WHEREAS, the St. Paul City Council, while fully supporting the goal of improved citizen participation for the City of St. Paul, has been unable to reach agreement on the fundamentals of the formal city-wide citizen participation structure, and

WHEREAS, there is a need to proceed with deliberate speed in adopting a citizen participation structure,

NOW, THEREFORE BE IT RESOLVED, that the Office of the Mayor is requested to prepare a plan in each of the seventeen districts as designated in the citizen participation forum Boundary Committee recommendation of April 9, 1975, for communication with the residents of these districts to provide early notification and involvement by residents of the districts in planning for land use, physical and social services, zoning changes, public improvements and parks, playgrounds and open space, on or before August 15, 1975, and

BE IT FURTHER RESOLVED, that the Office of the Mayor is requested to use the seventeen districts either singularly or in combination as a basis for citizen input for preparation of the Community Development Year 2 Program, and

BE IT FURTHER RESOLVED, that while the Council at this time recognizes the need for a "cooling off period," it reaffirms its desire to reach a consensus on this important issue in the relatively near future, and

BE IT FURTHER RESOLVED, that the St. Paul City Council hereby requests the Office of the Mayor, all interested individuals and groups, and all other interested parties to work with the City Council in a sincere effort to achieve this desired consensus, and

BE IT FURTHER RESOLVED, that the St. Paul City Council hereby agrees to hold an open hearing on this issue in not less than 45 days and not more than 60 days following the date of the adoption and publication of this resolution, and
BE IT FINALLY RESOLVED, that it is the hope of the City Council that differences may be resolved and agreements may be reached on this issue within that time span and that this important program may proceed with deliberate speed.
GUIDELINES FOR
DISTRICT COUNCIL SYSTEM

With the adoption of these guidelines, there shall be established an advisory district council system in the City of Saint Paul. Each district council shall represent residents of neighborhoods geographically defined on the attached boundary map. Further, the City Council shall act as final arbiter of any subsequent boundary disputes between neighborhoods. It is also proposed that existing community council boundaries be respected.

Membership and Organization

1. At least 51 percent of the district council administrative board shall be selected in an election process. Each district shall determine its method of election process.

2. The appointed members of the district council administrative board shall be determined by the individual district.

3. One person can serve on only one district council administrative board with the exception of the downtown district.

4. There shall be a thirty-day residency requirement for any person voting on any issue before the district council. However, the residency requirement shall be waived in the case of nonresident area businessmen and nonresident owners of real property, provided that nonresident area businessmen and nonresident owners of real property must have conducted business within the area or have owned real property within the area for a minimum of thirty days.

5. Members of the district council administrative board must be residents of the area for six months or have owned real property within the area for a minimum of six months or have been engaged in business within the area for a minimum of six months.

6. Nonresident area businessmen, including property owners of real property, shall be allowed to participate in district council proceedings. The degree of participation shall be determined by the individual districts. However, no person shall be allowed to vote in more than one district election process; or more than one district general membership process; or serve on more than one administrative board, with the exception of the Downtown district board.

7. All district councils shall have affirmative action requirements as follows:

   a. Each district council shall have, as a voting member in its district, a representative of the protected classes residing within that district, which includes:
low income, public assistance, women, racial minorities, senior citizens, and disabled (handicapped).

b. No person can be excluded because of race, creed, color, sex, religion, national origin or ancestry, sexual or affectional preference, criminal record, or disability.

c. The activities of the district council shall be governed by the affirmative action provisions of the Community Development Housing Act of 1974, applicable federal statutes, the Saint Paul Human Rights Ordinance, and the Minnesota Human Rights law.

8. Residents under the age of 18 may be allowed to participate but will not have the power to vote. They also may be appointed to the district council administrative board. The extent of their participation will be decided by the individual district.

In formulating these guidelines, it is the understanding of the City Council that the Downtown district advisory council shall be made up of representatives of the various neighborhood districts in addition to membership of downtown residents, businessmen and property owners. When the structure and functions of the Downtown District Advisory Council are determined, relevant language shall be prepared and made a part of these guidelines subject to the approval of the City Council.

Structure of the District Councils

1. The district council administrative board shall have by-laws to further define its structure.

2. The district council administrative board may become legally incorporated.

3. The size of the district council administrative board shall be determined by the individual district.

4. There will be only one contract for each district for recognition by the City.

5. The individual district council shall determine any further definition of structure, such as terms of office, etc.

6. The City of Saint Paul shall recognize the authority of the district councils.

7. The downtown district board shall include a representative of the downtown residents and one representative from each
of the other districts and whatever additional membership deemed desirable by the downtown district council.

8. The existing community council structures and powers shall be respected.

Supporting Staff and Budgeting of the District Councils

The allocation for funding the district councils will be $267,000, as budgeted in the Community Development Year I Budget passed by the City Council.

These funds shall be allocated in the following manner subsequent to the execution of a contract for that district:

<table>
<thead>
<tr>
<th>DISTRICT</th>
<th>PERCENT</th>
<th>AMOUNT FROM $267,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Battle Creek</td>
<td>1.09</td>
<td>2,910.50</td>
</tr>
<tr>
<td>2 Hayden Hgts./Hazel Park</td>
<td>2.10</td>
<td>5,607.00</td>
</tr>
<tr>
<td>3 West Side</td>
<td>7.20</td>
<td>19,224.00</td>
</tr>
<tr>
<td>4 Lower East Side/Dayton Bluff</td>
<td>6.69</td>
<td>17,862.50</td>
</tr>
<tr>
<td>5 Phalen Park</td>
<td>4.92</td>
<td>13,136.40</td>
</tr>
<tr>
<td>6 North End</td>
<td>10.57</td>
<td>28,221.90</td>
</tr>
<tr>
<td>7 Thomas-Dale</td>
<td>11.11</td>
<td>29,663.70</td>
</tr>
<tr>
<td>8 Summit-University</td>
<td>29.74</td>
<td>79,405.80</td>
</tr>
<tr>
<td>9 West Seventh</td>
<td>9.50</td>
<td>25,365.00</td>
</tr>
<tr>
<td>10 Como</td>
<td>.64</td>
<td>1,708.80</td>
</tr>
<tr>
<td>11 Hamline-Midway</td>
<td>3.51</td>
<td>9,371.70</td>
</tr>
<tr>
<td>12 St. Anthony Park</td>
<td>7.37</td>
<td>19,677.90</td>
</tr>
<tr>
<td>13 Lex.-Hamline/Merriam Park</td>
<td>1.46</td>
<td>3,898.20</td>
</tr>
<tr>
<td>14 Highland-Groveland</td>
<td>.99</td>
<td>2,643.30</td>
</tr>
<tr>
<td>15 Highland Park</td>
<td>.88</td>
<td>2,349.60</td>
</tr>
<tr>
<td>16 Crocus Hill/Ramsey Hill</td>
<td>2.15</td>
<td>5,687.10</td>
</tr>
<tr>
<td>17 Downtown</td>
<td>(0)</td>
<td>(0)</td>
</tr>
</tbody>
</table>

Budgeting and Auditing Procedures

Upon adoption of these guidelines, the Office of Community Development shall prepare detailed budgeting and auditing procedures for district councils. Upon completion of these procedures they shall be submitted to the City Council for review and approval.

Specifically, however, no "per diems" shall be allowed, and reimbursement for expenses incurred by district council members shall be restricted to the following:

1. Per diem payments to district council members shall be prohibited.
2. District councils shall be specifically permitted to budget for and reimburse district council board members for legitimate expenses incurred by official duties.

Areas of Participation

1. The City and the district council shall, in each individual case, enter into an annual contract which outlines the activities to be undertaken by the district council. The contract shall include the terms of these guidelines.

2. These activities shall include the eligible activities under the Community Development Housing Act of 1974 and other activities deemed mutually beneficial.

3. In addition, current project area committees (PAC) contracts or parts thereof operating in the neighborhood development program (NDP) areas shall be included in any of the contracts entered into pursuant to these guidelines if the district council so desires and so long as such contracts do not conflict with these guidelines.

Contracting With the City

The district organization will hold open forum meetings to organize and set up the election process, then hold an election, and the elected members shall hold an open forum to explain why it is petitioning for a contract and describe how it is representative in a written petition to the Saint Paul City Council, stating:

1. Why the group feels it is representative of the age, ethnic, social and economic elements of their district.

2. That the district group has given ample public notice to the residents of the area that it is petitioning for.

3. That the district group will meet on a regular basis.

4. That the group will publish reports of its meetings on a regular basis.

5. The district boundaries, including a boundary map.

6. That the group was organized pursuant to these guidelines.

The City Council shall have the sole right to approve or reject such petitions, following review of such petitions by the City Council.
CITIZEN PARTICIPATION
163 West Sixth Street
Saint Paul, Minnesota 55102
298-5350

CHRONOLOGY OF CITIZEN PARTICIPATION ACTIVITIES REGARDING ADVERTISING, MEETINGS,
AND MAILINGS BEGINNING 11/22/74

11/22/74 City Council Finance Committee meeting. Councilman David Hozza moved "that we set up an inclusive ad hoc committee on citizen participation that would be open to anybody that wanted to attend the meeting and that the staff of the Finance Committee be directed to set up a meeting schedule between now and the deadline for the Community Development Revenue Sharing application that be widely distributed to all citizen groups and citizens interested in participating in this process."

Council President Ruby Hunt moved "that the Chairman of this Committee and its staff work out the appropriate public announcement to be carried in the daily newspaper."

12/3/74 Meetings of the Ad Hoc Committee on Citizen Participation. The Committee prepared a news release, timetable, mailing list, proposed maps, proposed agenda for the first meeting, cover letter, and scheduled a meeting place.

12/6/74 The members of the Committee included: Deborah Montgomery, Mary Ann Sudaith, Valerie Cunningham, Willard Dodge, Robert Klukas, Edith Lallier, William Patton, Gene Ranieri, Fred Fischer and Ella Thayer.

12/18/74 City Council Resolution #264770 adopted, declaring Council's intent to establish a comprehensive citizen participation program.

12/24/74 City Council Resolution #264774 passed, appointing William L. Wilson as Convener.

12/24/74 Mailing sent to approximately 400 community organizations and individuals announcing the first meeting for January 28, 1975 to develop a citizen participation plan. The mailing consisted of a cover letter from William Wilson, proposed agenda for the first meeting, proposed timetable, proposed Policy Statement on Citizen Participation authored by Councilman Hozza and Sylvester, three city maps, two illustrating seven districts and one illustrating eight districts, a questionnaire, and Mayor Cohen's news release appointing William Wilson as Convener.

12/27/74 Quarter page ad published in the Saint Paul Dispatch and Pioneer Press announcing the first public meeting for January 28th at the YMCA auditorium, and urging all residents of the city of Saint Paul to attend.

1/1/75 Twin Cities Courier news feature.

1/23/75 City Clerk notified of 1/28/75 public meeting.

1/25/75 Saint Paul Dispatch news feature.

1/28/75 First public meeting, attended by approximately 350 people. Mayor Cohen, Council President Ruby Hunt, Councilmen Hozza, Roedler and Sylvester made opening remarks to the Forum. There was lengthy discussion regarding CDBS as it relates to citizen participation, the importance of a viable structure for city wide citizen participation, and how the Forum should organize.

1/30/75 City Clerk notified of 2/4/75 public meeting.
1/31/75  Mailing of 1/28/75 Summary Notes and announcement of 2/4/75 meeting sent to approximately 400 organizations and individuals.


2/4/75  Public Meeting at the YWCA auditorium, attended by approximately 150 people. Rules were adopted and an agenda prepared for 2/10/75 meeting. Summary Notes of 2/4/75 meeting was not mailed, but available at the 2/10/75 meeting.

2/10/75  Ad published in the Saint Paul Dispatch and Pioneer Press announcing 2/10/75 public meeting.

2/10/75  Public meeting held at the Civic Center, attended by approximately 125 people. There was discussion regarding HUD regulations and other relevant legal considerations, citizen viewpoints regarding relationships of citizens and citizen groups to city government, and plans for the future process of citizen participation. A representative from Legal Assistance of Ramsey County gave a presentation regarding HUD regulations pertaining to citizen participation.

2/13/75  Mailing of 2/10/75 Summary Notes and announcement of 2/19/75 meeting sent to approximately 400 organizations and individuals.

2/13/75  City Clerk notified of 2/19/75 public meeting.

2/17/75  Saint Paul Pioneer Press news feature.

2/17/75  Ad published in the Saint Paul Dispatch and Pioneer Press announcing 2/19/75 public meeting.

2/19/75  Public meeting held at the Civic Center and attended by approximately 125 people. A representative from HUD gave a presentation on HUD requirements for citizen participation related to the CDRS program. Four committees were established: (1) Function, (2) Structure and Process, (3) Number, Size and Boundaries of Districts, and (4) Staffing and Financing.


2/20/75  Saint Paul Pioneer Press news feature.

2/22/75  Mailing of 2/19/75 Summary Notes and the Committee meeting schedule sent to approximately 400 organizations and individuals.

2/24/75  Ad published in the Saint Paul Dispatch and Pioneer Press announcing eight Committee meetings and Forum meeting of 3/13/75.

2/24/75  Function Committee meeting at the YWCA cafeteria attended by approximately 50 people.

2/25/75  Structure and Process Committee meeting at the YWCA cafeteria attended by approximately 50 people.

2/26/75  Number, Size and Boundaries of Districts Committee meeting at the YWCA cafeteria attended by approximately 55 people.

2/27/75  Staffing and Financing Committee meeting at the YWCA cafeteria attended by approximately 30 people.
2/26/75 Saint Paul Pioneer Press article.
2/28/75 Ad published in the Twin Cities Courier announcing four committee meetings and 3/13/75 Forum meeting.
3/1/75 Summary Notes from four Committee meetings mailed to approximately 400 organizations and individuals.
3/3/75 Function Committee meeting at the YWCA Cafeteria attended by approximately 35 people.
3/4/75 Structure and Process Committee meeting at the YWCA Cafeteria attended by approximately 25 people.
3/5/75 Number, Size and Boundaries of Districts Committee meeting at the YWCA Cafeteria attended by approximately 55 people.
3/6/75 Staffing and Financing Committee meeting at the YWCA Cafeteria attended by approximately 35 people.
3/7/75 Ad published in the Twin Cities Courier announcing Forum meeting of 3/13/75.
3/10/75 Mailing of four Committee reports sent to approximately 400 organizations and individuals.
3/10/75 Public Service announcement of 3/13/75 meeting sent to Twin Cities news media (radio and television).
3/13/75 Forum meeting held at the Civic Center. The Forum unanimously accepted the Committee reports as progress reports and directed the Committees to each meet twice more to further define the reports. The Forum agreed to a two week moratorium on citizen participation meetings for the purpose of attempting to obtain fresh, new and continued input, so that all neighborhoods would have time to meet, regroup and offer specific suggestions to the Committees. The Forum elected a delegation to report to City Council on progress to date and Representative Linda Berglin gave a presentation on House File Bill 437. The Forum agreed that additional time would be necessary and decided to request City Council's approval of a May 1, 1975 deadline. Committee on Expenditures of Citizen Participation was appointed.
3/17/75 Mailing of 3/13/75 Summary Notes and Committee meeting schedule was sent to approximately 400 organizations and individuals. A returnable post card was included asking if citizen participation mailings should be continued.
3/20/75 Delegation to Report to City Council appeared before the Council and gave a presentation of the four progress reports. Bruce Benake gave a presentation regarding the Berglin Bill and City Council agreed to refer the Bill to the City Attorney for clarification of its ramifications.
3/21/75 Committee on Citizen Participation Expenditure met and determined anticipated expenses which may be incurred through May 1st. It was decided that free parking at the Civic Center Ramp would be desirable and the matter should be pursued. It was also determined that further advertising would be necessary.
3/21/75 Public Service Announcement sent to Twin Cities news media (radio, television, local newspapers, and community groups that distribute newsletters), announcing eight committee meetings and 4/14/75 Forum meeting.

3/21/75 Ad published in the Union Advocate announcing eight committee meetings and 4/14/75 Forum meeting.

3/24/75 Schedule of eight committee meetings and 4/14/75 Forum meeting sent to community organizations for publication in their newsletters.

3/25/75 Committee on Citizen Participation Expenditures met and discussed the policy of reimbursing low-income persons attending Citizen Participation meetings. A majority of the Committee agreed that the policy is desirable and should be instituted. (It was later determined that Ramsey Action Programs would fund and administer this policy.) The Committee agreed to advertise the meeting schedule in at least eight local newspapers and that an amount be allocated to print leaflets to be distributed to community organizations.

3/26/75 City Clerk notified of eight committee meetings and 4/14/75 Forum meeting.

3/27/75 2,000 leaflets distributed to community organizations.

3/28/75 Ad published in the Twin Cities Courier announcing eight Committee meetings and 4/14/75 Forum meeting.

3/30/75 Saint Paul Pioneer Press ad published announcing eight Committee meetings and 4/14/75 Forum meeting.

3/31/75 Function Committee Meeting at 163 West Sixth Street attended by approximately 25 people.

4/1975 News feature in the West Side Voice which included meeting schedule.

4/1975 Ad published in the Summit-University Free Press announcing eight Committee meetings and 4/14/75 Forum meeting.

4/1975 Ad published in the Grand Gazette announcing eight committee meetings and 4/14/75 Forum meeting.

4/1975 News feature in the East Sider (Phalen Area Community Council) announcing eight committee meetings and 4/14/75 Forum meeting.

4/1975 Ad published in the St. Paul Sun announcing eight committee meetings and 4/14/75 Forum meeting.

4/1/75 Structure and Process Committee meeting at 163 West Sixth Street attended by approximately 25 people.

4/2/75 Saint Paul Dispatch editorial.

4/2/75 Number, Size and Boundaries of Districts Committee meeting at 163 West Sixth Street attended by approximately 45 people.

4/3/75 Ad published in the St. Paul Recorder announcing four committee meetings and 4/14/75 Forum meeting.

4/3/75 Staffing and Financing Committee meeting at 163 West Sixth Street attended by approximately 30 people.
Meeting held with Citizen Participation officers and personnel from the Saint Paul Public Schools. Purpose of the meeting was to learn what the school system is doing in the way of citizen participation.

Mailing sent to approximately 300 organizations and individuals which included the Summary Notes of the four Committee meetings.

Function Committee meeting at 163 West Sixth Street attended by approximately 30 people.

Structure and Process Committee meeting at 163 West Sixth Street attended by approximately 20 people.

Number, Size and Boundaries of Districts Committee meeting at 163 West Sixth Street attended by approximately 40 people.

Staffing and Financing Committee meeting at 163 West Sixth Street attended by approximately 20 people.

Mailing sent to approximately 350 people. Mailing included four Committee reports.

Forum meeting held at the Civic Center. Four Committee reports were presented and the Forum approved the reports from the Boundary Committee and the Staffing and Financing Committee.

City Clerk notified of 4/22/75 public meeting.

Mailing sent to approximately 350 people of 4/14/75 Summary Notes.

Public Service Announcement sent to Twin Cities news media (radio and television) of the 4/22/75 Forum meeting.

Forum meeting held at the Civic Center which was attended by approximately 80 people. The Forum approved the Function and Structure and Process Committee reports, and appointed a delegation to present the recommendations to City Council as a negotiating committee.

Mailing sent to approximately 475 organizations and individuals which included the Summary Notes from the 4/22/75 meeting.

City Council discussed the Berglin Bill and decided to postpone the matter until the Citizen Participation report is submitted.

Meetings held by the Delegation elected to Negotiate with City Council.

Notification of meetings sent to approximately 500 organizations and individuals.

Saint Paul Pioneer Press articles.

City Council Subcommittee (Sylvestor, Hunt, Christensen) and Forum's Delegation to Negotiate with Council meetings. Notification of meetings sent to approximately 500 organizations and individuals.

News release sent to local news media (radio, television, newspapers).
Delegation Committee to Negotiate with City Council meetings. Notification of meetings sent to approximately 500 organizations and individuals.

Forum meeting at the Civic Center; approximately 45 to 50 people attended.
Mailing sent to approximately 500 people regarding 6/3/75 meeting.

Forum meeting at 163 West Sixth Street; approximately 55 people attended.
Mailing sent to approximately 500 people regarding 6/9/75 meeting.
Negotiation Team met with City Council Subcommittee.

City Council Finance Committee meeting, Council Chambers.

West Side Voice News Article.

Saint Paul Dispatch News feature.

The Saint Paul Downtowner Editorial.

The Saint Paul Downtowner news article.

Saint Paul Pioneer Press news article.

City Council Finance Committee meeting, Council Chambers. City Council generally approved the Forum's report on citizen participation, with the exception of the call for referendum, and no action was taken regarding (1) financing, (2) Item #7 under Structure of the District Councils on page 2, and (3) the Forum's recommendation for the establishment of a citizen participation coordinating committee.

Saint Paul Dispatch news feature.

City Council Finance Committee meeting, Council Chambers. Council discussion indicated some major areas of disagreement on the concept of citizen participation, and it was decided to further discuss how to proceed and to establish a citizen participation policy at the next meeting.

Mailing sent to approximately 500 organizations and individuals which included 7/8/75 meeting notice and the Citizen Participation report.

Negotiating Team meeting.

Negotiating Team met with the Mayor to discuss participation in appointments.

Negotiating Team meeting.

Operation '85 Planning and Development Committee meeting to discuss citizen participation with downtown businessmen.

City Council meeting held in the Council Chambers. Discussion centered around Resolutions presented by Councilwoman Hunt and Counsilmen Sylvester, Christensen and Hozza. City Attorney was instructed to incorporate the two resolutions.

Mailing sent to approximately 500 organizations and individuals.

Negotiation Team meeting.

City Council meeting held in the Council Chambers. Council moved to conduct an extensive advertising campaign for the final public hearing on citizen participation to be held Tuesday, July 22, 1975 at 7:30 p.m. in the Council Chambers.
7/7/75  Saint Paul Dispatch editorial.
7/9/75  Saint Paul Dispatch news feature.
7/10/75  Mailing sent to approximately 500 organizations and individuals which included summary notes of 7/10/75 City Council meeting and complete package of the proposed Resolution, Guidelines for a District Council System, map, proposed amendments and meeting notice.
7/10/75  News release sent to 50 organizations, newspapers and interested individuals.
7/15/75  Negotiating Team meeting held at 163 West Sixth Street. Approximately 25 people attended.
7/17/75  Saint Paul Downtowner news feature which included the proposed Resolution, Guidelines for a District Council System, map, proposed amendments and meeting notice.
7/20/75  Saint Paul Pioneer Press coverage which included the July 22nd meeting notice, proposed Resolution, Guidelines for a District Council System, map, and proposed amendments.
7/21/75  Negotiating Team meeting held at 163 West Sixth Street. Approximately 20 people attended.
7/21/75  Minneapolis Tribune news article.
7/21/75  Negotiating Team meeting held at 163 West Sixth Street. Attended by approximately 30 people.
7/22/75  Meeting with Operation '85 to discuss citizen participation.
7/22/75  City Council public hearing.