw attention to the park clean-up events. Commissioner Gill surveyed the Commission and by majority vote, YAC approved completing a wish list drive for Animal Rescue of Tracy.

8. ITEMS FROM STAFF:

a. Calendar

Commissioner R. Dhillon provided an update on the YAC Annual Report Presentation to City Council on January 16 and stated that everything went smoothly. She also mentioned that City Council was very supportive. Staff Jensen reminded the Commissioners that the Intergenerational will be on March 5 from 2pm to 4pm and also mentioned that the review of the bylaws would be postponed until the next meeting due to the majority of the Commissioners needing to leave early. Staff Jensen provided an update on the SAT/ACT prep course and mentioned that only Commissioner Moshiri was present. Staff Jensen encouraged the Commissioners make YAC a bigger priority moving forward in order for the Commission to accomplish all of their goals.

9. ITEMS FROM THE COMMISSION: None

11. ITEMS FROM THE AUDIENCE: None

12. ADJOURNMENT: Next meeting on *March 14, 2018, at 6:00pm*

- a. Motion to Adjourn:** Gill
- b. Second:** J. Dhillon
- c. Vote:** Approved by majority vote
- d. Time:** 6:33pm

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

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
March 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.	April 2018	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.	Dec 2018	
		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, Gadamsetti & Gill
			1.B.3. Work with Staff to develop and offer program.	June 2018	Meeting held on 1/8/18 to brainstorm potential program details.
			1.B.2. Promote new program using social and print media.	Aug 2018	
		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.	March 2018	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.	Through Dec 2018	

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.	March 2018	Meeting held on 1/9/18 to formulate a list of possible trainings.
		2.B.3. Work with Staff and agency to host event.	July 2018	
	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.	March 2018	Meeting held on 2/20/18 to begin discussing a new design for the resource guide.
		2.C.3. Distribute the College and Vocational Resource Guide.	Aug 2018	

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.	March 2018	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	April 2018	
		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.	Feb 2018	Subcommittee: Commissioners Gadamsetti , Moshiri & Hagler
			3.B.2. Plan strategies to outreach to local teens for future participation.	March 2018	Meeting held on 1/22/18 to discuss possible dates.
			3.B.3. Implement park clean ups.	Dec 2018	
		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.	June 2018	Meeting held on 2/7/18 to begin discussing possible marketing strategies
			3.C.3. Promote the event with different methods.	Sept 2018	
			3.C.4. Host the event in partnership with City Staff and non-profit organizations.	Oct 2018	

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

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

AGENDA ITEM 7.a.

REQUEST

**DISCUSS AND APPROVE YAC'S PARTICIPATION WITH THE SUMMER TEEN
CAMP PROGRAM AND DISCUSS MARKETING STRATEGIES**

DISCUSSION

In order to increase participation in teen programs hosted by the Recreation Division and to assist the Youth Advisory Commission in meeting Goal #1.A., the Youth Advisory Commission was asked to work with City staff to propose new summer camp ideas.

The subcommittee consisting of Commissioners Moshiri and Kaur will work to develop a marketing timeline and assign themselves various marketing tasks for the proposed camps below. All of the camps will be supervised and guided by City staff and YAC is being requested to assist with leading activities.

Girl Talk: June 11-13 & July 9-11, 9am-12pm, Community Center

- Develop confidence and build self-esteem
- Learn quick and easy exercise routines and healthy eating tips

So You Think You Can Cook: July 16-19 & July 23-26, 9am-12pm, Community Center Kitchen

- Learn to cook easy and inexpensive meals
- Safe cooking techniques

Ready, Set, Bake: July 16-19 & July 23-26, 1pm-4pm, Community Center Kitchen

- Bake variety of deserts such as: cookies, cakes and cupcakes
- Learn dessert decorating skills

Siblings Watching Siblings: June 4-7 & June 25-28, 9am-12pm, Community Center

- Quick snacks/meals to prepare
- First aid/CPR certified and Emergency Plan

RECOMMENDATION

That the Commission discuss and approve YAC's participation with the summer teen camp programs and discuss marketing strategies.

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
March 14, 2018**

AGENDA ITEM 7.b.

REQUEST

**DISCUSS AND APPROVE THE YOUTH ADVISORY COMMISSION'S
PARTICIPATION WITH THE TEEN AND SENIOR PROM EVENT AT THE LOLLY
HANSEN SENIOR CENTER ON MAY 31, 2018**

DISCUSSION

In order to assist the Youth Advisory Commissions in meeting Goal #1, the Commission is being asked to cohost the teen and senior "Forever Young" prom scheduled for May 31, 2018 from 4:00pm to 7:00pm at the Lolly Hansen Senior Center.

In partnership with the Senior Center, both Commissioners and staff will work together to plan this event. The goal is to include both seniors as well as high school students, allowing them to bridge the gap and share experiences together. The Commissions' responsibilities will include assisting with creating flyers to market the event to other high school teens, planning entertainment, crafting dinner options and acting as table hosts at the event. Approximately \$2,500 has been allocated towards this event and the subcommittee will be assisting Senior Center staff with monitoring the budget. Staff is recommending that a subcommittee is formed to establish a timeline to begin marketing and formulate a list of items needed to make the event successful. Additionally, the subcommittee will give a report at the next Commission meeting to discuss the event in further detail.

RECOMMENDATION

That the Commission discuss and approve cohosting the teen and senior prom on May 31, 2018.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II