

## **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, September 4, 2025, at 7:00 p.m.**  
     *(or as soon thereafter as possible)*

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

**THIS MEETING WILL BE OPEN TO THE PUBLIC FOR IN-PERSON PARTICIPATION PURSUANT TO GOVERNMENT CODE SECTION 54954.3, WHICH 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 Council Meeting Protocols and Rules of Procedure, adopted by Resolution No. 2019-240, and last amended by Resolution No. 2021-049, a five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, the Commission may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification, direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to the Commission.
5. Approval of Meeting Minutes
  - a. **REVIEW AND APPROVE THE REGULAR MEETING MINUTES FROM: August 7, 2025**
6. New Business
  - a. **REVIEW AND PROVIDE INPUT ON THE REVISED CITY OF TRACY CO-SPONSORSHIP POLICY GUIDELINES**
7. Staff Items (Verbal)
  - a. Sports Field Quarterly Violation Report Update
  - b. Senior Report on Comments and Concerns
8. Items from the Commission
9. Adjournment

### **AGENDA POSTED: August 28, 2025**

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 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.

Full copy of the agenda can be found at the Tracy Library as well on the City's Website:

<https://www.cityoftracy.org/government/boards-and-commissions/parks-and-community-services-commission>

**PARK AND COMMUNITY SERVICES COMMISSION  
REGULAR MEETING MINUTES  
Thursday, August 7, 2025**

**1. CALL TO ORDER:**

Chair Lieberg called the meeting to order at 7:00 pm.

**2. ROLL CALL:**

- a. Present: Chair Lieberg, Vice Chair Abercrombie, and Commissioners Arbogast, Jimenez, and Shrout
- b. Absent: None
- c. Staff Present: Brian MacDonald, Director of Parks, Recreation and Community Services, Jolene Jauregui, Recreation Services Manager, Justin Geibig, Recreation Services Supervisor, Katie Akre, Recreation Program Coordinator.
- d. Recorded By: Andrea Pedigo, Executive Assistant, and Norma Padilla, Administrative Assistant

**3. PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Vice Chair Shrout.

**4. ITEMS FROM THE AUDIENCE:**

Alice English, a Tracy resident, addressed the commission on behalf of the Southside Community Organization, stating they will be hosting their September 16 Celebration at Lincoln Park on September 13 from 10:00 am to 6:00 pm, with the parade beginning at 8-8:30 am. All are welcome as this is a free public event. Secondly, Ms. English stated that the BBQ pit near the kids' playground @ McDonald Park needs to be looked at.

Commission questions followed.

Ms. English answered the question of the commission.

**5. APPROVAL OF MEETING MINUTES**

- a. Reviewed and approved the Regular Meeting Minutes from June 5, 2025.

**ACTION:** Vice Chair Shrout motioned to approve the meeting minutes as written on June 5, 2025. Commissioner Arbogast seconded the motion. Roll call found all in favor with a 3,0,2 vote. Commissioner Jimenez and Fagin abstained as they did not attend the meeting.

**6. OLD BUSINESS**

- a. **REVIEW AND ACCEPT CHANGES TO THE 2026 CITY OF TRACY SPORTS FIELD RESERVATION HANDBOOK**

Katie Akre, Recreation Services Coordinator, presented the staff report to the commission.

Commission questions followed.

**ACTION:** Commissioner Fagin motioned to approve the 2026 City of Tracy Sports Field Reservation Handbook. Commissioner Jimenez seconded the motion. Roll call found all in favor with a 5,0,0 vote.

## **7. NEW BUSINESS**

### **a. REVIEW THE APPLICATIONS RECEIVED FROM THE PUBLIC NAMING PROCESS FOR THE MULTI-GENERATIONAL RECREATION CENTER AND PRIORITIZE THE TOP THREE (3) NAMES FOR CONSIDERATION BY THE CITY COUNCIL**

Justin Geibig, Recreation Services Coordinator, presented the staff report to the Commission.

Chair Lieberg opened the item up to public comment.

Wayne Templeton, 20 yr. Tracy resident shared the Older Americans Act and stated he was at the commission to represent the Golden Agers and their letter nominating the name for the MGRC. He then turned it over to Sister Margaret Boyd.

Sister Margaret Boyd presented the letter from the Tracy Golden Agers nominating Dr. Nancy D Young for the naming of the Multi-Generational Recreation Center.

Yolande Knight, Tracy resident and President of the African American Association, presented her letter in support of Dr. D. Young for the naming of the Multi-Generational Recreation Center.

Shivam Maharaj, Tracy resident and West High Student, presented his letter in support of nominating Dr. Nancy D. Young for the naming of the Multi-Generational Recreation Center.

Robert Bartlow, a Tracy resident, presented the accolades of why the Multi-Generational Recreation Center should be named after Dr. Nancy D. Young.

Tracy Resident presented her letter to the commission expressing why Dr. Nancy D. Young should be the name for the Multi-Generational Recreation Center.

Shivani Shibu, a Tracy resident and senior at Kimball High School, enthusiastically nominated Dr. Nancy D. Young as the namesake for the Multi-Generational Recreation Center and read her letter, which supported the nomination and explained the reason why.

Bobby Bivens, President of the National Association for the Advancement of Colored People (NAACP), spoke on behalf of the members/supporters regarding the naming of the Multi-Generational Recreation Center. The NAACP voted at their April meeting that Dr. Nancy D. Young be nominated for the naming of the MGRC. He went on to explain why she should be given this honor.

Torian Montalvo, a Tracy resident, told a story to the commission about how Dr. Nancy D. Young impacted his life and why he feels the MGRC should be named after her.

Mr. Young read a letter on behalf of his mother-in-law as to why she would like the Multi-Generational Recreation Center should be named after Dr. Nancy D. Young.

Mr. Donaldson (Ravioli the Clown), a Tracy Resident and member of the Golden Agers, thanked the staff for bringing this facility to fruition. He mentioned how Nancy D. Young nurtured all their thoughts as to why this building will be good for old and young, and how it brings us all together.

Alice English, a Tracy resident, spoke on behalf of many Tracy residents who were unable to attend the meeting and supported that the name of the Multi-Generational Recreation Center be named either the City of Tracy Recreation Center or the TRAC. Secondly, they would

choose El Pescadero Multi-Generational Recreation Center. She mentioned that this facility is for everyone. The third name was a tie between Evelyn Tolbert and Darlene Quinn. She continued expressing why these names were chosen.

Chair Lieberg closed the public comment and returned to the commission for questions and comments.

Commission discussion occurred.

Commissioner Jimenez thanked everyone for their comments on behalf of the candidates they selected. She thanked the staff for bringing this to the commission as well as their recommendations. She stated she asked the public and took a poll as to what name they would like the facility to be named. Most of the seniors wanted it to be the Dr. Nancy D. Young Recreation Center, and the young adults/teenagers liked the TANK at El Pescadero Park. She stated this reminded her of the military. She stated it was interesting to see how many people wanted Dr. Nancy D. Young.

Commissioner Jimenez stated her 1<sup>st</sup> choice is the Dr. Nancy D. Young Recreation Center, 2<sup>nd</sup> choice is the City of Tracy Recreation Center, and 3<sup>rd</sup> choice is the TANK at El Pescadero Park.

Commissioner Arbogast and Commissioner Fagin had no comments.

Vice Chair Shrout stated he felt there would be more names submitted. Vice Chair Shrout expressed that he has been involved in naming many facilities in his years as an educator and feels that this building is more than just one person. He thinks the name needs to reflect the whole city. He likes the current name, MGRC, he likes the City of Tracy Recreation Center; he likes the TRAC or the TANK, something short and sweet, and everyone knows what you are talking about. This facility is going to be used by a lot of people a lot of the time, and it needs to be short and sweet.

Chair Lieberg thanked everyone for coming out and providing their input for the recommendations brought to the commission. He mentioned the commission will rank the top 3 and recommend it to the City Council, where they will vote on the final name.

Chair Lieberg stated it is clear that Dr. Nancy D. Young has impacted many lives in the community, and that is wonderful. He is in favor of naming facilities in general for people to recognize their contributions to the community. He mentioned he looked at other larger facilities in the city that have not taken that approach, such as the Tracy Sports Complex and Legacy Fields. With that said, he agrees with Vice Chair Shrout that this is bigger than one person. His preferences are that he likes the TRAC (represents Tracy and the Tracer bus route), he also likes the TANK, and in support of the community, he will also put forward Dr. Nancy D. Young for the council's consideration. He encouraged all to attend the council meeting to show their support.

Commissioner Fagin thanked everyone for coming out. He's had relatives in Tracy for 55 years, and he has been here for 35 years, and he can think of many names that have an impact on the city, including Dr. Nancy Young, but he doesn't feel that the facility should be named after one person. He thinks it should represent the community. He stated that when you say Dr. Nancy Young, you don't think of Tracy, but the TRAC would be a recreation activity center and will represent the community and the City of Tracy.

Commissioner Fagin's recommendations are 1<sup>st</sup> the TRAC, and 2<sup>nd</sup> choice would be the City of Tracy Recreation Center. He did not submit a 3<sup>rd</sup> name.

Commissioner Arbogast stated he will go with the will of the people. His 1<sup>st</sup> choice would be Dr. Nancy D Young, 2<sup>nd</sup> choice would be the TRAC, and 3<sup>rd</sup> choice would be the El Pescadero Multi-Generational Recreation Center.

Vice Chair Shrout's recommendations are 1<sup>st</sup> choice the TRAC, 2<sup>nd</sup> choice the City of Tracy Recreation Center, and 3<sup>rd</sup> choice would be the TANK.

Jolene Jauregui, Recreation Services Manager, read the results as follows:

The TRAC received 3-1<sup>st</sup> votes from the commission.

The COT Recreation Center received 3-2<sup>nd</sup> votes from the commission.

The TANK received 2-3<sup>rd</sup> votes and 1-2<sup>nd</sup> vote from the commission

Dr. Nancy D. Young received 2-1<sup>st</sup> votes and 1-3<sup>rd</sup> vote from the commission.

The El Pescadero Park received 1-3<sup>rd</sup> vote.

So, the TRAC, COT Rec Center, with Nancy D. Young, and the TANK are sitting in a tie. Jolene asked that they rank these names.

Chair stated that he would recommend that the commission bring the TRAC, the COT Recreation Center, and the Nancy D. Young Recreation Center before the City Council so the council has the opportunity to hear from the citizens who were passionate about Dr. Young, and it will ultimately be their decision, but recognizing in his personal opinion, that this is bigger than a single individual. He believes the Council deserves to hear from the citizens impacted by Dr. Nancy D. Young.

Conversely, he looks at how specifically sub sports fields, such as Tracy High are named, is it the whole stadium versus just the field. You honor multiple people with just one facility. It's not to say that we can't do something similar, or the council could do something similar if they so choose.

Jolene Jauregui, Recreation Services Supervisor, asked to confirm that, per the policy, they have to have the top 3 in priority order. So, what she heard and to please clarify if they want it changed was the TRAC 1<sup>st</sup>, COT Recreation Center 2<sup>nd</sup>, and Nancy D. Young Recreation Center 3<sup>rd</sup>. Can I get a census of the commission?

Chair Lieberg stated that would be his recommendation but is open to the commission's input or an alternate recommendation.

Discussion on what the exact names will be on the record and move forward to the city council.

The final name recommendations are:

1. The TRAC
2. City of Tracy Recreation Center
3. Dr. Nancy D. Young Recreation Center

Commissioner Jimenez reiterated that she had spoken with several community members regarding their opinions. She noted that, just as the City names parks after individuals, this building, being part of the Parks and Recreation Department, presents an opportunity to honor someone who has made a tremendous contribution to our city. For this reason, she recommended naming it the Dr. Nancy D. Young Recreation Center.

She wanted to clarify what they are putting forth. 1. The TRAC, 2. COT Recreation Center, and 3. Dr. Nancy D. Young Recreation Center. Are we prioritizing 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>, or is this the 3 names we want to see?

Chair Lieberg stated that, as a commission, they need to rank our 3 in order. So, the TRAC, COT Rec Center, and Dr. Nancy D. Young were my proposals and not the final decision, so if you have another recommendation or a different order you would like to see, that is what we are discussing now.

Justin Geibig, Recreation Services Supervisor, asked the commission to reach a consensus and put the names in priority order so we can move forward with this item.

Additional commission discussion/questions occurred.

Brian MacDonald, Parks, Recreation, and Community Services Director, recommended that members make a motion identifying their top three choices. If the motion receives a second, it will proceed to a vote; if not, the motion will fail.

Commissioner Fagin motioned that we submit to the City Council a priority list to name the Multi-Generational Recreation Center, which would be 1<sup>st</sup> the TRAC, 2<sup>nd</sup> the City of Tracy Recreational Center, and 3<sup>rd</sup> the Dr. Nancy D. Young Recreation Center. Vice Chair Shrout seconded the motion.

Chair Lieberg said we have a motion on the table with the TRAC, the City of Tracy Recreation Center, and the Dr. Nancy D. Young Recreation Center being the names moving forward onto the City Council.

**ACTION:** Commissioner Fagin motioned that we submit to the City Council a priority list to name the Multi-Generational Recreation Center, which would be 1<sup>st</sup> the TRAC, 2<sup>nd</sup> the City of Tracy Recreational Center, and 3<sup>rd</sup> the Dr. Nancy D. Young Recreation Center. Vice Chair Shrout seconded the motion. Chair Lieberg said we have the TRAC, the City of Tracy Recreation Center, and the Dr. Nancy D. Young Recreation Center. Roll call found Commissioner Fagin, Vice Chair Shrout, and Chair Lieberg in favor, and 2 Commissioners Arbogast and Jimenez opposing. The vote passed with a 3,2,0 vote.

The chair asked if the staff knows when this would be taken to the council. Justin Geibig stated that we are looking at taking this to the council on October 7 or 21<sup>st</sup>.

The Chair asked if it would be held in the Community Center or back in council chambers.

Justin Geibig, Recreation Services Supervisor, stated it will be held in the council chambers.

Jolene Jauregui, Recreation Services Manager, mentioned that all the nominations received will receive an email from staff letting them know when it will go to council.

Bobby Bivens, President of the National Association for the Advancement of Colored People (NAACP), asked for clarification on what he heard, as it was different from what was moved forward.

Chair Lieberg explained that everyone's individual priority was different, and they reached a consensus on what the commission would accept, which is how it went forward. He stated that Dr. Nancy D. Young's name is moving forward to the council in roughly 2 months.

**b. THE COMMISSION, BY MOTION, APPOINT ONE COMMISSIONER AS CHAIRPERSON AND ONE COMMISSIONER AS VICE CHAIR TO SERVE A ONE-YEAR TERM COMMENCING ON JULY 1, 2025, AND ENDING ON JUNE 30, 2026.**

Brian MacDonald, Parks, Recreation and Community Services Director, stated there is no staff report.

Commission discussion occurred.

Vice Chair Shrout motioned to keep the chairs the same.

Chair Lieberg stated that there is a motion on the table to keep Commissioner Lieberg as Chair and Commissioner Shrout as Vice Chair. Commissioner Arbogast seconded.

**ACTION:** Vice Chair Shrout motioned to keep Commissioner Lieberg as Chair and Commissioner Shrout as Vice Chair for the one-year term from July 1, 2025, to June 30, 2026. Commissioner Arbogast seconded the motion. Roll call found Chair Lieberg, Vice Chair Shrout, and Commissioners Jimenez, Fagin, and Arbogast all in favor. Passed and so ordered with a 5,0,0 vote.

**c. REVIEW, UPDATE, AND APPROVE, BY MOTION, THE GOALS AND OBJECTIVES OF THE PARKS COMMUNITY AND SERVICES COMMISSION FOR FY 2025-2026, WHICH RUNS FROM JULY 1, 2025, THROUGH JUNE 30, 2026.**

Brian MacDonald, Parks, Recreation and Community Services Director, stated there is no formal staff report. He stated the goals are attached, and he recommended that the commission reassign Commissioner Abercrombie's items, as he is no longer on the commission, as well as assign Commissioner Fagin to the goals.

Chair Lieberg requests that we go down the list and review them.

Commission discussion followed.

Jolene Jauregui, Recreation Services Manager, made a recommendation to combine all the events into 1 goal if they so choose. It would be named Parks & Recreation Events.

The commission agreed. Therefore, Goal 1.C will be renamed Parks & Recreation Events, and items 1.C.1 – 1.C.5 will all now be under 1.C.1.

Goal 1.E – Increase communication with local school districts

1.E.1 – Attend bi-monthly meeting & report back to the Commission, will be reassigned to Commissioner Fagin, and Abercrombie will be removed.

1.E.2 – Attend City/School Liaison meetings and report back to the Commission, will be reassigned to Commissioner Fagin, and Abercrombie will be removed.

### Goal 3.A – Safety Needs

3.A.1 – Attend Meeting as needed, related to Parks & Facility Concerns, will be assigned to Vice Chair Shrout, and Abercrombie will be removed.

Staff and Commission discussion occurred regarding goal 3.A.2.

3.A.2 – Attend Quarterly Homeless Advisory meetings will be removed permanently.

**ACTION:** Chair Lieberg motioned to approve the goals and objectives for FY 2025-2026 as discussed. Commissioner Shrout seconded the motion. Roll call found all in favor with a 5,0,0 vote.

## 8. ITEMS FROM THE COMMISSION:

Commissioner Jimenez stated that Tracy Friends for Parks, Recreation and Community Services will now hold quarterly meetings. Their first meeting will be on August 11, 2025. There is no report at this time, but the Foundation and the City are reviewing the MOU.

Commissioner Jimenez reported that the Tracy Senior Association will host their Annual Pancake Breakfast event at Applebee's on October 18, 2025. Tickets will be going on sale shortly.

Commissioner Jimenez reminded that the Dan Schak Ribbon Cutting will be in Tracy Hills on August 21, 2025, at 5:00 pm. The address is 2943 Frost Street.

Commissioner Jimenez asked staff if we have a plan in the event ICE comes to one of the parks during reservations, and asked if we should have the Police Department come and speak to the commission/community.

Commissioner Arbogast wanted to give accolades to the staff and volunteers at Rollin' Rec and stated that it is amazing. He stated he attends all of them, and the staff is so caring. He feels we need to expand it if the budget is there.

Jolene Jauregui, Recreation Services Manager, mentioned that the Summer Season is over, but the Fall Season is beginning.

Commissioner Fagin reported that there will be a Special Olympics out at West High for High School kids, county kids, Mountain House, Lodi, and Manteca School Districts. Amazon will be donating 300 shirts for the kids, along with medals for participating.

Vice Chair Shrout has questions regarding the Solicitation of Names Applications. He specifically asked about the incomplete ones. He also mentioned he doesn't like

Justin Geibig, Recreation Services Supervisor, stated that it was the recommendation of our legal team to include them in the consideration.

Jolene Jauregui, Recreation Services Manager, mentioned that we have been questioned in the past about what our due process was, and this is why we vetted this through our city attorney, and they recommended for transparency that we include all. She suggested that one



or two commissioners attend the city council meeting and explain why you chose what you chose and how you vetted out the process.

Lastly, Shrout mentioned that we had to pause because a city member was being nominated for a park, and he sees the names of city members on the petition pages.

Justin Geibig mentioned we were told to include the signatures even though they are not a requirement for transparency.

Chair Lieberg mentioned that the 4<sup>th</sup> of July Parade was very nice and thanked the staff for helping with that event.

Chair Lieberg mentioned that the block parties have been successful and thanked the staff as well. He mentioned we have one more coming up, and Jolene Jauregui confirmed it is scheduled for September 5.

Chair Lieberg asked if there was an item on the city council for August 19 regarding the Community Plan for the pool.

Staff confirmed, yes.

Chair Lieberg expressed that he had asked that the Ellis Plan be brought to the commission first, before going to the city council, and was hoping to see that on the agenda. He mentioned he will be speaking at the council regarding his opposition to the plan, and to also let them know this should have gone to the commission first.

Brian MacDonald, Director of Parks, Recreation and Community Services, stated that we did look into your request and were told that, since it was a request of council, it would go directly to council.

Jolene Jauregui, Recreation Services Manager, stated for the record that what the city attorney stated regarding all solicitation of names applications, whether incomplete or not, should be entered for consideration.

## **9. ADJOURNMENT:**

Time of Adjournment: 8:38 pm

**ACTION:** Motion was made by Vice Chair Shrout and seconded by Chair Lieberg to adjourn the meeting at said time of 8:38 pm. Roll call found all in favor, passed, and so ordered with 5,0,0 vote.

The above agenda was posted at Tracy City Hall on July 31, 2025. The above are action minutes. A recording of the meeting is available at the Parks and Recreation Department.

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Jolene Jauregui, Staff Liaison

Interim Parks, Recreation, and Community Services Director.

**CITY OF TRACY**  
**PARKS & COMMUNITY SERVICES COMMISSION MEETING**  
**September 4, 2025**

**AGENDA ITEM 6. A.**

**REQUEST**

**REVIEW AND PROVIDE INPUT ON THE REVISED CITY OF TRACY CO-SPONSORSHIP POLICY GUIDELINES.**

**EXECUTIVE SUMMARY**

The City of Tracy has initiated a comprehensive update to the Co-Sponsorship Policy Guidelines to better align with the City's strategic goals, ensure resource accountability, and clarify the application, review, and approval process for co-sponsored events and programs. These updates reflect the City's continued commitment to fostering meaningful partnerships with community-based organizations while ensuring that City resources are utilized equitably and efficiently to benefit the Tracy community.

**DISCUSSION**

The City of Tracy has long collaborated with local non-profits and community organizations through Memorandum of Understanding (MOU) agreements to deliver recreational, cultural, leisure, and community events and programs since 1994, when the policy was adopted. These agreements provide a framework for in-kind City support, including facility access, equipment use, and staff assistance. The existing Co-Sponsorship Policy, last updated in March of 2005, did not include detailed procedures and criteria for evaluating requests, resulting in inconsistencies and increased demand on City resources. As community needs have evolved, and with growing interest in co-sponsored events and programming, it became necessary to revise the policy to improve clarity, efficiency, and strategic alignment.

The revised Co-Sponsorship Policy seeks to:

- Provide clear eligibility requirements and definitions to ensure equitable access.
- Establish a structured application and review process with defined timelines and responsibilities.
- Promote transparency and accountability through measurable outcome reporting.
- Align all co-sponsored activities with the City's core values, strategic priorities, and available resources.
- Clarify the types and limits of City support offered, including in-kind services and staff resources.
- Ensure consistency with Tracy Municipal Code and other applicable regulations.

This Co-Sponsorship Policy serves as a general policy for all City departments and establishes a consistent, citywide framework for evaluating and approving co-sponsorship requests. All applications must be submitted through the City Manager's Office, which will continue to serve as the primary point for distributing applications to the appropriate City departments.

Once reviewed and feedback is provided by the Parks and Community Services

Commission, City staff will present the revised Co-Sponsorship Policy Guidelines to the City Council for final discussion and approval.

As part of the implementation of the revised policy, staff will finalize the updated Co-Sponsorship policy and application for public release and notify the current organizations of the new procedures and deadlines. The City will begin accepting applications under the updated policy for events and programs scheduled in 2026 and onward.

### RECOMMENDATION

That the Parks and Community Services Commission will review and provide input on the revised City of Tracy Co-Sponsorship Policy Guidelines.

Prepared by: Katie Akre, Recreation Program Coordinator

Reviewed by: Justin Geibig, Recreation Services Supervisor  
Jolene Jauregui-Correll, Recreation Services Manager

Approved by: Brian MacDonald, Parks, Recreation and Community Services Director

### ATTACHMENT

Attachment A – Revised City of Tracy Co-Sponsorship Policy Guidelines

## Co-Sponsorship Policy Guidelines: Agreement with External Organizations

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### I. Purpose:

The City of Tracy provides many recreational, cultural, leisure and community-oriented programs and services to the Tracy community. The City recognizes the value of working in collaboration with other agencies and non-profit organizations to supplement these programs and services for the benefit of the community, as well as align the City's strategic goals and missions set forth by the Tracy City Council. In an effort to provide support for these local organizations, this policy has been developed to guide the discussion and set fourth guidelines and criteria to establish parameters for the approval of co-sponsorship requests received by non-profit organizations to host local events that benefit the Tracy community and its residents. The Agreement that results from the negotiations between City staff and organization representatives, the Memorandum of Understanding (MOU), will outline the exchange of services, the duration of the Agreement, insurance requirements and other areas of mutual concern.

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Deleted: process by which the City of Tracy and external organizations will collaborate to provide community programs and services. ...

### II. Definitions

The City of Tracy recognizes a co-sponsored events and/or program as a program or event in which the City Council formally acts to support the event or program goals to benefit the community. The City of Tracy has established the following policy for co-sponsored events and/or programs. Additional information and clarification not included in the Co-Sponsorship Policy pertaining to Facility Use Permit will be referred to the Tracy Municipal Code (TMC).

#### 1. Local Non-Profit

A valid non-profit or community service organization serving the residents of the City of Tracy that provides a defined community benefit (see definition).

#### 2. Community Benefit

- The organization is contributing a value of programs, services, or amenities during the facility use period that is equivalent to the value of the in-kind services requested from the City; or
- The imposition of fees would create a financial hardship on the organization or would make it prohibitive for the event to be held as demonstrated by submitted financial information; and
- The organization is requesting in-kind service to provide an educational or community program opportunity that is open to the general public.

#### 3. In-kind Service

An in-kind service refers to the non-monetary contribution of goods, services, or resources provided by the City in support of a co-sponsored event or program. These contributions hold tangible value and are offered in place of direct financial support.

#### 4. Self-sufficiency

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Be able to demonstrate a clear level of self-sufficiency and the ability to independently manage, execute events, and maintain a standard of professionalism, accountability, and sustainability.

### III. Type of Support Provided:

- Marketing assistance such as guidance, advice, inclusion of program and service information in City marketing material
- City supply and materials (e.g. barricades, street closures, mobile stage, etc.)
- Consultation with various City staff for support related to technical matters, marketing, events planning, application review etc.
- City website link
  - Links to organization
  - Community Calendar listing
- City facilities\*
  - Reduced fees or deposits for use of rooms for organization meeting purposes and for use of other City facilities for programs and events
- City support and the provision of resources are offered at the discretion of the respective City Department Heads and are subject to availability

\* Organizations wishing to use facilities of the Tracy Unified School District or Jefferson School District will need to contact the School District representatives directly.

This list is illustrative and not exhaustive as other support required by the organization may be available, depending on the organization's specific needs and whether the City may meet those needs.

### IV. Eligibility

The City of Tracy will evaluate each request based upon available resources, satisfaction of eligibility criteria, and compliance with the Special Event application requirements set forth below (TMC 4.40.030 Permit Required).

#### Eligible

- Must be an intergovernmental corporation and/or local/ non-profit organization which is in good standing and provide direct service to the Tracy residents/community.
- Provide recreational, cultural, leisure and community-oriented programs and services that supplements and expands upon what the City offers, and which are of value to the community, are open and available to the public, and in compliance with the City's non-discrimination policy,
- Hosted the event or program themselves for minimum one (1) year locally in Tracy and be able to provide measurable outcomes from the event or program to ensure self-efficiency.

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Community Access Channel ¶  
Display of promotional slides ¶  
Minor video production ¶  
Use of video equipment (loaner equipment) ¶

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- Applicant shall have a current City of Tracy business license upon submittal.
- Events/programs must provide a direct benefit to the Tracy community
- Demonstrate capability to deliver high-quality, programs, events and/or services and are well planned.
- Provide resources [e.g. volunteers and materials] needed to administer the programs and/or services being offered
- Organizations must provide their own insurance coverage and submit all required insurance documentation as required and specified by the City. The event insurance policy must list the applying non-profit organization by name; coverage under another entity's policy (umbrella or sub-leased insurance) is not permitted. Must be able to provide an authorized representative (e.g., President, member of the Board of Directors, or other duly authorized agent) to enter into an agreement with the City on its behalf.
- Events must be consistent with the City's core values, mission, and/or strategic goals and programs
- Be willing to provide appropriate recognition of the City for the programs and/or services for which the two parties enter into an Agreement
- Be willing to make periodic reports to the City on the terms and outcomes of the Agreement

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#### Not Eligible

- Any religious church, creed or sectarian organization solely for promoting religious purposes. Religious organizations are not excluded from sponsorships; however, the purpose of the program must be as described in the definitions section of this policy and shall not serve to promote a religious message or erect a sculpture of similar religious content\*
- Political organizations and/or individual campaigns are not eligible for sponsorships for programs they conduct
- Organizations that discriminate on the basis of age, race, sex, sexual orientation, marital status, disability or national origin are not eligible for sponsorships for programs they conduct
- Event or program has not been hosted by the applicant at least one (1) time in Tracy and is unable to provide successful measure outcomes
- Individuals, or groups providing a restricted guest list, are not eligible for sponsorships

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\*Both the United States Constitution (in the Establishment Clause) and the California Constitution (see Article I, §2 [Liberty of Speech], Article I, §4 [Religious Liberty], and Article XVI, §5 [Public Funds; Aid of religious purposes or institutions]) prohibit public agencies from sponsoring, subsidizing or otherwise providing public benefits to religious organizations or events.

#### V. Process

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**1. Application.** Completed and signed Co-Sponsorship Applications must be submitted to the City Manager's Office at Tracy City Hall, located at 333 Civic Center Plaza, Tracy, CA, second floor, at least six (6) months prior and not more than one (1) year before the proposed event or program date. An application submitted less than six (6) months prior to the proposed event date or program will not be accepted and would need to follow the application timeline for the following year. The application and required questions are provided stating on page 8 of this policy.

**2. Staff Review.**

Once submitted, City staff may reach out to an Event/ Program Organizer for more information on either the organization or proposed event. Staff will evaluate the application based on the eligibility requirements described above, along with a consideration of the availability of City resources including but not limited to staffing, space, funding, other calendared events and programs, etc. Co-Sponsorship applications will be accepted and may be circulated to all City departments for review and cost estimations for in-kind services requested.

Following the submission of the initial Co-Sponsorship Application, City staff may require the completion of a Facility Use Application and/or a Special Event Application, depending on the scope of the request and the intended use of City facilities. Additional requirements may also apply based on the Tracy Municipal Code, policies, and regulations of other City departments. Some additional requirements are outlined below:

Special event requirements, facility and equipment use conditions, insurance, and other related requirements must be followed in accordance with City policies, codes, and ordinances (TMC 4.40.030 – Permit Required). Failure to comply with City permitting requirements within the established timeframes may result in the organization being deemed ineligible for future sponsorships.

- Applicant must be a person twenty-one (21) years of age or older (TMC 4.16.060(b)).
- Applicant shall submit a Facility Use and Special Event Application with applicable required supplemental application forms and signed copy of Acknowledgment Form from the Facility Reservation Handbook. Incomplete applications will not be accepted, and the City may require additional information as necessary to evaluate compliance with this policy
- Applicant shall pay non-refundable permit application fee/special event application fee and applicable refundable security deposit(s) at time of application
- Applicant must provide a valid certificate of insurance, with endorsement page, listing the City of Tracy as additional insured, according to current insurance limit requirements
- If applicable, applicant must provide proof of non-profit status and must be current, and in good standing and shall pay the Non-Profit Verification Fee at time of application
- Applicant shall have a current City of Tracy business license (TMC 4.16.140)
- If alcohol or beverage sales are included, the application must be accompanied by the applicable required ABC permit. Tracy Municipal Code 4.16.050(f) provides guidelines

regarding the possession of or consumption of any alcoholic beverage in designated City parks and facilities.

- Applicant shall submit a completed and signed Co-Sponsorship Application
- The City may require additional information as deemed necessary

### **3. Co-Sponsorship MOU Agreement.**

Applicants that pass the initial screening process for eligibility and resource availability will be required to enter into a Memorandum of Understanding (MOU). Through discussion and understanding of the needs of the organization and the City, the responsibilities of each party will be developed and incorporated in the MOU. The City representative assigned to your organization will be responsible for drafting the MOU for the approval of the organization's authorizing entity and the City Council. The MOU will outline the exchange of services, the duration of the Agreement, insurance requirements and other areas of mutual concern.

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The terms of the Agreement negotiated between the City and the organization will be memorialized in

Depending on the type of program and/or service an organization wishes to provide, the duration of the Agreement may vary from a few months to a few years. Typically, the term of the Memorandum of Understanding will extend over a period of 12 to 24 months, with the ability to renegotiate the Agreement at the end of the term. However, shorter terms may be appropriate for an organization that was recently created or offering new programs and/or services. Longer terms may also be approved; however, the maximum term of any Agreement shall be five (5) years.

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### **4. City Council Approval.**

Once the MOU is signed by the Event/ Program Organizer and any/all required documents/ insurance policies are procured by the Event/ Program Organizer, staff will prepare a City Council item to be placed on a future City Council meeting agenda. It is recommended that the Event/ Program organizer send an authorized representative to the City Council meeting. Staff will follow up with all Event/ Program Organizers following the City Council action to determine next steps. The respective City department may decline to enter into an Agreement if it determines that the programs or services will result in a negative impact on the City in terms of facility or departmental activities, requires waiver of any current City policy or approved facility use fees, requires use of City proprietary information (e.g. mailing lists), use of City vehicles or office spaces, or for other similar reasons. If the City declines to enter into an Agreement with an organization, the organization may request to appeal the item and be presented to the City Council.

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#### **4.1. Appeal Process.**

Applicants shall have the right to appeal to the City Manager within ten (10) working days of a permit denial, a permit condition imposed, the departments Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage (TMC 1.12.010). As used in this section, the term "City Manager" means the manager or his or her designee. The appeal shall be filed on a form provided by the City Manager's office. The ten (10) working days for filing the appeal is measured from the date written notice of the decision is

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sent (or personally delivered) to the person. If there is no written notice of decision, the time for appeal is twenty (20) working days from the date of the decision. Upon receiving the notice of appeal, the City Manager shall set the matter for hearing and shall give the person appealing written notice of the time and place of hearing at least ten (10) working days before the hearing. The hearing shall be held within thirty (30) working days of the date the notice of appeal is filed. The parties may extend this time by agreement. The hearing is not limited by technical rules of evidence. The City Manager may affirm, modify or reverse the decision appealed. The City Manager shall render a written decision within ten (10) working days after the close of the hearing. The decision of the City Manager is final ten (10) working days after the written notice of the decision is given to the appellant, unless an appeal to the City Council is authorized under section 1.12.020.

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#### VI. City Support

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Co-Sponsorship applications, depending on the nature of the request and intended use of City facilities, may be circulated to all City departments for review and cost estimations for in-kind services requested. City staff will determine the value of the in-kind services requested for each event that will be determined by the amount or quantity of City resources required (I.e. equipment, personnel, facilities). The exchange of in-kind services the City will provide will not be in the form of monetary contributions to cover event costs.

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The City does not have the ability to waive any fees associated with permits and reviews from agencies (such as South County Fire, Tracy Police Department, San Joaquin County Health Department, Alcohol Beverage and Control).

Co-Sponsorship applications will be accepted and reviewed on an on-going basis, according to the application, review, and appeal schedule. The City Council allocates a limited budget for this policy. Approval of sponsorship is determined on a case-by-case basis related to the eligibility requirements, purpose, and goals of each independent event. Approval of a sponsorship for one year does not imply or guarantee approval in future years for the same organization or event. Future sponsorship may be contingent upon the organization's performance and the achievement of clearly defined, measurable outcomes.

#### **Estimated Value of In-Kind Services**

Total value of in-kind services requested from the City will be considered when determining the amount of a Co-Sponsorship, including but not limited to:

1. Facility rental and permit fees (I.e. encroachment permits), per published Master Fee Schedule
2. Staff time for application review, all departments
3. City rental/event staffing fees, all departments, including overtime calculations
4. City supply and materials costs (I.e. barricades, street closures, mobile stage etc.), all departments
5. Inspection fees, including regular and overtime staff costs
6. Other identified costs

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#### VIII. Post-Event Reporting

Within thirty (30) days of completion of the reservation for which a co-sponsorship was given, for future consideration of co-sponsorships, the applicant must provide a written report to the respective department that is currently overseeing the MOU to include, at a minimum: number of participants, event revenue and expenses, and benefit, if any, to the City. This information may be expected to be available to the public and will be included in City Council updates as requested to report status of Co-Sponsorship recipients.

#### Co-Sponsorship Application.

Thank you for your interest in working with the City of Tracy to provide community programs and/or services to the Tracy community. If your organization is interested in exploring the possibility of entering into an Agreement with the City, please fill out a Co-Sponsorship Application below. For further information please contact the City Manager's Office by email at [cm@cityoftracy.org](mailto:cm@cityoftracy.org) or phone (209) 831-6115. Once the application has been completed and submitted a representative from the department will be assigned to your organization and this individual will be your organization's primary contact for the purpose of developing the Agreement if all eligibility requirements are met known as the Memorandum of Understanding (MOU). The City representative will meet with members of your organization to understand the purpose and needs of your group, the programs and/or services being offered to the community, and how the City and the organization might formulate an Agreement that is mutually beneficial. The organization representatives will also have an opportunity to obtain information on the types of support the City might be able to provide your group, as well as the City's requirements (e.g. compliance with non-discrimination policy). Through an interactive

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process, each party will gain a better understanding of how the two parties may work collaboratively to benefit the community. Once the discussions have concluded and all relevant points negotiated, the City representative will prepare a draft Agreement (MOU) for the organization's review. Upon finalizing the MOU, the organization will have its authorizing entity sign the Agreement; it will then be brought before the City Council for final approval.

#### **Co-Sponsorship Application:**

Prior to discussions between the City and the organization's representatives to determine if an Agreement is feasible, the organization should complete the Co-Sponsorship Application. The application seeks the following information:

- Name and address of the organization.
- Contact information for the primary representative, including name, telephone number and email address.
- Date the organization was established.
- Proof of non-profit status (Copy of approved status from either state or federal records)
- Purpose and objectives of the organization. (Why was the organization established?)
- What recreational, cultural, leisure or community-oriented programs and/or services is the organization proposing? (This is the primary reason for the Agreement between the City and the organization.)
- How do the proposed programs and/or services fit in with the organization's purpose and objectives?
- How many years has the proposed event and/or service been offered to the community? Provide measurable outcomes (i.e. number of attendees, resources utilized, total cost of event/ service, marketing efforts, etc.)
- What type of support from the City is the organization seeking?
- How does the proposed program and/or service support and supplement the City's purpose and objectives? (City's services)
- Details on how the organization plans to implement the proposed programs and/or services, including staffing, materials and resources that will be devoted to the programs and/or services.
- Other services, events or programs offered by the organization.

#### **Negotiations:**

Once the completed form has been submitted to the City representative, negotiations on the support that the City may provide, and the responsibilities of both parties will follow. The City representative that is assigned to the organization will be available to work with the group on all the details regarding the Agreement. The primary objective will be to help the organization obtain the support it needs, within the parameters of what the City may provide and its guidelines.

#### **Marketing/Promoting Process:**

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An element that is included in the Agreement (MOU) will be the City's request for recognition for the proposed programs and/or services that is the subject of the Agreement (not for all aspects of the organization's work). The City will provide the organization with the appropriate City logo and publicity guidelines upon the finalization of the MOU. The organization will prepare their marketing material using the City guidelines and logo. It will then provide the City with a copy of the marketing material at its earliest convenience. If the organization would like assistance in preparing or distributing marketing materials, this should be included in the discussions and noted in the MOU.

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#### **Approval Process:**

The City will make every effort to complete the approval process in 90 days. An application must be submitted at least six (6) months prior and not more than one (1) year before the proposed event or program date. An application submitted less than six (6) months prior to the proposed event date or program will not be accepted and would need to follow the application timeline for the following year. If the City representative determines that an Agreement with the organization is not feasible, the City representative will advise the organization representative. The organization may request the matter be presented to the City Council. The City representative will prepare a staff report for the Council agenda, and the organization will be advised of the date the City Council will consider the item.

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Thank you for your interest in developing recreational, cultural, leisure and/or community-oriented programs for the benefit of the Tracy community. Please contact the City Manager's Office with any questions. We look forward to working with you.

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#### **Co-Sponsorship Application**

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Name of Organization:

Organization Address:

Name of Contact Representative:

Telephone number:

E-mail address:

#### **Information Regarding Organization and Proposed Program/Service**

Type of Organization:

- ☐ 501(c)(3)- Charitable
- ☐ 501(c)(4)- Social Welfare
- ☐ 501(c)(6) - Business League
- ☐ 501 (c)(9)- Employee Associations

Date the organization was established:

Purpose and objectives of the organization (Why was the organization established?)

(Please attach additional sheets if desired).

What recreational, cultural, leisure or community orientated programs and/or services is the organization proposing? (This is the primary reason for the Agreement between the City and the organization.)

(Please attach additional sheets if desired)

How do the proposed programs and/or services fit in with the organization's purpose and objectives?

(Please attach additional sheets if desired).

What type of support from the City is the organization seeking?

(Please attach additional sheets if desired).

How does the proposed program and/or service support and supplement the City's purpose and objectives? (City's services)

(Please attach additional sheets if desired).

Please provide details on how the organization plans to implement the proposed programs and/or services, including staffing, materials and resources that will be devoted to the programs and/or services.

(Please attach additional sheets if desired).

Please describe other services, events or programs offered by your organization.

(Please attach additional sheets if desired).

### Agenda Item 7. A.

**Parks & Community Services Commission  
Sports Field Quarterly Report  
June 1, 2025 – August 31, 2025**

<b>Organization</b>	<b>Sport</b>	<b>Date(s) of Violation</b>	<b>Location</b>	<b>Violation Type</b>	<b>Violation Issued</b>	<b>Comments</b>
Tracy Little League - Baryla	Softball	6/2/25	Tracy Sports Complex	<b>No Show</b>	<b>First Violation:</b> Verbal Warning by Facility Attendant	Tracy Little League - Baryla was charged for the reservation.
San Joaquin County Soccer Academy	Soccer	6/29/25	Legacy Fields	<b>No Show</b>	<b>First Violation:</b> Verbal Warning by Facility Attendant	San Joaquin County Soccer Academy was charged for the reservation.
Tracy Buccaneers	Football	7/8/25	Legacy Fields	<b>No Show</b>	<b>First Violation:</b> Verbal Warning by Facility Attendant	Tracy Buccaneers was charged for the reservation.
West Coast Soccer	Soccer	7/8/25	Legacy Fields	<b>No Show</b>	<b>First Violation:</b> Verbal Warning by Facility Attendant	West Coast Soccer was charged for the reservation.

**Parks & Community Services Commission Reports: March, June, September & December**



## Recreation Division Report

Comments from Senior Center Comment Box			
Date	Concern/Comment	Status	How often do you visit?
5/16/2025	No concerns/comments		
5/23/2025	No concerns/comments		
5/30/2025	No concerns/comments		
6/6/2025	No concerns/comments		
6/13/2025	Additional Mahjong Session Monday or Thursday - Librada Correa	Ongoing: Staff will review the current senior center weekly schedule for opportunities to expand mahjong offerings. Mahjong is currently offered on Wednesdays for four (4) hours.	Weekly
6/13/2025	Please add another Mahjong session, either Monday or Thursday. Thanks - Terry Gosiengriao	Ongoing: Staff will review the current senior center weekly schedule for opportunities to expand mahjong offerings. Mahjong is currently offered on Wednesdays for four (4) hours.	4 times a week
6/13/2025	Please add Mahjong Monday or Thursday - Sonia Sambrano	Ongoing: Staff will review the current senior center weekly schedule for opportunities to expand mahjong offerings. Mahjong is currently offered on Wednesdays for four (4) hours.	Weekly
6/13/2025	Additional Mahjong Session Monday or Thursday 2:30pm - 5:30pm - Linda Talgarow	Ongoing: Staff will review the current senior center weekly schedule for opportunities to expand mahjong offerings. Mahjong is currently offered on Wednesdays for four (4) hours.	5 times a week
6/13/2025	Please add another Mahjong Session on Thursday after Bingo - Sonia Lee	Ongoing: Staff will review the current senior center weekly schedule for opportunities to expand mahjong offerings. Mahjong is currently offered on Wednesdays for four (4) hours.	3 times a week
6/13/2025	Mahjong additional session either Monday or Thursday after Bingo - Miriam Espartero	Ongoing: Staff will review the current senior center weekly schedule for opportunities to expand mahjong offerings. Mahjong is currently offered on Wednesdays for four (4) hours.	Weekly
6/20/2025	Another room for our music class too noisy - Katie Marquez	Completed: Staff relocated the music reading class into another classroom.	Every Day
6/27/2025	No concerns/comments		
7/4/2025	No concerns/comments		
7/11/2025	Offer Damsel in Defense Class at the Center - Kathy Staten	Completed: Staff will research this class and explore opportunities to add a future class in an upcoming winter/spring or summer activity guide.	3 times a week
7/18/2025	Please put the clock back up in the big room!	Completed: A new clock was replaced in the multipurpose room.	
7/18/2025	Pork alternative at lunch also pork listed in all items on menu is pork also put 1st day of the next month on menu cause we never know what it is on the menus for the 1st when we call in- Teresa Mondragon	Completed: Staff shared these suggestions with the San Joaquin County Human Services Agency. All menu items are approved by the County's registered dietician based on Dietary guidelines for Americans. Menus are based on ingredient availability.	
7/25/2025	For the safety of the pickleball player, please install a metal clock cage to prevent clock falling off. - Bernice Lee	Ongoing: Staff will research alternative options for the wall clocks in the multipurpose room.	3 times a week
8/1/2025	Green Tea- Teresa Mondragon	Ongoing: Staff will look at options for adding green tea.	Weekly
8/8/2025	No concerns/comments		

\*\*Comment boxes are checked every Friday

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

Beginning February 23, 2014, the Lolly Hansen Senior Center began documenting comments/concerns that participants submitted. Over the past eight-four months, 244 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.