



**Request for City Council Committee Action  
From Community Planning and Economic Development Department**

**Date:** September 10, 2003

**To:** Community Development Committee

**Referral to:** none

**Subject:** Focus Minneapolis Initiative/CPED

**Recommendation:** Receive and file status report

**Previous Directives:** Original resolution passed September 13, 2002 included various staff directives and report dates; subsequent directives addressed the development of legislation (November) and community development strategic planning (December).

**Prepared or Submitted by:** Jeff Schneider, CPED Project Manager, 673-5124

**Approved by:** Lee Sheehy, Interim Director CPED

**Presenters in Committee:** Jeff Schneider, CPED Project Manager

**Financial Impact** (Check those that apply)

- No financial impact - or - Action is within current department budget.  
(If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee Coordinator

**Community Impact**

Neighborhood Notification: N/A  
City Goals: N/A  
Comprehensive Plan: N/A  
Zoning Code: N/A  
Other: N/A

**This is a bi-weekly status report on Focus Minneapolis and CPED.**

## **CPED Ordinance and Resolution Follow-up**

As called for in the ordinance adopted on August 8, the Department of Community Planning and Economic Development formally came into existence on August 24. As contemplated in the resolutions that accompanied the ordinance, there is a transition period for the remainder of 2003 as staff reviews applicable policies and procedures and prepares for the year-end transfers of financial and real estate assets. Staff teams will be returning to Council later this fall with recommendations for further implementation actions. During this transition period, the development process will continue essentially within the current framework with policy actions required by both the MCDA Board and the City Council. The expectation is that the role of the MCDA Board will be substantially reduced beginning in January. Additionally, Human Resources has convened a labor-management group to sort through personnel issues.

## **CPED Organizational Update**

As previously announced, Chuck Ballentine will be leaving as Planning Director and Blake Graham has been named Acting Director. CPED has engaged Franchot/Cohen & Associates, a local recruiting firm, to conduct a national search and it is expected that a new Planning Director will be in place by January.

As part of the ongoing realignment of various support services, Lee Sheehy and Pat Born have agreed that the Project Planning and Finance unit formerly housed within MCDA will move to the Finance Department within a new development finance division. This is a zero net change for the enterprise which has been implemented administratively for the remainder of 2003 and will be reflected in the respective 2004 budgets of CPED and Finance.

Finally, an interim organizational chart with contact names and telephone numbers is attached for reference.

## **NRP/Community Engagement**

With the Council's adoption of amendments to the NRP ordinance and the related resolution on development funding on August 22, the basic financial parameters for Phase II of the NRP have been determined. Assuming that this decision means that the Policy Board will continue to administer the program with its own staff, the Planning Division of CPED will not have the resources nor the charge to support community engagement at the levels originally contemplated by the McKinsey report. This limited role of Community Planning staff is being incorporated into the department business plan.

In addition, CPED and NRP are currently in discussions regarding coordination of programmatic and administrative responsibilities for NRP. The results of these discussions will be shared with the Mayor and Council when concluded and will be reflected in our respective 2004 budgets and business plans.

## **One Stop Shop/Development Review Center**

The Development Workflow Steering Committee convened on Wednesday September 3. Members of the Steering Committee are David Fey, John Moir, Klara Fabry, Rocco Forte, Karl

Kaiser, Bill Beck, Lee Sheehy, Pam French, Merwyn Larson, and John Bergquist. Other representatives are Cheri Bootes, Dick Smith, Scott Craigie, and Ilena Lonetti.

The current activities of the One Stop DRC and workflow management project include:

- Business analysis of the zoning conditional use process.
- Completed initial load of zoning parcel data, working with GIS and CPED to validate and clean.
- Detail scoping out effort (resources and technology) of significant components of development workflow (epermits, elicense renewals, land information cleanup, remote inspector, and use/audit processes). Working on technology plan for epermits and payment technology.
- Collaboration with Fire department to validate structure addresses (training of Fire Captains in October).
- Addressing and street naming ordinance and standard will be introduced this Friday to City Council to refer to Committees for public hearing.
- The One Stop DRC interim space plan for the 3rd floor of the Public Service Center is completed. Work is anticipated to begin in October.

### **Focus Minneapolis at one year**

The original Focus Minneapolis resolution was adopted by the Council one year ago last week. All of the directions described in that resolution have been have been addressed, including:

- the adoption of **housing and economic development goals** as part of the city-wide strategic planning process in January; specific outcome measures are being developed as part of the CPED business plan;
- the **strengthening of management processes** including strategic planning, business planning, project prioritization, and customer service; along with other city departments, the department is undergoing a business planning process to help define the core businesses and services of the new organization;
- the **creation of the new department** of Community Planning and Economic Development, which merged MCDA, Planning, METP, and Empowerment Zone.

Although many details are still being worked on, the major organizational changes called for in the resolution have now been put into place, and the focus of staff energies has turned to creating a 2004 budget and business plan. The City Council will be reviewing CPED's recommended key initiatives and program priorities as part of the budget process. Consequently, this will be the last bi-weekly status report on the Focus Minneapolis project presented to your Committee. Staff will continue to update the Committee on a organizational change items as events require, including returning later this fall with the set of year-end implementation actions that were previously referenced.

# Interim CPED Organizational Chart

September 8, 2003



