

OFFICE OF THE CITY COORDINATOR  
350 South 5th Street - Room 301M  
Minneapolis MN 55415-1393

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February 5, 2002

Dear Applicant,

Thank you for your interest in a Neighborhood Representative position on the Neighborhood Revitalization Program (NRP) Management Review Team.

The Management Review Team (MRT), composed of public agency managers and neighborhood representatives, works with neighborhood organizations during the final stages of their plan development. The MRT discusses with neighborhoods ways in which public agencies and neighborhoods might work together more effectively in carrying out a neighborhood plan. It is a unique forum for public staff and neighborhoods to work together to refine plans that work for the neighborhoods of Minneapolis.

As chair of the MRT, I welcome your interest in being a part of this process. Volunteers such as you are critical to the revitalization of our neighborhoods through the NRP.

An application for a Neighborhood Representative position is enclosed. Please return it to the Minneapolis City Clerk's Office.

**All applications are due by 4:30 p.m., Friday, March 15, 2002.**

Sincerely,

A handwritten signature in cursive script, reading "John Moir". The signature is written in dark ink and is positioned above the printed name and title.

John Moir  
Chair, NRP Management Review Team &  
City Coordinator

## **MANAGEMENT REVIEW TEAM (MRT) MEMBER**

### **Job Description**

#### **Function**

Even with the most extensive review by department, agency and NRP staff, proposed Neighborhood Action Plans and Early Access requests need a final review by senior managers from the participating jurisdictions (City, County, Libraries, Parks and Schools) and neighborhood representatives. The focus of the Management Review Team (MRT) is to coordinate staff involvement and ensure that the plan moves through the review, approval and implementation process effectively and efficiently. The MRT is a committee established by the NRP Policy Board.

#### **The Management Review Team focuses on five areas:**

1. Ensuring that an appropriate legal review has been conducted prior to making any recommendation for plan adoption by the Policy Board.
2. Identifying and involving the department/agency/jurisdictional staff who should conduct the final review of the proposed plan and form an implementation team.
3. Identifying areas of the plan that need clarification, enhancement, additional information or explanation before making a recommendation to the Policy Board.
4. Coordinating communications among the jurisdictions to ensure plan conformance with existing jurisdictional policies and goals.
5. Developing a work plan for budgeting and implementation of the plans with regular reports to the Policy Board.

#### **Membership**

The NRP Management Review Team is chaired by the City Coordinator and is composed of neighborhood representatives and senior managers of the participating jurisdictions. The following individuals are represented on the MRT:

- Executive Director, MCDA
- Director, Minneapolis Public Works Dept.
- Director, Minneapolis Planning Dept.
- Chief, Minneapolis Police Dept.
- Minneapolis City Attorney
- Director, NRP
- Representative of current NRP Policy Board Chair
- Two Representatives from Hennepin County
- Representative from Minneapolis Public Schools
- Representative from Minneapolis Park & Recreation Board
- Representative from Minneapolis Public Library
- Four Neighborhood Representatives/Four Neighborhood Alternates who are eligible to replace Neighborhood Representatives who cannot attend a meeting.

## **Other Important Information**

- **One representative and one alternate will be selected from each of the three neighborhood types; protection, redirection and revitalization. One representative and one alternate will be selected at-large.**
- The NRP Policy Board Neighborhood Representatives will select MRT Neighborhood Representatives and Alternates through an open appointment process. Selections will be made in late March 2002. New members will begin their appointment to the MRT in April 2002 and serve until their successor is appointed in early 2003.
- The Management Review Team meets once a month. Each MRT member is mailed an information packet to review before each MRT meeting.
- MRT meetings are held from 4:30-6:30 p.m. in Room 333 at Minneapolis City Hall, 350 South 5<sup>th</sup> Street.

### ***Listed below are MRT meeting dates for 2002***

Thursday, February 7

Thursday, March 7

Thursday, April 4

Thursday, May 9

Thursday, June 6

Thursday, July 11

Thursday, August 8

Thursday, September 5

Thursday, October 10

Thursday, November 7

Thursday, December 5

**APPLICATION FOR NEIGHBORHOOD REPRESENTATIVE**

Minneapolis NRP Management Review Team

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

Minneapolis, MN (zip) \_\_\_\_\_

**PHONE** (612) \_\_\_\_\_ (Home)

( ) \_\_\_\_\_ (Work)

**OCCUPATION** \_\_\_\_\_

**NEIGHBORHOOD** \_\_\_\_\_

**LENGTH OF RESIDENCE in your neighborhood** \_\_\_\_\_ **in the city** \_\_\_\_\_

**NEIGHBORHOOD CATEGORY** (Circle only one. See attached list)

Protection\*    Revitalization\*    Redirection\*    At-Large

*(\*You must live in the neighborhood category selected or select "At-Large")*

**Please return this application by 4:30 p.m. Friday, March 15, 2002 to the City Clerk's Office, Room 304 City Hall, or Mail to City Clerk-Open Appointments, Room 304, 350 South 5<sup>th</sup> Street, Minneapolis, MN 55415.**

## NAME \_\_\_\_\_

1. How have your life/work experiences prepared you to be a neighborhood representative on the Management Review Team?

3. How have you participated in your neighborhood organization and its NRP process?

5. List any community-based organizations with which you are currently involved and your level of participation (i.e. member, chair, coach, etc.)

**Please return this application by 4:30 p.m. Friday, March 15, 2002 to the City Clerk's Office, Room 304 City Hall, or Mail to City Clerk-Open Appointments, Room 304, 350 South 5<sup>th</sup> Street, Minneapolis, MN 55415.**

## **NRP Neighborhood Category List**

<b>Protection</b>	<b>Revitalization</b>	<b>Redirection</b>
Armatage	Bancroft	Central
Audubon Park	Beltrami	Elliot Park
Bryn-Mawr	Bottineau	Harrison
Cedar-Isles-Dean	Bryant	Hawthorne
Columbia Park	CARAG	Lyndale
Diamond Lake	Cedar Riverside –West Bank	Near North
Downtown East	Cleveland	Phillips-Ventura Village
Downtown West	Cooper	Phillips-EPIC
East Harriet-Farmstead	Corcoran	Phillips-Midtown
East Isles	Ericsson	Phillips-West
ECCO	Field	St. Anthony East
Fulton	Folwell	Sheridan
Hale	Hiawatha	Stevens Square
Kenny	Holland	Loring Heights
Kenwood-Isles	Howe	Sumner-Glenwood
Linden Hills	Jordan	Whittier
Lowry Hill	Keewaydin	Willard Hay
Lynnhurst	Kingfield	
Marshall Terrace	Lind-Bohanon	
Nicollet Island-East Bank	Logan Park	
North Loop	Longfellow	
Page	Loring Park	
Prospect Park-E. River Road	Lowry Hill East	
St. Anthony West	Marcy-Holmes	
Shingle Creek	McKinley	
Tangletown	Minnehaha	
Victory	Morris Park	
Waite Park	Northeast Park	
West Calhoun	Northrup	
Windom	Powderhorn Park	
	Regina	
	Seward	
	Southeast Como	
	Standish	
	Webber-Camden	
	Wenonah	
	Windom Park	