



STPAUL.GOV

# Saint Paul District Councils

**Nicolle Goodman, Director, Department of Planning and Economic Development**

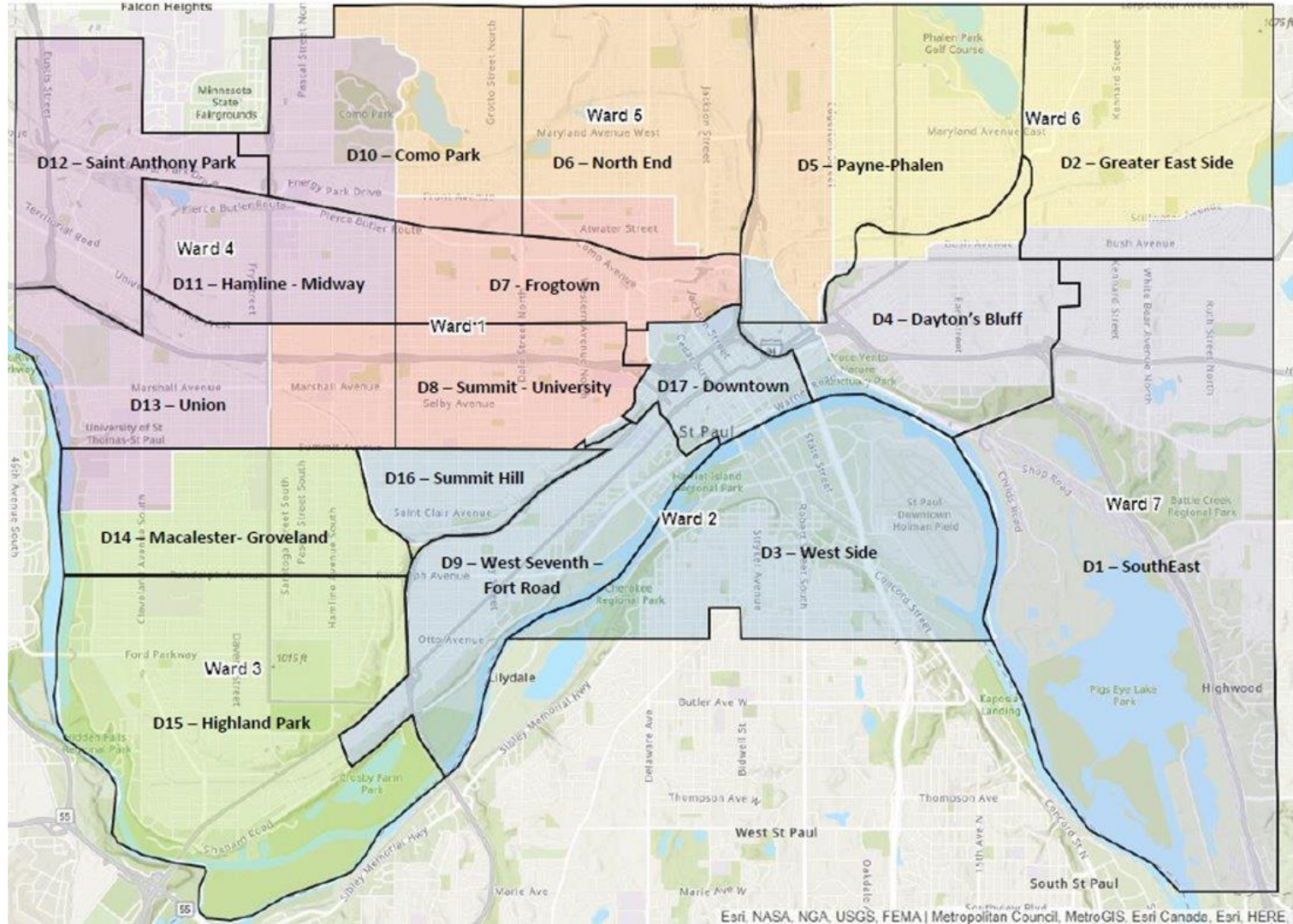
**Noel Nix, Director of Community Initiatives**



# History

- Since 1975, Saint Paul has had a formal District Council System to engage residents and encourage collaboration with the City
- District Councils engage and represent residents in the city's 17 planning districts
- The structure was formed as part of the city's Citizen Participation Program, now known as the Community Engagement Program
- The purpose of this program is to:
  - Create opportunities for residents to learn about what is happening in their neighborhoods
  - Collaborate with one another and city government to maintain and improve the quality of life in neighborhoods







# Basics

- There are 17 District Councils in Saint Paul
- Each council is an independent tax-exempt 501(c)3 nonprofit organization
- Each District Council hires its own staff members, including an Executive Director
- District Council employees are not City employees
- The board of directors of each council is composed of volunteers elected by residents
- District Councils determine their own structures and committees
- The City does not require District Councils to have standard practices or policies. Each Council determines what structure will support its organization.



# Roles of the District Council

- **Primary responsibilities:**

- Liaison between City Council, the Mayor, City Departments and District Councils
- Community notifications, gather community input, and relay information back to city departments
- Facilitate District Plan in alignment with Comprehensive Plan

- **Other Eligible Activities:**

- Community engagement activities (forums, festivals, block parties, coordinating community gardens, etc.) (lobbying not eligible)
- Building neighborhood relationships and partnerships with other district councils, and public and private entities (charitable or political donations not eligible)
- Building organizational capacity, including the hiring of consultants to provide board or staff trainings, building the membership and volunteer base, expanding the organization's capacity through self-assessment and other activities (real estate purchases not eligible)
- Engaging in public policy issues by conducting educational meetings, preparing or distributing educational materials, or considering public policy issues in an educational manner



# Role in City Processes

- **Licensing**

- Receive notification of applications for Class N Licenses including auto sale and repair shops, gas stations, entertainment, liquor on/off sale, parking lots and structures, health clubs
- Make recommendations regarding conditions or objections to approval
- Participate in administrative hearings

- **Land Use**

- Are sent notification of receipt of applications for appeals, conditional use permits, determination of similar use, nonconforming use permits, rezoning, site plan review, and variances
- Applicants are encouraged by staff to engage district councils
- Issue letters lending support or detailing objections or concerns



# Role in City Processes

- **District Plans**

- Required to maintain an updated district plan
- Establish a vision and articulate Comprehensive Plan policies at a local level
- Provide input on policy priorities, strategies, and implementation measures to guide growth, investment, and development specific to the district
- Provide input on legislative, zoning, land use, and development decisions for the neighborhood
- Inform City department decision making at a neighborhood level



# Funding

- **District Council funding from the City is provided using a formula**
  - Funding sources include City funding and federal Community Development Block Grant dollars
  - FY2024 Total Budget: \$1.44 Million
- The funding formula allocates the total budget across District Councils. Funding levels are determined based on:
  - Total population (75%)
  - Poverty (15%)
  - Non-English speaking residents (5%)
  - Employment (5%)





# Contracting Process

Timing	Activity
Dec 13	2024 budget adopted.
Dec 31	Contract materials sent to district councils
Jan 31	2023 Vendor Outreach Program (VOP) report due
Jan 1 – March 4	Contract material submission for 2024 due to the City to ensure timely processing
Jan – March	Contract material will be reviewed and approved on a rolling basis. Following approval by the contract manager, contracts will be routed for approval.
March 31	Year-end summary report produced by District Council Program Coordinator
May 31	Final date to submit 2023 reimbursement requests
June 1	District councils must submit reimbursement requests no less often than once every two months. <b>At least one reimbursement request should be submitted by June 1.</b>
June 1	District Councils receive midyear report template and VOP report material.
July 31	Midyear report and Vendor Outreach Program report due to the City
Dec 31, 2024	2024 Community Engagement Contract expires
May 31, 2025	Final date to submit reimbursement requests for 2024 contract unless contract is terminated sooner

## Reimbursements:

Reimbursements can begin as soon as contracts have been executed, P.O.'s have been assigned and requests have been submitted.

The City is committed to processing requests in a timely manner.

Once requests have been submitted with all required documentation, and questions have been answered, City staff will strive to process reimbursements in 30 days or less.



# Work Plan Form

Goal: Serve as a conduit of information between the neighborhoods and the City Council, HRA Board, Mayor, and City Departments.

**Activities, tasks, strategies to achieve the stated goal:** *Please provide a detailed description of each activity, task, and/or strategy, the anticipated outcomes (e.g., predicted number of participants, frequency of the activity, impact on neighborhood, etc.). You will use the Achieved Outcomes column to report on each activity at the end of the year.*

Activity/Task/Strategy	Anticipated Outcomes Number of Participants, frequency, and/or other measurable outcomes	Achieved Outcomes ( <u>for</u> year-end reporting)
Provide community notifications, and gather community input, on business licenses and development proposals.		
Utilize the organization's communication platforms to promote and publicize City projects and initiatives.		
Assist the City on special projects that require community engagement		
Maintain a current district/neighborhood plan and engage the community in updating the plan as needed.		



# Examples of Work Plans

Goal: **Group 3:** Continued Collaborations: As part of our organization's continued work on the updating the Payne-Phalen District Plan, we will continue in our efforts to integrate our work, ideas, engagement and learning through partnerships with other organizations on projects going on around the District.

**Activities, tasks, strategies to achieve the stated goal:** *Please provide a detailed description of each activity, task, and/or strategy, the anticipated outcomes (e.g., predicted number of participants, frequency of the activity, impact on neighborhood, etc.). You will use the Achieved Outcomes column to report on each activity at the end of the year.*

Activity/Task/Strategy	Anticipated Outcomes Number of Participants, frequency, and/or other measurable outcomes	Achieved Outcomes (for year-end reporting)
Twin Cities Electric Vehicle Mobility Project	Continue PPCC's collaboration with the City of St. Paul, HOURCAR and East Side District Councils on the expansion and densification of the EV Spot Network and the Evie Electric Vehicle (EV) Car Sharing Program.	
Arcade Street Conversion	Continue PPCC's participation in and engagement related to MnDOT's Highway 61/Arcade Street project.	



# Examples of Work Plans

Goal: Proactively Plan for the Future of Highland Park

**Activities, tasks, strategies to achieve the stated goal:** *Please provide a detailed description of each activity, task, and/or strategy, the anticipated outcomes (e.g., predicted number of participants, frequency of the activity, impact on neighborhood, etc.), the time frame in which it will occur, and the person(s) responsible. You will use the Achieved Outcomes column to report on each activity at the end of the year.*

Activity/Task/Strategy	Anticipated Outcomes Number of Participants, frequency, and/or other measurable outcomes	Achieved Outcomes (for year-end reporting)
Support Sidewalks throughout the HP neighborhood	Not one size fits all -advocate for sidewalks as reconstruction projects are done. Work with the Citywide Pedestrian plan to make sure that sidewalk infill can be accomplished. Work with the special Capital Improvement Budget (CIB) funds that are set aside to install sidewalks on Magoffin from Cleveland to MRB.	
Consider Art in all future development	Continue to work with Highland Business Association (HBA), Highland Heritage, St Paul Public Art , and cultural art groups. Focus on Public art in all new development, street reconstruction and Highland Bridge(HB).	



# Examples of Work Plans

Goal: Goal: FACILITATE CITIZEN PARTICIPATION IN COMMUNITY AFFAIRS: District 2 will work to promote educational opportunities for residents to learn more and participate in decisions on planning zoning and other activities directly impacting them. District 2 will also engage residents to reflect their interests in the new District 2 Community Plan.

**Activities, tasks, strategies to achieve the stated goal:** *Please provide a detailed description of each activity, task, and/or strategy, the anticipated outcomes (e.g., predicted number of participants, frequency of the activity, impact on neighborhood, etc.). You will use the Achieved Outcomes column to report on each activity at the end of the year.*

Activity/Task/Strategy	Anticipated Outcomes Number of Participants, frequency, and/or other measurable outcomes	Achieved Outcomes (for year-end reporting)
The Heights Development, Hafners Site and E 7 <sup>th</sup> Construction and other new developments in the neighborhood	Work with the City and Port Authority to promote public hearings and serve as a resource for residents regarding the Heights Development Hafner's Site and E 7 <sup>th</sup> Construction and other new developments in the neighborhood.	
Parks & Green Space	Continue to meet with HH task force, Parks and Mayor's Office to advocate for an begin planning for improvements at HH Rec Center.  Work with City Public Works, Urban Roots and Frogtown Green to address the dying replacement trees from EAB.	



# City Staffing – District Council Program Coordinator

- **Centralized role in PED – 1.0 FTE**
  - **Capacity Building/Community Engagement**
    - City Department Liaison
    - Contracting education, facilitate communication with staff regarding contract details
    - Website management
  - **Contract Administration**
    - Contract Development
    - Workplan Development
    - Grant Reporting/Monitoring
    - Reimbursement requests
  - Existing PED 0.3FTE will continue to support payment reimbursements
- **PED Currently Recruiting Program Coordinator Position**
  - Interviews anticipated for week of 4/29
  - Panel to include representation from PED, Mayor's Office, City Council and District Council





## Challenges and Areas for Improvement

- Impact of inflation on budgets
- Impacts of updating funding formula with 2020 census data
- Streamlining contracting and reimbursement process
- Greater access to city facilities for office and meeting space
- City assistance with cost savings



**Questions?**