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DEPARTMENT OF
PARKS AND RECREATION

CITY OF SACRAMENTO
CALIFORNIA

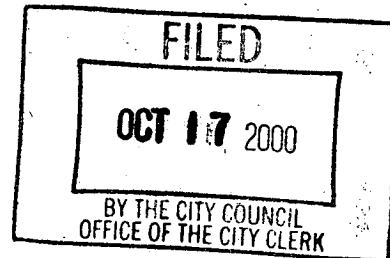
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DONALD W. MURPHY
DIRECTOR

October 9, 2000

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City Council
Sacramento, California



Honorable Members in Session:

SUBJECT: APPROVAL OF PURPOSE, GOALS, CRITERIA AND PROCESS
FOR COMMUNITY AND SCHOOLS PARTNERSHIP PROGRAM

LOCATION: Citywide

RECOMMENDATION:

This report recommends that the City Council approve the purpose, goals, ranking criteria and process for the Community and Schools Partnership Program.

CONTACT PERSON:

Don Murphy, Director of Parks & Recreation, 264-5200
Ralph Pettingell, Recreation Manager, 264-6173

FOR COUNCIL MEETING OF: October 17, 2000

SUMMARY

This report provides detail on and requests approval of the purpose, goals, ranking criteria and process for identifying and selecting projects for the Community and Schools Partnership Program. Funding for the program of \$1.8 million in one time funding was approved by the City Council as part of the General Fund Capital Improvement Program.

COMMITTEE/COMMISSION ACTION

The purpose, goals, criteria and process for the Community and Schools Partnership Program were presented to the Parks and Recreation Citizen Advisory Committee at their September 7, 2000 meeting. Revisions were made based on the comments and suggestions from the Committee and the recommendations of this report were supported by the Committee at their October 5, 2000 meeting.

BACKGROUND

In October, 1999 the City Council approved the Community and Schools Partnership Project as part of the General Fund Capital Improvement Program. The project is currently funded at a total of \$1.8 million in one time funds for the 2-3 year CIP.

This past March, as part of the midyear review, staff presented proposed goals and guidelines for the program. At that meeting the City Council expressed a number of questions and ideas and directed staff to further develop detail of the program and return for Council consideration and approval. Comments included greater community emphasis and outreach to neighborhoods. The purpose, goals, criteria and process proposed in this report reflect the comments and direction of City Council. This report has been delayed pending the restructuring of the Parks & Recreation Department and appointment of a Department Director. In the interim, staff has met with five of the seven school districts to discuss this program. Meetings with the remaining two school districts are being scheduled.

This report recommends City Council approve the following purpose, goals, ranking criteria and process for the Community and Schools Partnership Program:

Purpose

To meet neighborhood and/or community needs for public facilities by improving, using, or building on neighborhood school sites.

Under the proposed purpose, only facility projects requiring one time funding would be eligible for consideration within the program. Examples of projects that would be eligible for consideration include converting a multi-purpose room into a community center to meet neighborhood/community needs, renovating school grounds to serve as a park or provide sports fields for a neighborhood, build a

new multi-use facility or locate a portable classroom on a school site to serve as a community resource center.

Goals

- **To provide for needed capital improvement projects through a collaborative effort between the community, the City and School Districts.**
- **To merge and leverage resources and funding of the community, the City and School Districts to address mutual facility and capital improvement needs utilizing school sites.**
- **To support projects at or adjacent to school sites that will facilitate the expanded use of school facilities to accomplish the program purpose.**

Criteria & Ranking

The proposed criteria for purposes of evaluating projects for the Community and Schools Partnership Program fall into five major policy areas:

- **Public Facility Need,**
- **Community Support/Collaboration**
- **Project Scope,**
- **Partnering Resources, and**
- **Socio-Economic Indicators.**

Detail on the ranking criteria and scoring is included as Attachment A. The purpose of the criteria and ranking process is to provide an objective and equitable method of evaluating, justifying and ranking proposed projects.

Process

The following are specific steps that will be included in the process for identifying, ranking and recommending projects for City Council consideration:

- A request for project proposals form with program information will be distributed to school districts, neighborhood groups and community organizations to solicit project ideas for the program with a specific due date. Staff will work with the Neighborhood Area Directors and all school districts to assure a broad distribution of the RFP materials. A sample proposal application is included as Attachment B.
- Project proposals must have the support of the school principal or school district and neighborhood or community group.

- A working group made up of staff from Parks & Recreation, Budget & Policy, Public Works and Neighborhood Services as well as community representatives from the Parks & Recreation Citizen Advisory committee will initially screen proposals to assure consistency with the program purpose and goals. During this time, additional detail and/or input would be solicited from applicants, school districts, etc. in order to have adequate information to proceed to the next step.
- Proposals would then go through a preliminary scoring using the City Council approved criteria (Attachment A).
- Those proposals with the highest ranking would be researched and refined as to scope, cost, etc. including contact with the applicant to provide greater detail to assist in the evaluation and selection process.
- After obtaining more detail, the remaining projects would be rescored using the City Council approved criteria.
- A list of proposed projects with their rankings will be presented to City Council with recommendation on funding.

If City Council approves the recommendations of this report, the Request for Project Proposals would be distributed in November-December. Proposals would be due back in January-February. It's expected that preliminary review could begin in February 2001.

FINANCIAL CONSIDERATIONS

City Council approved \$1.8 million in one time funds to support the Community and Schools Partnership Program. One of the challenges inherent to this type of program is balancing the potential demand and need with the current available funding. Criteria that ranks the participation in project funding by other partners to leverage funds is included in the proposed criteria.

POLICY CONSIDERATIONS

The proposed purpose, goals, criteria and process for the Community and Schools Partnership Program are consistent with the direction of City Council and support the Council policy of use of one time funds.

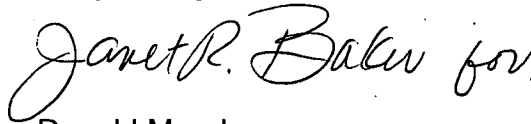
ENVIRONMENTAL CONSIDERATIONS

CEQA impacts will be addressed on a project specific basis.

ESBD EFFORTS

Not applicable.

Respectfully submitted,



Donald Murphy
Director of Parks and Recreation

APPROVED:



ROBERT P. THOMAS
City Manager

Attachments:

Attachment A: Detail on criteria ranking

Attachment B: Sample Request for Project Proposals Form

City of Sacramento
COMMUNITY and SCHOOLS PARTNERSHIP PROGRAM

Purpose

To meet neighborhood and/or community needs for public facilities by improving, using, or building on neighborhood school sites.

Goals

- To provide for needed capital improvement projects through a collaborative effort between the community, the City and School Districts.
- To merge and leverage resources and funding of the community, the City and School Districts to address mutual facility and capital improvement needs utilizing school sites.
- To support projects at or adjacent to school sites that will facilitate the expanded use of school facilities to accomplish the program purpose.

Process

- A request for proposals form will be distributed to school districts, neighborhood groups and community organizations to solicit project ideas for the program.
- Project proposals must have the support of the school principal or school district and neighborhood or community group.
- A working group made up of staff from Parks & Recreation, Budget & Policy, Public Works and Neighborhood Services as well as community representatives from the Parks & Recreation Citizen Advisory committee will initially screen proposals to assure consistency with the program goals. During this time, additional detail and/or input would be solicited from proposers, school districts, etc. in order to have adequate information to proceed to the next step.
- Proposals would then go through a preliminary scoring using the City Council approved criteria/ranking process.
- Those proposals with the highest ranking would be researched and refined as to scope, cost, etc. including contact with the initial proposing entity to provide greater detail to assist in the evaluation and selection process.
- After obtaining more detail, the remaining projects would be rescored using the City Council approved criteria/ranking process.
- A list of projects with their rankings will be presented to City Council with recommendation on funding.

Criteria & Ranking

The proposed criteria for purposes of evaluating projects for the Community Schools Partnership Program fall into five major policy areas:

- **Public Facility Need,**
- **Community Support/Collaboration**
- **Project Scope,**
- **Partnering Resources, and**
- **Socio-Economic Indicators.**

The purpose of the criteria and ranking process is to provide an objective and equitable method of evaluating and justifying proposed projects.

City of Sacramento
COMMUNITY SCHOOLS PARTNERSHIP PROGRAM
CRITERIA AND RANKING FOR PROPOSED PROJECTS

The proposed criteria for purposes of evaluating projects for the Community Schools Partnership Program fall into four major policy areas: **Public Facility Need, Community Support Collaboration, Project Scope, Partnering Resources and Socio Economic Indicators.** The purpose of the criteria and ranking process is to provide an objective and equitable method of evaluating and justifying proposed projects.

Public Facility Need

This criterion is based on the program purpose of meeting the neighborhood and community's needs for public facilities which include city parks, recreation and leisure facilities as identified in the draft Parks & Recreation Master Plan inventory, other City Council adopted master plans and needs identified through other public processes such as the General Fund CIP workshops as well as those identified by School Districts through their public processes.

City Facilities

- Major deficit (identified significant deficit in master plan – no such facility within that planning area) (3 points)
- Noted deficit (identified deficit in master plan - other similar facilities in the planning area) (1 point)
- No deficit (no deficit identified in master plan) (0 points)

School Facilities

- School District identifies the proposed project as a high priority for the district (3 points)
- School District identifies the proposed project as a low priority for the district but is agreeable to considering project (1 point)
- School District identifies the project as of no value to district (0 points)

Community Support/Collaboration

This criterion is based on the program goal of meeting community needs and having the community as a partner in this program.

- Project is actively supported by the surrounding residents, neighborhood groups and community organizations. (3 points)
- Project is supported by either the surrounding residents, neighborhood groups or community organizations with no opposition. (2 points)

Project Scope

This criterion is based on the program goal of facilitating the expanded use of school facilities through joint use.

Access (Hours available)

- Project provides for significant community use of school facilities. (3 points)
- Project provides for some community use of school facilities. (1 point)
- Project provides for no community use of school facilities. (0 points)

Service Demand (multi functional)

- Project addresses a significant community need or provides alternative facilities to meet a significant service demand. (3 points)
- Project addresses a community need or provides alternative facilities to meet a service demand. (1 points)
- Project addresses no community need or provides no alternative facilities to meet a service demand. (0 points)

Project impact

- Project will serve a wide variety of functions and a broad geographic area (3+ miles). (3 points)
- Project will serve a wide variety of functions and a limited geographic area (1-2 miles). (2 points)
- Project will serve a limited variety of functions and a broad geographic area (3-5 miles). (1 point)
- Project will serve a limited variety of functions and a limited geographic area (1-2 miles). (0 points)

Partnering Resources

This criterion is based on the program goal of merging and leveraging the funding and resources of the School Districts, the City and the community to address mutual facility and capital improvement needs utilizing school sites. Partners under the program include the School District, community groups and organizations and other agencies.

Leveraging

- Project has identified funding or resource support from all partners. (3 points)
- Project has identified funding or resource support from several partners. (2 points)
- Project has identified funding or resource support from one partner. (1 point)
- Project has no identified funding or resource support from other partners. (0 points)

Socio-Economic Indicators

This criterion is intended to provide another basis for evaluating projects for consideration.

School Lunch Program - % of students qualifying for free lunch program at proposed project site.

- Over 75% of students qualify. (3 points)
- Over 20% but less than 75% of students qualify. (1 point)
- Under 20% of students qualify. (0 points)

Redevelopment/Revitalization

- Project is situated within a recognized redevelopment zone. (2 points)
- Project not in a recognized redevelopment zone but is situated within one-half mile of a recognized redevelopment zone). (1 point)

SAMPLE

**CITY OF SACRAMENTO
COMMUNITY SCHOOLS PARTNERSHIP PROGRAM
PROJECT PROPOSAL**

Contact Name: _____

Phone: _____

Organization: _____

Address: _____

Description of project:

Location of project (address & school district):

**What is the need for this project? How does it fit the goals of the
Community Schools Partnership Program?**

**What types of activities would the facility be used for and who are the user
groups?**

Does this project have the support of (check if yes):

- surrounding residents
- local neighborhood group
- community organizations
- school district

Explain:

Does the project have identified funding? If yes, what is the source and amount?

Does the project have identified other resources? If yes, what is the source and value/amount?

What are other potential funding sources for the project? Have you actively pursued these sources?

Other comments:

Additional Info:

Council District _____ Planning Area _____ Census Tract _____

Redevelopment Area _____ (Yes/No) School District _____

School Lunch Certification _____

Please refer questions to Ralph Pettingell, City of Sacramento, Recreation Manager at (916) 277-6173.

Completed applications must be submitted by no later than _____
to:

Ralph Pettingell, Recreation Manager
City of Sacramento
4623 T Street
Sacramento, CA 95819
FAX (916) 277-6074
email: rpettingell@cityofsacramento.org

COMMUNITY AND SCHOOLS PARTNERSHIP PROGRAM

RECOMMENDED CITY COUNCIL ACTION

- ◆ **Approve the program purpose,**
- ◆ **Approve the program goals,**
- ◆ **Approve the ranking criteria, and**
- ◆ **Approve the process.**

COMMUNITY AND SCHOOLS PARTNERSHIP PROGRAM

PURPOSE

To meet neighborhood and/or community needs for public facilities by improving, using or building on neighborhood school sites.

Examples

- ◆ **Convert a multi-purpose room into a community center,**
- ◆ **Renovate school grounds to serve as a park/provide sports fields,**
- ◆ **Build a new multi-use facility,**
- ◆ **Locate a portable classroom to serve as a community resource center.**

COMMUNITY AND SCHOOLS PARTNERSHIP PROGRAM

PROGRAM GOALS

- ◆ **Provide for needed capital improvement projects through a collaborative effort,**
- ◆ **Merge and leverage resources and funding,**
- ◆ **Facilitate the expanded use of school facilities to accomplish the program purpose.**

COMMUNITY AND SCHOOLS PARTNERSHIP PROGRAM

CRITERIA FOR RANKING

- ◆ **Public Facility Need**
Measures the project based on neighborhood/community need
- ◆ **Community Support/Collaboration**
Measures the community support and partnership for the project
- ◆ **Project Scope**
Measures the project's expanded use of school facilities
- ◆ **Partnering Resources**
Measure the leveraging of funding and resources for the project by partners
- ◆ **Socio-Economic Indicators**
Other indicators as a basis for evaluating project

COMMUNITY AND SCHOOLS PARTNERSHIP PROGRAM

PROCESS

