



## City of Saint Paul, Minnesota FY 2024 COMMUNITY ENGAGEMENT PROGRAM WORK PLAN

### CONTRACT OBJECTIVE:

The City of Saint Paul contracts with district councils to provide **nonpartisan** community engagement services.<sup>1</sup> 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.**

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<sup>1</sup> 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.



## City of Saint Paul, Minnesota FY 2024 COMMUNITY ENGAGEMENT PROGRAM WORK PLAN

2024 Work Plan for District 17 – CapitolRiver Council  
(organization):

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

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

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 social media 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.	
Maintain a current district/neighborhood plan and engage the community in updating the plan as needed.	CRC's focus is on the City's Comprehensive Plan. We are eager to work with City staff and the Planning Commission on all planning activities.	



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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.

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

Activity/Task/Strategy	Anticipated Outcomes Number of Participants, frequency, and/or other measurable outcomes	Achieved Outcomes (for year-end reporting)
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.	The committee will meet 10 times with average attendance of 20 attendees.	



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Plan discussions / learning opportunities with representatives of organizations that are addressing homelessness, and / or organizations that have similar goals as CRC.	CRC staff will promote opportunities to volunteer with local organizations, and prepare at least three community discussions on this topic (which may include CRC committee or board meetings).	
The Public Realm Committee is seeking to work with the City to study ideas for making District 17 more pedestrian-friendly.	CRC will formally request at least one study to be done by the City to assess the feasibility of one or more strategies for pedestrian safety, which could be an update to a previous study.	

**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.

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

<b>Activity/Task/Strategy</b>	<b>Anticipated Outcomes</b> Number of Participants, frequency, and/or other measurable outcomes	<b>Achieved Outcomes</b> <b>(for year-end reporting)</b>
The CRC Annual Meeting is in June, which includes the election of board members (5 are elected each year to staggered 2-year terms). CRC staff will plan and coordinate this event, which includes recruiting people who reflect	At least 5 people will seek election to the CRC board, and approximately 50 people will attend this event.	



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the diversity of our neighborhood to seek election to the CRC board. The event will also feature a presenter and / or a facilitated discussion about a topic related to our work.		
CRC staff and local volunteers established a community garden in the plaza behind the Osborn 370 building in 2023. The goal for 2024 is to collaborate with one or more other nonprofits to grow and distribute affordable, healthy, and culturally relevant food to Saint Paul residents.	CRC will continue supporting this activity through CRC staff support (approximately 1-5 hours per week, mostly during the growing season).	
Current CRC board members have suggested creating an e-newsletter to increase CRC's visibility and effectiveness in community engagement.	A committee of board members and staff will be formed to clarify the scope and purpose of the newsletter, and to develop a plan to create content and distribute it broadly.	
Inform CRC supporters about opportunities to support plans to develop Pedro Park, in collaboration with Saint Paul Parks Conservancy.	CRC will continue assisting the City and SPPC in promoting opportunities to provide feedback on park design, or other ways to support the creation of Pedro Park.	
Join or create a community cleanup event.	CRC will create or join at least one event to recruit volunteers to pick up litter.	



## City of Saint Paul, Minnesota FY 2024 COMMUNITY ENGAGEMENT PROGRAM WORK PLAN

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.

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

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Activity/Task/Strategy	Anticipated Outcomes Number of Participants, frequency, and/or other measurable outcomes	Achieved Outcomes (for year-end reporting)
Continue identifying ways to collaborate with The Downtown Alliance.	CRC staff will assist The Downtown Alliance in recruiting stakeholders to provide input for community-building activities.	
Advocate for art in the community, including public art and opportunities for musicians who live in District 17 to earn money in our neighborhood.	Collaborate with local artists and organizations to plan at least one event to feature musicians who live in District 17.	



## City of Saint Paul, Minnesota FY 2024 COMMUNITY ENGAGEMENT PROGRAM WORK PLAN

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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Activity/Task/Strategy	Anticipated Outcomes Number of Participants, frequency, and/or other measurable outcomes	Achieved Outcomes (for year-end reporting)
Connect CRC board members with representatives of other district councils for peer-to-peer learning.	CRC board members will plan at least one activity where other district councils are invited to meet and discuss our work.	
Seek opportunities to have a table at events in District 17 to introduce ourselves and share information about our work.	CRC will have a presence at 4 community events.	
Provide training for CRC staff and / or board members on topics such as effective facilitation, community advocacy, or nonprofit administration.	CRC staff and board members will explore options for training through the MN Council of Nonprofits and other organizations, and CRC staff will complete at least one training seminar.	



## City of Saint Paul, Minnesota FY 2024 COMMUNITY ENGAGEMENT PROGRAM WORK PLAN

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

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

Activity/Task/Strategy	Anticipated Outcomes Number of Participants, frequency, and/or other measurable outcomes	Achieved Outcomes (for year-end reporting)
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.	
Develop and implement a board member training program that will equip more District 17 stakeholders with an understanding of "systemic work that reflects the needs and priorities of residents who have been historically under-represented."	CRC staff and board members will assess a variety of potential options and select a training provider that will help achieve this goal. The training will be offered to approximately 25 community volunteers (mainly CRC board members and committee members).	