



Request for City Council Committee Action from the Office of the City Coordinator

Date: June 21, 2013
To: Council Member Robert Lilligren, Chair, Committee of the Whole
Referral to: City Council
Subject: Policy for Preparation and Processing of Neighborhood Priority Plans; and Changing Approved Neighborhood Action Plans Policy

Recommendation:

- (1) Approve the attached Preparation and Processing of Neighborhood Priority Plans Policy
- (2) Approve the attached Changing Approved Neighborhood Action Plans Policy

Previous Directives:

- December 16, 2011: City Council approved revised NRP Ordinance
- March 30, 2012: City Council approved 2012-2013 Community Participation Guidelines

Prepared by: Robert Thompson, Neighborhood Support Manager (NCR), and Lance Knuckles, Neighborhood Support Specialist (NCR)
Approved by:
David Rubedor, Neighborhood and Community Relations Director _____
Paul Aasen, City Coordinator _____
Presenters in Committee: Robert Thompson, Neighborhood Support Specialist, NCR

Reviews

NRP Policy Board Approval X Date March 21, 2013
NRP Policy Board Approval X Date May 21, 2013

Financial Impact *(delete all lines not applicable to your request)*
No financial impact

Community Impact

1. Background

Between December 2011 and April 2012, the City Council took several actions to incorporate the NRP program into the City of Minneapolis, re-establish the NRP Policy Board, and approve the Community Participation Program (CPP) Guidelines and funding allocations. Through the revised NRP ordinance approved on December 16, 2011, the Community Participation Program was established as a continuation of NRP, bringing the program under the NRP framework. As noted in the December 8, 2011 Request for City Council Action, existing NRP Policy Board policies (such as the NRP Plan Modification

Policy) were adopted by the Neighborhood and Community Relations Department, to the extent they do not conflict with City policies, and until further review and revision by the new NRP Policy Board. To further the work of incorporating the CPP into the NRP, the Neighborhood and Community Relations Department (NCR) recommends adopting a new policy for Preparation and Processing of Neighborhood Priority Plans, and revising the existing NRP Policy on Changing Approved Action Plans. This is similar to work done by the NRP Policy Board to assist neighborhood organizations in the transition from Phase I to Phase II of NRP.

2. Neighborhood Notification

Following direction of the NRP Policy Board on February 19, 2013, NCR Staff distributed the draft policies to all neighborhood organizations for a 45 day review and comment period, and arranged two city-wide informational meetings to provide background and answer questions. The first informational meeting was held April 3, 2013 at Powderhorn Park Recreation Center in South Minneapolis, and was attended by four neighborhood organization staff and volunteers. The second meeting was held on April 5, 2013 at Van Cleve Park Recreation Center, and was attended by 12 neighborhood organization staff and volunteers.

NCR received written comments from two neighborhood organizations. The written comments reflect some of the discussion that occurred at the two city-wide informational meetings attended by neighborhood organization staff and volunteers.

In addition, NCR staff met with several City department staff to solicit additional comments. NCR staff presented the draft documents to a City Leadership meeting in early April, 2013 and followed up during April and May by meeting with Community Planning and Economic Development (CPED), Minneapolis Health Department, Civil Rights Department, the Minneapolis Police Department, and Public Works. We have asked each department to provide a staff contact, and to provide feedback on Neighborhood Priority Plans when requested. City Departments have been receptive and positive in their response.

NCR staff revised the draft policies in response to feedback from neighborhood organizations and City department staff.

3. Description

- a. Preparation and Processing of Neighborhood Priority Plans Policy. The revised NRP Ordinance and the Community Participation Program Guidelines require funded neighborhood organizations to develop Neighborhood Priority Plans. According to the NRP ordinance, "the plans will identify neighborhood priorities and the partners and resources to address those priorities, inform participating jurisdiction decisions and respond to emerging issues." The Preparation and Processing of Neighborhood Priority Plans Policy provides direction to neighborhood organizations, NCR, and other City departments on the process for review and approval of Neighborhood Action Plans. This policy identifies the process of receiving and approving Neighborhood Priority Plans. This policy includes:
 1. process goals;
 2. checkpoints for neighborhoods to request review of draft priorities from NCR;
 3. the process by which NCR will request review and comment by City departments and other partners;
 4. the requirements for approval of priorities by a neighborhood;
 5. the process NCR will use to inform City leaders of Neighborhood Priority Plans; and

6. the process for presenting plans to the NRP Policy Board and authority for approval of plans.

b. The Changing Approved Neighborhood Plans Policy

The attached Changing Approved Neighborhood Plans Policy is closely connected to the Preparation and Processing of Neighborhood Priority Plans Policy. The revisions provide a framework for neighborhood organizations for adopting proposed modifications to a neighborhood plan, including developing the criteria for demonstrating broad community support for Neighborhood Priority Plans.

The goals of the proposed revisions are to:

1. provide a consistent framework for approval of or changes to NRP Phase I and Phase II Neighborhood Action Plans, and Neighborhood Priority Plans;
2. provide a simplified set of criteria for approving new plans or approving changes to existing plans; and
3. reduce the amount of time required for final approval in cases of larger plan modifications.

Providing a consistent framework: Under the proposed amendments to the Changing Approved Neighborhood Plans Policy, neighborhood organizations would follow the same guidelines for approving neighborhood plans as for approving modifications to an existing plan. For the neighborhood organization, this would entail either:

- 21-day notice to the community, and board vote for reallocations of \$25,000 or less, or for minor language changes that do not change the intent of the strategy;
- 21-day broad notice to the community, demonstration of broad-based community support for plan modifications, and board vote for allocations of greater than \$25,000, or that make a substantial change to the intent or language of a strategy or priority, creates entirely new strategies or priorities, or requests an increase to the commitment of funds to the neighborhood.

The policy defines how a neighborhood organization can demonstrate "broad-based community support."

Plan modifications can be administratively approved by the NCR Director. The NCR Director may request NRP Policy Board approval for reallocations greater than \$100,000. Plan modifications that create new strategies or increase in the commitment of funds to a plan would continue to require NRP Policy Board and City Council approval. In the event a plan modification is not approved by the NCR Director the neighborhood has the right to appeal the decision with the NCEC.