Elements to consider when shaping the program proposal

The NRP Work Group recognizes that the elements listed below are often interdependent. As discussions unfold and additional recommendations are formulated it is understood that more detail might be added and/or the additional recommendations could modify the details of recommendations you see below. The recommendations below and in the corresponding documents reflect the intentions of the NRP Work Group based on the discussions to date.

June 19 **Committee of the Whole; progress report on drafting program proposal**
July 24 **Committee of the Whole; presentation of program proposal**
Some elements may not have details by July but should be addressed in 2008

Understanding the formatting

Where applicable, the corresponding documents with additional information are highlighted.

- ☐ **Items with open boxes indicate areas where a recommendation has not been formulated yet. It is the NRP Work Group's intention to continue discussing these items and bring statements or recommendations forward to the Committee of the Whole on July 24, 2008.**
  - ✓ Items with checkmarks indicate subjects that have been discussed and the NRP Work Group has formulated a recommendation
    - Items with this bullet point outline the recommendation discussed to this point

Governance structure

Neighborhood and Community Advisory Board - working document

Process for selecting Director of Neighborhood and Community Relations - working document

✓ **Composition of governance structure (board, commission, committee, etc)**

- ✓ Representation
  - Neighborhood organization representatives and resident appointments by elected officials
  - No elected officials as voting members
  - No other seats designated for representation of specific interests (but may include a list of interests to which consideration should be given)
- ✓ Number of members
  - 18
- ✓ Ratio of representation
  - 50/50
- ✓ Appointed versus elected membership
  - 50% neighborhood organization representatives selected through neighborhood-defined process / 50% resident appointments by elected officials
- ✓ Appointments by whom
  - City Council (7), Mayor (2)
  - Solicit recommendations for nominations from Hennepin County, Park Board, and Minneapolis School Board
  - Reflect the diverse interests and perspectives of the Minneapolis community. The recruitment process should be designed to ensure diversity of representation and ideas and take into consideration the City's commitment to civil rights, affirmative action and geographic distribution wherever possible.
- ✓ Elections
  - neighborhood organizations help determine the process to elect 9 representatives

☐ **Roles, responsibilities, areas of authority**

- ✓ Relationship to Neighborhood & Community Relations Director (hiring, evaluation, etc)
  - Hiring: Neighborhood and Community Advisory Board (or sub-committee) acts as search committee to identify a pool of candidates and refers pool to City Coordinator
  - City Coordinator selects a candidate from recommended pool and hires director
  - Annual review: A collaborative process between City Coordinator and Neighborhood and Community Advisory Board (or sub-committee)
- ✓ Relationship to Neighborhood & Community Relations staff
- ✓ Roles related to City Community Participation/Engagement work
  - See purpose of Neighborhood and Community Advisory Board
- o Relationship to other Boards & Commissions

✓ **Within City or stand-alone**

- Part of the City Boards and Commissions

Staffing structure

Org Chart with Neighborhood and Community Relations - working document
Neighborhood and Community Relations functions + descriptions - working document
Process for selecting Director of Neighborhood and Community Relations - working document

✓ **Reporting lines for Director & staff of Neighborhood & Community Relations Department**

- Director reports to City Coordinator as an Assistant City Coordinator (See Option A illustration)

✓ **Roles & responsibilities of staff of Neighborhood & Community Relations Department** *(CE & neighborhood program staff)*

- ✓ Expected relationships to neighborhood groups
- ✓ Relationships to other city departments and agencies
- ✓ Relationships to other government jurisdictions
- ✓ Services to be provided to neighborhoods
- ✓ Services to be provided to City on community participation work
- ✓ Management of data and related support of technology (data base, website, etc)
- o Role in contract development and management

✓ **Within City or stand-alone**

- A Department within the City Coordinator Departments

Administrative funding

- ☐ Amount of administrative funding
- ☐ Source of administrative funding
- ☐ Timeframe for commitment (e.g.; *annually or longer)*
- ☐ Eligibility for funding *(Neighborhood orgs only or potentially other community orgs)*
- ☐ City's expectations of neighborhood organizations (on which to base admin funding levels)
- ☐ Distribution method for administrative funds
- ☐ Incentives or ways to avoid disincentives for partnerships *(criteria)*

Discretionary funding

- ☐ Amount of discretionary funding
- ☐ Source of discretionary funding
- ☐ Timeframe for commitment (e.g.; *annually or longer)*
- ☐ Percent of funds distributed by formula-based allocation versus competitive dollars
  - o If competitive funds, additional program details such as how priorities are determined, how to mitigate differences in organizational capacity to seek grants, etc.
- ☐ Program mandates or not (on formula-based allocations)
- ☐ Process for neighborhoods to identify their project priorities for formula-based allocations
- ☐ Who/how determine formula for allocations

Roles & Accountability

- ☐ Roles of neighborhood organizations
- ☐ Accountability of neighborhood orgs
  - o Auditing of neighborhood orgs
  - o Intervention/regulation of neighborhood orgs
  - o Program/contract compliance
  - o Demonstrating community participation
  - o Consequences of non-compliance
- ☐ Roles of City Staff members
- ☐ Accountability of City staff
  - o Consequences of non-compliance

City Service Delivery

This category has numerous interpretations and will be an element within other categories. Staff will continue working to shape these discussion items as this working document evolves.

Other

- ☐ Neighborhood organizations--clarity needed about individual organization's level of independence
- ☐ Name of program
- ☐ Transition and timetable for proposed changes