

April 10, 2015

Memorandum

Re: DRAFT Community Engagement Plan: HECE Directive

BACKGROUND:

In November 17, 2014, the Health, Education and Community Engagement Committee of the City Council approved the following staff direction:

Staff directed to engage neighborhood associations and the NCEC in developing policy and procedural recommendations for the Council which would establish guidelines for allowable balances of unspent NRP fund allocations and require any neighborhood association not meeting those guidelines to develop a plan with specific timelines on how they will use those funds, as well as developing reporting and monitoring procedures for the deployment of these resources. Staff are to present a draft policy recommendation to Council no later than May 31, 2015.

GOALS

Consult with and involve neighborhood organizations and the NCEC to:

- (1) Develop policy and procedural recommendations for the Council which would establish guidelines for allowable balances of unspent NRP fund allocations and require any neighborhood association not meeting those guidelines to develop a plan with specific timelines on how they will use those funds, as well as developing reporting and monitoring procedures for the deployment of these resources;
- (2) Provide 45 day period for review and comment by neighborhood organizations, the NCEC, and other stakeholders prior to the July 13, 2015 HECE Committee.

ROLES

NCR Staff: Identify dates for facilitated meetings, logistics, facilitation, gather input and provide initial analysis for review by NCEC, complete final analysis, prepare supporting information, draft recommendations and guidelines based on staff direction and final analysis.

NCEC: Share information with neighborhood organizations, other interested parties; attend city-wide meetings; listen and take notes; assist with review of input and review and provide feedback on recommendations and guidelines.

## Communications Plan

- (1) Provide notice to neighborhood organizations immediately following April NCEC meeting via email and hard copy delivered by mail:
  - a. Encourage neighborhood boards to discuss directive and preferences at next available meeting;
  - b. Encourage neighborhoods to identify potential participants for upcoming discussion s. Participation will be voluntary.
- (2) Meet with NCEC to answer questions and encourage Commissioners to participate as listeners in May and June meetings 2015.
- (3) Host focus group meeting in early May to answer questions and allow discussion by stakeholders, second focus group meeting mid-June.
- (4) Updates on web and via email after each focus group.
- (5) NCR staff will provide draft analysis of input and solicit feedback on analysis from NCEC, community feedback and focus groups.
- (6) Forward draft recommendations to neighborhood organizations no later than April 29, 2015 for 45-day review and comment.
- (7) Prepare draft recommendations for final NCEC review.
- (8) Recommendations and Draft Guidelines to HECE agenda setting by July 2, 2015 for report to July 13, 2015 HECE meeting.

## KEY DATES (tentative)

- April 7: Create online and paper survey.
- April 7: Provide preliminary information on NCR website, respond to neighborhood organization requests for information, gather ideas and share responses on website.
- April 8: Email and mail information to all neighborhood organizations.
- April 11: Complete first draft of guidelines.
- April 13: Transmit to NCEC for review.
- April 23: NCEC meeting. NCR staff will provide information on proposed Community Engagement Plan and draft guidelines.
- April 26: Complete first revision of draft guidelines based on NCEC feedback.
- April 28: Updates to neighborhoods/NCEC on website and via email.
- April 29: Draft to neighborhood organizations for 45 day review.
- May 14: First Neighborhood Focus Group.

- May 18: Update via website and email to focus group participants, neighborhoods, NCEC.
- June 16: Second Neighborhood Focus Group.
- June 18: Update via website and email to focus group participants, neighborhoods, NCEC.
- June 19: Deadline for comments. Begin analysis.
- June 18: Transmit feedback, focus group analysis, draft to NCEC for review
- June 23: NCEC meeting to review guidelines.
- June 30: Complete Final Revisions.
- July 1: Prepare RCA, supporting documents and final recommendations and draft guidelines for HECE review.
- July 2: Draft RCA and Guidelines to City Clerk.
- July 6: HECE Agenda Setting.
- July 13: Presentation to HECE.