Council Resolution

Presented By _____ Robert Sylvester

Referred To _____ Committee: _____ Date _____

Out of Committee By _____ Date _____

WHEREAS, the City Council fully supports the goal of improved citizen participation in the City of St. Paul, and

WHEREAS, the City Council adopted the boundaries of July 22 as amended delineating seventeen neighborhoods in the city, and

WHEREAS, the City of St. Paul has directed the Office of the Mayor to use these districts singularly or in combination as a basis for citizen input for community development programs, and

WHEREAS, the City Council has requested the Office of the Mayor to initiate an early warning communications system between the city and the neighborhoods, and

WHEREAS, the citizen participation component of the general district planning process may be found to be inadequate in some districts,

THEREFORE BE IT RESOLVED, that the Office of the Mayor is authorized to take steps to create or improve the citizen participation process when one or both of the following circumstances exist:

1. The district planning teams recognize the need for increased citizen participation in order to expeditiously bring about the completion of the general district planning process. In this case the Office of the Mayor would begin the citizen participation process by initiating whatever steps necessary to make the planning process viable.

2. The neighborhood itself may recognize the need for a broader based citizen component and request that the Office of the Mayor implement the necessary steps to strengthen the citizen participation process.

The guidelines and steps for this process are attached to this resolution and shall be considered a part thereof.

COUNCILMEN

Yeas	Nays		
Christensen			
~~Bozza~~ Hunt	7	In Favor	
Levine			
Roedler	0	Against	
Sylvester			
Tedesco			
President ~~Kirk~~ Hozza			

Adopted by Council: Date _____ OCT 8 1975

Certified Passed by Council Secretary

Approved by Mayor: Date _____ SEP 10 1975

Requested by Department of:

_____

By _____

Form Approved by City Attorney

By _____

Approved by Mayor for Submission to Council

STEPS TO THE ESTABLISHMENT OF A
CITIZEN PARTICIPATION PROCESS

There are some areas where difficulties are arising with the general planning process because there is no clear organization or combination of organizations that speak for residents of the area. Since planning can not take place in a vacuum this not only hampers the plans to be developed but will probably make the legitimacy of these plans open to question when the implementation phase begins.

In these cases it would seem more logical to emphasize the development of a citizen participation process prior to the completion of the district planning process. Unfortunately, the action of the City Council of July 22, 1975, which delineated seventeen neighborhood districts, directed to the Office of the Mayor to use these districts singularly or in combination as a basis for citizen input for community development programs, allowed the initiation of an early warning communication system, and the initiation of a general district planning process, did not give the administration the authority to proceed on the development of citizen participation components where necessary. Therefore, it is necessary to provide the administration with the authority and guidelines for this process.

The citizen participation process outlined in these guidelines may be activated in one of two ways:

(1) The city planning team may recognize the need for increased citizen participation in order to promptly bring about the completion of the general district planning process. In this case the administration shall begin the citizen participation process using whatever steps necessary to make the planning process viable.

(2) The neighborhood itself may recognize the need for a broader based citizen component and request that the administration implement the necessary steps to bolster the citizen participation process.

The steps and guidelines are as follows:

Step 1. The city shall develop an inventory of community groups and organizations. This inventory shall identify all existing groups, institutions, organizations, clubs, individuals, social service agencies, churches, labor unions, fraternal organizations, and business associations.

Step 2. The city shall initiate contact with groups and individuals within the district and describe to them the citizen participation process and its relationship to community development activities and other programs. In addition to meetings with groups and individuals, the city should use, wherever possible, existing resources within the area such as community newspapers, church bulletins, or community bulletin boards in order to assure broad dissemination of information relating to the program.

Step 3. Refine designated boundaries. The citizen organizations in the districts should first make every effort to reach agreement among themselves on the boundaries. If there is a dispute, citizen groups should be given a maximum of 45 days to resolve the matter.

City Planning staff should be requested to analyze the disputed area, taking into consideration such things as natural or man-made boundaries and other appropriate planning criteria. Planning staff should then make their analysis available to the community groups, as well as to appropriate City officials.

If the community groups are unable to reach agreement on the boundaries, the City Council, or an appropriate subcommittee thereof, should schedule a public meeting with advance notice to all interested parties. After hearing the facts of the situation and making use of the planning department analysis, the final decision should be made by the full City Council.

Door-to-door survey within the disputed area to elicit the opinion of
the residents should be considered. There may well be areas in which a
survey could be used and reasonably valid results obtained. (Step 3
represents policy already approved by City Council.)

Step 4. The City shall establish a working committee to develop structure, by-laws,
and functions of the district organization.

All meetings of the working committee shall be open meetings.

Each district shall determine the structure for the process of citizen
participation. This may involve the creation of a new organization,
recognition of an existing group, or a cooperative arrangement among
existing groups. However, this structure shall be one that will
ensure that the process is broadly based, democratic and nonexclusionary.

The by-laws governing the process shall include: the purpose of the
organization; the method of election or selection of officers; membership
qualifications; duties of officers; the manner of conducting meetings;
a _ ﹕ .ﾏ meeting schedule; boundaries; and an affirmative action plan.

Step 5. Public hearings in the neighborhood on the proposed structure and by-laws
shall be held. Prior to the hearing there shall be ample public notice
and ample time for groups in the community to discuss the proposal at
their regular meetings. The city shall provide groups and individuals
with adequate material and resources to describe and explain the process.

Step 6. Following the above hearings, the working committee shall refine the
proposed structure and make whatever changes necessary in the proposal.

Step 7. A public hearing in the neighborhood on the revised structure shall be
held.

Step 8. The proposed structure is presented to the Mayor and City Council. The proposal is reviewed by City staff and staff makes recommendation to the Mayor and City Council.

Step 9. The City Council holds a public hearing on the proposed structure of the community organization. City Council approves, rejects, or modifies the proposal.

Step 10. The neighborhood implements structure and organization and integrates it with the district planning process.

If it is desired, the City shall assist the neighborhood in conducting any elections or community conventions required. The City shall also assist the working committee in notifying the residents and distributing election or convention materials.