



City of Saint Paul, Minnesota FY 2023 COMMUNITY ENGAGEMENT PROGRAM WORK PLAN

CONTRACT OBJECTIVE:

The City of Saint Paul contracts with district councils to provide **nonpartisan** community engagement services.¹ These services are provided in relation to planning-related activities and to inform the City on the physical, economic, and social development in their communities. They also include assisting the City with identifying the needs and priorities of residents and initiating community programs. The City recognizes that district councils are well-positioned to understand the needs of the communities they serve and encourages district councils to be innovative in how they address those needs. The contract materials and support documentation strive to balance providing guidance related to goals and activities while not being overly prescriptive.

Please refer to the list of required, eligible and ineligible activities provided in the contract guidance to ensure your activities meet the objectives of the community engagement agreement.

WORK PLAN INSTRUCTIONS:

Refer to your Statement of Work/Scope of Services when completing this form. Your work plans should expound on your narrative AND address how you plan to encourage active participation by all members of your community, including those from traditionally underrepresented groups.

Activities, tasks, strategies to achieve the stated goal: Please provide a detailed description of each activity, task, and/or strategy, and 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.

The first page of the work plan has the goal and activities pre-filled and align with activities that district councils are required to perform based on city ordinance. Please complete the anticipated outcomes column for this page. Use the subsequent pages to describe your additional goals, strategies, and anticipated outcomes. Make additional copies of the form as needed.

¹ District council community engagement services using City funding sources shall be carried out in a manner that encourages participation by all. These services shall not be based on, influenced by, affiliated with, or support the interests, views, or beliefs of any individuals or group of individuals to the exclusion of the interests, views, or beliefs of another individual or group of individuals.



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2023 Work Plan for: CapitolRiver Council District 17

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

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Activity/Task/Strategy	Anticipated Outcomes Number of Participants, frequency, and/or other measurable outcomes	Achieved Outcomes (for year-end reporting)
Provide community notifications, and gather community input, on business licenses and development proposals.	CRC's email list currently has about 600 active recipients, and CRC notifies people about 10 of these notifications per year (depending on the number of actual development proposals, special event permits, etc.).	
Utilize the organization's communication platforms to promote and publicize City projects and initiatives.	CRC will email and engage stakeholders through Facebook regarding at least 12 City projects and initiatives.	
Assist the City on special projects that require community engagement	CRC will assist the City with community engagement on special projects. In 2023, CRC has promoted the opportunity to provide feedback on plans for the Summit Avenue Regional Trail. Other special projects may be added, and outcomes will be documented on this form.	
Maintain a current district/neighborhood plan and engage the community in updating the plan as needed.	The Downtown Development Strategy serves as the District 17 neighborhood plan, but it hasn't been updated in more than 15 years, so CRC's focus is on the City's Comprehensive Plan.	



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Goal: CRC leads and implements high-quality planning and public policy decision-making activities, related to land use, housing, transportation, economic development, food systems, waste management, neighborhood livability, public safety, and the natural environment. This work ensures that the City's planning and public policy decision-making processes include diverse voices and a local perspective.

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Coordinate two-three listening sessions that will enable Downtown residents and workers to meet new people and talk about local issues. We schedule them at a time and place, publicize the event, and invite people to share ideas or concerns on any topic. We then follow up by engaging in discussions with other community leaders to develop recommended solutions to the issues and concerns that we hear about.	2-3 events that will engage about 40 people, so there will be survey responses and / or summary of feedback from approximately 80-120 people.	
Many people complain about dog owners who do not clean up after their dogs in parks, sidewalks and streets. CRC staff is engaging residential building managers in discussions about requiring renters to show proof that their dog is licensed as a term of their lease. City staff (DSI / Animal Control) estimate that less than 10 percent of dog owners license their dogs, which reduces the amount of money that is available for enforcement. By increasing the number of licensed dogs in Downtown Saint Paul, we hope to make it possible for the City to perform additional enforcement.	There are about 70 residential buildings in Downtown, and this activity will clarify the number of buildings that allow residents to have dogs, and the number of buildings where a dog license is required upon signing a lease agreement or annual renewal.	



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<p>The Skyway Governance Advisory Committee is regularly attended by staff from Saint Paul PD, Metro Transit Police, and the Downtown Alliance Security Team. The committee will continue discussing public safety throughout Downtown. Specifically, the Skyway Committee and CRC staff will continue to advocate for a change to the City Charter that would allow administrative fines to be assessed in situations where a building owner violates the skyway hours of operation by locking a skyway bridge, and similar code violations that negatively affect the quality of life for Downtown residents and visitors.</p>	<p>The committee will meet 10 times with average attendance of 20 attendees.</p>	
<p>There is not a place to safely dispose of batteries Downtown. CRC staff has discussed this with Ramsey County staff, and for several reasons, it is probably impossible to establish a place for that in Downtown. CRC staff has instead offered to assist Ramsey County staff with a public information campaign to encourage Downtown residents to utilize the HHW facility just north of Downtown.</p>	<p>CRC will have at least one committee meeting that is focused on this topic and will send up to 4 emails and / or Facebook posts about HHW (approximately quarterly).</p>	
<p>In December 2022, the CRC board recommended support for a Conditional Use Permit that would allow a residential building to add more units for short-term rentals. Several board members expressed concerns about having too many short-term rental units (such as Air BnB) instead of apartment units, and while the particular proposal didn't seem unreasonable, a suggestion was made to study and recommend a City policy, such as a limit on the overall number of short-term rental units that are available in residential or mixed-use buildings.</p>	<p>CRC board members, staff and other volunteers will discuss this at three meetings in 2023.</p>	



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Public bathrooms have been a common topic of concern, and CRC will form a work group to develop specific recommendations for investments that will increase access to public bathrooms.	CRC will recruit people to serve on this work group, which will have 10 meetings and will prepare a report with specific recommendations.	
The Development Review Committee has advocated for a comprehensive transportation / mobility plan for Downtown Saint Paul. The committee has worked with City staff and other organizations to coordinate engagement activities related to specific projects, like Jackson Street reconstruction, the 3rd Street to Kellogg Blvd. Bridge reconstruction, and completion of the Capital City Bikeway. City / County / State of MN staff continue to request the committee's input in specific projects. The committee or other CRC work group would like to work with staff in PED, Public Works, and other community leaders to develop more of a comprehensive plan that would look at issues like traffic patterns, parking, pedestrian-friendly landscapes, signage, and various policies related to scooters (how to keep people off the sidewalks, where to leave them, etc.).	CRC staff has engaged Move MN staff to attend at least one committee meeting on this topic. A new committee chair and more committee members are needed for the Development Review and Public Realm committees to help facilitate additional engagement activities on this topic. Therefore, the anticipated outcomes of this activity will be that larger numbers of volunteers are engaged in our work, and more people are volunteering to lead these kinds of discussions.	



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Goal: Improved Neighborhood and City Livability and Sustainability -- engage the community in the concrete work of making the District 17 neighborhoods better and more sustainable places to live, learn, work, and play. Provide technical assistance and support for community-based livability and sustainability initiatives, including but not limited to community gardens, place-making projects, neighborhood clean-up events, tree restoration projects, local library associations, etc.

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CRC staff is working with local volunteers to establish a community garden in the plaza behind the Osborn 370 building.	CRC will either create a partnership, through a fiscal agent agreement, or continue supporting this activity through CRC staff support (approximately 1-5 hours per week, mostly during the growing season).	
CRC will partner with the Minn. Cooperative Conflict Collaborative (z.umn.edu/respect-collab) to offer dispute resolution services for Downtown residents and / or workers. The MN-CCC is an inclusive venture of conflict resolution professionals working towards more robust approaches to problem-solving and dismantling systemic racism (this language was copied and pasted from the MN-CCC website). CRC's role will include referring people to MN-CCC to resolve disputes, for example, if a landlord is failing to maintain a building, we would work to get representatives of management and tenants to get together and negotiate an agreement.	This is a continued effort that began in 2022. In 2023, CRC staff will make at least one referral for two or more people to work with MN-CCC to resolve a dispute.	



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Goal: Community Building-- build connections within and between communities. This work includes coordinating large neighborhood events, support for National Night Out and other block-level organizing, outreach to underrepresented populations, and technical support for small-scale community building initiatives.

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In recent discussions about strategic goals for CRC, a suggestion was made to emphasize that CRC strives to create a sense of being “connected” within the neighborhood. Many people have suggested creating more social activities and promoting them widely, primarily focused on downtown residents. This idea will be explored in more detail, and potential new activities might include monthly events where people can meet and have discussions about any topic, as an alternative to the other committees that have a particular focus.	CRC will coordinate at least 3 new events where people will be invited to either walk together or spend time together in an effort to encourage brainstorming, and not necessarily to have a prepared agenda or topic to discuss. Technical service that will be provided by CRC could include conducting research to follow up on ideas that are expressed.	
CRC staff meets regularly with partner organizations, including Central Library, Visit Saint Paul, The Downtown Alliance, and Saint Paul Building Owners and Managers Association, to generate ideas for ways that CRC can “amplify” their efforts to engage downtown stakeholders in some of their activities, such as efforts to recruit volunteers and / or to solicit feedback on their initiatives. A block party is being planned for the summer that will offer various organizations the opportunity to have a display table where people will be invited to spend time talking with them about their work and how they can get involved.	One block party will be coordinated, likely along 4th Street, as an extension of the Farmers Market.	



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Goal: Participate in a peer support/best practices network composed of district councils or similar grassroots, place-based organizations in the region.

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CRC staff will attend all district council staff meetings (EDCO).	CRC staff will attend 11 meetings.	
CRC staff will seek to form a partnership with an adjacent district council to make arrangements to share staff, such as a part-time community organizer.	CRC staff began this in 2022 and will meeting with district council staff to develop plans to share staff to build capacity for community engagement in and near downtown.	



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Goal: Review and adopt policies and practices that intentionally create space for residents who currently are under-represented.
Pursue systemic work that reflects the needs and priorities of residents who have been historically under-represented

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Activity/Task/Strategy	Anticipated Outcomes Number of Participants, frequency, and/or other measurable outcomes	Achieved Outcomes (for year-end reporting)
Have face-to-face conversations with people who are under-represented in our work. Door-knocking is usually impossible, because all Downtown residents live in buildings that are secure. However, CRC staff and volunteers can spend time near building entrances and ask if residents are willing to talk with us about their questions, concerns and ideas that relate to living / working Downtown. Stay in contact with the people who provide feedback, and report back when there are potential action steps related to their feedback.	Number of new people who are engaged in our work through these face-to-face conversations. The goal is to engage 50 new people.	
Continue implementing the CRC Inclusion Plan, and addressing any behavior by staff, board members, or volunteers that could be considered disrespectful or unwelcoming. The board chair and internal affairs officer are primarily responsible for leading this activity.	This will be discussed at least at every officers' meeting, so at least 12 discussions to assess the level of respect that we are creating in our meetings.	
Assess the current committees and identify whether any should be eliminated and / or if new committees should be created. A suggestion has been made to create a Residents Engagement Committee, which would focus on engaging all District 17 residents, including people who have been	Board members and staff will discuss this at 1-3 meetings, and it is anticipated that one committee will be eliminated, and 1-2 new committees and / or work groups will be created.	



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traditionally underrepresented in our work.	(Work groups differ in that they are formed for a limited duration, as opposed to a standing committee with a regular monthly meeting.)	