

Action Plan – Facility and Operations

GOAL

The Board and Staff of the Madison Senior Center are responsible for maintaining an attractive Senior Center which provides meeting space for not only the City’s elders, but also other community groups.

Objective 9-A: To maintain and improve the Senior Center facility and furnishings by meeting annually with the City of Madison’s Facility Manager.

Objective 9-B: To encourage community use of the Senior Center by advertising twice yearly in appropriate print and social media or on the website.

Recommended Actions	Resources Required	Organizations & Agencies Involved	Technical Assistance & Training Required	Key Person and Timeframe
1. Work with existing transportation providers and users to enhance services, provide information and better utilize current resources.	None	Various transportation providers, other aging-related organizations. Parking Utility	None	Program Coordinator; Volunteer Coordinator 2019
2. Increase participant safety through hands-on emergency practices, maintaining good egress and access, and implementing rules for chemicals and hazardous materials.	None	None	Seek assistance from Fire Department for proper procedures.	All Staff; Office Manager; Clerk Typist 2018/2019
3. Enhance identification of Senior Center by adding interior and exterior signage.	Funds in City Budget	City Zoning	City Zoning	Office Manager 2019
4. Examine facility décor, lighting and space utilization of first floor rooms.	Funds in City Budget, depending on review.	None	City Engineering	All Staff 2018/2019
5. Investigate loop system for hearing impaired.	Funds in City Budget, depending on review.	None	City Engineering. Seek estimate from Audio Specialist	Office Manager 2019