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NEIGHBORHOOD  
SERVICES DEPARTMENT

**CITY OF SACRAMENTO  
CALIFORNIA**

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November 22, 1993

Neighborhood and Public Safety Issues Committee  
Sacramento, California

Honorable Members In Session:

SUBJECT: Community Participation Process for the Neighborhood Services Department

LOCATION AND COUNCIL DISTRICT

City-wide.

RECOMMENDATION

It is recommended that the Neighborhood and Public Safety Issues Council Committee provide comments and direction on a community participation process workplan for the new Neighborhood Services Department.

CONTACT PERSON

Bina Lefkovitz, Interim Director, Neighborhood Services Department, 264-5704

FOR COMMITTEE MEETING OF

December 2, 1993

SUMMARY

This report reviews a preliminary community participation process workplan for the new Neighborhood Services Department.

BACKGROUND INFORMATION

Community participation will be a critical element to the success of the new Neighborhood Services Department as it divides into four geographic interdisciplinary teams to better serve Sacramento's neighborhoods.

Attached for Committee review is a preliminary Community Participation Process Workplan (Exhibit A). The Committee is asked for their input and recommendations.

FINANCIAL CONSIDERATIONS

Any expenses related to the development and implementation of a new community participation process will be absorbed in the Neighborhood Services Department's operating budget.

POLICY CONSIDERATIONS

This report is consistent with the City Council's and Council Committee's commitment to improving communication and customer service.

MBE/WBE

Not applicable.

Respectfully submitted,

*Loni Harder*  
for Bina Lefkovitz  
Interim Director  
Neighborhood Services Department

RECOMMENDATION APPROVED:

*for: [Signature]*  
William H. Edgar  
City Manager

### **Draft Community Participation Process Workplan**

1. Letter to neighborhood groups inviting them to participate in a working group.
2. Solicit staff volunteers at November 17th retreat.
3. Outline process of analysis
  - a. Catalogue existing participation models
    - TACs, PACs, RACs
    - Parks advisory
    - County CPCs
    - SHRA
    - City Planning Commission
    - SCAN Alliances
    - Neighborhood Association
  - b. Describe membership, appointment process, roles and objectives of these bodies
  - c. Research what other City's do: Portland, Seattle, Phoenix, San José and Pasadena
  - d. Survey each department to describe how they communicate with Neighborhoods
    - Frequency
    - Purpose of communication: to provide information, to ask for review of proposed policy, program decisions, to obtain evaluation of service
    - Who do they talk to?
    - How do they notify people of meetings?
    - How can NSD help the other departments communicate with neighborhoods?
    - What impact would a service area citizen's advisory body have on City departments communications with neighborhood?
  - e. Describe alternative C.P. models
    - Composition of membership
    - Purpose/objective of each proposed model
    - relation to existing advisory bodies
    - pros/cons of each model
  - f. Develop recommendations
  - g. Report to Council Workgroup

4. Review Workplan

- Transition team 10th
- SCAN - November 18th
- Staff November 17th
- Functional Departments November 19th
- Council Workgroup December 2nd
- C. P. Task Force week of December 6th

5. Schedule for doing analysis

- Assemble internal team by December 3rd (hold 1st meeting)
- Team members Challenge (1), Mary, Marie, Redevelopment Planner (1), Planning Planner (1), Police, (1) Public Works (1)
- Meet weekly with C.P. Task Force starting December 6th.
- I.D. who/what research can be done before December 3rd internal staff meeting.