

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, October 10, 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 September 12, 2018
5. Old Business
 - a. Review and Discuss the 2018 Youth Advisory Commission Goals, Objectives and Work Plan
 - b. Discuss the Youth Advisory Commission Annual Retreat Held Monday, September 27, 2018
 - c. Discuss the Status of the 2018 Make a Difference Day Project
6. New Business
 - a. Appoint a Subcommittee to Draft the 2018/2019 YAC Annual Report
7. Items from Staff
 - a. Calendar
 1. Intergenerational Program 11/5
 2. Senior Thanksgiving Dinner 11/18, 5pm-7pm, I.P.F.E.S. Portuguese Hall
 3. Senior Center Tinsel 'n Treats 12/5, 4pm-6:30pm
 4. Senior Center Black & White Ball 12/17, 4pm-7pm
8. Items from the Commission
9. Items from the Audience
10. Adjournment to next Regular Meeting on November 14, 2018

POSTED: October 5, 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
September 12, 2018, 6:00 p.m.**

City Hall Conference Room 203, 333 Civic Center Plaza

1. CALL TO ORDER: The meeting was called to order by Commissioner R. Smith at 6:02 p.m.
2. ROLL CALL:
 - a. Present: S. Crowley, L. Gadamssetti, T. Gill, J. Kaur, A. Klassen, A. Moshiri, R. Smith, C. Winters
 - b. Absent: C. Collins, Y. Kaur
 - c. Tardy: L. Gadamssetti, R. Smith
 - d. Adult Commissioners Present: Huffman
 - e. Staff Present: Lauren Repetto, Recreation Coordinator I
Jolene Jauregui-Corell, Recreation Services Supervisor
 - f. Recorded by: Lona Mocksing, Recreation Leader III
3. ITEMS FROM THE AUDIENCE: None
4. APPROVAL OF MINUTES FROM Regular Meeting on August 8, 2018
 - a. Motion to Approve: J. Kaur
 - b. Second: C. Winters
 - c. Abstain: None
 - d. Vote: Approved by majority vote
5. OLD BUSINESS:
 - a. Review and Discuss the 2018 Youth Advisory Commission Goals, Objectives and Work Plan
Commissioners Moshiri, Kaur, and Klassen assigned themselves to the various subcommittees. 2.C.3 Staff discussed with the commission that they will send out an email with the updated College and Vocational Resource Guide that the commission created so that distribution of those fliers will take place. Commission will decide on a date to meet and have a sub committee meeting at the next commission meeting in October. 3.A.2 Commissioner Smith mentioned that they would like to move forward with placing animal shelter bins at the local highschools in support of the local animal shelter. Staff then mentioned that they would reach out to the Animal Shelter for more information on how to move this forward so that it could be completed this year. Commissioner Gadamssetti then again explained that the subcommittees will meet on a monthly basis to provide updates on their assignments and projects to the Commission at each monthly meeting. Each subcommittee scheduled new meeting dates to discuss new ideas for each objective.
6. NEW BUSINESS:
 - a. Discuss the Status of the YAC Annual Retreat and Approve the Proposed Date
Commissioners discussed a date to host the Youth Advisory Commission Retreat. Commission came to a decision to host the retreat on Thursday, September 27, 2018 at 5:30pm in the Tracy Community Center.
 - b. Discuss and Approve The Youth Advisory Commission's Participation In The City of Tracy's Arbor Day Event on Make A Difference Day on October 27, 2018

Commissioners decided to combine their annual park cleanup with the annual Make A Difference Day. Staff mentioned that once they are done planting trees, if they would like, they can also make their way to Hoyt Park to do additional park cleanup at a local park. Adult Commissioner Huffman expressed that he would like Youth Advisory Commission shirts for not only this occasion but future community service projects as well. Staff is going to look into getting shirts made for the commission.

7. ITEMS FROM STAFF:

Staff mentioned the intergenerational Mondays that take place at the Senior Center and invited the commissioners to come in and spend time with the Seniors by playing ping pong or helping the Seniors on the computer. Staff also listed other event dates that commission members can volunteer at the Senior Center such as the Thanksgiving Dinner, Halloween Bash and Black & White Ball.

8. ITEMS FROM THE COMMISSION:

Adult Commissioner Huffman expressed to the commissioners to bring all of their potential goals, ideas and thoughts to the special meeting on Thursday, September 27, 2018. The commissioners will meet on this date for their Annual Retreat to decide and set goals and objectives for the year.

9. ITEMS FROM THE AUDIENCE: None

10. ADJOURNMENT: Next meeting on October 10, 2018, at 6pm

- a. Motion to Adjourn: L. Gadamsetti
- b. Second: R. Smith
- c. Vote: Approved by majority vote
- d. Time: 6:39pm

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

Lauren Repetto, Staff Liason

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
October 10, 2018**

AGENDA ITEM 5.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: 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

YOUTH ADVISORY COMMISSION GOALS - 2018				
GOAL	OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)
<p style="text-align: center;">1</p> <p style="text-align: center;">INCORPORATE NEW EVENTS AND PROGRAMS TO STRENGTHEN RELATIONS IN THE COMMUNITY BETWEEN YOUTH, TEENS AND SENIORS</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">Participate and propose new programs or events for teens to interact with youth and seniors in the community</p>	<p>1.A. Participate with the Parks & Recreation Department and propose at least two new teen events or programs</p>	1.A.1. Work with Staff to develop ideas for proposed events or programs.	Jan 2018	Meeting held on 9/27/18 Subcommittee: Commissioners Kaur, Moshiri, Klassen
		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	
	<p>1.B. Partner with the Parks & Recreation Department to offer a mentorship program</p>	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	Meeting scheduled on 9/26/18 Subcommittee: Commissioners Gadamsetti, J. Kaur, Klassen
		1.B.2. 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.3. Promote new program using social and print media.	Aug 2018	
	<p>1.C. Participate with the Lolly Hansen Senior Center and propose new teen and seniors programming or events</p>	1.C.1. Work with Staff to develop ideas for new teen and senior programming or events	Jan 2018	Subcommittee: Commissioners R. Dhillon, Collins, Winters, Gill & Crowley
		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)		
<p style="text-align: center;">CONNECT TEENS WITH OPPORTUNITIES TO ENHANCE THEIR FUTURE CAREER GOALS</p> <p>-----</p> <p>2 Work with Staff to develop opportunities to raise teens awareness for career readiness and future success</p>	<p>2.A. Plan and host an SAT/ACT Prep Course</p>	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	
	<p>2.B. Work with Staff to plan & partner with an agency to offer career training program for teens</p>	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	Meeting held on 10/4/18 Subcommittee: Commissioners Y. Kaur, Klassen, Smith J. Kaur	
		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.	Oct 2018		
	<p>2.C. Continue to update and promote the College and Vocational Resource Guide</p>	2.C.1. Assist Staff by researching new information, dates and deadlines to update the Resource Guide.	Jan 2018	Meeting held 10/4/18 Subcommittee: Commissioners Kaur, Gadamsetti	
		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.	Oct 2018	Staff will edit and create a draft.	

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	Meeting held 10/5/18 Subcommittee: Commissioners R. Dhillon, Smith, Moshiri & Siddiqui
			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	Nov 2018	Staff to email animal shelter and receive more information.
		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, Klassen, R. Dhillon & Crowley
			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 10/27/18
		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, R. Dhillon, Crowley, Moshiri & Gadamsetti
			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
October 10, 2018**

AGENDA ITEM 5.b.

REQUEST

**DISCUSS THE YOUTH ADVISORY COMMISSION ANNUAL RETREAT HELD
MONDAY, SEPTEMBER 27, 2018**

DISCUSSION

As discussed at the last YAC meeting in September, each year the Youth Advisory Commission presents their goals and objectives to both the Parks Commission and the City Council for the upcoming fiscal year. These presentations are scheduled to take place in December and January. The purpose of the retreat is to measure the Youth Advisory Commission's progress, prepare and plan for upcoming events and activities and provide team building and leadership opportunities between the Commissioners.

The Commission is encouraged to discuss the outcomes of the Annual Retreat and provide feedback.

RECOMMENDATION

That the Commission discuss the YAC Annual Retreat that was held on Thursday, September 27, 2018.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Brian MacDonald, Parks & Recreation Director

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
October 10, 2018**

AGENDA ITEM 5.c.

REQUEST

DISCUSS THE STATUS OF THE 2017 MAKE A DIFFERENCE DAY PROJECT

DISCUSSION

At the Youth Advisory Commission (YAC) meeting held on September 12, 2018, Commissioners voted to approve YAC's participation in the upcoming Make a Difference Day and assist the City of Tracy and various other service groups in its Arbor Day event as their Make a Difference Day project. This year, National Make a Difference Day will be held on Saturday, October 27, 2018.

The City of Tracy will be hosting an Arbor Day event in collaboration with the Tracy Tree Foundation, Tracy Unified School District and Tracy United to Make a Difference. Their goal is to plant 150 trees at Legacy Fields. The event will begin at 9:00am at Legacy Fields on Saturday, October 27, 2018. Staff will provide the Commission with more information on the event.

RECOMMENDATION

That the Commission discuss the status of the 2018 Make a Difference Day project.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Brian MacDonald, Parks & Recreation Director

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
October 10, 2018**

AGENDA ITEM 6.a.

REQUEST

APPOINT A SUBCOMMITTEE TO DRAFT THE 2018/2019 YAC ANNUAL REPORT

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 October 26, 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: Jolene Jauregui, Recreation Services Supervisor

Approved by: Brian MacDonald, Parks & Recreation Director