City of Boulder Transition Plan Project

DRAFT June 25, 2012

	Cite	Project	Scope of Work	Task	Expected Completion Date
		Administrative			
		Implement Transition Plan Outreach	Present Transiton Plan to CAO, Risk Manager, FAM and other city departments	Host a meeting to review process and plan.	13-Aug
			Present Transition Plan to the Center for People with Disabilities.	Host a meeting to review process and plan.	20-Sep
			Present Transition Plan to constituents of the EXPAND Program.	Host a meeting to review process and plan.	29-Sep
			Present Transition Plan to community	Host an open house for the entire community	17-Sep
			Provide Transition Plan on departments website with comment available for public comment.	Post (3) Transition Plans on website for public comment	12-Sep
			Present Transition Plan to the Colorado Parks and Recreation Professionals at state conference.	Develop presenation regarding model process.	6-Oct
			Present Transition Plan to governing board.	Present Transition Plan process and feedback received to the department's PRAB	10/22/2012
			Establish a Dept. ADA Committee	Create committee and define roles and responsibilities.	
			Discuss Accessibility guidelines and create a department-wide philosophy	Clarify and put in writing dept.'s philosophy as to what our guiding principles are for accessibility. Meet, exceeds or goes beyond.	
		Department Policies			
			Department Policy for Service Animals	Create, approve and train staff	
			Department Policy for Mobility Devices	Create, approve and train staff	
		Department Guidelines			
			Effective Communication Guidelines	Review and approve	
			Develop intraweb	Create files, documents and post	
			Develop External website for consumers	Create files, documents and post	
			Telephone communications	Review, approve and train staff relay system	
			Brochure/flier language	Review	
			Contractual Language	Review and approve	
			Public Meetings	Review and approve guidelines	
			Compliance/Grievance Procedures	Review and approve	
			Special Event Guidelines	Review and approve	
		Park and Facilities Guidelines			
			Memorial Program Guidelines	Review	
			Seasonal and Permanent Portalet Guidelines	Review	
			Commercial Use Guidelines	Review	
			Park Shelter Rental Guidelines	Review	
			Snow Removal Guidelines	Review	
			Wildlaife Proof Containers	Review	
			Outdoor Park Signage Guidelines	Review	
		Recreation Programs			
			Inclusion Procedures	Review and update	
			Bathrooming and Personal Care Procedures	Review	
			Pool and Weight Room Assistance Procedures	Review	
			Drop in vs. Program	Review	
		Staff Training			
			Dept. -wide training	Develop and implement training program	
			Park Staff	Develop and implement training	
			Recreation Programmers	Develop and implement training	
			Recreation Coordinators	Develop and implement	
			Customer Service Staff	Develop and Implement	
			Management Staff	Develop and Implement	