

MEMORANDUM

TO: Neighborhood and Community Engagement Commission

FROM: David M Rubedor
Senior Project Manager

DATE: September 22, 2009

RE: Phase 3 Planning

Requested Action:

Provide comments and suggestions on the work plan, communication strategies, and the type of involvement from neighborhood, cultural group, community groups and the Neighborhood and Community Engagement Commission.

Staff will use the input to inform the work ahead as described in the work plan below.

Background Information:

Program Note: The term "NRP Phase 3" is used for discussion purposes. Staff recognizes that the NCEC may recommend a change to the name of the program in the future.

As the Senior Project Manager to set up the Neighborhood and Community Relations department (NCR), I am working in collaboration with staff from the Neighborhood Revitalization Program (NRP) and the City's Development Finance department on scoping out a work plan for an internal planning and integration process which includes:

1. integration of the current NRP Phase 1 and 2 programs,
2. development of the NRP Phase 3 program, and
3. the integration of the current Citizen Participation Program.

Through this process, it is our goal to have the transition as seamless as possible, maintain the capacity of neighborhood organizations, provide adequate resources to successfully implement the NCR department's work, and to have the program online by 2011. In fact, the program guidelines for NRP Phase 3 will need to be completed by mid-2010 in order to allow neighborhoods adequate time to complete any necessary planning work by 2011.

In order to help define the scope of work, the staff team has divide up the work into 7 program components:

1. Legal
2. Information Systems
3. Administrative
4. Neighborhood Vitality
5. Staffing
6. Access and Outreach
7. Services to the City of Minneapolis

The process needed to complete all of this is very complex. Each of these areas is defined by specific work tasks and/or constituencies that need to be part of the transition. The identified program components also are based on both the current NRP program and anticipated NCR program functions. An outline of both the details of each of these components and the anticipated timeline for addressing them is attached below on documents labeled NRP Program Components and Scope of Work Timeline.

We are currently in the process of setting up staff work teams for each of these topics. The staff teams will include the City Coordinator, NRP Director, NCR Director, City Attorney, NRP Attorney, NRP Staff, NCR Staff (when hired), Development Finance Staff, Communications staff, Human Resources staff, and Finance staff as needed. Also, both the NCEC and the NRP Policy Board will be included in the discussions as appropriate.

Through the work teams, we anticipate discussing the logistics of covering the work associated with NRP Phase 1 and 2 and the development of Phase 3. We will look at what has worked well, what we want to make sure we retain, and what can be improved. In addition, we will be expanding access and outreach efforts and incorporating this work into City Departments.

Neighborhood and Community Relations Department
Scope of Work Timeline

	2009	2010				2011
Neighborhood and Community Relations Department Timeline	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
Legal	Legal Review and Discussions	NRP Assets Status of Policy Board	NRP Assets Status of Policy Board			
Information Systems	Existing Filing and Info Systems	Platform/Database Issues	Communications Technologies	Communications Plan		
Administrative	Contract Management Department Space Needs	Contract Management Accounting Support	Contract Management Accounting Support	Contract Management Evaluation	Department Business Plan Evaluation	
Neighborhood Vitality	Transition Funds Existing NRP Policies Citizen Participation Program	NIF Guidelines Phase Coordination Citizen Participation Program	NIF Guidelines Phase Coordination	CIF Guidelines All Nbhd Gathering Phase III Planning	Phase III Planning	Phase III Planning and Review
Staffing	Director Hired Staff Matrix Job Classifications	Support Staff Access & Outreach Staff	Neighborhood Vitality Staff			
Access and Outreach			ADA Compliance Outreach Strategies	ADA Compliance Outreach Strategies Leadership Development	ADA Compliance LEP Integration of Nbhd/City Work	Outreach Strategies
Services to the City				Performance Measures Existing Practices	Nbhds Phase III Plan Dev Staff Collectives and Coordination Teams	Staff Training and Support Staff Collectives and Coordination Teams

Neighborhood and Community Relations Department

Integration of Existing NRP and Development of Phase III

Legal	Information Systems	Administrative	Neighborhood Vitality	Staffing	Access and Outreach	Services to the City
NRP Phase I and II Assets	Dual Platform	Contract Management/simplification	Existing NRP Policies	Hire NCR Director	Leadership development	Staff Training and Support
NRP Assets	Database	Data Management	Integration Issues	Staffing Matrix	Outreach to community orgs	Accountability
Integration Issues	Web Site/domain names	Research, reporting, analysis	Sequencing Neighborhoods-Phase I, II, III	NV job classifications	ADA compliance and support	Two Way Communications
Relationship with NRP Policy Board	Plannet/nbhd info on web	Neighborhood Certification	Citizen Participation Contract	A&O job classifications	Limited English Proficiency Plan	City and Nbhd Priorities
	Emails	Home Tour	New NRP Policies (Phase III)	A&O Hiring	Partnership development	Integration of nbhd and city plans
	Phone numbers	Plan Mods	Grievance Procedures	NV Hiring	Connection to neighborhood orgs	Performance measures
	FTP server	NRP Home Improvement Programs	All Neighborhood Gathering		Connection to City departments	Results Mpls
	Existing Electronic Files	County and School Contracts	Support and Training/Board and Staff		Identification of community needs	Existing Comm. Part Practices
	Hard Copy Files	Contract Routing and Tracking	Eligibility		Identification of underrepresented	City budget process
	Equipment	Checks and Balances	Transition Funds		New resident orientation	Civic Participation Academy
	NCEC Connection with City Council	Obligations/Revenues/Expenditures	Block Clubs and CCP/SAFE		Recruitment Strategies for NCEC	
	New Technologies/protocols	Policy Board Support	Access & Outreach Efforts		MAC on People with Disabilities	
	Newsletters	Finance Accounting Support	Allocation Formula		Latino Advisory Committee	
	Communications between neighborhoods	External Contracts	Administrative Fund (\$3M)		Metropolitan Urban Indian Directors	
	Communications between nbhd and city	Department Space Needs	Equity Considerations/sequencing			
		NCEC Election Process	Neighborhood Investment Fund			
		Evaluation of the Programs	Community Innovation Fund			
		Department Business Plan	Collaborations/Partnerships			
		NCEC Relationship to other boards	Capacity and Intervention Support			
			Accountability			
			Leadership Development			
			Auditing			
			Directors and Officers Insurance			
			Membership Criteria			
			Evaluation of the Programs			

Notes

Equipment includes: large format printer, color printer, Proxima projector, copier lease, postage meter lease, computer, other

Personnel issues include job titles, grades, job descriptions, seniority, etc.

Data Management includes neighborhood plans, modifications, contracts, etc.

External Contracts include MTN, Eve Borenstein (legal), State Auditors, Mike Norton (legal), County, D & O Insurance