

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 70 neighborhood and business associations in resolving issues and responding to requests.

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. 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 2007 "City Hall at the Market" was once again an immense success. A similar event will occur in early 2008. 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.

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 Coconut and Arlington Park. 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.

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 will operate solely with money received annually from a share of the civil seizure fees generated by the City's Motor Vehicle Impoundment Program, approximately \$30,000.

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.

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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 2007/08, there will be one 7-week SCCA class being offered in mid-January, 2008.

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.

Task	Current Funding	Fiscal Year Completed	Funds Required
Conduct two Citizen Academy sessions in FY 2007. Status - Staff conducted two Citizen Academy sessions in October, 2006 and February, 2007. Two are scheduled for the upcoming year, using the same timeframe.	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.

Task	Current Funding	Fiscal Year Completed	Funds Required
Transform the current NAS to an ABCD-based process. Status - Staff has begun the transformation of the NAS process and plans to have the new Asset-Based process to the City Commission for adoption by October, 2007.	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.

Task	Current Funding	Fiscal Year Completed	Funds Required
Address neighborhood quality of life issues via ABCD based process. Status - Some neighborhood and community training has been accomplished this fiscal year. A special Asset-Based Community Development track has been added to the Florida Neighborhoods Conference in June 2007. Additional training will occur in the next fiscal year.	No	2007	\$100,359

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 - Some neighborhood and community training has been accomplished this fiscal year. A special Asset-Based Community Development track has been added to the Florida Neighborhoods Conference in June 2007. Additional training will occur in the next fiscal year.	No	2007	\$100,359

Strategy - Increase neighborhood vibrancy through neighborhood planning.

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

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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 NAS was adopted on schedule by in October 2006 and all capital items reviewed and to be added to CIP for next years' review.	Yes	2007	\$0
Complete the NAS process for the N. Poinsettia Park neighborhood. Status - The NAS for the N. Poinsettia Park neighborhood will be presented to the CC for adoption by September 30, 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

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 (np0.sarasotagov.com).

Description	Unit	FY 2005	FY 2006	FY 2007	FY 2008
Output Measure					
Citywide data indicators tracked	Number	9	9	9	0
NAS plans created	Number	1	1	1	0

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Effectiveness Measure

NAS resident-approved & CC adopted	Percent	100	100	100	0
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 2005	FY 2006	FY 2007	FY 2008
Output Measure					
Annual Community Forums organized	Number	1	1	1	1
Neighborhood Ass'n meeting attended	Number	200	238	200	200
Newsletters created and distributed	Number	6	6	6	6
Citizens' Academies completed	Number	1	2	2	2
Effectiveness Measure					
Citizen Academy graduates	Percent	80	80	80	80

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.

Description	Unit	FY 2005	FY 2006	FY 2007	FY 2008
Output Measure					
Grant cycles	Number	2	2	2	2
Neighborhoods receiving grants	Number	13	13	17	15
Effectiveness Measure					
Grant awards processed within 90 days	Percent	100	100	100	100

Cost Center Expenditures By Category

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	337,110	432,998	482,119	-74,348	407,771
Non Personal Expenditures	93,911	157,844	84,444	-12,834	71,610
Capital Expenditures	23,125	429,677	411,900	-400,000	11,900
Grants and Aids	0	0	0	0	0
Transfer Expenditures	10,000	48,000	48,000	-30,000	18,000
Totals	464,146	1,068,519	1,026,463	-517,182	509,281

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Personnel Summary

Actual Positions	5.00	5.00	-1.00	4.00
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Revenue Summary

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
CHARGES FOR SERVICES	0	50,000	0	0	0
OTHER MISCELLANEOUS REVENUES	48	25,000	0	0	0
INTRAGOVERNMENTAL SERVICES	7,098	4,898	0	0	0
	7,146	79,898	0	0	0

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Budget Reduction

These reductions total \$517,182 and eliminate one Coordinator position in the Neighborhood Coordination section. These reductions will necessitate finding another source of funding for Neighborhood Action Strategies, reduce funding for Neighborhood Grants and reduce attendance at association meetings from "regularly" to "quarterly", except those involved in the Neighborhood Planning Process.

Cost of Issue

Personal	-74,348
Operating	-12,834
Capital	-400,000
Transfers	-30,000
<hr/> Total	<hr/> -\$517,182
Net Cost of Issue	-\$517,182