



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

**Date:** March 26, 2010  
**To:** Council Member Robert Lilligren, Chair, Committee of the Whole  
**Referral to:** City Council  
**Subject:** NRP/NCR Consolidation Plan  
**Recommendation:** Approve Consolidation Plan Timeline  
Receive and File Consolidation Plan Report

**Previous Directives:** The NRP Director and the Neighborhood and Community Relations (NCR) Department Director are directed to work together to develop and implement a plan to bring the administrative functions of the NRP program into the NCR Department by December 31, 2010. The transition plan should ensure the following:

1. reduce or eliminate any duplication of administrative expenses
2. maximize funding for neighborhood organizations
3. provide a seamless transition for neighborhoods from NRP to the NCR Department
4. maintain the integrity of both NRP and NCR programs

The NRP Director and the NCR Department Director will draft a Memorandum of Understanding outlining the details of the transition plan. The Memorandum of Understanding (MOU) should include specific benchmarks with timelines. The MOU should include details on but not limited to the following:

- legal considerations
- NRP Assets
- information and data systems
- administrative functions
- programming
- staffing

The NRP Director and the NCR Department Director will present the MOU to the City Council at the first Committee of the Whole meeting in April, 2010. If it is determined that satisfactory progress is being made toward established benchmark, and additional time is needed to accomplish the objective, the City Council may extend this directive another 6 months (until June 30, 2011).

Prepared by: David M Rubedor, Director, Neighborhood and Community Relations

Approved by: Steven Bosacker, City Coordinator

Presenters in Committee:

David M Rubedor, Director, Neighborhood and Community Relations

Bob Miller, Director, Neighborhood Revitalization Program (NRP)

**Financial Impact:** Successful implementation of the Consolidation Plan will reduce or eliminate duplication of administrative expenses between NRP and the Neighborhood and Community Relations department and maximize funding available for neighborhood organizations.

**Community Impact:** Successful implementation of the Consolidation Plan will enhance communication and coordinate programming reducing negative impacts on neighborhood organizations.

**Supporting Information:** The NRP Director and the NCR Director have been meeting regularly on developing the transition plan for NRP (herein referred to as the "Consolidation Plan)". The discussions have proceeded well and significant progress has been made. Agreement has been reached on many aspects of the plan. However, at the time this RCA is being drafted, a few but significant elements of the Plan remain unresolved.

The Consolidation Plan timeline, which provides a framework for this process, is attached and is presented for approval. The Consolidation Plan (text) includes the Plan specifics, including unresolved items, is also attached and is presented for Receive and File. The Consolidation Plan (text) is the basis for the MOU which, per the timeline, will be completed by the end of May, 2010.

A draft of the Consolidation Plan timeline was presented to the Neighborhood and Community Engagement Commission (NCEC) at their March, 2010 meeting. This presentation included a discussion of the Plan concepts, points of agreement and areas needing further discussion. It was made clear at the NCEC presentation that further discussion was needed between NRP and the NCR department and elements of the Consolidation Plan still in development may change. The NCEC provided input and feedback on several elements of the Plan. The NRP Policy Board has not reviewed the details of the Consolidation Plan.