

INTERGOVERNMENTAL RELATIONS

Mission Statement:

The mission of the Intergovernmental Relations (IGR) department is to serve as a valuable and essential resource for the city in its policy development, priority setting, issue management, grant seeking and government relations initiatives.

Primary Businesses:

- Present a clear message of the policy position and service needs of Minneapolis to the federal, state and regional governments.
- Provide leadership, outreach, strategic planning and direction to City departments and community-based organizations in the areas of grant seeking, writing, and management.

Key Trends and Challenges Impacting the Department:

IGR/GSP has identified significant trends and challenges that will impact the department in the next five years in the areas of succession planning, budget cuts and technology.

Key Initiatives or Other Models of Providing Service to be implemented in 2005

- Intergovernmental Relations (IGR)

After contacting various cities across the country, the IGR office structure varied according to the form of city government. In cities with a strong mayor system, it was found that the IGR function was part of the Mayor's office. In cities with a City Manager system, the function was with the city manager's office. In the city of Phoenix, IGR also designates a full time staff person to grassroots/neighborhood liaison. In many states, the IGR staff actually lives away from their home during session because the Capitol is distantly located.

Consistently our research showed that other cities spend more on federal lobbying than Minneapolis. It is quite common for larger cities to hire several federal firms based on their expertise.

Overall, many cities look to Minneapolis IGR as an example of a well-designed IGR office.

- Grants and Special Projects (GSP)

In the cities contacted, the process of grant application and management is either centralized or decentralized. The functions are housed in a variety of city departments including Finance, Planning or the Mayor's office. Some cities do not have one single contract designee and department heads sign applications and contracts. Several cities provide or hire grant writers for community-based organizations or city departments. Many have "funders' forums" which regularly convene community-based agencies and foundations to talk about collaborative efforts and new programs.

Many cities have staff assigned to research and develop applications for community-based efforts. These efforts are often the result of a community-wide planning process. Usually the city writes the application and manages the money until the completion of the project. Some cities even provide grant-related training to community-based agencies.

Primary Business: Present a clear message of the policy position and service needs of Minneapolis to the federal, state and regional governments. Provide leadership, outreach, strategic planning and direction to City departments and community-based organizations in the areas of grant seeking, writing, and management.

Description of Primary Business: Identify issues and political concerns needing review and decision by the Mayor, Council and Department Heads and offer professional advice on such issues.

Key Performance Measures that are impacted by 2005 resources:

	2001 Actual	2002 Actual	2003 Actual	2004 Estimated	2005 Projected
Inclusion of Minneapolis Legislative delegation and Congressional representation in accomplishing legislative priorities	Individual and delegation meetings. Several meetings with Congressman Sabo, Senator Dayton and Senator Coleman and their staff.	Individual and delegation meetings. Several meetings with Congressman Sabo, Senator Dayton and Senator Coleman and their staff.	Individual and delegation meetings. Meetings with Congressman Sabo, Senator Dayton, Senator Coleman and their staff.	Individual legislators and delegation meetings. Several meetings with Congressman Sabo, Senator Dayton, Senator Coleman and their staff.	Individual legislators and delegation meetings. Meetings with Congressman Sabo, Senator Dayton, Senator Coleman and their staff.
User feedback	Positive	Positive	Positive		
Special Initiatives	Statewide trips by elected officials throughout MN. IGR chair meetings with delegation and key House and Senate Leaders of MN. Cities convention. Capitol bonding tours.	"Office Hours" Joint Mpls/St. Paul delegation meeting.	"Office Hours" special delegation meetings to go over budget. Increased Delegation participation.	"Open Staff" meetings. Joint Mpls. Delegation meeting.	"Open Staff" meetings. Joint Mpls. Delegation meeting.
Produce a clear, concise legislative package which incorporates team results, reflects City needs and is realistic and attainable.	Limited legislative agenda with very few changes.	Submitted preliminary drafts of agenda to Council Members and Minneapolis Delegation.	Pre-program delegation meeting. Individual Meetings with legislature. Open discussion at IGR. Design Bonding criteria. Issue work teams.	Staff work teams on their area(s) of expertise. Individual meetings with legislature. Bonding package.	Staff work teams on their area(s) of expertise. Individual meetings with legislature.
Success of legislative priorities agenda and completion of comprehensive issue management strategy.	Increase in LGA, LRT	No LGA cut. Success in bonding bill. LRT still on track	Reduced "LGA" cut. LRT funding not form City. CPED Appointed positions.	Maintain LGA. Pass Bond items local bills	Maintain LGA, Pass Bond items if Bonding Bill is considered, local bills
User feedback	Positive	Positive			
Success in retaining and defending local control	Financing LRT, Upper Harbor	Zoning Building Inspectors	MSFC, Zoning, Appointed Positions CPED	Plumbing Inspections local proposals in the legislative package	Special Assessments, Eminent Domain, Crime initiatives
Participation of city elected officials and IGR staff on various boards and commissions to put a face on Minneapolis	AMM, LMC, CJCC, North Metro Mayors, Suburban Mayors, Property Tax Study Group.	Large increase of local participation in all of these organizations.	Elected official participation in LMC/AMM Committee process, USCM committee process, North Metro Mayors, Airport Summit, Chamber of Commerce	Elected official trips to DC in March, NLC in December, LMC in October and June, AMM, LMC Committee participation. North Metro Mayors Assoc.	Elected official trips to DC in March, NLC in December, LMC in October and June, AMM, LMC Committee participation, North Metro Mayors Assoc.

Explanation of Key Performance Measures: The legislative delegation is the primary mover of the City's legislative agenda. In 2005, numerous delegation meetings will be held. The federal lobbyist is in daily communication with the congressional delegation and IGR Staff.

Primary Business: Provide leadership and direction to the City and its departments in areas of grant seeking, writing and management.

Description of Primary Business: Provide leadership and coordination to attract program revenues from external funding sources. Provide administrative management of Consolidated Plan funded projects, Agency 123 funded projects. Locate and distribute information about grant opportunities to city departments and external service providers. Provide assistance to city departments and external providers with the City's approval and contract process. Provide monitoring of some grant-related expenditures.

Key Performance Measures that are impacted by 2005 resources:

	2001 Actual	2002 Actual	2003 Actual	2004 Estimated	2005 Projected
Percentage of grant-related revenue contributed to City revenue budget.	12.53%	13.00%	14.00%	14.00%	
The amount of money applied for versus the amount of money received.*	More than \$30M received	\$34M applied, \$29M awarded	\$42.5M applied \$49.9M awarded		
Number of participants	15	20	35	40	40
Percent reporting satisfaction with office service	n/a	50	n/a	50	
Grant-related findings and exceptions in government audits	n/a	n/a	0		
Grant User Meetings held	2	6	4	4	

Explanation of Key Performance Measures: Information about grant applications is not routinely sent by all departments to the Office of Grants and Special Projects. It is anticipated that as the awareness of the Integrated Grants Management Process is increased, more departments will inform the office of their applications and their awards.

**Included in the "amount awarded" is the \$12.2M given to the City for Homeland Security Purposes. There was no application process for these funds.*

Financial Analysis:

EXPENDITURE

Intergovernmental Relations includes the budget for the Grants and Special Projects function of the City as well as the Intergovernmental Relations staff. The total operating budget for these two functions is \$3.0 million with \$1 million coming from the General Fund and \$2 million from CDBG.

This department's budget also includes grants to external organizations that receive funding from the consolidated plan, including the Emergency Shelter Grant (ESG) of \$576,000.

The budget for this department includes \$37,900 in BIS charges calculated on a city-wide rate model and \$1,700 for benefits administration. Both charges were centrally budgeted in the past. Backing out these charges, the 2005 Intergovernmental Relations budget is \$3 million, a 13% increase over the 2004 Adopted Budget.

REVENUE

This department does not generate revenue.

FUND ALLOCATION

The Intergovernmental Relations function is funded entirely from the General Fund, while Grants and Special Projects receives a portion of its funding from Community Development Block Grant funds for efforts supporting the consolidated plan and related grant processes.

MAYOR'S RECOMMENDED BUDGET

The Mayor's Recommended Budget included an increase in IGR's budget by 7%. This increase included \$65,000 for contractual services to enhance the City's intergovernmental relations efforts related to state and federal issues. No additional positions were recommended.

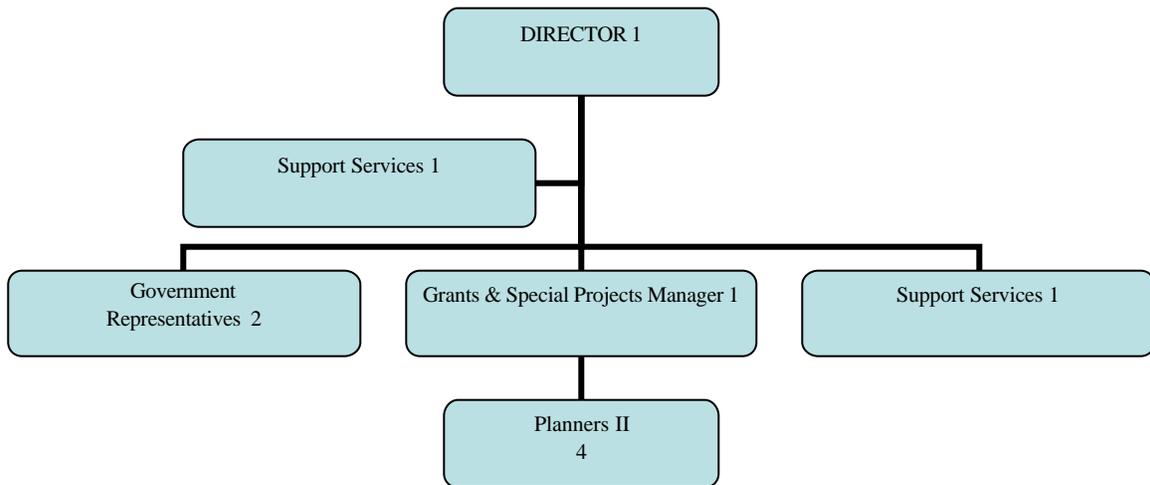
ADOPTED BUDGET

The Council concurred with the Mayor's recommendation. The IGR department's portion of the \$75,000 reduction from the City Coordinator's department to the Police department is \$2,000.

**INTERGOVERNMENTAL RELATIONS
Staffing Information**

	2002 Adopted Budget	2003 Adopted Budget	2004 Adopted Budget	2005 Adopted Budget	% Change	% Change
FTE's by Division						
Intergovernmental Relations	4.00	4.00	4.00	4.00	0.00%	-
Grants and Special Projects	7.00	6.00	6.00	6.00	0.00%	-
Total FTE's	11.00	10.00	10.00	10.00	0.00%	-

INTERGOVERNMENTAL RELATIONS AND GRANTS SPECIAL
PROJECTS
ORGANIZATIONAL CHART



INTERGOVERNMENTAL RELATIONS
Expense Information

	2002 Actual	2003 Actual	2004 Adopted Budget	2005 Adopted Budget	% Change	Change
General Fund - City						
Contractual Services	111,724	139,045	139,049	236,936	70.4%	97,887
Equipment	1,546	944	12,200	12,371	1.4%	171
Fringe Benefits	88,004	89,010	102,546	127,429	24.3%	24,883
Operating Costs	61,221	132,645	183,309	183,389	0.0%	80
Salaries and Wages	452,450	457,771	464,176	481,011	3.6%	16,835
Total for General Fund - City	714,944	819,416	901,280	1,041,136	15.5%	139,856
Special Revenue Funds						
Capital Outlay	0	0	0	0		0
Contractual Services	1,252,088	1,658,060	1,504,876	1,746,629	16.1%	241,753
Fringe Benefits	37,941	40,859	50,386	48,899	-3.0%	-1,487
Operating Costs	628	745	0	0		0
Salaries and Wages	193,537	201,356	187,738	195,472	4.1%	7,734
Total for Special Revenue Funds	1,484,194	1,901,020	1,743,000	1,991,000	14.2%	248,000
Total for INTERGOVERNMENTAL	2,199,138	2,720,436	2,644,280	3,032,136	14.7%	387,856