

**Community Center Reuse Policy Work Plan  
Parks, Recreation and Neighborhood Services Department  
2019-2020**

Policy Work Plan			
	Key Tasks	Timeline/Deadline	Project Lead
<b>Goal: Adoption of Reuse Facility Policy</b>			
a.	Research best practices and establish policy framework of accountability, financial sustainability, transparency, and identify internal and external stakeholders	6/1/19	Andrea Flores Shelton, Jeremy Shoffner
b.	Develop a plan for outreach/community engagement	7/1/19	Andrea Flores Shelton, Jeremy Shoffner
c.	Collaborate with stakeholders to identify and confirm policy goals, objectives, and implementation plan	Fall 2019	Neil Rufino, Andrea Flores Shelton, Jeremy Shoffner
d.	Finalize policy proposal and alternatives for CMO review	Spring 2019	Neil Rufino, Andrea Flores Shelton
<b>Objective 1: Maintain safe, quality facilities for neighborhood services</b>			
1a.	Submit recommended staffing model to City budget process	FY19-20 Budget	Neil Rufino
1b.	Conduct facility assessments to identify needs, risks to inform facility maintenance planning, budget and capital investment strategy	FY 19-20 Budget; completion by 2024	
1c.	Research, identify and recommend to Council various financial sustainability options (rent, lease, utilities, others) for community operator/provider contributions to facilities	Proposal to NSE in Oct 2019	Neil Rufino
1d.	Analyze cost for converting specific reuse centers to hybrid model and/or hybrid centers to full PRNS operated centers	Proposal to NSE Oct 2019	Neil Rufino
1e.	Identify reuse facilities for child care providers with Public Works per direction of council priorities	FY 20-21 Budget	Neil Rufino, Nicolle Burnham, Public Works
1f.	Continue collaborating with Housing Department to analyze sites that could be rehabilitated in financial partnership with a developer to construct mixed use housing and community spaces.	Ongoing	Neil Rufino, Housing
<b>Objective 2. Ensure timely, transparent process for selection of facility operators and community providers</b>			
2a.	Update unique services protocol and develop checklist for step by step process.	7/30/19	Andrea Flores Shelton, Jeremy Shoffner
2b.	Review and consider updates to Policy 7-12 and Unique Services provision	Proposal to NSE October 2019	Neil Rufino, Andrea Flores Shelton
<b>Objective 3. Establish consistent, enforceable accountability standards and metrics for all operators and providers of city-owned facilities</b>			
3a.	Submit recommended staffing model to City budget process to ensure contract management, monitoring and compliance in alignment with Department's Special Partnerships Unit	FY19-20 Budget	Avi Yotam, Andrea Flores Shelton
3b.	Develop verification mechanism for child care providers and license-exempt operators for declaring agency in compliance with State regulations	6/30/19	Liz Klotz, Andrea Flores Shelton

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3c.	Develop metrics and data collection plan for all reuse partners, revise scope of financial and program reporting requirements to allow for more efficient monitoring	7/30/20	CJ Ryan, Jeremy Shoffner
<b>Objective 4. Improve community access and knowledge of activities in all city-owned community centers</b>			
4a.	Research and identify appropriate online tool to increase community awareness of activities in all city owned facilities with translate function; Pilot Vietnamese-American Cultural Center	8/1/19	Andrea Flores Shelton, IT
4b.	Publish all reuse site provider activities in the community activity guides based on geographic location/council district area	4/1/19	Andrea Flores Shelton, Jeremy Shoffner
4c.	Continue discussions with school districts (Oak Grove, Berryessa) to evaluate whether current agreements meet school, neighborhood needs	8/1/19	Neil Rufino