

### Westside Community Center Working Committee Proposal

**Vision:** The vision for the Westside Community Center is a space that cultivates community-based services offering quality social, cultural, educational, and recreational opportunities that promote a diverse, inclusive, safe, and healthy community. The Westside Community Center Working Committee will support this vision by performing within its established roles and responsibilities to foster a sustainable, vibrant community center that enhances the westside neighborhood and increases support to the overall community.

**Mission:** The Westside Community Center Working Committee (“Committee”) shall act in an advisory capacity to the Parks, Recreation and Cultural Services Advisory Board (“Board”) in matters pertaining to the Westside Community Center’s building usage, provision of programs and services, communication between the general public and staff, volunteer recruitment, and fundraising as outlined in the Committee roles and responsibilities section.

**Working Committee Formation:** The Committee shall be established in accordance with the Parks, Recreation and Cultural Services Advisory Board Policy as outlined below:

1. The Committee shall consist of nine members appointed by the Parks, Recreation and Cultural Services Advisory Board.
2. Individuals may apply for the Committee through the City of Colorado Springs’ Boards and Committees standard application process via an online submittal or a hardcopy application sent to the Parks, Recreation and Cultural Services Headquarters. Notification when applications will be accepted and for what period of time shall be posted on the City’s website as well as communicated through various social media outlets. Notification will also be posted at the Westside Community Center’s bulletin board information center with hardcopy applications available at the front desk.
3. Applicants must be residents of the City of Colorado Springs, shall not hold elected public office and shall serve without pay.
4. Committee representation regarding the following areas of interest/expertise shall be considered as part of the selection process: westside neighborhood focus; non-profit/for-profit operations; arts and culture; perspectives on potential programs/services for seniors, families, and youth; community center functions; and facility management/maintenance.
5. Citizen appointments will be approved by a vote of the Board. Recommendations for committee appointments will be provided by staff and/or Board members.
6. At least one member of the Board shall be appointed to serve as a voting member of the Committee as well as serve as a liaison between the Board and the Committee.
7. Committee members will serve two-year terms to expire on the anniversary date of the initial appointment of committee members.

8. The Chairperson and Vice Chairperson of the Board, or designee, automatically become ex-officio members of the Committee.

**Working Committee Operation:** The Committee shall operate using the guidelines listed below:

1. A Chairperson and Vice Chairperson will be elected from the Committee membership each year. The term of office shall be one year.
2. Meeting dates will be established by the Committee with regular meetings occurring monthly with notice given to include meeting dates, times, and locations. Meetings of the Committee shall be open to the public.
3. Appropriate Parks, Recreation and Cultural Services staff will provide assistance to the Committee. A manager, or their designee, will be appointed as the primary staff contact and will attend monthly Committee meetings and provide pertinent updates as appropriate.
4. Committee members' channel of communication with the staff will be through the Committee Chair to the Community Recreation Manager. Committee members should avoid requesting individual staff members for reports, favors or special considerations without clearing with the Community Recreation Manager.
5. Memoranda providing Committee recommendations shall be the primary source of communication. When requested or when deemed advisable, the Committee Chair or designee, will be present at the Board meeting to state the Committee's recommendation and answer questions or submit written comments in lieu of being present.
6. The Committee shall provide an annual report to the Board in which progress of accomplishment of goals and objectives are reported. A final summary report shall be provided at the end of the Committee's initial two-year term including an evaluation of the need to continue in its current configuration or if a different format would be more appropriate, such as a Friends of the Westside Community Center group.

**Roles and Responsibilities:** The Committee would be established and charged with the following roles and responsibilities in support of the Westside Community Center:

- a. To review proposals submitted for building usage as well as programs and services to be offered at the Center, in conjunction with recommendations by staff, for potential implementation.
- b. To provide staff with recommendations regarding potential partnerships (program providers / service providers / volunteer providers) for the Westside Community Center.

- c. To review the Community Center biannual report supplying key statistics regarding Center operations and, if warranted, make recommendations for improvement or enhancement.
- d. To serve as a conduit for sharing information, including concerns and opportunities, between the general community and Center staff.
- e. To explore opportunities with staff for fundraising through grants, donations, and other marketing efforts.
- f. To help promote Westside Community Center activities, program offerings and events.

**Working Committee Application Process:** The proposed timeline to form the Working Committee is outlined below:

Presentation to Parks Board Regarding Committee Formation	Sept 8
Feedback from Community Regarding Proposed Formation	Sept 8 – Sept 30
Action item to Parks Board Regarding Committee Formation	Oct 13
Committee Application Submittal Window	Oct 14 – Oct 23
Application Review Process	Oct 24 – Oct 30
Interview Selected Candidates	Oct 31 – Nov 4
Action item to Parks Board Regarding Candidate Selection	Nov 10
Committee Members First Meeting	Nov 14 – Nov 18

**Additional Operational Context:** The following provides additional information regarding the operation of the Center and the roles and responsibilities of Parks Department staff in relation to the those outlined for the Working Committee:

1. Parks Department management directs staff of the Community Center and assigns work tasks to staff.
2. Parks Department management and staff develop and implement the Center’s annual budget and financial commitments as part of the City budget process.
3. Parks Department management and staff coordinate, prioritize and conduct facility maintenance, renovation, and capital projects.
4. Parks Department management and Therapeutic Recreation staff oversee and implement the Therapeutic Recreation Program.

## Building Usage Summary

### **Goals:**

1. A use that can integrate seamlessly with the Westside neighborhood
2. A use that will preserve the historic appearance of the buildings
3. A use that is generally compatible with the neighborhood setting and values expressed during the community engagement process including community facing organizations
4. A use that recognizes the Community Center is an asset of the City of Colorado Springs and allows the City to maintain ownership of the property while entering into a lease or rental agreement for the designated space and/or building
5. A use that will stimulate other desirable economic, social, and cultural development within the Westside Community Center site

### **Example uses include:**

- Office space
- Business incubator space
- Performing and visual arts space
- Café/eatery/restaurant
- Education
- Early childhood/day care/after school
- Fitness

### **City Requirements:**

1. Is a financially stable organization
2. Has experience and a track record that supports the proposed use
3. Produces revenue for the City through lease or rent, and/or, in-kind services benefitting the community center that offsets services the City or participants would have to pay for
4. Able to make the capital investment to support any required upgrades related to the proposed use
5. Able to commit to a multi-year arrangement
6. Willing to develop and implement an evaluation process with results provided to the City on an annual basis
7. Has a mission that is consistent with City policy as well as with State and federal law and the requirements of City Ordinances
8. Will offer their services/programs to all of the public
9. Can be transparent and non-discriminatory

## Programs and Services Summary

### **Goals:**

1. A program/service that can integrate seamlessly with the Westside neighborhood
2. A program/service that is generally compatible with the neighborhood setting and values expressed during the community engagement process including community facing organizations
3. A program/service that contributes to an overall mix of offerings that appeal to diverse participants (in terms of age, ethnicity, interests, education, culture, etc.) that will stimulate other desirable economic, social, and cultural development within the Westside Community Center

### **Example uses include:**

- Dance classes
- Language classes
- Art classes
- AARP classes and support services
- TRP programs
- Senior meals and programs
- Silver Sneakers
- Pickleball/Table Tennis

### **City Requirements:**

1. Is a financially stable organization
2. Has experience and a track record that supports the proposed program/service
3. Produces revenue for the City through rent, and/or, in-kind services benefitting the community center that offsets services the City or participants would have to pay for
4. Able to commit to at least three months
5. Willing to develop and implement an evaluation process with results provided to the City on a quarterly basis
6. Can be transparent and non-discriminatory
7. Must offer programs and services to all of the public
8. Has a mission that is consistent with City policy as well as with State and federal law and the requirements of City Ordinances

### Process for Review of Submitted Proposals

1. Proposal Letters of Interest criteria will be available online and posted at the Center.
2. Proposals will be received on an on-going basis.
3. Proposals will be reviewed by staff and categorized by potential lease, concessionaire or program/service.
4. Proposals will be presented to the Working Committee on a monthly basis as a standing agenda item to include recommendations by staff based on the Center's calendar and space availability as well as diversity of offerings already in place.
5. Proposals approved to move forward will be coordinated and negotiated by staff for implementation or an additional competitive process (such as a case of multiple entities wishing to utilize space for a similar use).
6. Any competitive process will include input from the Working Committee regarding the development of scope and criteria for proposal submittals.
7. Any competitive process will include at least two members from the Working Committee on the evaluation panel for proposal review and final selection.

DRAFT

**PLEASE SUBMIT ANY COMMENTS TO KIM KING  
NO LATER THAN SEPTEMBER 30TH:  
KIM.KING@COLORADOSPRINGS.GOV**