

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.

3. 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:

<u>DISTRICT</u>	<u>PERCENT</u>	<u>AMOUNT FROM</u> <u>\$267,000</u>
1 Battle Creek	1.09	2,910.30
2 Hayden Hgts./Hazel Park	2.10	5,607.00
3 West Side	7.20	19,224.00
4 Lower East Side/Dayton Bluff	6.69	17,862.30
5 Phalen Park	4.92	13,136.40
6 North End	10.57	28,221.90
7 Thomas-Dale	11.11	29,663.70
8 Summit-University	29.74	79,405.80
9 West Seventh	9.50	25,365.00
10 Como	.64	1,708.80
11 Hamline-Midway	3.51	9,371.70
12 St. Anthony Park	7.37	19,677.90
13 Lex.-Hamline/Merriam Park	1.46	3,898.20
14 Highland-Groveland	.99	2,643.30
15 Highland Park	.88	2,349.60
16 Crocus Hill/Ramsey Hill	2.13	5,687.10
17 Downtown	(0)	(0)

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 operative 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.