

NOTICE OF REGULAR MEETING

Pursuant to Section 54954.2 of the Government Code of the State of California, a Regular meeting of the **PARKS AND COMMUNITY SERVICES COMMISSION** is hereby called for:

Date/Time: **Thursday, December 5, 2019, 7:00 p.m.**
(or as soon thereafter as possible)

Location: **City Hall Council Chambers**
333 Civic Center Plaza, Tracy

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.

MEETING 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 Meeting Minutes
 - a. Review and Approve the Special Meeting Minutes from November 6, 2019
 - b. Review and Approve the Regular Meeting Minutes from November 7, 2019
6. Old Business
 - a. Review, Provide Input, and Accept the Annual Parks & Community Services Report for the December 17, 2019 City Council Presentation
 - b. Provide update on Parks and Community Services Commission Goals for FY 19/20
7. New Business
 - a. Receive, Discuss, and Accept the 2018-2019 Youth Advisory Commission Annual Report
 - b. Review and Discuss the revised Park Naming Policy
 - c. Request available dates for CDBG Special Meeting in December
8. Items from the Parks and Recreation Director
 - a. Update on Aquatics Center

9. Items from Staff
 - a. Receive Comments from Senior Center Comment Box from March – December 2019
 - b. Receive Update on Senior Needs and Concerns 2019

10. Items from the Commission

11. Items from the Audience

12. Adjournment

AGENDA POSTED: November 27, 2019

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Any materials distributed to the majority of the Parks and Community Services Commission regarding any item on this agenda will be made available for public inspection in the Parks and Recreation Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

**PARKS & COMMUNITY SERVICES COMMISSION
SPECIAL MEETING MINUTES
November 6, 2019**

1. CALL TO ORDER:

Chair Miller called the meeting to order at 2:00 p.m.

2. ROLL CALL:

- a. Present: Chair Miller, Vice Chair Leiberg, and Commissioners Costa, Jimenez, Levoit, and Magana,
- b. Absent: Commissioners Singh

Chair Miller made note that we have a quorum

- c. Staff Present: Brian MacDonald, Parks & Recreation Director; Jolene Jauregui, Recreation Services Supervisor, and Amanda Jensen, Recreation Coordinator
- d. Recorded By: Andrea Pedigo, Executive Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Vice Chair Jimenez

4. ITEMS FROM THE AUDIENCE:

Diane Milligan spoke in regards to VanGo and how she scheduled a pick up and they never showed to pick her up and take her to her destination. Ms. Milligan also stated that it would be nice to have transportation on Sundays so the senior community has transportation to church.

A member of the audience (name not mentioned) stated that the senior center renovation took her breath away. She stated this is an amazing building. The one statement she had was that communication/marketing our facility needs to be better.

Brian MacDonald, Director of Parks & Recreation asked her to clarify if the concern was that we need to market our community better. Audience member stated yes. Mr. MacDonald went on to explain that this is great that we are hearing these recommendations

Carrie Vaughn expressed that since the Senior Thanksgiving dinner this year is on a Sunday, the seniors will have a difficult time getting there since there is not transportation on Sundays.

Ms. Milligan announced that they can also deliver the Thanksgiving dinner to your home.

5. NEW BUSINESS:

a. Receive and Discuss Current and Future Senior Concerns and Needs

Mr. Santos thanked the City for the beautiful construction and renovation of the Senior Center. Mr. Santos did voice that he would like to see weekend hours extended.

A member of the audience (name not mentioned) stated he would like to see ping pong hours extended. He stated how beautiful the new space is.

Brian MacDonald, Director of Parks and Recreation asked if on a nice day, if it would be nice to bring the tables outside.

The member explained that due to the weather, it is not a good idea to have them outside as the table and paddles are very expensive and would cause them damage.

Jolene Jauregui stated the current hours the Senior Center is open: Monday – Friday from 8:30 to 4:00pm and closed weekends. Jolene stated she will be taking the feedback regarding the needs and concerns and see where we can add fitness classes, add more time for ping pong, possibly extend hours if feasible due to budget. There is a lot to take in consideration and we will take this information and devise a plan and bring recommendations to commission and council for possible consideration with the next budget cycle.

Once a plan has been approved, if needed, the Commission will take this to council and present it to them and advocate for the seniors

Brain MacDonald stated that after we get the feedback, we will come back to the commission to discuss a plan regarding the senior's needs and concerns.

Cindy Gustafson with Tracy Senior Association stated how great the building is but stated how dangerous it is for the seniors to get there. Ms. Gustafson went on to explain that we need better lighting, better sidewalks with lights and striping for crossing, signs stating that this is a senior zone/area. Ms. Gustafson also stated they need workshops for seniors and adult children regarding health and navigating caregiving.

Commissioner Jimenez stated that UOP comes in and does a health fair for the seniors.

Clarification question followed by Brian MacDonald followed.

Member of the audience who was new to the building, asked how the community is notified about the activities that are happening or going to happen at the Senior Center. Is there a letter, website etc.

Brian MacDonald/, Director of Parks and Recreation explained that we use social media such as Facebook. He asked if the audience had suggestions.

Commissioner Miller mentioned that we do use other communication methods other than Facebook.

Jolene Jauregui, Recreation Services Supervisor said to get better clarification of what we currently use and a tool for communication, she would like Amanda Jensen to list those and then the audience could give other suggestions.

Amanda Jensen, Recreation Coordinator explained that we currently use our quarterly activity guide, Facebook, there is a listing of upcoming activities

posted at the Senior Center, classroom announcements, bulletin board announcements coming soon, and word of mouth.

A member of the audience suggested a ½ page color add in the paper once a month listing events coming.

Commissioner Miller encouraged everyone at the meeting to use word of mouth. He stated that is the best way to get information out. He stated grab some of our activity guides and hand them out.

Commissioner Jimenez asked where else we place the activity guides besides City Hall.

Amanda Jensen responded with library, downtown businesses, other senior facilities, doctors' offices, Kaiser, and geriatric offices when allowed.

Jolene Jauregui, Recreation Services Supervisor let the audience know that we have a 3 page list of where we place them, but if you see somewhere that doesn't have them, please let us know and we can add them. Staff is really good about asking businesses to allow us to leave a flyer or activity guide.

Commissioner Magana asked if we have an outdoor bulletin board. Let us know that there was a way to text and it will give you an update on what activities are available or upcoming.

Jolene Jauregui, Recreation Services Supervisor explained that we have Active that will send out an email or text, but you have to be signed up through A. Our staff is really good about asking the seniors for their info so they can receive these messages.

Comments from Commission followed.

Jolene Jauregui suggested possibly putting an ad in the activity guide or newspaper regarding: if you would like to receive caregiver info or workshops please text or email us.

Commissioner LeVoit asked how many seniors are registered now.

Jolene Jauregui, Recreation Services Supervisor stated every senior has to be registered.

Commissioner LeVoit asked how many people come daily.

Amanda Jensen, Recreation Coordinator responded with 200-300 seniors come daily.

Commissioner Levoit had additional questions regarding daily attendance and stated ideas on how to track attendance for weight when asking for additional hours to stay open.

Jolene Jauregui answered the questions.

A member of the audience made a statement that some of the classes are so full that you aren't able to see the instructor, therefore, some seniors are choosing not to stay for the class. She suggested possibly doing a survey to

get feedback from the seniors on how the classes are going. She also invited the commission to come and join a class to see how full it is and some of the concerns regarding the size.

Jolene Jauregui, Recreation Services Supervisor stated that we are working on a stage. We are 90% there with getting a quote for a nonprofit organization that will be donating the stage. Stage is roughly \$8000.00. It took time due to all the regulations regarding the safety and logistics.

Jolene Jauregui stated they we have tried to do some additional times, however as an example we have had no attendance after the Golden Agers meeting, therefore, we are asking for you to advocate for us to get the seniors to stay.

Jolene Jauregui agreed to try and do another survey since it has been sometime since we did a survey.

Commissioner Magana asked if we could broadcast it on the wall.

Jolene Jauregui, Recreation Services Supervisor took note of this suggestion and stated it is a great suggestion.

Commissioner Magana asked if the City website has a senior page so they can go on there and look at upcoming events.

Jolene Jauregui, Recreation Services Supervisor explained yes we have a senior page and we recently upgraded it and now it is easier to locate.

Jolene Jauregui, Recreation Services Supervisor stated that staff is actively seeking any volunteers who would like to teach a class, therefore, if anyone know of someone, please direct them to our staff and we will work with them.

Comments and questions from the audience followed.

Mary with Golden Agers was stating that the seniors are really excited about the facility, but one issue they have is the parking. On Tuesdays, it is really hard to park. Also, there needs to be a rail put in the back door because it is too hard for some of our seniors to walk to the front. Mary stated they have 50+ members.

Commissioner Miller thanked everyone for their comments and concerns and invited them all to attend the Parks Commission meeting should they have a concern that they would like to speak on.

Audience questions followed. Commissioner Miller answered their questions.

Jolene Jauregui, Recreation Services Supervisor reiterated that they are more than welcome to attend their meetings and please see any staff should you have a concern or suggestion. We are always available by email or phone.

Commissioner Jimenez let them know to please look at the City website under Parks Commission for our agenda and contact information should they need to get in touch with us.

Commissioner LeVoit asked if the seniors are prepared in an emergency basis.

Commissioner Costa stated we need to be a center where the seniors can come for shelter.

Audience and Commission discussion followed.

Jolene Jauregui, Recreation Services Supervisor stated it would be a great idea for a workshop on emergency preparedness and what the seniors can do and go for shelter.

6. ITEMS FROM THE COMMISSION:

None

7. ITEMS FROM THE AUDIENCE:

None

8. ADJOURNMENT:

Time of Adjournment: 3:05 p.m.

ACTION: The motion was made by Commissioner Levoit and seconded by Vice Chair Leiberg to adjourn at the said time of 3:05 p.m. Roll call found all in favor, passed and so ordered.

The above agenda was posted at Tracy City Hall on November 4, 2019. The above are action minutes. A recording is available at the Parks and Recreation Department.

Brian MacDonald, Staff Liaison

**PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
November 7, 2019**

1. CALL TO ORDER:

Chair Miller called the meeting to order at 7:00 p.m.

2. ROLL CALL:

- a. Present: Chair Miller, Vice Chair Leiberg, and Commissioners Costa, Jimenez, Levoit, Magana, and Singh
- b. Absent: None
- c. Staff Present: Thien Nguyen, Recreation Services Supervisor; Justin Geibig, Recreation Coordinator
- d. Recorded By: Andrea Pedigo, Executive Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Commissioner Costa

4. ITEMS FROM THE AUDIENCE:

- a. Alice English congratulated the staff for an Outstanding Arbor Day. Ms. English states she would like to see a permanent plaque placed of the trees with the name/s of the families that planted the trees during Arbor Day. She noted that there are signs hanging now, however, overtime with the weather out at Legacy, they begin to fade. Therefore, she asks the commission to come up with a plan to have permanent plaques in the future.

5. APPROVAL OF MINUTES FROM

- a. Review and Approve the Regular Meeting Minutes from **October 3, 2019**

ACTION: The motion was made by Commissioner Levoit and seconded by Commissioner Singh to approve the Regular Meeting minutes from October 3, 2019. Roll call vote found Commissioners Costa, Jimenez, Magana, Vice Chair Leiberg and Chair Miller all in favor; passed and so ordered

6. OLD BUSINESS:

- a. Update on Parks and Community Services Commission Goals for 2019-2020

Thien Nguyen, Recreation Services Supervisor made note to the Commission that their Goal and Objectives were approved at the October 3rd meeting and if there are any updates to please report.

No updates were reported from the Commission

7. NEW BUSINESS:

- a. Discuss the Annual Commission Report to City Council for December 17, 2019 City Council Meeting

Thien Nguyen asked the Commission to nominate one or two commissioners to attend the City Council Meeting and present the Parks and Community Services Annual Report.

Commission comments followed.

Commissioner Levoit nominated Vice Chair Leiberg. Vice Chair Leiberg nominated our current Chair Miller as well as our past Chair Levoit who served the great majority of the year.

Commissioner Jimenez nominated current Chair Miller.

Chair Miller nominated Commissioner Levoit as he was the outgoing Chair.

Commissioner Magana nominated both Chair Miller and past Chair Levoit.

Andrea Pedigo, Executive Assistant stated to the Commission that the written staff report will be brought forth for review and approval at the December 5, 2019 Parks & Community Services Commission meeting.

ACTION: The motion was made by Commissioner Leiberg to nominate Chair Miller and our past Chair Levoit to represent the Commission at the December 17, 2019 City Council meeting and provide the Annual Parks & Community Services report to the Council. Roll call vote found all in favor; passed and so ordered.

8. ITEMS FROM THE PARKS & RECREATION DIRECTOR:

a. Parks Department and City Council Project Updates

During the last Parks Commission meeting on October 3, 2019, Director Brian MacDonald requested the commission to do a formal request in writing via email if interested in new training opportunities and then the Commission would discuss and vote on the proposed training opportunity. At this time, Brian MacDonald has not received any formal requests, therefore, a vote will not be held tonight.

9. ITEMS FROM THE STAFF:

a. Receive the Athletic and Aquatics Program Report

Justin Geibig, Recreation Coordinator presented the Athletics and Aquatics report.

Commission comments and questions followed the presentation.

Justin Geibig, Recreation Coordinator and Thien Nguyen, Recreation Services Supervisor answered the Commissions questions.

10. ITEMS FROM THE COMMISSION:

Commissioner Leiberg presented that he attended the 10/18/19 Tracy High School Homecoming Parade and that is was a very well attended event.

Commissioner Leiberg discussed the Special Meeting held at the Lolly Hansen Center actively engaging with the Senior Community. He stated that though most of their concerns pertained to transportation and he hopes the staff will follow up and take the steps to help rectify their concerns.

Commissioner Leiberg also spoke on the Special Meeting that was held by City Council and staff regarding the Aquatics Center. Commission Leiberg voiced how he was very disappointed on what was brought forth by Surland.

Commission questions followed which started a Commission discussion on Aquatic Center.

Commissioner Levoit made mention that he too was dishearten about the Special Meeting held regarding the Aquatics Center.

Commissioner Leiberg made a request for an agenda item be placed on the December 5 agenda: Receive Update and Discuss the Aquatics Center at the December 5, 2019 Parks & Community Services Commission meeting. Commissioner Levoit seconded that request. Executive Assistant, Andrea Pedigo made note and will place this on the December 5th agenda.

Commissioner Levoit asked if we could invite the public to attend this meeting. Thien Nguyen, Recreation Services Supervisor stated that the agenda is posted on the website and the community is welcome to attend.

Commissioner Singh voiced his concerns that Richard Hastie Park behind Costco area needs more lights that it is really dark.

Commissioner Jimenez thanked the staff for the updated report on Aquatics and Athletics regarding swim lesson and the Tracy Friends for Parks, Recreation & Community Services Foundation swim scholarships. Commissioner Jimenez attended the Foundations meeting and it was noted that participants are taking advantage of the swim lessons and returning the next year, as well as advancing in swim classes of instruction as they get older. The Foundation is excited to see the involvement and the Foundation is committed with their Joe Wilson fund to provide scholarships for the underserved families and those in need through the Parks department application process.

The Foundation will not be meeting in November and December as they will take a break during the holidays. The next meeting will be in January of 2020.

Commissioner Jimenez talked about how the Parks and Community Services Commission oversee the seniors and senior programming. With that, when they have concerns we listen and provide information to them. If there are concerns that the Commission does not represent, the staff will then take those concerns to the appropriate department to help facilitate and resolve the concern.

Commissioner Leiberg asked if the Transportation department hosts a special meeting for the seniors.

Comments from the other commissioners followed how we can help the seniors with their concerns on transportation.

Thien Nguyen explained that the staff will take the feedback from the seniors and take it to the appropriate staff to handle it.

Chair Miller stated to his knowledge, there is no marketing element of City transportation @ the Lolly Hansen Center. For instance, when the Uber/Lyft pilot program idea came about, it was not marketed to the seniors that there was this door to door service available to them. Chair Miller would like to the commission to work on enhancing the communication on transportation for the seniors.

Chair Miller thought it would be a great idea if it was made formal that a Parks Commissioner will be at the facility to speak to anyone who has concerns. Chair Miller also suggested, a less formal meeting, such as a round table meeting where we invite other staff personnel such as street department, transit department, parks department and commission. This way seniors have an opportunity to speak to the departments where their concerns are.

Commissioner Jimenez provided comments.

Chair Miller gave an update regarding the incident at Gretchen Talley Park. Commissioner Miller reported that the family was seeking to rename the park, it was conveyed to the family that they were not comfortable renaming the park but it was presented to the family to have a street named after him. The City is currently working with the family.

11. ITEMS FROM THE AUDIENCE:

None

12. ADJOURNMENT:

Time of Adjournment: 8:45 p.m.

ACTION: Commissioner Miller motioned to adjourn and Commissioner Levoit seconded the motion. Roll call found Commissioners Costa, Jimenez, Magana, Singh, and Vice Chair Leiberg all in favor; passed and so ordered.

The above agenda was posted at Tracy City Hall on October 31, 2019. The above are action minutes. A recording is available at the Parks and Recreation Department.

Brian MacDonald, Staff Liaison

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
December 5, 2019**

AGENDA ITEM 6.a.

REQUEST

REVIEW AND APPROVE THE ANNUAL COMMISSION REPORT TO CITY COUNCIL

DISCUSSION

In February 2017, the City Council asked that all City Commissions provide an annual report to the City Council. The Parks and Community Services Commission's goals coincide with the fiscal year for the City of Tracy, July 1st through June 30th. This report contains a brief synopsis of the goals for the previous fiscal year, FY 18/19, and will also include the goals the commission is working on for the current fiscal year, FY 19/20. This item is scheduled to go to City Council on December 17th, 2019.

FISCAL IMPACT

There is no fiscal impact to the General Fund for this item at this time.

RECOMENDATION

That the Commission review and approve the annual commission report to City Council.

ATTACHMENTS

Attachment A – Draft Annual Report to City Council

ATTACHMENT A – DRAFT ANNUAL REPORT TO CITY COUNCIL

RECEIVE THE ANNUAL REPORT OF THE PARKS AND COMMUNITY SERVICES COMMISSION

EXECUTIVE SUMMARY

The Parks and Community Services Commission was formed by the City Council for the purpose of advising the Council on the planning and development of park and recreation facilities and delivery of recreation and community service programs. At the February 7, 2017 regular City Council meeting, the Council expressed the desire to receive an annual report from all of the City's Commissions to be placed on the consent calendar. This report is an accounting of the Parks and Community Services Commission for FY 18/19 as well as projected goals for FY 19/20.

DISCUSSION

The Parks and Community Services Commission (Parks Commission) was formed with the purpose of providing citizen and community perspective and input, and advising the Council on the planning and development of park and recreation facilities and delivery of recreation and community service programs.

In FY 18/19, the Parks Commission had two primary focus areas as listed below. Under each goal is the status on how successful the commissioners were in completing their objective.

1. COMMUNITY OUTREACH

1.A. Ensure representation with the Tracy Friends for Parks, Recreation & Community Services Foundation

→ The Commission assigned a member to participate regularly at the Foundation's meeting.

1.B. Ensure representation with the Tracy Senior Association

→ The Commission assigned a member to participate regularly at the Tracy Senior Association's meetings.

1.C. Public Outreach at Block Party or other City events twice per year

→ Two or more members of the Commission were present at the following City events in 2018/19:

- Farmers Market
- Block Parties (5)
- Blues, Brews & BBQ Event

1.D. Public Outreach to Senior Community

→ The Commission conducted a Special Meeting November 6, 2019 at the Lolly Hansen Senior Center to discuss specific concerns and needs of the senior community.

1.E. Increase communications with local school districts

→ 1. E.1 - One TUSD School Board member participates as a Commissioner and provides monthly reports on the Parks Commission activities to Tracy Unified School District.

→ 1. E.2. - The Commission assigned a member to participate and attend the City/School Liaison meetings and report back to the Commission

2. PROGRAM ENHANCEMENT

2.A. Sponsor and Support the Revitalization of the Rollin' Rec Program

- 2.A.1 - All commissioners were assigned to attend a Rollin' Rec Event twice per year
- 2.A.2 – Two members of the Commission were appointed to attend the Rollin' Rec Planning Subcommittee staff meetings and report back. However, these meetings never took place
- 2.A.3 – Commissioner Magana is in the process of developing a survey to get feedback from the community regarding the Rollin' Rec Program

In addition to the above focus areas, in order to make sure that the City is using policies and procedures that are most effective for the users of the City facilities, the Commission participated in the annual review and update of the Sports Field User Handbook.

The Parks Commission has already created and begun working on additional goals for FY 19/20. Their new goals as a commission for FY 19/20 are as follows:

Focus Area: COMMUNITY OUTREACH

- Ensure representation with the Tracy Friends for Parks, Recreation & Community Services Foundation
- Ensure representation with the Tracy Senior Association
- Public outreach at community events twice per year
- Public outreach to senior community
- Increase communications with local school districts

Focus Area: PROGRAM ENHANCEMENT

- Sponsor and support the revitalization of the Rollin' Rec Program
- Park Facility and Sports Field Safety

STRATEGIC PLAN

This agenda item relates to the Council's Quality of Life Strategic Plan and is specifically in alignment with the following goals:

Goal 2: Promote Public Health, Safety and Community Welfare throughout the Community.

Goal 5: Improve Current Recreational, Cultural Arts and Entertainment Programming and Services to Reflect Community Interests and Demands.

FISCAL IMPACT

Staff costs related to support of the Parks and Community Services Commission are included in the Parks and Recreation Department General Fund budget.

RECOMMENDATION

That the City Council accept the annual report of the Parks and Community Services Commission.

Prepared by: Andrea Pedigo, Executive Assistant

Reviewed by: Jolene Jauregui, Recreation Services Supervisor
Brian MacDonald, Parks and Recreation Director

PARKS COMMISSION GOALS ~ FISCAL YEAR 2019-20

Goal		Objective	Tasks	Timeline	Assignment/ Subcommittee	Status
1.	COMMUNITY OUTREACH Look for ways to get the word out; to make Commission more visible and accessible; to get feedback from community; and to widen participation keeping in mind current economic trends	1.A. Ensure representation with the Tracy Friends for Parks, Recreation & Community Services Foundation	1.A.1 Attend monthly meetings & report back to Commission	Monthly meetings	Jimenez; Alt: Levoit	continuous
		1.B. Ensure representation with the Tracy Senior Association	1.B.1 Attend TSA monthly meetings & report back to Commission; Attend other non-profit meetings & report back to Commission	Monthly meetings; Quarterly meetings	Miller	
		1.C. Public Outreach at community events twice per year	1.C.1 Attend Farmers Market	Twice per year	Lieberg & Levoit	
			1.C.2 Attend Block Party	Twice per year	Magaña/Singh	
			1.C.3 Attend Blues, Brews & BBQ	September	Magaña/Singh	
			1.C.4 Attend Sponsored Youth Events	Twice per year	Magana	
			1.C.5 Attend Movies on the Plaza	Twice per year	Levoit	
		1.D. Public outreach to senior community	1.D.1 Conduct a special meeting of the Parks Commission at the Lolly Hansen Senior Center	Annually in November	All Commissioners	
			1.D.2 Reach out and meet with other senior organizations	Quarterly	Miller	
		1.E. Increase communication with local school districts	1.E.1 Attend monthly meetings & report back to Commission	Monthly meetings	Costa	
1.E.2 Attend City/School Liasion meetings and report back to Commission	Quarterly meetings		Levoit; Alt: Lieberg			
2.	PROGRAM ENHANCEMENT Look for ways to enhance Recreation Programs that will provide community benefit	2.A. Sponsor and Support the Rollin' Rec Program	2.A.1 Attend a Rollin' Rec Event	Twice per year	All Commissioners	
			2.A.2 Attend Rollin' Rec Planning Subcommittee Staff Meetings & report back to Commission	TBD	Magaña/Singh	
			2.A.3 Develop a survey to get a feedback on the program	TBD	Magaña	
3	PARK FACILITY & SPORTS FIELD SAFETY	3.A. Safety need	3.A.1 Research lighting and security cameras	TBD	Levoit/Miller	
PARKING LOT:		Programming for Multi-Generational Recreation Center; Aquatics Center; Nature Park; & Parks Master Plan				

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
December 5, 2019**

AGENDA ITEM 7.a.

REQUEST

**RECEIVE, DISCUSS, AND ACCEPT THE 2019-2020 YOUTH ADVISORY
COMMISSION ANNUAL REPORT**

DISCUSSION

The role of the Youth Advisory Commission (YAC) is to foster increased involvement of youth in the affairs of municipal government. As stated in their bylaws, the responsibilities of the Youth Advisory Commission are to act as advisory to the City Council, Parks and Community Services Commission, and staff on matters relating to the welfare of youth in Tracy, and to make recommendations to Parks and Community Services Department regarding the planning and implementation of the programs.

Youth Advisory Commissioners worked with staff to prepare an overview of the goals and work plan for the 2019 calendar year. YAC has developed a new slate of proposed goals and work plan for the 2020 calendar year. This report will be presented to City Council on February 6, 2020.

RECOMMENDATION

That the Commission receive, discuss and accept the 2019-2020 Annual Report of the Youth Advisory Commission.

Prepared by: Amanda Jensen, Recreation Coordinator

Reviewed by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Brian MacDonald, Parks & Recreation Director

Attachment A: Youth Advisory Commission 2019-2020 Annual Report



Youth Advisory Commission 2019-2020 Annual Report



Purpose of the Commission

- ▶ The Youth Advisory Commission was established in 1998 with the purpose of involving local teens in the community.
- ▶ Helps teens make a positive impact in the community through volunteer opportunities.
- ▶ Offers teens safe and fun social activities.
- ▶ Gives teens a voice in the local government.

Youth Advisory Commission

- ▶ The Youth Advisory Commission currently has fourteen youth Commissioners and one Adult Commissioner
- ▶ Each Commissioner represents one of the local high schools:
 - ▶ Tracy High School (7 Commissioners)
 - ▶ West High School (4 Commissioners)
 - ▶ Kimball High School (2 Commissioners)
 - ▶ Millennium High School (1 Commissioners)
 - ▶ 1 Adult Commissioner



Youth Advisory Commission

Goals 2019

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.
2. Participate in opportunities to nurture community involvement through community service projects.
~ Participate with local organizations and service clubs throughout the community and outreach to teens for participation.

Youth Advisory Commission

Goals 2019

1. Support new events and programs to connect youth, teens, and seniors in the community.

Summer Camps

- Siblings Watching Siblings
- Ready, Set, Bake!
- Girl Talk!
- Creative Space, Camp
- So, You Think You Can Cook



Year Round Programs/Events

- Rollin' Rec Program
- Intergenerational Program
- Seniors - Forever Young Prom
- Seniors - Tinsel n' Treats
- Seniors - Black & White Ball



Youth Advisory Commission

Goals 2019

2. Participate in opportunities to nurture community involvement through community service projects.
 - Dry Climate Park Clean-up: April 6th, 2019
 - National Day of Service: September 21st, 2019
 - Arbor Day/Make a Difference Day: October 26th, 2019



Youth Advisory Commission Goals 2019

Continue Goal #2

- Vaping Awareness Booth



Youth Advisory Commission 2020 Goals

1. Program Enhancement

~ Look for ways to enhance Recreation Programs that provide teen benefit.

- Select one new teen event, program or camp focusing on teen trends or issues
- Develop ideas for new intergenerational programming or events
- Support the revitalization of the Rollin' Rec Program

Youth Advisory Commission

2020 Goals

2. Community Outreach

~ Look for ways to make the Commission more visible; to participate with local organizations and service clubs throughout the community; and to widen participation of teens.

- Host three park clean up events
- Implement one new community service project
- Work with downtown businesses to help expand their outreach to the community

Thank you all for your time!

We would not be able to do this without your support. We are looking forward to another successful year!



AGENDA ITEM 7.b.

REQUEST

REVIEW AND APPROVE THE REVISED POLICY FOR THE NAMING OF PUBLIC BUILDINGS, PARKS AND FACILITIES

DISCUSSION

The City is very proud of the numerous parks and facilities that are available to the community. The naming of a City public building, park or facility is an important reflection of the City's partnership with and recognition of individuals (ie. Barboza Park, Talley Parks), local businesses (ie. Tracy Press), community-based organizations (ie. Westside Pioneer Park) or points of interest to the Tracy Community (ie. Kit Fox Park). Consistency and uniformity in applying criteria to the public buildings, parks and facilities naming process is desirable. Public participation in the naming of City buildings, parks or facilities should be encouraged and solicited.

City Council directed staff to review and revise the current policy for the naming of public buildings, parks and facilities. Staff is asking that the Parks Commission to review the current policy and staff recommendations.

The current policy reads:

1. When named for an individual family or person, strong consideration should be given to:
 - a. The level of involvement and commitment to the Tracy community over a span of years that are sufficient for accomplishments and contributions to have taken place;
 - b. Individuals or families who have been involved in many facets of the community such as through service clubs, civic organizations, school community, multi-cultural events and organizations, elected/appointed positions, military service, church community and non-profit groups; the nature of their involvement should be beyond that done in the normal course of their employment (i.e., voluntary);
 - c. The local significance and relationship of this individual or family to the City of Tracy, or to the parks and recreation systems or programs.
2. Public building, park and facility names should reflect both the current and past heritage and historical significance of the community that is now serviced. Strong consideration should be given to:
 - a. Maintaining names that represent the current and past cultural diversity of the community.
 - b. Any relevant California history that is part of the Tracy community, such as the period covered by the Spanish land grants, Indian tribal history, etc.
3. Park names should reflect the geographical significance of the park site's topography or other natural amenities that exist in or near the park property. Strong consideration should be given to:
 - a. Vistas and view corridors.
 - b. Native plants or trees
 - c. Adjacencies to creeks, streams, open space, hills, etc.

4. Public building, park and facility names should incorporate the functionality of the building, park or facility by simply stating its purpose without further description (for example the "John Smith Community Center"), especially, when a specialized facility may be a part of the park such as sports fields, etc. Special features for the park should be considered in the park name.
5. Consideration should also be given to public building, park and facility names that reflect the geographic location or adjacencies to other City facilities or schools in order to avoid confusion about the geographic location of the building.
6. If a public building, park or facility improvement is acquired or constructed by means of a substantial gift, financial contribution or financial donation by an individual, family or corporation, consideration should be given to recognizing the contribution by incorporating the benefactor's name into the facility name.
7. Rooms within public buildings may be named for individuals who have made exceptional contributions to the community such as:
 - a. The individual must have made a significant contribution to the community which resulted in the improved well being of the citizens of Tracy.
 - b. The individual must have been involved in Tracy community affairs over a span of years that are sufficient for accomplishments and contributions to have taken place.
 - c. Individuals or families who have been involved in many facets of the community such as through service clubs, civic organizations, school community, multicultural events and organizations, elected/appointed positions, military service, church community and non-profit groups; the nature of their involvement should be beyond that done in the normal course of their employment (i.e., voluntary).
8. If a public building that has previously been named is proposed to have its function be moved, or is proposed for relocation, or demolition, or is destroyed through a natural disaster or other act, the City Council shall be provided an opportunity to name the replacement building.

Current Procedure - Parks and Recreation Facilities:

1. The Parks and Community Services Commission will generally follow a process for naming parks and recreational facilities that includes:
 - a. Review and evaluation of requests submitted by residents and other interested groups such as the West Side Pioneers, Chamber of Commerce, etc., by the standing sub-committee.
 - b. The sub-committee will bring forth screened, evaluated and prioritized selections to the full Commission for authorization to forward to City Council for final approval.
2. Depending on the special nature, size or location of a park, the Commissioner may also consider the following ideas for park naming:
 - a. Development of a community-based naming process such as a contest.
 - b. Receive input from an adjacent homeowner's association; receive input from future facility user group as identified through design process.

Current Procedure - Public Buildings

1. The City Council will form a sub-committee to review and evaluate requests for naming public buildings from residents, interested groups and staff.
2. The sub-committee will bring forth screened, evaluated and recommended selections for authorization by the full City Council at a regularly scheduled Council meeting.

Staff recommended changes to the policy is as follow:

Proposed Procedure – New Parks and Recreation Facilities to add the highlighted information to the current procedure:

1. The Parks and Community Services Commission shall hold a public meeting that allows for community input and will follow a process for naming parks and recreational facilities that includes:
 - a. The Parks and Recreation Director shall receive a naming request from a developer, resident or other interested groups for a new park or new recreational facility.
 - b. The Commission shall schedule a regular or special meeting to screen, review, evaluate and prioritize the requests submitted by residents and other interested groups such as developers, the West Side Pioneers, Chamber of Commerce, etc.,.
 - c. The full Commission shall approve the screened, evaluated and prioritized selection and forward to City Council for final approval.
2. Depending on the special nature, size or location of a park, the Commission may also consider the following ideas for park naming:
 - a. Development of a community-based naming process such as a contest.
 - b. Receive input from an adjacent homeowner's association; receive input from future facility user group as identified through design process.

Proposed Procedure for Renaming Existing of Public Buildings, Parks and Recreational Facilities.

The intent of naming is for permanent recognition. The renaming of public buildings, parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Public buildings, parks and facilities named for subjects, other than individuals, may be changed in name only if the current name is inappropriate or the park/recreational facility does not have a name and is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

The proposed process for renaming an existing of a public building, named park or facility shall be as follows:

1. A request to rename a public building, park or facility may be initiated by one (1) or more City resident(s), business owner(s), property owner(s), or City staff using the City of Tracy's Parks & Recreation Departments Nomination for Naming of Public Buildings, Parks and Facilities Application, which shall be submitted to the Parks and Recreation Director. The Application shall include letters of support, articles, documents, and other evidence demonstrating broad-based community support for the application.
2. The application shall identify the City public building, park or facility, state the reason(s) for the proposed name change, and specify the proposed new name(s), if any.

3. The Director and City staff will review the application and determine if it is consistent with this Policy. If consistent, the application will be forwarded with a staff report to the Parks and Community Services Commission for review and consideration.
4. Applications that are determined by the Director to be incomplete, without sufficient support, or that are otherwise inconsistent with this Policy will be returned to the applicant together with a written explanation for the return. The applicant may resubmit the application at any time with new or additional information to correct the insufficiencies identified by the Director.
5. The Parks and Community Services Commission shall review the application and staff report submitted by the Director and shall make a recommendation to the City Council to approve, modify, or deny the application together with the reasons therefor.
6. All decisions with respect to the renaming of a City public building, park or facility will be at the discretion of the City Council, which shall determine whether a City park or recreation facility or portion thereof should be renamed.

Proposed addition to add Definitions to the revised Policy:

1. "Public Buildings" are City-owned facilities that house employees or are otherwise used to conduct City business. Buildings may include, but are not limited to, the Civic Center, City Council Chambers, and Police facility. This also includes "Support Facilities" that are City-owned facilities that are used to support field operations. Support facilities may include, but are not limited to, the corporation yard and pump stations.
2. "Parks & Recreation Facilities" are all City parks, community buildings and grounds, athletic facilities, open space areas and other grounds and facilities owned or operated by the City for park, recreation or open space purposes.

FISCAL IMPACT

There is no fiscal impact to the General Fund.

RECOMMENDATION

That the Parks Commission reviews and approves the recommended revised policy for the Naming of Public Buildings, Parks and Facilities.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Approved by: Brian MacDonald, Parks & Recreation Director

Exhibit A: City of Tracy's Parks & Recreation Departments Nomination for Naming of Public Buildings, Parks and Facilities Application

CITY OF TRACY
PARKS & RECREATION DEPARTMENT
NOMINATION FOR NAMING PUBLIC BUILDINGS, PARKS AND FACILITIES

DATE OF NOMINATION _____

NOMINATOR _____

ADDRESS _____

PHONE _____

RECOMMENDED NAME _____

LOCATION _____

- | | |
|-----------------------|-------------------------|
| _____ MINI PARK | _____ NEIGHBORHOOD PARK |
| _____ COMMUNITY PARK | _____ PUBLIC BUILDING |
| _____ PUBLIC FACILITY | _____ OTHER |

IF A FAMILY MEMBER, WHAT IS THE RELATIONSHIP? _____

The policy for naming public buildings, parks and facilities is attached. The City of Tracy requests that the nominator review the attached policy and prepare a 1-2 page summary of how the recommended name meets one or more of the considerations listed in items #1-#7 attached. Please be as **complete as possible**.

Example:

- Involvement and Commitment to Community
- Local Clubs and Organizations Served
- Schools Attended
- Significance to City of Tracy
- Why nominating the person

Submit this form and summary to:

Parks & Recreation Department
Parks and Community Services Commission Park Naming Subcommittee
333 Civic Center Plaza
Tracy, CA 95376
(209) 831-4200

Agenda Item 9.a.
 Recreation Division Report
 Quarterly Senior Update
 11-15-2019 Revised

Comments from Senior Center Comment Box

Date	Concern/Comment	Status	How often do you visit?
2/22/2019	Out of all the Grand Valentine's Events I've attended this was the best year. The food and preparations were excellent, everything done sincerely. Thanks staff!		At least weekly
3/1/2019	No Concerns/Comments		
3/8/2019	No Concerns/Comments		
3/15/2019	No Concerns/Comments		
3/22/2019	No Concerns/Comments		
3/29/2019	No Concerns/Comments		
4/5/2019	Morning exercise needs to turn it down. Way too loud. The leader yells into the mic. Muffle the mic. Everybody in Bunco complained today even those that usually don't. One said she won't come back now until the Senior Center is open.	Staff spoke with the participant and let her know that they have adjusted the speaker volume. Staff also reminded the participant that this is a temporary situation and once back in the Senior Center, there will be no noise disturbances.	
4/12/2019	No Concerns/Comments		
4/19/2019	No Concerns/Comments		
4/26/2019	No Concerns/Comments		
5/3/2019	Suggestion: Instead of cancelling exercise class, cancel a different less used class. Or schedule more in the afternoon please. They can cancel exercise when they have an event.	Anonymous submission. Staff only cancels classes when absolutely necessary and to allow for fitness participants to attend events. Once back at the Senior Center, staff will utilize the Outdoor Area for events (weather permitting).	
5/10/2019	No Concerns/Comments		
5/17/2019	No Concerns/Comments		
5/24/2019	No Concerns/Comments		
5/31/2019	You have no television to watch. The other place was better because you had one.	Anonymous submission. A television is available and is brought out (space allowing) multiple times a week.	Everyday
6/7/2019	Great improvements to this building. This is a WAY more inviting space while waiting for students in classes during youth classes.		Parent of Summer Camp participant.
6/14/2019			
6/21/2019	Please bring golf back in the summer possibly or Fall pm classes after 5pm.	Staff spoke with the participant and let her know that staff is actively working to offer classes for the rest of the Summer and Fall. Update: Staff was not able to coordinate with the contractor to offer golf for the rest of the Summer but will continue trying to offer Fall classes.	5 days a week
6/28/2019	Love, love the new center but TV in lobby to high. Strain on neck. Put a foot lower.	Anonymous submission. Staff rearranged the seating arrangement to offer less strain on the neck for those wishing to watch TV. Update: The new TV was installed 4 inches lower and is larger for easier viewing.	Several times a week
6/28/2019	One has to put their neck to far back to look at the screen. Will hurt neck.	Staff rearranged the seating arrangement to offer less strain on the neck for those wishing to watch TV. Update: The new TV was installed 4 inches lower and is larger for easier viewing.	3 times a week
7/5/2019	No Concerns/Comments		
7/12/2019	No Concerns/Comments		

7/19/2019	Low impact exercise moves classes for stroke and arthritis victims.	Anonymous submission. Staff is actively working to offer a wide variety of fitness classes and programs. In the Fall 2019, there are four new fitness classes that will be offered including a chair exercise class.	
7/26/2019	No Concerns/Comments		
8/2/2019	No Concerns/Comments		
8/9/2019	We need more afternoon activities besides Bingo.	Staff is actively working to offer a wide variety of programs. However, we do offer many afternoon activities aside from Bingo such as; Bridge, Pinochle, Arts & Crafts, Painting, Ukulele, Zumba, Line Dancing and Ping Pong to name a few.	Daily
8/9/2019	Please lower the temperature inside the building especially inside the Bingo room.	Anonymous submission. Staff is always available to adjust the temperature of a room should a participant request it.	
8/16/2019	No Concerns/Comments		
8/23/2019	No Concerns/Comments		
8/30/2019	No Concerns/Comments		
9/6/2019	No Concerns/Comments		
9/13/2019	Several times during Country dance on Tuesday a boy about 17 or 18 years old goes into the kitchen. He is not a helper. He goes about 4:00 and does not pay.	Staff will remind both the volunteers and the young gentleman that the program is only for participants 50 years and older. However, high school students are welcome to apply and go through the process of becoming a volunteer.	3 times a week
9/20/2019	No Concerns/Comments		
9/27/2019	No Concerns/Comments		
10/4/2019	No Concerns/Comments		
10/11/2019	I am allergic to perfumes - the glade air fresheners give me problems. Please research the side effects of the use of these - they can create asthma & lung problems - especially in seniors. I don't notice the bad odors here in the "new" building - perhaps we don't need the air fresheners? Thanks for considering my concern.	Staff has removed the plug in air fresheners from the building.	8-15 times per month
10/18/2019	Please put the partition up when we are at lunch here. The Zumba music is very loud. We cannot hear each other speak as it is so loud. The partition will help	Anonymous submission. Staff has begun closing the partition on Tuesdays and Fridays during Zumba.	
10/18/2019	We all would like a trip to a petting zoo for November 2019.	Staff spoke with the participant about their interest in visiting a petting zoo and let them know that it will be added as an option for others to vote on for the Summer 2020 guide.	
10/25/2019	No Concerns/Comments		
11/1/2019	No Concerns/Comments		
11/8/2019	No Concerns/Comments		
11/15/2019	No Concerns/Comments		

**Comment boxes are checked every Friday

****Parks Commission Updates: March, June, September & December****

Beginning September 19, 2014, the Lolly Hansen Senior Center began documenting comments/concerns that participants submitted. Over the past sixty-two months, 184 seniors have submitted their comments/concerns. The staff at the Senior Center reviews each submission and then notifies each person of what steps will be taken (if needed). The seniors have had a positive response to the process and enjoy seeing comments/concerns being documented.

**Please note comments have been summarized and the original comment cards are available at the Senior Center.

Organizations Present:

AM

- Department of Aging
- Catholic Charities
- Brookdale Tracy
- Tracy Golden Agers

PM

- Tracy Senior Association

Agenda Item 7.b.

**Senior Community Conversation Meeting 2019
Current Senior Citizen Needs and Concerns**

May 8, 2019

Attendance: 17 AM Session

9 PM Session

What's Working:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Fitness • Lunch • Staff • Zumba • Connecting Seniors without Facebook | <ul style="list-style-type: none"> • Safe place • Bingo • Lunch & a Movie • Grandparents Day • Thank you to Tracer for Van GO Program |
|---|--|

Department: Parks & Recreation – Senior Division

Senior Concern	Recommendation	By When
More classes and programs utilizing volunteers and possibly teens. <ul style="list-style-type: none"> • Computer • Technology • Fitness class varieties, times and different instructors • Gift wrap help 	Staff will look into finding instructors or volunteers who are interested in teaching the suggested classes. With the expansion of the Senior Center, staff will also look into offering a wider variety and afternoon fitness classes. The Senior Center currently offers 6 morning and 3 afternoon fitness classes. Update as of September 2019: The Senior Center now offers 8 morning and 4 afternoon fitness classes.	Ongoing
Senior Employment <ul style="list-style-type: none"> • Suggested to work with AARP Workforce 	Staff will research the AARP Workforce to see how the program works and how it can be offered at the Senior Center. Staff will also reach out to the Tracy Chamber of Commerce to see if they currently offer any programs.	Fall 2019
More comments and concerns collected throughout the City – Location suggestions <ul style="list-style-type: none"> • TRACER buses • Mail in (included with Utility Bill) 	Staff will continue collecting comments and concerns from participants. However, Tracy residents can submit a request for service, complaint, question or track their existing request online using Government Outreach. In addition, they also have access to the GOrequest app, the main phone line for City Hall and City email address to report comments and concerns as well.	Winter/Spring 2020

<ul style="list-style-type: none"> • Coffee Shops • Downtown Businesses 		
Market flyers to more locations	<p>Staff will continue to utilize the following marketing strategies and efforts:</p> <ul style="list-style-type: none"> • Facebook (City, Parks & Recreation and Senior Page) • Instagram • Farmer’s Market • City Website • Local Newspapers (Ads) • Flyers • Senior table at City Events • Recreation Activity Guide (3x year – Winter/Spring, Summer, Fall) • Channel 26 • Door-to-Door • Announcement Boards at the Senior Center (4) • Various Community Events • Tracy Press Datebook • Announcements (Daily) • Mailers - Periodically • Flyers on City buses • Banner • Email Distribution Blasts to Participants • Email to Service Clubs <p>The Senior Center targets locations which seniors frequently visit. The current distribution includes locations such as: Pharmacies, restaurants, doctor’s offices, senior living facilities, churches, service clubs and city facilities. Staff will continue to research more locations and research other marketing methods.</p>	Ongoing
More benches in the City Hall Plaza area	Two new benches will be installed in the City Hall Plaza area once the Senior Center renovation has been completed.	Completed August 2019

Department: Aquatics Division

Senior Concern	Recommendation	By When
More availability of water aerobics at the new aquatics center	Staff shared the information with the coordinator of aquatics programming. As of Summer 2019, new Sunday, Monday and Wednesday evening water exercise classes were added for the extended season based on community feedback. Staff will continue to work with the Aquatics Division to offer senior related classes at the Joe Wilson Pool.	Completed June 2019

Department: Public Works

Senior Concern	Recommendation	By When
Sidewalks that need to be fixed – Examples given: <ul style="list-style-type: none"> • 6th St. and Central Ave. • Near the Post Office 	Staff notified the participant of how to contact the Public Works Department to share their issues. Staff also shared the information with the Public Works director.	Completed May 8, 2019
Street lights that turn off and on	Staff was able to speak with the participant and notified them of how to contact Public Works Department for assistance. Ex. Phone, email and the GoRequest App.	Completed May 8, 2019

Department: Development Services

Senior Concern	Recommendation	By When
More low income & senior housing	General Statement. Information shared with the Development Service/City Planner.	Completed August 2019

General Comment

Senior Concern	Recommendation	By When
More availability of meals for Tracy residents needing to use the Meals on Wheels program	Senior Center staff shared the information with the coordinator of Meal on Wheels at the San Joaquin County Department of Aging.	Completed May 8, 2019

Organizations Present:

- Brookdale Tracy
- Tracy Golden Agers
- Tracy Senior Association
- Visiting Angels

**PARKS & COMMUNITY SERVICES COMMISSION
SPECIAL MEETING NOVEMBER 6, 2019**

Attendance: 18

What's Working:

- Newly renovated facility
- Staff
- New classes
- Ping Pong

Department: Parks & Recreation – Senior Division

Senior Concern/Comments	Recommendation	By When
<p>Marketing</p> <ul style="list-style-type: none"> • Color Ad in newspaper once a month • Downtown bulletin board • Text messages for children of seniors • Direct mailers 	<p>Staff will continue to utilize the following marketing strategies and efforts:</p> <ul style="list-style-type: none"> • Facebook (City, Parks & Recreation and Senior Page) • Instagram • Farmer's Market • City Website • Local Newspapers (Ads) • Flyers • Senior table at City Events • Recreation Activity Guide (3x year – Winter/Spring, Summer, Fall) • Channel 26 • Door-to-Door • Announcement Boards at the Senior Center (4) • Various Community Events • Tracy Press Datebook • Announcements (Daily) • Mailers - Periodically • Flyers on City buses • Banner • Email Distribution Blasts to Participants • Email to Service Clubs 	<p>Ongoing</p>

	The Senior Center targets locations which seniors frequently visit. The current distribution includes locations such as: Pharmacies, restaurants, doctor's offices, senior living facilities, churches, service clubs and city facilities. Staff will continue to research more locations and research other marketing methods.	
Transportation (Van GO) <ul style="list-style-type: none"> • Issues leaving • Church on Sundays 	Staff will ask the Transportation Division staff to share the information with San Joaquin County who operates Van GO. Staff will also work with Transportation Division staff to offer bi-annual workshops on transportation services.	November 19, 2019
New Class/Program Recommendations: <ul style="list-style-type: none"> • Chess Club • Spades/Phase 10 	Staff will look into finding an instructor or volunteer who is interested in teaching the suggested classes. Phase 10 has been added to the Winter/Spring 2020 Activity Guide.	Ongoing
Workshop Recommendation for Seniors and their Adult Children: <ul style="list-style-type: none"> • Transitioning • Downsizing • Emergency Preparedness • Family Support • Navigating Care 	Staff will look into businesses/organizations that would be interested in partnering to offer the suggested workshops.	Fall 2020
Congregate Lunches <ul style="list-style-type: none"> • Have to sign up day of in person 	Staff has tried various options for allowing participants to sign up for lunches including allowing reservations made the day before. Staff will speak with other congregate meal program sites to see how lunch sign-ups are reserved at their facilities.	Ongoing
Ping Pong Extended Hours <ul style="list-style-type: none"> • Extended Monday through Friday Hours • Pay additional fees 	Ping pong currently plays three days a week, Monday 2:30pm-5:30pm, Wednesday 11:00am-3:00pm, and Friday 1:15pm-4:00pm. For a total of approximately 9.75 hours a week. Should the Senior Center hours be extended, additional hours may be considered.	Fall 2020
Thanksgiving Dinner <ul style="list-style-type: none"> • Another Location • Transportation 	A representative from Tracy Rotary, who organizes the Senior Thanksgiving Dinner, was present at the Special Meeting and heard the suggestion.	Completed November 6, 2019
Survey for needs and concerns <ul style="list-style-type: none"> • Offer incentives 	Staff will work on creating a survey to offer an additional ways to hear needs and concerns.	Summer 2020

<p>Extended Senior Center Hours</p> <ul style="list-style-type: none"> Extended Monday through Friday Hours Open on the weekends 	<p>Staff will continue to research the cost associated with both extending the hours of the Senior Center and having weekend hours and see what additional programming could be added.</p> <p>Recommendation: Extend the Senior Center hours from 8:30am-4:00pm to 8:00am-5:30pm to maximize current program offerings with onsite staff. Staff is researching other senior centers operating hours.</p>	<p>“Potentially” Fall 2020</p>
<p>Fitness participants cannot see the instructor</p> <ul style="list-style-type: none"> Project instructor onto TV 	<p>Staff is currently working with a non-profit agency who will be donating/purchasing a platform to be used by instructors. Staff will also research AV equipment that would allow for the instructor to be visible on the TV.</p>	<p>Ongoing</p>
<p>Senior Center to be a Cooling Center after hours</p>	<p>Staff addressed the concern with the participant and explained that the Senior Center was a cooling center in the past but had no attendance. The Senior Center is now a cooling center for active adults 50+ during operating hours. However, we will continue to keep it on the list.</p>	<p>Completed November 6, 2019</p>
<p>Install railing to the ramp outside of Classroom 2</p>	<p>Staff has notified the participant that the outside door to Classroom 2 is not designed to be an entrance point into the facility.</p>	<p>Ongoing</p>

Department: Development Services

Senior Concern/Comments	Recommendation	By When
<p>Parking Lot</p> <ul style="list-style-type: none"> Not enough parking for participants 	<p>Staff currently monitors the parking lots for non-participants. Staff will also share the information with Development Services to see if and how any additional parking can be added.</p>	<p>Ongoing</p>
<p>Better Sidewalks</p> <ul style="list-style-type: none"> Flashing Lights Re-stripped crosswalk “Senior Crossing” sign 	<p>Staff shared the information with Development Services and Public Works. Staff will continue to work with Development Services on researching “Senior Crossing” signs to help with the crosswalk located between the Lolly Hansen Senior Center and the Village Garden Apartments.</p>	<p>November 25, 2019</p>