

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, December 12, 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 November 14, 2018
5. Old Business
 - a. Review and Discuss the 2018 Youth Advisory Commission Goals, Objectives and Work Plan
 - b. Review and Discuss the 2019 Youth Advisory Commission Goals, Objectives and Work Plan
6. New Business
 - a. Appoint one YAC commissioner to the Mayor's Community Youth Support Network (MCYSN) Advisory Team
7. Items from Staff
 - a. Calendar
 1. YAC Annual Report Presentation to Parks Commission, 12/6 – Update
 2. Senior Center Black & White Ball 12/17, 4pm-7pm
 3. Intergenerational Program, 1/7/19
 4. YAC Annual Report Presentation to City Council, 2/5/19, 7pm
8. Items from the Commission
9. Items from the Audience
10. Adjournment to next Regular Meeting on January 9, 2019

POSTED: December 6, 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
November 14, 2018**

1. **CALL TO ORDER:** The meeting was called to order by Chair Dhillon at 6:00 p.m.
2. **ROLL CALL:**
 - a. **Present:** Collins, Dhillon, Gadamsetti, Gill, Y. Kaur, J. Kaur, Moshiri, Smith, Winters
 - b. **Absent:** Siddiqui
 - c. **Tardy:** Crowley, Klassen
 - d. **Adult Commissioners Present:** Huffman
 - e. **Staff Present:** Amanda Jensen, 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 October 10, 2018**
 - a. **Motion to Approve:** Dhillon
 - b. **Second:** Y. Kaur
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote
5. **OLD BUSINESS:**
 - a. **Review and Discuss the 2018 Youth Advisory Commission Goals and Work Plan**

Chair Dhillon reviewed the 2018 Youth Advisory Commission Goals and Objectives. Commissioner Kaur provided an update on Objective 1.A. and mentioned that some of the subcommittees ideas included a teen scavenger hunt of important landmarks in Tracy, a glow teen dance and nerf battle. Adult Commissioner Huffman mentioned potentially partnering with D.A.R.E. students to host a bus stop clean-up using public transportation with the event concluding with a BBQ at a park. Staff Jensen mentioned that it may work better as a community service project. Commissioner Collins also discussed a drive-in movie for teens to be held seasonally. Staff Jensen reminded the Commission that there are still logistics that need to be thought of before moving forward. A subcommittee meeting was scheduled for November 29. Commissioner Gadamsetti provided an update on Objective 1.B. and stated that the subcommittee will be working on a volunteer sign up sheet to help with homework and offer mentorship to the participants at the SAFE program at Williams Middle School on Mondays. A subcommittee meeting was scheduled for November 27. Commissioner Klassen provided an update on Objective 2.B and mentioned that working with Hire Me First to assist with mock interviews and providing tips for interviewing would be a great component of the career fair. Commissioner Klassen also mentioned working with different businesses to offer job shadowing. A subcommittee meeting was scheduled for November 21. A subcommittee meeting was also scheduled for Objective 2.C. for November 29. A subcommittee meeting was scheduled for Objective 3.A. on November 27 and a subcommittee meeting for Objective 3.B., host three park clean-ups, was scheduled for November 28.
 - b. **Discuss the 2018 Make a Difference Day project that was held on Saturday, October 27, 2018**

Chair Dhillon stated that it was great that almost all of the Commission were in attendance and it was great to interact with other members of the community as well as other organizations. Commission J. Kaur mentioned that the Commission did a much better job of communicating with the schools clubs and getting additional attendance.

6. New Business:

a. Review, Discuss and Approve the 2019 Youth Advisory Commission Goals

Chair Dhillon reviewed the 2019 Youth Advisory Commission Goals and Objectives. Staff Jensen mentioned that Attachment A is YAC's goals for 2019 and that the attachment will help YAC reach their goals by following the action steps and setting completion dates. Staff Jensen also mentioned that the goals have been reformatted to closer resemble the Parks and Community Services Commission goals. By majority vote, the Commission approved 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

Chair Dhillon asked the Commission to review the report and suggest any edits. Staff Jensen notified the Commission of the dates for YAC's Annual Report presentations to the Parks and Community Services Commission and to Tracy City Council. Staff Jensen also stated that it is important for all Commissioners to attend each presentation to show support. A subcommittee is scheduled to meet on November 19. By majority vote, the Commission approved the 2018/2019 YAC Annual Report.

8. ITEMS FROM STAFF:

a. Calendar

Staff Jensen notified the Commission of a volunteer opportunity assisting with the Senior Thanksgiving Dinner on November 18 and also mentioned the next Intergenerational Program date on December 3. The senior Tinsel n' Treats and Black White Ball were also mentioned and Commissioners were highly encouraged to attend and assist.

9. ITEMS FROM THE COMMISSION:

Commissioner J. Kaur asked if volunteers who forgot their community service paperwork for Arbor Day could still receive their hours. Staff Jensen stated that she would look into it how to make sure they receive their hours. Adult Commissioner Huffman mentioned that aside from Millennium High School, there are no current counselors tracking community service hours. Adult Commissioner Huffman encouraged the Commission to talk to their friends about what a loss it would be for everyone if the situation did not change.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT: Next meeting on *December 12, 2018, at 6:00pm*

a. Motion to Adjourn: Dhillon

b. Second: Gadamsetti

c. Vote: Approved by majority vote

d. Time: 7:02pm

The above agenda was posted at the Tracy City Hall on November 8, 2018. The above are summary and action minutes.

Amanda Jensen, Staff Liaison

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
December 12, 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

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	Subcommittee: Commissioners Smith, Crowley, Klassen, Collins	
		1.A.2. Work with Staff to select two events or programs and develop timelines.	April 2018	Meeting held on 11/19/18 to narrow down the list of new programs and events.	
		1.A.3. Promote the events or programs with different marketing strategies.	Dec 2018	Carried over to 2019.	
	<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	Subcommittee: Commissioners Gadamssetti, J. Kaur, Klassen	
		1.B.2. Work with Staff to develop and offer program.	June 2018	Meeting held on 11/27/18 to develop volunteer schedule.	
		1.B.3. Promote new program using social and print media.	Dec 2018	Completed. Beginning January 2019, Commissioners will sign up to volunteer at the ASP/SAFE Program	
	<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, 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

YOUTH ADVISORY COMMISSION GOALS - 2018					
GOAL	OBJECTIVE	ACTION STEPS	Completion Date	Status (ASSIGNMENT)	
<p>2</p> <p>CONNECT TEENS WITH OPPORTUNITIES TO ENHANCE THEIR FUTURE CAREER GOALS</p> <p>-----</p> <p>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	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 11/21/18 to coordinate a contact list for potential representatives from various industries.	
		2.B.3. Work with Staff and agency to host event.	Dec 2018	Carried over to 2019 to work with the Chamber.	
	<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	Subcommittee: Commissioners Y. Kaur & Gadamsetti	
		2.C.2. Develop a timeline to complete project.	March 2018	Meeting held on 11/29/18 for final edits.	
		2.C.3. Distribute the College and Vocational Resource Guide.	Dec 2018	Staff will edit and create a final draft. Final to be sent to print Jan 2019	

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 11/27/18 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 rescue 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 11/28/18 to begin creating marketing
			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.	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	Completed. Flyers/Social Media
			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
December 12, 2018**

AGENDA ITEM 5.b.

REQUEST

**REVIEW AND DISCUSS THE 2019 YOUTH ADVISORY COMMISSION'S GOALS,
OBJECTIVES AND WORK PLAN**

DISCUSSION

The Youth Advisory Commission determined their top priority goals for the 2019 calendar year at their annual retreat held Thursday, September 27, 2018. 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 2019 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 2019

Attachment A
Tracy Parks & Recreation Department

Youth Advisory Commission Goals - 2019

Goal	Objective	Action Steps	Completion Date	Status (Assignment)
1	SUPPORT 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		Subcommittee:
		1.B. Participate with the Lolly Hansen Senior Center and propose intergenerational programming or events		Subcommittee:
		1.C. Support the Revitalization of the Rollin' Rec Program		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	PARTICIPATE IN 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.		Subcommittee:
		2.B. Host three park clean up events at the adopted Dry Climate Park at Hoyt park three times a year		Subcommittee:
		2.C. Participate in the annual Make a Difference Day Project		Subcommittee:
City Council Strategic Priority: Public Safety Goal 1, Objective 4: Enhance community engagement through volunteer opportunities.				