


REQUEST FOR COUNCIL ACTION

Date: April 25, 2016
Item No.: 14.d

Department Approval

City Manager Approval



Item Description: Receive Recommendation Regarding Neighborhood Associations from the Community Engagement Commission.

1 **BACKGROUND**

2 One of the Community Engagement Commission's (CEC) priorities in 2015 was to explore how the
3 City could assist and encourage the formation of Roseville neighborhood associations. After City
4 Council approval, a task force comprised of community members and commission members was
5 established.

6 The task force held a total of nine meetings in 2015 and presented its final report at the August 13, 2015
7 CEC meeting. Since that time, the CEC has reviewed the recommendations and discussed the issues
8 left unresolved by the task force. The CEC also reviewed Edina and St. Louis Park's policies and
9 guidelines for their neighborhood associations. This effort also included receiving a presentation from
10 a staff member of St. Louis Park who coordinates the city's work with neighborhood associations. At
11 its April 14, 2016 meeting, the CEC unanimously approved recommendations to the City Council
12 regarding neighborhood association. The commission's recommendations and supporting material are
13 contained in Attachment A accompanying this RCA.

14 Members of the Community Engagement Commission will be in attendance at the April 25 City
15 Council meeting and present their recommendations in greater detail.

16 **POLICY OBJECTIVE**

17 The City of Roseville values community engagement and transparency of its operations and decisions.
18 Fostering the creation of neighborhood associations will further this commitment for meaningful
19 community engagement of Roseville residents and businesses.

20 **FINANCIAL IMPACTS**

21 The costs for implementing these recommendations are unknown at this time. While it is not
22 contemplated that an additional staff person would be needed to assist neighborhood association, it is
23 expected that existing staff will spend time working on the issues. The new costs will be dependent on
24 the level of support to neighborhood associations that are desired (costs of mailings, operating grants,
25 etc.).

26 **STAFF RECOMMENDATION**

27 The City Council should receive the CEC recommendations regarding neighborhood associations and
28 subject to City Council review, direct staff to implement the specific recommendations accordingly.

29 **REQUESTED COUNCIL ACTION**

30 Receive the CEC recommendations regarding neighborhood associations and subject to City Council
31 review, direct staff to implement the specific recommendations accordingly.

32

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

Attachments: A: Community Engagement Commission's Report and Recommendations Regarding Neighborhood Associations.

1 Community Engagement Commission's 2 Report and Recommendations Regarding 3 Neighborhood Associations 4

5 [Introduction: Authorization and Background](#)

6 This report is the Community Engagement Commission's response to the Council's charge to the
7 Community Engagement Commission (CEC) to advise it on "how the City could assist and encourage the
8 formation of Roseville neighborhood associations."

9 As discussed with the City Council, the CEC decided to establish a task force to advise it on how the
10 aforementioned charge could be achieved. This task force, advisory to the CEC, was established to be an
11 initial, short-term effort related to advancing neighborhood associations in the city of Roseville.

12 The task force held nine meetings over the course of five months, between March 11, 2015 and August
13 5, 2015. The task force, at its initiative, checked in with the CEC at its May 2015 meeting to confirm that
14 it had correctly understood its charge from the CEC and to clarify that it was to recommend how the
15 City—not the CEC—could:

- 16 1) Encourage and facilitate the formation of neighborhood associations, and
- 17 2) Foster and facilitate effective and authentic neighborhood participation in civic decision-making.

18 This advisory task force at its last meeting unanimously approved its final report to the CEC. The task
19 force chairs, Donna Spencer and Jerry Stoner, presented the task force's report to the CEC at its August
20 13th meeting. (See attached task force report). Task force members did not necessarily agree on all
21 topics and, for this reason, the task force report indicated areas where it recommended further
22 consideration by the full CEC.

23 The CEC spent the next few months reviewing and analyzing these recommendations and assessing
24 those issues the task force had not resolved and left to the CEC for their resolution. It also
25 independently reviewed Edina and St. Louis Park's policies and guidelines for their neighborhood
26 associations, the only two inner ring suburbs in the Minnesota metropolitan area which have "official"
27 neighborhood associations. The CEC also received a presentation from the St. Louis Park Community
28 Liaison Breanna Freedman, who assists St. Louis Park neighborhood associations in applying that city's
29 association guidelines.

30 [Primary Recommendation](#)

31 The Roseville Community Engagement Commission recommends to the City Council that the City assist,
32 foster, and support the creation and effective functioning of neighborhood associations in ways as
33 follows in this report.

34 It should be noted that while these recommendations are based on the work of the Neighborhood
 35 Association Task Force, the task force recommendations have been subsequently reviewed and, in many
 36 cases, altered. Thus, in other words, the specific recommendations below are those of the CEC itself.

37 Finally, it is important to note that this CEC report does not go beyond neighborhood associations and
 38 address other ways that the City of Roseville could facilitate neighborhood participation in civic decision-
 39 making.

40 [Benefits and Purposes of Neighborhood Associations](#)

41 The purposes of a particular neighborhood association are determined by an association. Generally
 42 speaking, the following are purposes commonly identified by many neighborhood associations. The
 43 listing herein is not meant to be prescriptive or exhaustive but to serve as guidelines for existing or
 44 future Roseville neighborhood associations.

45

46 Neighborhood associations:

- 47 1. Build a sense of community and a culture of neighborliness
- 48 2. Involve residents in their democratic forms of government
- 49 3. Promote social activities of varied interest to residents
- 50 4. Maintain and enhance the quality of neighborhood life and safety
- 51 5. Provide the means by which issues and concerns of a neighborhood can be more effectively
 52 expressed and communicated, thus serving as a vital link between local government (City
 53 Council, departments, and City Commissions, as well as school district and county government)
 54 and the neighborhood
- 55 6. Promote community and civic engagement by presenting opportunities for resident involvement
- 56 7. Assist staff in disseminating timely and understandable information to provide for informed
 57 resident participation in government decision-making and planning, thus gaining better
 58 acceptance and understanding of government decisions
- 59 8. Function as a liaison enabling two-way communication between neighborhoods and
 60 government entities on matter of interest such as zoning changes, redevelopment projects and
 61 their neighborhood impact, park projects and Comprehensive Plan amendments as well as other
 62 planning efforts

63 Neighborhood associations are one of many ways in which the City connects with its residents in the
 64 development and implementation of policies, programs, and services. Neighborhood associations also
 65 encompass the process of communicating and working collaboratively with citizens and other
 66 stakeholders in balancing various interests and issues affecting their lives and neighborhood.

67

68 We recommend that the City recognize that neighbors can sometimes better understand and
 69 communicate their neighborhood's issues and concerns to City Hall, especially in a suburb that does not
 70 have ward representation.

71

72 Neighbors are often in a better position for raising the right issues and asking the relevant questions
 73 concerning a neighborhood. Their involvement and collaboration in civic decision-making provide City
 74 staff and officials an opportunity to answer their concerns and address their issues. Community
 75 members can also provide a valuable source of expertise to influence government decisions that
 76 improve neighborhood quality of life and delivery of public services.

77 Neighborhood associations are an important means to facilitate and encourage neighbors to become
 78 involved in their community and engaged in local government and to improve communications between
 79 residents and their government.

80
 81 Potential benefits of neighborhood associations and their involvement in a collaborative decision-
 82 making process include:

- 83
- 84 1. Provides residents a means to express a unified and collective voice
 - 85 2. Increases residents' overall awareness of issues, decisions, and other issues that affect the
 86 neighborhood and the City
 - 87 3. Offers opportunities for local government officials, developers, and residents to prioritize
 88 important projects, development, and planning and for the City and developers to solicit input
 89 from residents before development plans are finalized and before City approval is secured
 - 90 4. Allows the development of better and more creative ideas and solutions and encourages
 91 thinking 'outside the box'
 - 92 5. Instills a climate of respect and acknowledgement of the interests of various participants, staff,
 93 and decision-makers
 - 94 6. Facilitates the resolution of neighborhood issues within the neighborhood: provides City officials
 95 and staff a better understanding of what are the issues neighborhood residents are concerned
 96 about
 - 97 7. Improves buy-in and acceptance of outcomes and improves confidence in the process leading to
 98 an increase in sustainable decisions and greater resident satisfaction with the City's decision-
 99 making process
 - 100 8. Engenders trust between citizens and local government
 - 101 9. Improves the City's access to the expertise of its citizens and expands the capabilities of existing
 102 city staff
 - 103 10. Nurtures the potential pool of informed and engaged candidates for Commissions and other
 104 volunteer efforts in the city
 - 105 11. Assists seniors and elderly desiring to age in place an additional sense of connectedness and
 106 support
- 107

108 Detailed Recommendations

109 In order to effectively achieve the primary recommendation, the Community Engagement Commission
 110 has created specific recommendations under two categories; 1) *Criteria for "Affiliated" Neighborhood*
 111 *Associations*; and 2) *Neighborhood Association Expectations of the City*.

112 Criteria for "Affiliated" Neighborhood Associations

- 113 • Neighborhood associations shall register with the City in order to be "affiliated". (*Not all existing*
 114 *neighborhood associations or other organizations need to register, of course, but "affiliation" is*
 115 *required in order to be integrated into the city's neighborhood association specific notification*
 116 *system and communications networks, and to receive most of the material support listed*
 117 *below*). Neighborhood associations wishing to "affiliate" with the City shall provide the following
 118 information to the City (in writing) upon registration:
 - 119 ○ Neighborhood association name and contact information
 - 120 ○ Recommended geographic boundaries as approved at the neighborhood
 121 association's most recent annual meeting

- 164 • The City will allow “affiliated” neighborhood associations to reserve City Hall meeting rooms and
165 City park buildings at no cost based on availability and in compliance with rental policies.
- 166 • The City will pay for and coordinate one mailing on behalf of each “affiliated” neighborhood
167 association to all residences within the approved boundaries of the neighborhood association.
- 168 • The City will reasonably make staff and other officials available to speak and provide
169 information to “affiliated” neighborhood associations on issues of concern and interest to the
170 “affiliated” neighborhood association.
- 171 • The City will provide a staff liaison to assist neighborhoods in forming an “affiliated”
172 neighborhood association and to assist residents seeking to join existing “affiliated”
173 neighborhood associations.
- 174 • The City will develop, maintain and provide information to neighborhood associations regarding
175 grants and other funding opportunities for neighborhood associations. The CEC recommends
176 considering and deciding whether this information is basic, static, and included as a part of the
177 above “tool-kit” or otherwise be separately made available and continually maintained by
178 someone on city staff and/or representatives from “affiliated” neighborhood associations.
- 179 • If appropriate, the City will consider the establishment of grants or other funds to be used by
180 neighborhood associations in City-approved projects, activities, and outreach.
- 181 • The City will formally integrate “affiliated” neighborhood associations into the normal
182 notification process for significant City activities and proposed development projects occurring
183 within its approved boundaries.
- 184 • The City will send out emails to “affiliated” neighborhood associations of upcoming City Council
185 agendas
- 186 • The City shall host annual meetings between the City Manager and designated staff and the
187 leadership of all “affiliated” neighborhood associations. The City Manager at her/his discretion
188 may invite other City staff to attend. The City Manager will develop the agenda after consulting
189 with the leadership of each “affiliated” neighborhood association.

190 [Additional Neighborhood Associations Expectations of the City \(Not Adopted by the Community](#)
191 [Engagement Commission\)](#)

- 192
- 193 1) The City will acknowledge notification of “affiliated” neighborhood associations in RCAs and
194 include “affiliated” neighborhood associations comments within the RCA if feasible and staff
195 time permitting.
- 196 2) The City Council will, to the extent possible, explain how and why the “affiliated” neighborhood
197 association’s public comments influenced the decision making process.
- 198 3) The City Council will duly consider information provided to them and will consider additional
199 discussion on topic as is warranted.

200 [Other Provisions:](#)

- 201 • Communication with the neighborhood association will not replace the City’s traditional
202 methods of direct outreach to residents.
- 203 • Neighborhood associations are strictly voluntary and no resident shall be required to
204 participate. Each neighborhood association shall determine its own priorities and desired
205 level of activity.

- 206 • Neighborhood associations will be included in the public input process but will not be
207 assumed by City officials to speak on behalf of all residents in any given geographical area
208 and will not limit the ability of any person or entity, including “non-affiliated” neighborhood
209 groups, to otherwise participate in the public input process.

210 [Attachments to be included in the RCA](#)

- 211 1) Roseville Neighborhood Association Task Force Final Report to the Community Engagement
212 Commission - August 5, 2015
- 213 2) Excerpt from the minutes approved by Community Engagement Commission of its Feb11, 2016
214 meeting with St. Louis Park Community Liaison Officer Breanna Freedman
- 215 3) Example ‘How-to’ Organizing Kits from Edina and St. Louis Park Minnesota