

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 14, 2019, 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. Pledge of Allegiance
4. 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.*
5. Approval of Minutes from Regular Meeting on May 8, 2019
6. Introduction of new Youth Commissioners/Election of Chair and Vice Chair
7. Old Business
 - a. Review and Discuss the 2019 Youth Advisory Commission Goals, Objectives and Work Plan
 - b. Provide an Update on the Summer Teen Camp Programs
8. New Business
 - a. Discuss the Purpose of the YAC Annual Retreat to be Held in September and Assign Two Commissioners to be on the Subcommittee to Plan the Retreat
 - b. Appoint a Subcommittee to Begin Drafting the 2019/2020 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, 8/20/19, 7pm
 2. Rollin' Rec, Civic Center Plaza, 8/23/19, 5pm-8pm
 3. Park Clean Up 9/21, 9am-12pm
10. Items from the Commission
11. Items from the Audience
12. Adjournment to next Regular Meeting on September 11, 2019

POSTED: August 8, 2019

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 8, 2019**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Smith at 6:04 p.m.
2. **ROLL CALL:**
 - a. **Present:** Collins, Crowley, Y. Kaur, Klassen, Moshiri, Smith, Winters
 - b. **Absent:** Dhillon, Gadamsetti, Gill, J. Kaur, Siddiqui
 - c. **Tardy:** None
 - d. **Adult Commissioners Present:** None
 - e. **Staff Present:** Celina Perez, Recreation Leader III
 - f. **Recorded by:** Celina Perez, Recreation Leader III
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF MINUTES FROM Regular Meeting on March 13, 2019**
 - a. **Motion to Approve:** Collins
 - b. **Second:** Smith
 - c. **Abstain:** None
 - d. **Vote:** Approved by majority vote
5. **Lincoln Park Grant Application:**

Management Analyst Christine Mabry held a presentation for the Lincoln Park grant application and hosted an activity to receive feedback from the Commission.
6. **OLD BUSINESS:**
 - a. **Review and Discuss the 2019 Youth Advisory Commission Goals and Work Plan**

Commissioner Smith reviewed the 2019 Youth Advisory Commission Goals and Objectives. A subcommittee meeting was scheduled for May 13th at 1:45pm to discuss marketing strategies for the upcoming summer camps. A subcommittee meeting was scheduled for May 28th at 12pm to discuss new intergenerational programming and event opportunities. A subcommittee meeting was also scheduled for May 14th at 3:30pm to discuss additional marketing strategies for the next park clean up scheduled for September 21st.
 - b. **Provide an Update on the Summer Teen Camp Programs and Marketing Strategies**

Attachment missing.
 - c. **Discuss the Park Clean Up Event Held on April 6, 2019**

Staff Perez asked the Commissioners to share their experience at the park clean up and any recruitment ideas for the next park clean up scheduled for September 21, 2019. Commissioner Crowley felt that the Commissioners and volunteers were able to make a big difference in the park. Commissioner Winters enjoyed having a neighbor come over and express his gratitude for their clean up. Commissioner Smith felt that there was good participation and Commissioners Collins stated that adding the park clean ups to the school announcements would encourage more participation. Commissioner Klassen and Commissioner Winters stated that reaching out to the clubs that offer community service would also help to recruit more participation.
 - d. **Discuss the Forever Young Prom Event Held on April 10, 2019**

Staff Perez asked the Commissioners for feedback on the event and Commissioner Collins stated that although he was unable to attend the actual event, he did assist with the clean-up and was sad to hear of the low turnout by the Commissioners.

Commissioner Crowley stated that she enjoyed herself and felt that everyone was a having a great time. Commissioner Winters also added that everyone enjoyed singing karaoke, the photo booth and sharing stories.

e. Discuss the Status of the Vaping Awareness Project

Commissioner Y. Kaur shared that she felt the information was beneficial for the students at Millennium High School but the booth did not attract very many students. Commissioner Y. Kaur added that once they were started walking around the campus, they were able to reach more students. Commissioner Collins felt that the event at Kimball High School was successful and that the candy helped to attract students to the booth. Commissioner Collins and Commissioner Smith mentioned that they still see students with the anti-vaping stickers and pins. Commissioner Crowley mentioned that having YAC shirts might help them to look more official. Commissioner Winters felt that the booth should have been held in the cafeteria at Tracy High School to help reach more students.

7. New Business: None

8. ITEMS FROM STAFF:

a. Calendar

Staff Perez notified the Commission that thirteen applications were received and interviews would be scheduled in the upcoming weeks. Staff Perez reminded the Commissioners of the next scheduled date of the Intergenerational Program on June 3rd. Commissioners Collins, Y. Kaur and Crowley will be attending. Staff Perez also announced upcoming volunteer opportunities at Movies on the Plaza and asked the Commissioners who would be available to attend the Rollin' Rec event on May 18th at William Larsen Park. Commissioners Crowley, Winters and Moshiri will be attending.

9. ITEMS FROM THE COMMISSION: None

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT: Next meeting on *June 12, 2019, at 6:00pm*

a. Motion to Adjourn: Collins

b. Second: Y. Kaur

c. Vote: Approved by majority vote

d. Time: 7:12pm

The above agenda was posted at the Tracy City Hall on May 2, 2019. The above are summary and action minutes.

Amanda Jensen, Staff Liaison

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
August 14, 2019**

AGENDA ITEM 7.a.

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

Youth Advisory Commission Goals - 2019

Goal	Objective	Action Steps	Completion Date	Status (Assignment)
1	<p>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</p>	<p>1.A. Participate with the Parks & Recreation Department to offer at least one new teen event, program or camp 1.B. Participate with the Lolly Hansen Senior Center and propose intergenerational programming or events 1.C. Support the Revitalization of the Rollin' Rec Program</p>	<p>1.A.1. Develop ideas and marketing strategies for events or programs 1.B.1. Work with Staff to develop ideas for new teen and senior programming or events 1.C.1 Participate and attend at least three Rollin' Rec program days (per season)</p>	<p>Subcommittee: Commissioners Gill, Dhillon, Winters, Crowley and Gadamssetti Completed 6/24/19 Creative Space Camp Meeting held on 5/13/19 to develop Subcommittee: Commissioners Moshiri, Siddiqui, Klassen and Smith. Completed 4/10/19 Forever Young Prom Meeting held on 5/28/19 to discuss Subcommittee: Commissioners Dhillon, J. Kaur and Gill Meeting held on 3/28/19 to activity ideas and marketing methods.</p>
<p>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.</p>				
2	<p>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</p>	<p>2.A. Implement at least one new community service project or activity focusing on teen trends or issues. 2.B. Host three park clean up events at the adopted Dry Climate Park at Hoyt park three times a year 2.C. Participate in the annual Make a Difference Day Project</p>	<p>2.A.1. Try to complete or host during National Volunteer Week in April working with Recreation Staff 2.B.1. Establish three dates and plan strategies to outreach to local teens for participation.</p>	<p>Subcommittee: Commissioners Dhillon, Moshiri, J. Kaur, Y. Kaur and Gadamssetti Completed. Subcommittee: Commissioners Gill, Winters, Klassen and Gadamssetti Held first park clean up on 4/6/19. Next events scheduled for 9/21/19 & 10/5/19. Meeting held on 5/14/19 to discuss new marketing strategies to obtain more participation. Subcommittee: Commissioners Smith, Siddiqui, Moshiri, J. Kaur and Crowley Meeting held on 4/2/19 to discuss project details and marketing strategies.</p>
<p>City Council Strategic Priority: Public Safety Goal 1, Objective 4: Enhance community engagement through volunteer opportunities.</p>				

CITY OF TRACY
YOUTH ADVISORY COMMISSION
August 14, 2019

AGENDA ITEM 7.b.

REQUEST

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

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 work with City staff to propose new summer camp ideas.

Commissioners volunteered to work at least two of the camps listed below. All of the camps were supervised and guided by City staff and YAC was requested to assist with leading activities.

Girl Talk: June 3-6 & July 8-11, 9am-12pm, Community Center

- Develop confidence and build self-esteem
- Learn quick and easy exercise routines and healthy eating tips
- Commissioners to Work: June 3-6 – Dhillon & Winters
July 8-11 – J. Kaur & Moshiri

So You Think You Can Cook: June 10-13 & July 15-18, 9am-12pm, Community Center

- Learn to cook easy and inexpensive meals
- Safe cooking techniques
- Commissioners to Work: June 10-13 – Klassen & Dhillon
July 15-18 – Gadamsetti & Gill

Ready, Set, Bake: June 10-13 & July 15-18, 1pm-4pm, Community Center

- Bake variety of deserts such as: cookies, cakes and cupcakes
- Learn dessert decorating skills
- Commissioners to Work: June 10-13 – Crowley & Klassen
July 15-18 – J. Kaur & Winters

Siblings Watching Siblings: June 24-27 & July 22-25, 9am-12pm, Community Center

- Quick snacks/meals to prepare
- First aid/CPR certified and Emergency Plan
- Commissioners to Work: June 24-27 – Y. Kaur & Crowley
July 22-25 – Gill & Gadamsetti

Creative Space: June 24-27, 1pm-4pm, Community Center

- Express creativity
- DIY projects
- Commissioners to Work: June 24-27 – Moshiri & Y. Kaur

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 Direction

**CITY OF TRACY
YOUTH ADVISORY COMMISSION
August 14, 2019**

AGENDA ITEM 8.a.

REQUEST

**DISCUSS THE PURPOSE OF THE YAC ANNUAL RETREAT TO BE HELD IN
SEPTEMBER AND ASSIGN TWO COMMISSIONERS TO BE ON THE
SUBCOMMITTEE TO PLAN THE RETREAT**

DISCUSSION

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 February. The purpose of the retreat is to measure the Youth Advisory Commission's progress, prepare and plan for upcoming activities, and provide team building and leadership opportunities between the Commissioners.

A subcommittee consisting of three Commissioners along with staff will meet to create the agenda and plan activities for the Annual Retreat. The following items will be discussed:

- Date, Time, Location
- Theme
- Ice breakers
- Brainstorm goal ideas
- Assign objective assignments
- Supplies needed, etc.

RECOMMENDATION

That the Commission discusses the purpose of the YAC Annual Retreat to be held in September and assign two Commissioners to be on the subcommittee to plan the retreat.

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 14, 2019**

AGENDA ITEM 8.b.

REQUEST

APPOINT A SUBCOMMITTEE TO BEGIN DRAFTING THE 2019/2020 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 2019 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, 2019 to December 31, 2019 and proposed goals for the 2020 calendar year.

A subcommittee will need to be formed to begin drafting YAC's 2019/2020 Annual Report and schedule their first meeting by September 30, 2019.

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