



Request for City Council Committee Action from the Neighborhood and Community Relations Department

Date: August 24, 2012

To: Council Member Robert Lilligren, Chair, Committee of the Whole

Referral to: City Council

Subject: 2011 Annual Neighborhood Report

Recommendation:

- Receive and file the 2011 Annual Neighborhood Report
- Complete the close-out of the NRP administration by:
 - Amending the 2012 General Appropriation Resolution by increasing the Neighborhood and Community Relations Department Fund 01800 – NCR-Special Revenue (01800-8450100) appropriation by \$39,713.
 - Increasing the 2012 Revenue Budget for the Neighborhood and Community Relations Department Fund 01800 – NCR-Special Revenue (01800-8450100-345501) by \$39,713.

Previous Directives: None

Department Information

Prepared by: Jen Borger, Consultant
David Rubedor Director, Neighborhood and Community Relations Department

Approved by:

David Rubedor, Neighborhood and Community Relations Director _____

Paul Aasen, City Coordinator _____

Presenters in Committee: David Rubedor, Neighborhood and Community Relations Director
Stacy Sorenson, Neighborhood Support Specialist

Financial Impact: This action completes the final close-out activity for the NRP administrative functions by reallocating \$39,713 from remaining NRP administrative funds to the NCR department to cover shut down expenses. This action is consistent with the final action by the pervious NRP Policy Board.

Community Impact:

- City Goal: A City That Works

As illustrated in the report, neighborhood work impacts most of the City Goals. However, the programming and support services offered to neighborhood organizations as key city partners support the City Goal: A City That Works – Shared Democracy Empowers Residents as Valued Partners.

Background Information

This is the first of what will be annual reports on neighborhood programming from the Neighborhood and Community Relations Department (NCR). This report covers

- Calendar year 2011 activities of the new Community Participation Program (CPP),
- An update on recent Neighborhood Revitalization Program (NRP) activities, and
- An overview of the Department's expanded work with neighborhood groups.

By examining and discussing this information on an annual basis, NCR will continue to improve the services it provides to Minneapolis residents, and will assist neighborhood groups bettering their own processes and expanding outreach to previously underserved residents.

The report draws on information from a variety of sources, but three are primary.

1. A sampling of Neighborhood CPP Annual Reports
2. Financial data from NCR's PlanNet database and from the City's Development Finance Division (DFD); and the
3. 2012 Neighborhood Survey.

Additional information is derived from NCR department work on governing and access issues.

New NCR Department Initiatives: Based on the information contained in the report, the department will focus its resources in the following areas:

- **Training** - Phase in required training for neighborhood staff and board members on financial procedures, roles and responsibilities. The goal will be to build and support the capacity of neighborhood organizations by providing training every three years.
- **Americans with Disabilities Act (ADA)** - Continue efforts to bring a greater level of visibility and awareness about ADA issues. The Department has worked to increase both access and participation of individuals with disabilities into City and neighborhood organizations activities and is developing a City-wide plan to build ADA compliance. This plan will include the following components:
 - ADA Board and Staff Training
 - ADA Resource Manual
 - Inspections and Compliance Inventory Checks
 - Recommendations on Grievances Procedure
- **Neighborhood and Community Engagement Commission** - Increase awareness of the work and purpose of the NCEC by encouraging Commissioners to attend meetings in their neighborhoods and increase outreach to stakeholders in the community.
- **Cultural Engagement** - Support the work of neighborhoods to increase levels of cultural engagement in their organizations. The Department is working with the NCEC to develop the Blueprint for Equity – a strategic plan for building and supporting greater cultural engagement and inclusion in the work of neighborhood organizations.

NRP Office Close Out: In addition to neighborhood programming, NCR assumed responsibility for conducting the final closeout of the NRP office at the end of 2011. In January and February of 2012, NCR inventoried the NRP office to determine the status of remaining NRP records and materials. NCR staff, in coordination with CPED, DFD and the City Clerk's office, identified materials that were to be retained by NCR and DFD as active files, and which would be retained by the office of the City Clerk and others, such as the Minneapolis Central Library for archiving. Final close out expenses included the cost of moving NRP records, the PlanNet database, NRP office space, a final NRP Policy Board Audit, and moving materials and equipment to the NCR and DFD offices. The costs for the close out expenses totaled \$39,713.

These costs were incurred by NCR, but were not included in its 2012 budget. At its final meeting in December 2011, the NRP Policy Board designated \$50,000 of its unexpended administrative fund balance (Fund 42300) to be used for final close-out costs, with the remainder being made available to neighborhood organizations.

The City Council has already authorized the release of the remainder of the NRP Administrative Fund to neighborhood organizations through the 2012-13 Equity Fund. These allocations were included as part of the 2012-13 Community Participation Program allocations.