

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, November 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 October 10, 2018
5. Old Business
 - a. Review and Discuss the 2018 Youth Advisory Commission Goals, Objectives and Work Plan
 - b. Discuss the 2018 Make a Difference Day project that was held on Saturday, October 27, 2018
6. New Business
 - a. Review, Discuss and Approve the 2019 Youth Advisory Commission Goals
 - b. Review, Discuss and Approve the 2018/2019 YAC Annual Report that will be presented to the Parks and Community Services Commission and Tracy City Council
7. Items from Staff
 - a. Calendar
 1. Senior Thanksgiving Dinner 11/18, 5pm-7pm, I.P.F.E.S. Portuguese Hall
 2. Intergenerational Program 12/3
 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 December 12, 2018

POSTED: November 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
October 10, 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 6:05 p.m.
2. ROLL CALL:
 - a. Present: C Collins, S. Crowley, J. Kaur, A. Klassen, A. Moshiri, R. Smith, M. Siddiqui,
 - b. Absent: R. Dhillon, T. Gill, Y. Kaur, C. Winters
 - c. Tardy: L. Gadamsetti
 - d. Adult Commissioners Present: Huffman
 - e. Staff Present: Lauren Repetto, Recreation Coordinator I
 - f. Recorded by: Lona Mocksing, Recreation Leader III
3. ITEMS FROM THE AUDIENCE: None
4. APPROVAL OF MINUTES FROM Regular Meeting on September 12, 2018
 - a. Motion to Approve: A. Klassen
 - b. Second: J. Kaur
 - 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
A subcommittee was formed for this agenda item. The goal for this subcommittee is to discuss new goals from the various ideas that were gathered from the Annual retreat. A subcommittee meeting was formed by Commissioners C. Collins, R. Smith and S. Crowley at the Community Center on Thursday, October 25 at 5:00 P.M.
 - b. Discuss the Youth Advisory Annual Retreat Held Monday, September 27, 2018
Commissioner Y. Kaur discussed some of the ideas that were discussed at the Annual Retreat. Commissioners discussed various ideas of events and community outreach goals that they would like to implement such as a Birthday Project by partnering with McHenry House, Battle of the Bands, Drive-In Movie, Safe Driving Seminars. All of the events that the commissioners brainstormed would implement both fun aspects of the community while tying in educational components as well. Staff Repetto reported back to the commission on a summary of what was discussed at the Annual Retreat. Commissioners were interested and surprised to see all of the common interests they shared for bettering the community.
 - c. Discuss the Status of the 2018 Make A Difference Day Project
Commissioners decided to combine their annual park cleanup with the annual Make A Difference Day. Staff mentioned that an email was sent out to all commissioners to notify them of the date and time as a friendly reminder. Staff explained that a few Commissioners had already reached out to various clubs and groups at different schools in order to engage more youth in this community service opportunity. Commissioner R. Smith urged fellow commissioners to spread the word because he knows that there are many seniors that are in need of community service hours as a graduation requirement. Adult Commissioner Huffman explained that there were some

highschool counselors expressed that they were not going to accept community service hours from this event. Commissioner Y. Kaur explained that she was told some highschool counselors offices had mentioned that they were not going to participate in giving out community service hours for this event. Adult Commissioner told Staff he would send over the letter he received stating this information.

5. NEW BUSINESS:

- a. Appoint a Subcommittee to Draft the 2018/2019 YAC Annual Report
Commissioner R. Smith explained what the Annual Report is about and that commission members on the subcommittee will be presenting to City Council for this report. This subcommittee consisted of Commissioners L. Gadamsetti, Y. Kaur and J. Kaur.

7. ITEMS FROM STAFF:

Staff continued to mention the intergenerational Mondays that take place at the Senior Center. Staff invited all Commissioners to come and engage with the seniors over a game of ping pong or just visiting. Staff listed other event dates that Youth Advisory Commission can volunteer at the Senior Center with seasonal events such as Halloween Bash, Thanksgiving Dinner and Black & White Ball.

8. ITEMS FROM THE COMMISSION:

Commissioner Y. Kaur would like staff to look into using the “Remind” Application for smartphones. Commissioner Y. Kaur explained that this application would be beneficial in keeping all of the commissioners accounted for when regarding various subcommittee meeting dates once they are established.

9. ITEMS FROM THE AUDIENCE: None

10. ADJOURNMENT: Next meeting on November 14, 2018 at 6pm

- a. Motion to Adjourn: R. Smith
- b. Second: C. Collins
- c. Vote: Approved by majority vote
- d. Time: 6:55pm

The above agenda was posted at the Tracy City Hall on November 2, 2018. The above are summary and action minutes.

Lauren Repetto, Staff Liason

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
November 14, 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: 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	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	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.	Apr 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	
		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	Meeting scheduled on 9/26/18 Subcommittee: Commissioners Gadamsetti, J. Kaur, Klassen
			1.B.2. Work with Staff to develop and offer program.	Jun 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	
		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: Commissioners R. Dhillon, Collins, Winters, Gill & Crowley
			1.C.2. Plan strategies to outreach to teens for future participation.	Mar 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, 2018 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.	Mar 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.	Dec 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.	Mar 2018	Meeting held on 6/6/18 to add researched information to design.	
		2.C.3. Distribute the College and Vocational Resource Guide.	Nov 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.															Mar 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.					Mar 2018					Meeting held on 6/6/18 to begin creating marketing material.									
											3.B.3. Implement park clean ups.					4/21/18, & 10/27/18					Park Clean Up Event held on 10/27/2018.									
											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, R. Dhillon, Crowley, Moshiri & Gadamsetti				
	3.C.2. Plan strategies to outreach to teens for future participation.															Jun 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					Completed									

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

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

AGENDA ITEM 5.b.

REQUEST

**DISCUSS THE 2018 MAKE A DIFFERENCE DAY PROJECT THAT WAS HELD ON
OCTOBER 27, 2018**

DISCUSSION

At the Youth Advisory Commission meeting held on September 12, 2018, Commissioners voted to approve YAC's participation in the upcoming Make a Difference Day. This year, National Make a Difference Day was held on Saturday, October 27, 2018.

The City of Tracy hosted an Arbor Day event in collaboration with the Tracy Tree Foundation and Tracy United to Make a Difference. The event began at 9:00am at Legacy Fields on Saturday, October 27, 2018 with a goal to plant 150 trees throughout the sports field. The subcommittee is requesting that the Commission discuss the project and offer any suggestions for future events.

RECOMMENDATION

That the Commission discuss the Make a Difference Day project.

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
November 14, 2018**

AGENDA ITEM 6.a.

REQUEST

REVIEW, DISCUSS AND APPROVE THE 2019 YOUTH ADVISORY COMMISSION GOALS

DISCUSSION

The Youth Advisory Commission determined their top three priority goals for the 2019 calendar year at their annual retreat held Thursday, September 27, 2018. The Commission will present their goals, objectives and work plan to the Parks and Community Services Commission on December 6 and will present to City Council on January 15, 2019.

In order to accomplish their goals for 2019, Commissioners will need to approve the goals and be assigned to each goal. Commissioners will report on the status of their assignments at each regularly scheduled Commission meeting. The Commission will discuss the 2019 goals and provide feedback. Attachment A.

RECOMMENDATION

That the Commission review, discuss and approve the 2019 Youth Advisory Commission goals

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 2019

Attachment A
Tracy Parks & Recreation Department

Youth Advisory Commission Goals - 2019

Goal	Objective	Action Steps	Completion Date	Status (Assignment)	
1	INTEGRATE NEW EVENTS AND PROGRAMS TO CONNECT YOUTH, TEENS AND SENIORS IN THE COMMUNITY ----- 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 to offer at least one new teen event, program or camp	1.A.1. Develop ideas and marketing strategies for events or programs		Subcommittee:
		1.B. Participate with the Lolly Hansen Senior Center and propose intergenerational programming or events	1.B.1. Work with Staff to develop ideas for new teen and senior programming or events		Subcommittee:
		1.C. Support the Revitalization of the Rollin' Rec Program	1.C.1 Participate and attend at least three Rollin' Rec program days (per season)		Subcommittee:
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.					
2	INCORPORATE OPPORTUNITIES TO NUTURE COMMUNITY INVOLVEMENT THROUGH COMMUNITY SERVICE PROJECTS ----- Participate with local organizations and service clubs throughout the community and outreach to teens for participation	2.A. Implement at least one new community service project or activity focusing on teen trends or issues.	2.A.1. Try to complete or host during National Volunteer Week in April working with Recreation Staff		Subcommittee:
		2.B. Host three park clean up events at the adopted Dry Climate Park at Hoyt park three times a year	2.B.1. Establish three dates and plan strategies to outreach to local teens for participation.		Subcommittee:
		2.C. Participate in the annual Make a Difference Day Project	2.C.1. Plan various marketing efforts to outreach to teens.		Subcommittee:
City Council Strategic Priority: Public Safety Goal 1, Objective 4: Enhance community engagement through volunteer opportunities.					

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

AGENDA ITEM 6.b.

REQUEST

**REVIEW, DISCUSS AND APPROVE THE 2018/2019 YAC ANNUAL REPORT THAT
WILL BE PRESENTED TO THE PARKS AND COMMUNITY SERVICES
COMMISSION AND TRACY CITY COUNCIL**

DISCUSSION

With the end of the 2018 fiscal year, it is necessary to report to 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 consisting of Gadamssetti, J. Kaur and Siddiqui met with staff on October 29, 2018 to begin to update the PowerPoint presentation. Additionally, goals for the 2019 year that were established at the Annual Retreat that was held on September 27, 2018 will be incorporated into the report. The subcommittee will present their report and receive feedback from the Commission.

RECOMMENDATION

That the Commission review, discuss and approve the 2018/2019 YAC Annual Report that will be presented to the Parks and Community Services Commission and Tracy City Council.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Brian MacDonald, Parks & Recreation Director