

# NEIGHBORHOOD PARTNERSHIP OFFICE

## **Mission Statement**

The Neighborhood Partnership Office coordinates City staff and resources to build and sustain strong neighborhoods throughout the City of Sarasota.

## **Description of Operations**

A change in the department name from Neighborhood Development Department to Neighborhood Partnership Office (NPO) is being proposed. This recommendation comes in response to an effort to simplify the number of departments with the word "development" in their name. Further, the concept of "partnership" more accurately describes the City's effort to work in concert with neighborhood leaders to build stronger neighborhoods. After consultation with city neighborhood leaders, the name "Neighborhood Partnership Office" was the general consensus.

The NPO assists residents in the formation and management of neighborhood association and liaisons between City departments and the neighborhood associations in resolving issues and responding to requests. With one additional FTE included in FY 02/03, each of the two neighborhood coordinators were assigned to serve specific associations and geographic areas of the City. This "case management" style of service delivery provides consistency and has proven effective.

NPO staff attend and are frequently asked to make presentations at monthly neighborhood association/group meetings. The NPO will periodically facilitate dialogue between neighborhood associations and business entities to resolve issues and reach compromise.

The NPO participates with other City Departments in delivering services/programs to neighborhoods. These inter-departmental partnerships include: Planning and Development - in scheduling and facilitating the neighborhood meetings required as part of the Development Review process, Public Works - in coordinating the collection of tree-watering commitments for the Green Canopy Program and the Office of Housing and Community Development - in recommending allocation of the Community Development Block Grant (CDBG) funding received from the U.S. Department of Housing and Urban Development. NPO staff assist other departments in coordinating kick-off events for capital improvement projects and also participate in planning City-related special events, e.g., Town Meetings and the Celebrate Sarasota Finale - Hands of Heritage Multicultural Festival. The NPO also manages a contact database of neighborhood and business associations that is utilized by City Departments for meeting notification and communication purposes.

The NPO coordinates the annual Community Forum - providing residents with input into the budgeting/goal-setting process, and represents the City on the Florida Neighborhoods Conference Planning Committee - a statewide training opportunity for neighborhood and civic leaders held annually in September.

The NPO houses the City's Neighborhood Resource Center - which provides neighborhood leaders free access to a computer, scanner, color printer and technical assistance to create newsletters, flyers and other items to assist them in managing their associations. The NPO also monitors State, federal and private sector sources for grant opportunities to fund City neighborhood projects.

The NPO publishes two communication tools: 1) a quarterly newsletter distributed to neighborhood association leadership and 2) "Organizing Neighborhood Associations" - a handbook with guidelines on starting and managing successful associations. By budget adoption, staff will also have developed a "Directory of City Neighborhoods" which will feature pictures, historical description and contact information for all City neighborhoods.

Neighborhood Action Strategies - The City established the Neighborhood Action Strategy (NAS) process in 1999 as a programmatic approach to revitalizing and investing in neighborhoods affected by blight or potential blight. Those investments range from capital improvement projects to focusing City staff resources on a specific neighborhood problem or concern. A series of stakeholder meetings are held which culminate in development and presentation of an NAS document, for each designated neighborhood, to the City Commission for consideration and adoption by resolution.

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NPO staff are responsible for compiling, analyzing, and presenting data; however, neighborhood residents have a key role in determining what is included in the action strategy. Implementation of the NAS is a partnership between City staff and each respective neighborhood association. The primary goal is to improve the "quality of life" in City neighborhoods. The expected outcomes are improved public safety and increased property values. Public safety improves when the crime rate - or perceptions of crime - falls; fewer public infrastructure deficiencies exist; health- and safety-related code violations decline, etc. Property values typically increase when owners reinvest in their homes and businesses.

Neighborhood Action Strategy (NAS) documents have been adopted for three neighborhoods: Park East, Gillespie Park and the Rosemary District. An NAS for Bayou Oaks will be presented to the City Commission for adoption in September 2003. The NAS process will begin for two neighborhoods during FY 03/04: Central Cocoanut and Alta Vista.

Neighborhood Grant Program - The NPO administers the Neighborhood Grant Program, which was developed to assist associations in improving the quality of life in neighborhoods. Funding received annually from a share of the civil seizure fees generated by the City's Motor Vehicle Impoundment Program is awarded for projects that reduce the perception of crime. Pursuant to Ordinance No. 98-4043, individuals arrested for soliciting prostitution or participating in drug-related activities are required to pay civil seizure fees to reacquire impounded vehicles. The civil seizure fees generated from the impounding of these vehicles are then divided equally between the Nuisance Abatement Board and the Neighborhood Grant Program. In FY 02/03, the City Commission approved a \$10,000 general fund enhancement to provide funding for non-crime related projects. With this enhancement, six associations received funding for projects which otherwise would not have qualified for the program. A record total of eighteen associations were funded in FY 02/03.

During FY 02/03, the NPO modified the Administrative Regulations for processing and implementing the Neighborhood Grant Program. The modifications have proven successful in providing clarity and accountability to the application and award procedure. Additional modifications to the program are being processed beginning in FY 03/04 - allowing for a larger grant award based on association size for projects proposed which will attempt to outreach to a larger number of households (such as printing/mailing, etc.). Some minor changes to the allocation points by category will also be proposed.

New initiatives - In FY 03/04, the NPO will initiate a Neighborhood Leadership Academy for City neighborhood leaders. This academy would consist of quarterly training opportunities on association formation and management skills. There may also be an opportunity to partner with Sarasota County - as they are also beginning a neighborhood training initiative in the upcoming fiscal year. This initiative can be accomplished within the existing budget.

### **Goal - Healthy Neighborhoods and Businesses**

To enhance the quality-of-life for City neighborhood residents.

### **Objectives**

Develop and present for Commission approval an NAS for Central Cocoanut by May 31, 2004.

Apply for applicable and available state and federal grants by specified submission deadlines.

Monitor adopted NAS for Park East, Gillespie Park, Rosemary District, and Bayou Oaks to ensure NAS tasks and projects are accomplished.

Update information on each NAS on the City website.

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### Performance Measures

Description	Unit	FY2001	FY 2002	FY 2003	FY 2004
<b>Output Measure</b>					
Citywide data indicators tracked	Number	9	9	9	9
NAS plans created	Number	0	1	1	1
Non-local grant applications submitted	Number	2	1	1	1
<b>Effectiveness Measure</b>					
NAS resident-approved & CC adopted	Percent	100	100	100	100
NAS plan items implemented as planned	Percent	80	80	80	80
<b>Efficiency Measure</b>					
FTEs per 10,000 capita	Number	0.31	0.31	0.30	n/a
Annual cost per capita	Dollars	\$2.03	\$2.23	\$2.13	n/a

### Goal - Responsible City Government

To inform citizens of City policies, programs, and news.

#### Objectives

Coordinate and implement the Annual Community Forum.

Prepare and disseminate Forum survey results to participants, City Commission and department directors.

Attend Neighborhood Association meetings.

Newsletters distributed.

Neighborhood Directories distributed.

### Performance Measures

Description	Unit	FY2001	FY 2002	FY 2003	FY 2004
<b>Output Measure</b>					
Community forums organized	Number	1	1	2	1
N'hood Association meetings attended	Number	n/a	12	12	24
<b>Effectiveness Measure</b>					
Community forums organized	Percent	100	100	100	100
N'hood Association meetings attended	Percent	100	100	100	100
<b>Efficiency Measure</b>					
FTEs per 10,000 capita	Number	0.31	0.31	0.30	n/a
Annual cost per capita	Dollars	\$2.28	\$2.50	\$2.13	n/a

### Goal - Healthy Neighborhoods and Businesses

To improve safety in City neighborhoods.

#### Objectives

Coordinate a biannual grant application cycles.

Review all grant applications within 30 days of the application submission deadline.

Award all grants within 90 days of the application submission deadline.

Monitor grant recipient compliance with grant award agreements.

Publicize grant application cycles and grant awards.

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### Performance Measures

Description	Unit	FY2001	FY 2002	FY 2003	FY 2004
<b>Output Measure</b>					
Grant cycles	Number	1	2	2	2
Grants funded (minimum)	Number	5	9	18	13
Neighborhoods receiving grants	Number	5	9	13	13
<b>Effectiveness Measure</b>					
Grant applications rejected for errors	Percent	0	0	0	0
Grant awards processed w/in 90 days	Percent	100	100	100	100
Grant recipients completing projects	Percent	80	80	100	100
<b>Efficiency Measure</b>					
FTEs per 10,000 capita	Number	0.31	0.31	0.31	n/a
Annual cost per capita	Dollars	\$2.03	\$2.23	\$2.13	n/a

### Cost Center Expenditures By Category

	FY 2002 Actual	FY 2003 Budget	FY 2004 Continuation	FY 2004 Issues	FY 2004 Totals
Personal Expenditures	176,912	264,158	278,065	4,587	282,652
Non Personal Expenditures	54,964	117,087	52,014	0	52,014
Capital Expenditures	0	17,500	4,500	0	4,500
Transfer Expenditures	0	10,000	10,000	0	10,000
Totals	\$231,876	\$408,745	\$344,579	\$4,587	\$349,166

### Personnel Summary

Actual Positions	5.00	5.00	0.00	5.00
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## Neighborhood Interns

This budget issue is presented at the request of the Neighborhood Partnership Office. Every effort has been made to maintain the close working relationship that had been established between the City and New College and University of South Florida.

The Community Action Research Initiative (CARI), which provided gratis interns to aid in data collection for the Rosemary District Neighborhood Action Strategy (NAS) is no longer in existence. The NPO was able to continue the relationship for the Bayou Oaks NAS by contacting the two New College professors who were at the heart of the CARI and transferring unexpended salary dollars to fund part-time salaries for the interns. The students selected to participate in are at the top of their class. The two professors supervise the students from the university's perspective - and offer course credit for the work completed and final report.

The utilization of these interns has proven mutually beneficial to the City and students. Their objectivity in accessing individual property and housing conditions is vital to accurate data collection.

Eight temporary part-time internships are being requested to accomplish the following:

1. Gathering of "existing condition" data of neighborhoods qualifying for the NAS program. This includes door-to-door canvassing of the neighborhood.
2. Compilation of data collected from both the existing condition and a satisfaction survey, which is directly mailed to each resident.
3. Analyses of data compiled for incorporation into a final report that later becomes part of the NAS document adopted by the City Commission.
4. Assisting in the implementation of any new initiatives taken on by the NPO.

### Cost of Issue

Personal	4,587
Operating	0
Capital	0
Transfers	0
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Total	\$4,587