

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, May 9, 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 April 11, 2018
5. Presentation - Parks & Recreation Strategic Planning
6. Old Business
 - a. Review and Discuss the 2018 Youth Advisory Commission Goals, Objectives and Work Plan
 - b. Provide an Update on the Summer Teen Camp Programs and Marketing Strategy
 - c. Provide an Update and Discuss the Status of the Forever Young Prom Event
7. New Business
 - a. Discuss the Park Clean Up Event That Was Held on April 21, 2018
8. Items from Staff
 - a. Calendar
 1. Intergenerational, 6/4/18, 2-4pm
 2. Older American's Month Activities
 3. Forever Young Prom, 5/31/18, 4-7pm
 4. YAC Applications, 5/7/18
 5. Movies on the Plaza 6/22, 7/23, 8/3
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next Regular Meeting on June 13, 2018

POSTED: May 3, 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
April 11, 2018**

1. **CALL TO ORDER:** The meeting was called to order by Chair Gill at 6:01 p.m.
2. **ROLL CALL:**
 - a. **Present:** Collins, J. Dhillon, R. Dhillon, Eubanks, Gadamsetti, Gill, Hagler, Kaur, Razi, Smith
 - b. **Absent:** Klassen
 - c. **Tardy:** Moshiri
 - d. **Adult Commissioners Present:** Huffman
 - e. **Staff Present:** Amanda Jensen, Recreation Coordinator I
 - f. **Recorded by:** Lona Mocksing, Recreation Leader II
3. **ITEMS FROM THE AUDIENCE: None**
4. **APPROVAL OF MINUTES FROM Regular Meeting on March 14, 2018**
 - a. **Motion to Approve:** J. Dhillon
 - b. **Second:** Collins
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote
5. **Multi-Generational Center Presentation:**

Craig Bronzan, Management Partners consultant, Stephanie Fujimura and Lisa-Marie Mueller consultants with the Dahling Group, gave a presentation for a new multi-generational recreation center and hosted an activity to receive feedback from the Commission and other members of the community.
6. **OLD BUSINESS:**
 - a. **Review and Discuss the 2018 Youth Advisory Commission Goals and Work Plan**

Commissioner Gill reviewed the 2018 Youth Advisory Commission Goals and Objectives. A subcommittee meeting for Objective 1.A., to propose new teen events or programs, was rescheduled for April 23 to narrow down the list of potential new programs or events and develop a timeline. Commissioner J. Dhillon provided an update on the mentorship program subcommittee and mentioned that the subcommittee would like to start with spending an hour offering homework help and interacting with the S.A.F.E. participants at the beginning of the 2018-2019 school year. The Commissioners would rotate Mondays to ensure that everyone was involved and doing their part. Commissioner Razi mentioned that creating a good connection with the teens would help with moving the mentorship program forward with presentations and eventually expanding the program to other locations. Commissioner R. Dhillon offered the idea of a junior youth advisory club that would be open to all middle school students in Tracy Unified School District and Jefferson School District as an extension of the mentorship program. Commissioner Kaur stated that it would also be a great way to attract potential future Commissioners and Adult Commissioner Huffman added that if the goal is to eventually help with transitioning between middle school and high school, YAC should keep that in mind. Commissioner Collins also mentioned having representatives from the leadership or ASB clubs attend the meetings and then they can report back to their schools for feedback on potential projects. Staff Jensen asked the subcommittee to keep the ideas in mind to be discussed at the next subcommittee meeting. Commissioner Moshiri provided an update on the career training program and mentioned that one of the goals for the event would be to have representatives from different industries

available to answer questions and provide specific interview criteria for that field and to offer opportunities for job shadowing. A subcommittee meeting was scheduled for April 27 to coordinate a contact list for potential representatives. Commissioner J. Dhillon provided an update on the college and vocational guide and stated that the information gathered was ready to put into the guide. A subcommittee meeting was scheduled for April 24 to input the information.

b. Provide an Update on the Summer Teen Camp Programs and Marketing Strategy

Staff Jensen asked for the Commissioners to review the camps they volunteered for and for those that were absent to assign themselves to the available camps. Commissioner Kaur reschedule to volunteer for the Girl Talk from July 11-13 and the Siblings, Watching, Siblings camp June 4-7. Commissioner Gill volunteered for So You Think You Can Cook and Ready, Set, Bake Camp the week of July 16-19 and Commissioner Hagler volunteered for the Girl Talk Camp the week of June 11-13. Commissioner Collins volunteered for the Siblings, Watching, Siblings Camp on June 4-7. A subcommittee meeting was scheduled for April 23 to begin creating marketing material.

c. Provide an Update and Discuss the Status of the Forever Young Prom Event

Commissioner Kaur provided an update on the prom event and stated that she contacted DJ Trev but he has a prior engagement on that day would not be available. Staff Jensen mentioned that she has a few DJ's that the Senior Center has worked with in the past that she can contact. Commissioner Gadamsetti mentioned that the Italian food would be served in courses and Commissioner Kaur stated that she is following up with her school on the caterer that they use. Staff Jensen again mentioned that this event was allocated approximately \$2,500 for entertainment, food and decorations and the subcommittee will help to monitor the budget with Senior Center staff. Staff Jensen also mentioned that the subcommittee would like to incorporate karaoke and a photo booth as well. Commissioner R. Dhillon would like to see how community service hours could be incorporated into the event to help encourage attendance. A subcommittee meeting was scheduled for April 23 to begin working on marketing methods.

d. Provide an Update and Discuss the Status of the Community Service Project

Staff Jensen asked the Commissioners if they had spoken to their schools CSF Clubs about the community service project and none of the Commissioners had. Staff Jensen informed the Commissioners that she sent an email to the Activities Directors but it was their responsibility to have spoken with them prior. Due to lack of communication with the clubs, the community service project will be postponed to later date in the year. pending the Commissioners and Staff Jensen's communication with the schools. Staff Jensen also provided an update on the park clean-up event that is scheduled for April 21 and explained that in partnership with the Public Works Department and Love Tracy, the Commissioners will be cleaning up Evelyn Costa, Kenner and New Harmon Park. Commissioners available to assist on April 21, volunteered to clean-up one of the three parks; Commissioners Hagler and R. Dhillon will be at Evelyn Costa, Commissioner Collins, Eubanks and Gadamsetti will be at Kenner and Commissioners Moshiri and Razi will be at New Harmon.

7. New Business: None

8. ITEMS FROM STAFF:

a. Calendar

Staff Jensen reminded the Commissioner of the Volunteer Recognition Event that will take place on April 16, 2018. Staff Jensen also reminded the Commission of the next Intergenerational Program date on May 7, 2018 and mentioned that the YAC

recruitment was still open and for Commissioners to hand out applications to friends who may be interested.

9. ITEMS FROM THE COMMISSION: None

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT: Next meeting on **May 9, 2018, at 6:00pm**

- a. Motion to Adjourn:** Gill
- b. Second:** Collins
- c. Vote:** Approved by majority vote
- d. Time:** 7:41pm

The above agenda was posted at the Tracy City Hall on April 5, 2018. The above are summary and action minutes.

Amanda Jensen, Staff Liaison

DRAFT

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
May 9, 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
Brian MacDonald, Parks & Recreation Director

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 4/23/18 to narrow down the list of new programs and events and develop a timeline
			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 3/19/18 to discuss further 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 4/23/18 to work marketing strategies and finalize event details
			1.C.3. Participate with senior programming and events.	May 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 4/27/18 to coordinate a contact list for potential representatives from various industries.
		2.B.3. Work with Staff and agency to host event.	Sept 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 4/24/18 to add researched information to design.
		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 3/21/18 to finalize details on the project.	
		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 3/20/18 to begin creating marketing material.	
		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
May 9, 2018**

AGENDA ITEM 6.b.

REQUEST

**PROVIDE AN UPDATE ON THE SUMMER TEEN CAMP PROGRAMS AND
MARKETING STRATEGY**

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 participate with the new summer camp ideas proposed by the Recreation staff.

At the last regular meeting, Commissioners volunteered to work at least two of the camps listed below. The subcommittee consisting of Commissioners Kaur and Moshiri will provide an update on the ideas and marketing strategy for the camps. All of the camps will be supervised by City staff and all activities will be led by staff or contractors and assisted by YAC volunteers.

Siblings Watching Siblings: June 4-7 & June 25-28, 1pm-4pm, Community Center

- Quick snacks/meals to prepare
- First aid/CPR certified and Emergency Plan
- Commissioners to Work: June 4-7 – Smith, Kaur & Collins
June 25-28 – Klassen & Moshiri

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
- Commissioners to Work: June 11-13 – Gadamsetti, Kaur & Hagler
July 9-11 - R. Dhillon & Hagler

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

- Learn to cook easy and inexpensive meals
- Safe cooking techniques
- Commissioners to Work: July 16-19 –R. Dhillon & Gill
July 23-26 – Razi, J. Dhillon & Moshiri

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

- Bake variety of deserts such as: cookies, cakes and cupcakes
- Daily baking challenges
- Commissioners to Work: July 16-19 –Smith, Razi, J. Dhillon & Gill
July 23-26 - Gadamsetti & Moshiri

RECOMMENDATION

That the Commission provide an update on the summer teen camp programs and marketing strategy.

Prepared by: Amanda Jensen, Recreation Coordinator I
Reviewed by: Jolene Jauregui, Recreation Services Supervisor
Approved by: Kim Scarlata, Division Manager II
Brian MacDonald, Parks & Recreation Director

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
May 9, 2018**

AGENDA ITEM 6.c.

REQUEST

**PROVIDE AN UPDATE AND DISCUSS THE STATUS OF THE FOREVER YOUNG
PROM EVENT**

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 and 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. The subcommittee, consisting of Commissioners Kaur, R. Dhillon and Gadamsetti, will provide an update on the proposed budget for the event, marketing strategy ideas, entertainment and food options for the event.

RECOMMENDATION

That the Commission provide an update and discuss the status of the Forever Young Prom Event

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II
Brian MacDonald, Parks & Recreation Director

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
May 9, 2018**

AGENDA ITEM 7.a.

REQUEST

**DISCUSS THE PARK CLEAN UP EVENTS THAT WERE HELD AT EVELYN COSTA
AND KENNER PARK ON APRIL 21, 2018**

DISCUSSION

To meet Goal #3.B. "Host three park clean up events at the Dry Climate Park at Hoyt Park three times a year" of the Youth Advisory Commission Goals for 2018, the Youth Advisory Commission held one of three park clean up events on April 21, 2018. This park clean up event was in collaboration with the Public Works Department as part of National Volunteer Week and the Love Tracy project.

The Commission will provide an update on the Park Clean up events that were held at Evelyn Costa and Kenner Park on Saturday, April 21, 2018 from 8:00am to 11:00am. The Commission will also discuss the next two dates that the park clean up events will be held and consider different marketing strategies to help recruit more teen participation. Staff will continue to work with Public Works for supplies and resources.

RECOMMENDATION

That the Commission discuss the Park Clean Up event that was held on April 21, 2018.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Kim Scarlata, Division Manager II
Brian MacDonald, Parks & Recreation Director