

# 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

The Neighborhood Partnership Office (NPO) assists residents in the formation and management of neighborhood associations. The NPO acts as a liaison between City Departments and over 60 neighborhood and business associations in resolving issues and responding to requests. Two neighborhood coordinators serve assigned geographic areas and associations. This "case management" style of service delivery provides consistency and has proven effective.

NPO staff attends, and are frequently asked to make presentations regularly at neighborhood association/group meetings. The NPO will periodically facilitate dialogue between neighborhood associations and business entities to resolve issues and reach compromise. NPO staff also document questions and concerns from these meetings directed to the City. Staff reports back to the association when the question/concern has been resolved by the respective City department.

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 workshops required as part of the Development Review process, Public Works - in coordinating the collection of tree-watering commitments for the Green Canopy Program, Police - in conducting Crime Prevention Through Environmental Design (CPTED) lighting analyses in areas reporting the need for additional lighting and Information Technology services - by maintaining the Neighborhood Calendar on the City's website and Imagine SRQ. NPO staff assists other departments in coordinating kick-off events for capital improvement projects and also participates in planning City-related special events such as Town Meetings, etc. The NPO also manages a contact database of neighborhood and business associations that is utilized by City departments for meeting notification and communication purposes and produces a map of associations.

The NPO coordinates the City's annual community outreach event which provides residents the opportunity to interact with City staff. The 2006 "City Hall at the Market" was once again an immense success. A similar event will occur in early 2007. The NPO represents the City on the Florida Neighborhoods Conference Planning Committee - a statewide training opportunity for neighborhood and civic leaders held annually in the fall and Neighborhoods USA (NUSA) - a national training opportunity for neighborhood and civic leaders held annually in May.

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. Staff also produces GIS maps and databases as requested by associations throughout the year. Such works include a mapping of crime related incidents specific to neighborhoods and updated property owner listings. 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) "Neighbor To Neighbor" - a bi-monthly newsletter distributed to neighborhood association leadership and 2) "Organizing Neighborhood Associations" - a handbook with guidelines on starting and managing successful associations.

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 the development and presentation of an NAS document for each designated neighborhood, to the City Commission for consideration and adoption by resolution.

NPO staff is 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 further the character and improve the "quality of life" of City neighborhoods.

NAS plans have been adopted for six neighborhoods: Park East, Gillespie Park, Rosemary District, Bayou Oaks, Central Cocomanut and Arlington Park. The NAS for Alta Vista neighborhood will be presented to the City Commission for adoption in late September, 2006. The NAS process will begin for Poinsettia Park North in early 2007. The NPO continues to closely monitor the implementation status of action items from past NAS's and tracks their progress while providing results to service users and providers.

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Neighborhood Grant Program - The NPO administers the Neighborhood Grant Program, which was developed to assist associations in improving the quality of life in neighborhoods. The program had predominately been funded from money received annually from a share of the civil seizure fees generated by the City's Motor Vehicle Impoundment Program. However, due to litigation elsewhere in Florida, the collection of these fees has been terminated and almost all spent. 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. Thirteen associations were funded in FY 05/06.

Neighborhood Leadership Academy (NLA) - In collaboration with Sarasota County, the NPO facilitates the NLA for City neighborhood leaders. Over 150 neighborhood leaders, countywide, have participated. The academy consists of almost monthly training opportunities on association formation and management skills.

Manasota Regional Neighborhoods Summit (MRNS) - Using existing funding, the NPO has worked diligently with staff from Sarasota and Manatee Counties and SCOPE to secure corporate sponsorship to make the second annual MRNS an ultimate success. An overwhelming desire to see the event happen annually has been heard throughout both counties.

Sarasota City Citizens Academy (SCCA) began in January, 2006. Similar to other academies throughout the nation, 28 participants had hands-on experiences and learned about City services and programs in depth. There were 26 participants who completed 100% of the classes and graduated in February, 2006. The remaining two, who each missed one class, will graduate after making it up next cycle. In FY 2006/07, there will be two 7-week SCCA classes being offered; in late October, 2006 and mid-January, 2007.

FY 2005/06 saw a minor reorganization within the NPO. One half FTE (Administrative Assistant) was promoted to Neighborhood Coordinator, part-time. This position oversees the Sarasota Citizens Academy.

### **STRATEGIC PLAN**

#### **Strategic Goal - A Responsible and Accessible Government that has Sound Financial and Administrative Practices**

**Strategy** - To ensure an empowered and informed citizenry, the City will employ outreach techniques.

**Objective** - To increase citizens' understanding of City programs and policies, a semi-annual Citizen's Academy will be held.

<b>Task</b>	<b>Current Funding</b>	<b>Fiscal Year Completed</b>	<b>Funds Required</b>
Conduct two Citizen Academy sessions in FY 2007. Status - Staff is scheduled to conduct Citizen Academy sessions in October, 2006 and February, 2007.	Yes	2006	\$0

#### **Strategic Goal - Viable, Safe and Diverse Neighborhoods and Businesses that Work Together**

**Strategy** - Increase neighborhood quality of life through asset based community development (ABCD) based planning.

**Objective** - Transform the current Neighborhood Action Strategy (NAS) process to ABCD based planning and open the process to all City neighborhoods that wish to participate.

<b>Task</b>	<b>Current Funding</b>	<b>Fiscal Year Completed</b>	<b>Funds Required</b>
Transform the current NAS to an ABCD-based process. Status - A budget issue has been requested in the FY 2006-07 budget.	No	2007	\$100,359

**Objective** - Increase the abilities of neighborhoods to address quality of life impacts (i.e. homes in need of painting, improperly kept grass, etc.) by compiling and distributing internal asset inventories.

<b>Task</b>	<b>Current Funding</b>	<b>Fiscal Year Completed</b>	<b>Funds Required</b>
Address neighborhood quality of life issues via ABCD based process. Status - A budget issue has been requested in the FY 2006-07 budget.	No	2007	\$100,359

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**Objective** - To reduce code enforcement issues through the implementation of ABCD based planning.

Task	Current Funding	Fiscal Year Completed	Funds Required
Utilize the ABCD based process to reduce code enforcement issues. Status - A budget issue has been requested in the FY 2006-07 budget.	No	2007	\$100,359

**Strategy** - Increase neighborhood vibrancy through neighborhood planning.

**Objective** - Continue to implement Neighborhood Action Strategies (NAS) and track through completion.

Task	Current Funding	Fiscal Year Completed	Funds Required
Bring NAS for Alta Vista neighborhood to adoption by 10/1/2006 and add all capital items to CIP for next years' review. Status - Alta Vista neighborhood to be adopted by 10/1/2006 and add all capital items to CIP for next years' review.	Yes	2007	\$0
Complete the NAS process for the N. Poinsettia Park neighborhood. Status - The NAS process for the N. Poinsettia Park neighborhood will be completed in FY 2007.	Yes	2007	\$0
Continue to track NAS implementation for Park East, Gillespie Park, Rosemary District, Bayou Oaks, Central Cocoanut and Arlington Park. Status - NAS implementation for Park East, Gillespie Park, Rosemary District, Bayou Oaks, Central Cocoanut and Arlington Park is continually monitored. All times added to current CIP list.	Yes	2006	\$0

**Strategic Goal - An Attractive, Environmentally-Friendly Community that is Safe and Livable and Provides an Array of Cultural and Aesthetic Enjoyments**

**Strategy** - Enhance existing park system.

**Objective** - Increase safety of parks in the evening by implementing recommendations from a CPTED lighting review.

Task	Current Funding	Fiscal Year Completed	Funds Required
Coordinate CPTED reviews upon request. Status - CPTED reviews coordinated by NPO (with Engineering, Public Works and SPD) upon request.	Yes	2006	\$0

**Strategic Goal - Well-Maintained and Future-Oriented Infrastructure**

**Strategy** - Ensure long-term funding and viability of City infrastructure.

**Objective** - Assist neighborhoods and businesses with infrastructure enhancements through the creation of special taxing districts for neighborhood improvement projects.

Task	Current Funding	Fiscal Year Completed	Funds Required
Continue to market the benefits of forming a special tax district. Status - Marketing the benefits of forming a special tax district occurs every opportunity staff has.	Yes	2006	\$0

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## OPERATIONAL FOCUS

### Strategy

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

### Task

Develop and present for City Commission approval an NAS for Alta Vista neighborhood by September 30, 2006.

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

Update information on each NAS via "Neighborhood Action Strategy Annual Report" and publish via the City website (npo.sarasotagov.com).

Description	Unit	FY 2004	FY 2005	FY 2006	FY 2007
<b>Output Measure</b>					
Citywide data indicators tracked	Number	9	9	9	9
NAS plans created	Number	1	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

### Strategy

To inform citizens of City policies, programs and news.

### Task

Coordinate and implement the Annual Community Forum-type event.

Attend regular neighborhood and business association meetings.

Create and distribute bi-monthly "Neighbor to Neighbor" newsletter to neighborhood and business associations.

Coordinate and implement "Sarasota Citizens Academy" for up to 25 city residents/business owners.

Description	Unit	FY 2004	FY 2005	FY 2006	FY 2007
<b>Output Measure</b>					
Annual Community Forums organized	Number	1	1	1	1
Neighborhood Ass'n meeting attended	Number	184	200	200	200
Newsletters created and distributed	Number	6	6	6	6
Citizens' Academies completed	Number	n/a	1	2	2
<b>Effectiveness Measure</b>					
Citizen Academy graduates	Percent	n/a	26	52	52

### Strategy

To strengthen City neighborhood and business associations.

### Task

Neighborhood Grant Program:

Coordinate bi-annual grant application cycle.

Review all submitted and qualified 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.

Neighborhood Leadership Academy:

Conduct regular training opportunities for association leadership.

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Description	Unit	FY 2004	FY 2005	FY 2006	FY 2007
<b>Output Measure</b>					
Grant cycles	Number	2	2	2	2
Neighborhoods receiving grants	Number	13	13	13	13
<b>Effectiveness Measure</b>					
Grant awards processed within 90 days	Percent	100	100	100	100

### Cost Center Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	288,351	320,649	356,939	76,059	432,998
Non Personal Expenditures	45,985	61,420	68,544	89,300	157,844
Capital Expenditures	6,972	309,298	312,177	117,500	429,677
Grants and Aids	-1,384	0	0	0	0
Transfer Expenditures	10,000	10,000	10,000	38,000	48,000
Totals	\$349,924	\$701,367	\$747,660	\$320,859	\$1,068,519

### Personnel Summary

Actual Positions	4.00	4.00	1.00	5.00
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### Revenue Summary

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
CHARGES FOR SERVICES	0	0	0	50,000	50,000
OTHER MISCELLANEOUS REVENUES	0	0	0	25,000	25,000
INTRAGOVERNMENTAL SERVICES	5,533	0	4,898	0	4,898
	\$5,533	\$0	\$4,898	\$75,000	\$79,898

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## Neighborhood Grant Program Continuation

The income, averaging \$37,000 per year, for the Neighborhood Grant Program ceased in FY 2005 due to an attorney general ruling on litigation elsewhere in Florida. Since that time, the fund balance has slowly dwindled to almost zero. This issue would provide funding for 10 neighborhood grants at \$2,500 for neighborhoods under 1,000 homes and 2 at \$4,000 for neighborhood with over 1,000 homes. Any remaining funding would be utilized for neighborhood leadership participation in the Neighborhoods USA and Florida Neighborhoods Conference.

### Cost of Issue

Personal	0
Operating	0
Capital	0
Transfers	33,000
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Total	\$33,000
Net Cost of Issue	\$33,000

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## Neighborhood Grant Program Enhancement

This budget issue would restore money in the Neighborhood Grant Program to provide event support (provisions, printing, postage and mailing) for new and dormant associations within the City. However, staff proposes a shorter version of the grant application to be processed at an administrative level. Grass roots leadership may request up to \$ 250, one-time annually. All money to be expended as reimbursements or direct pays to vendors. This budget issue will allow the approval of 20 grants.

### Cost of Issue

Personal	0
Operating	0
Capital	0
Transfers	5,000
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Total	\$5,000
Net Cost of Issue	\$5,000

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## Neighborhood Event Trailer Replacement

This budget issue will allow for the replacement of the aging NPO Event Trailer which contains tables, chairs and most supplies needed for a neighborhood event and major City functions (such as City Hall at the Market). The floor boards on the current trailer are worn to the point where the ground may be seen from inside and the potential for injury gets greater with each use

### Cost of Issue

Personal	0
Operating	0
Capital	7,500
Transfers	0
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Total	\$7,500
Net Cost of Issue	\$7,500

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## Neighborhood Improvement Fund Enhancement

This budget issue is a request to increase the \$300,000 appropriated last year for NAS implementation by \$100,000. The amount requested was an average of the monies expended in previous NAS neighborhoods using the Community Development Block Grant money. However, staff did not account for the 34% increase in construction costs over the past several years.

### Cost of Issue

Personal	0
Operating	0
Capital	100,000
Transfers	0
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Total	\$100,000
Net Cost of Issue	\$100,000

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## Asset-Based Community Development (ABCD)

This budget issue will evaluate and transform the City's current neighborhood planning and community development process to an ABCD approach.

Since 1999 the City has focused on a "needs/brokenness" based approach to planning and redevelopment. This position will transform this process to identify and evaluate the strengths within a neighborhood or community area and match the resident-identified assets to the need. The position will also oversee the resident-lead inventory taking.

Staff envisions the processing eventually being open to all neighborhoods within the City. The NPO has received numerous requests to begin a neighborhood/community based planning process wherein all City neighborhoods would be eligible to participate.

The notion of utilizing "asset-based" approach was emphasized after the 2005 and 2006 Manasota Regional Neighborhoods Summits. Mr. John McKnight and Rev. Damon Lynch, III from the Asset-Based Community Development Institute at Northwestern University showcased the benefits of determining a neighborhoods destiny based on what is "right" with the neighborhood (assets), the local "exchange" (economy) and finally what is needed.

In this budget issue, one additional FTE professional position (Chief Neighborhood Planner level) is being requested to accomplish the following:

1. Asset-Based Community Development Planning Process Development / Implementation

This planning process will provide both a city-wide ABCD planning process and training for neighborhoods willing to embark on an asset-based approach to defining their community. All city neighborhoods will be encouraged to participate - including those with adopted NAS' plans in place. Criteria for new neighborhood participation will be developed and presented to the City Commission for approval.

2. ABCD Neighborhood Strategy Development

This position will be responsible for drafting the neighborhood / community plans for each of the designated neighborhoods.

3. Association Goal Development Process/Retreat Services

The NPO will begin to offer annual goal development / facilitated retreat services to associations within the City. The Chief Neighborhood Planner will also be responsible for drafting the resulting documentation from each retreat.

### Cost of Issue

Personal	76,059
Operating	14,300
Capital	10,000
Transfers	0
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Total	\$100,359
Net Cost of Issue	\$100,359

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## Florida Neighborhood Conference 2007

The Florida Neighborhoods Conference (FNC) is an annual locally-hosted, three-day neighborhood training conference. Currently in its 10th year, the conference is comprised of approximately 30 training workshops, keynote speakers, neighborhood tours and one or two corporate-sponsored special events.

The first Florida Neighborhoods Conference was held in Orlando in the fall of 1997. In subsequent years, the conference traveled throughout the state with the cities of Jacksonville (1998 & 2004), St Petersburg (1999), Fort Lauderdale (2000 & 2006), Orlando (2001), Tampa (2002) and Lakeland (2005) hosting the event.

In 2003, Sarasota hosted the FNC with great success. Almost 1,100 neighborhood and civic leaders from throughout the state attended.

The NPO has verbal approval from the State Planning Committee to be the host city for 2007. The State Planning Committee is a collaboration of Neighborhood Directors from throughout Florida. The NPO will form a bi-county planning coalition to build on the successes of 2003.

The one-time expenditure has historically been reimbursed to the host city through corporate sponsorships and attendee registration fees. Therefore, revenue has been included to offset the expenditure.

### Cost of Issue

Personal	0
Operating	75,000
Capital	0
Transfers	0
<hr/> Total	<hr/> \$75,000

### Revenue

CHARGES FOR SERVICES	50,000
OTHER MISCELLANEOUS REVENUES	25,000
<hr/>	<hr/> 75,000

Net Cost of Issue	\$0
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