

# 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, August 8, 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 May 9, 2018
5. Introduction of new Youth Commissioners/Election of Chair and Vice Chair
6. Appoint youth advisory commissioner to serve on Mayor's Community Youth Support Network (MCYSN) reconnecting our youth (ROY) grant scoring committee to rank grant applications and make funding allocation recommendations for fiscal year 2018/19
7. 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
  - c. Discuss the Forever Young Prom Event That Was Held on May 31, 2018
  - d. Discuss and Propose a New Date to Host the Next Park Clean Up Event at the Dry Climate Park at Hoyt Park
8. New Business
  - a. Appoint a Subcommittee to Begin Drafting the 2018/2019 YAC Annual Report That Will Be Presented to the Parks and Community Services Commission and the Tracy City Council
9. Items from Staff
  - a. Review Bylaws
  - b. Calendar
    1. YAC Incoming and Outgoing Certificates at City Council, 8/21/18, 7pm
    2. Intergenerational Program 10/1

10. Items from the Commission
11. Items from the Audience
12. Adjournment to next Regular Meeting on September 12, 2018

**POSTED: August 2, 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  
May 9, 2018**

1. **CALL TO ORDER:** The meeting was called to order by Chair Gill at 6:02 p.m.
2. **ROLL CALL:**
  - a. **Present:** J. Dhillon, Eubanks, Gadamsetti, Gill, Hagler, Kaur, Klassen, Moshiri, Razi, Smith
  - b. **Absent:** None
  - c. **Tardy:** Collins, Eubanks
  - 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 April 11, 2018**
  - a. **Motion to Approve:** Smith
  - b. **Second:** J. Dhillon
  - c. **Abstain:** None
  - d. **Vote:** Approved by majority vote
5. **Parks & Recreation Strategic Planning:**

Craig Bronzan, Management Partners consultant, gave a presentation on the Parks & Recreation Department's Strategic Plan and hosted an activity to receive feedback from the Commission.
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 scheduled for May 14 to narrow down the list of potential new programs that will be brought back to the Commission for feedback. A subcommittee meeting for Objective 1.B., the mentorship program, was scheduled for May 29 to organize a volunteer schedule for Commissioners and to discuss marketing strategies. A subcommittee meeting for Objective 2.B., career training program for teens, was rescheduled to June 11 to coordinate a contact list for potential representatives to be present. Commissioner J. Dhillon provided an update on the College and Vocational Resource Guide and mentioned that the guide is nearly complete with only minor additional information needed. A subcommittee meeting was scheduled for May 29 to finish making the remaining edits. A subcommittee meeting for Objective 3.B., host three park clean-up events, was scheduled for May 29, to create marketing material for the remaining two park clean-ups. A subcommittee meeting for Objective 3.C., participate in the annual Arbor Day & Make a Difference Day Projects, was scheduled for June 6.
  - b. **Provide an Update on the Summer Teen Camp Programs and Marketing Strategy**

Commissioner Gill listed the teen camp programs that the Commissioners have volunteered for. Staff Jensen announced the current enrollment of the camps and mentioned that flyers had been distributed to all of the schools and Facebook posts have been scheduled. An email blast was also sent to parents who have children between the ages of 10-15 years old. Due to scheduling conflicts Commissioner Klassen was removed from the second session of the Siblings Watching Siblings camp

and Commissioner Hagler was removed from the first session of Girl Talk.

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

Commissioner R. Dhillon stated that she has been in contact with DJ Derek Mizuno and mentioned that he was interested in being a part of the event. Staff Jensen stated that she had followed-up with him as well and he was booked to DJ, provide a photo booth and lighting. Staff Jensen also mentioned that she had booked a caterer for the event and discussed food options with the Commission. Staff Jensen stated that community services hours will be available to students who help with set-up, clean-up and/or serving at the event. Staff Jensen asked the Commissioners to brainstorm creative ways to make the school announcements catchy. Commission J. Dhillon suggested using the Jay-Z song “Forever Young” at the beginning of the announcement and then proceeding with information on the event. Commissioner J. Dhillon from Tracy High, Commissioner Kaur from Millennium High, Commissioner Klassen from West High and Commissioner Collins from Kimball High, will manage school announcements at their respective high schools.

**7. New Business:**

**a. Discuss the Park Clean Up Event That Was Held on April 21, 2018**

Commissioner Moshiri stated that the event went well and although they were missing a wheel barrow, they were able to utilize other items to complete the job. Commissioner R. Dhillon stated that it was a great experience seeing the other community members who are interested in helping the community. Commissioners Eubanks and Collins stated that it was fun and they were able to finish their park duties rather quickly.

**8. ITEMS FROM STAFF:**

**a. Calendar**

Staff Jensen reminded the Commission of the next Intergenerational Program date on June 4, 2018 and mentioned that the calendars they received are for Older Americans Month at the Senior Center and if anyone is available to assist at the events, to please do so. Staff Jensen also notified the Commission of volunteer opportunities working at the Movies on the Plaza events.

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

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

**11. ADJOURNMENT: Next meeting on *June 13, 2018, at 6:00pm***

**a. Motion to Adjourn:** Gill

**b. Second:** Collins

**c. Vote:** Approved by majority vote

**d. Time:** 7:30pm

The above agenda was posted at the Tracy City Hall on May 3, 2018. The above are summary and action minutes.

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*Amanda Jensen, Staff Liaison*

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 8, 2018**

**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 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: 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	<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.	Jan 2018	Subcommittee: Commissioners Kaur
			1.A.2. Work with Staff to select two events or programs and develop timelines.	April 2018	Meeting held on 5/14/18 to narrow down the list of new programs and events
			1.A.3. Promote the events or programs with different marketing strategies.	Dec 2018	
		<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.	Jan 2018	Subcommittee: Commissioners Gadamssetti
			1.B.3. Work with Staff to develop and offer program.	June 2018	Meeting held on 6/6/18 to develop volunteer schedule and marketing suggestions
			1.B.2. Promote new program using social and print media.	Aug 2018	
		<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	Jan 2018	Subcommittee: Commissioner R. Dhillon & 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	Completed May 31, 2108 Forever Young Prom

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.	Jan 2018	Subcommittee: Commissioners Smith & 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
		<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.	Jan 2018	Subcommittee: Commissioners Kaur, Klassen & Smith
			2.B.2. Work with Staff and agency to develop a timeline to complete project.	March 2018	Meeting held on 6/11/18 to coordinate a contact list for potential representatives from various industries.
			2.B.3. Work with Staff and agency to host event.	Sept 2018	
		<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.	Jan 2018	Subcommittee: Commissioners Kaur
			2.C.2. Develop a timeline to complete project.	March 2018	Meeting held on 6/6/18 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	<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.	Jan 2018	Subcommittee: Commissioners R. Dhillon & Smith
			3.A.2. Develop a timeline to complete project.	March 2018	Meeting held on 3/21/18 to finalize details on the collection drive for the Animal Rescue of Tracy.
			3.A.3. Implement project and work with Recreation Staff to try to complete or host during National Volunteer Week in April	Sept 2018	
		<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.	Feb 2018	Subcommittee: Commissioners Gadamssetti
			3.B.2. Plan strategies to outreach to local teens for future participation.	March 2018	Meeting held on 6/6/18 to begin creating marketing material.
			3.B.3. Implement park clean ups.	4/21/18, 8/25/18 & 10/6/18	Held first Park Clean Up Event on 4/21/2018. Next Park Clean Up Event scheduled for 8/25/2018
			<b>3.C. Participate in the annual Arbor Day &amp; Make a Difference Day Projects</b>	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
		3.C.2. Plan strategies to outreach to teens for future participation.		June 2018	Meeting held on 6/6/18 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  
August 8, 2018**

**AGENDA ITEM 7.b.**

REQUEST

**PROVIDE AN UPDATE ON THE SUMMER TEEN CAMP PROGRAMS**

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.

Commissioners volunteered to work at least two of the camps listed below. 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, 9am-12pm, 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 – 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  
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 & Hagler  
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.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Brian MacDonald, Parks & Recreation Director

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 8, 2018**

**AGENDA ITEM 7.c.**

REQUEST

**DISCUSS THE FOREVER YOUNG PROM EVENT THAT WAS HELD ON MAY 31,  
2018**

DISCUSSION

In order to assist the Youth Advisory Commissions in meeting Goal #1, the Commission was asked to cohost the teen and senior “Forever Young” prom that was held on May 31, 2018 at the Lolly Hansen Senior Center.

In partnership with the Senior Center, both Commissioners and staff worked together to plan this event. The goal was to include both seniors and high school students, allowing them to bridge the gap and share experiences together. The Commissions’ responsibilities included 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 Gadamssetti will provide an update on the event and the total budget used.

RECOMMENDATION

That the Commission discuss the Forever Young Prom Event that was held on May 31, 2018

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Brian MacDonald, Parks & Recreation Director

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 8, 2018**

**AGENDA ITEM 7.d.**

REQUEST

**DISCUSS AND PROPOSE A NEW DATE TO HOST THE NEXT PARK CLEAN UP  
EVENT AT THE DRY CLIMATE PARK AT HOYT PARK**

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.

At the February 14 meeting, Commissioners selected August 25 and October 6 as the next park clean up dates. Due to a City event on August 25, staff is recommending that the Commission select another date to host the next park clean up. Staff will continue to work with Public Works for supplies and resources.

RECOMMENDATION

That the Youth Advisory Commission select another date to hold the next park clean up event at the Dry Climate Park at Hoyt Park.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Brian MacDonald, Parks & Recreation Director

**CITY OF TRACY  
YOUTH ADVISORY COMMISSION  
August 8, 2018**

**AGENDA ITEM 8.a.**

REQUEST

**APPOINT A SUBCOMMITTEE TO BEGIN DRAFTING THE 2018/2019 YAC ANNUAL REPORT THAT WILL BE PRESENTED TO THE PARKS AND COMMUNITY SERVICES COMMISSION AND THE TRACY CITY COUNCIL**

DISCUSSION

With the end of the 2018 fiscal 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, 2018 to December 31, 2018 and proposed goals for the 2019 calendar year.

A subcommittee will need to be formed to begin drafting YAC's 2018/2019 Annual Report and schedule their first meeting by September 28, 2018.

RECOMMENDATION

That the Commission appoint a subcommittee and begin drafting YAC's Annual Report that will be presented to the Parks and Community Services Commission and the Tracy City Council.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Brian MacDonald, Parks & Recreation Director