

DONE Transition to Office of Neighborhood Empowerment
within Community Development and Neighborhood
Empowerment Department (CDD)

Date: 4-27-10
Submitted in EN Committee
Council File No: 09-0600-S181
Item No. 1
Deputy: Maria L. Espinoza

1 – Executive Director

- Oversees Neighborhood Empowerment Program & Staff
- Provides information and reports to CMs & Mayor
- Implements Policy approved by BONC, Council & Mayor

1 – Executive Assistant

- General Support for Executive Director
- Communication hub for Office of Neighborhood Empowerment(ONE)
- Organizes and sets up staff meetings
- Establishes, updates and monitor master calendar for ONE

4 – Funding Program (3 accountants, 1 Neighborhood Empowerment Analyst)

- City oversight of contracted out distribution of \$4M to NCs
- Staff to conduct discipline and ensure compliance with funding rules
- Reporting to GM, BONC, Council & Mayor
- Keep inventory of assets purchased with tax-payer money
- Process 150 Demand Warrants requests/month
- Process 180 checks processed/month
- Assist in drafting of RFP for funding program
- Rollover accounts
 - Reconcile current rollover sweep
 - Process rollover spending approved from UB
 - Process future rollover spending within new limits
- Continue US Bank uploads and payments to master account and FMIS transfers
 - 500 Card Transactions & Uploads/month

1 – Policy Position (Senior MA)

- Write reports & policy analysis for BONC (ie, new policy, certification, de-certification)
- Reports for City Council and Committees
- Monitor and respond to Council/Mayor action
- Provide content for website/blog updates
- Oversee personnel functions for NC temporary employees
- Grant Writer / Development Director to build financial independence of system

2 – IT Systems Analysts

- Responsible for new website integration and updates
- NC & NC Board database (90 NCs, 1600+ board members)
- Electronic communication with 90 NCs
- Oversee/Provide training for NCs (Google, website management, videos, etc)
- Track NC activities, trainings & statistics

1 – Senior Project Coordinator

- Track council action & staff assignments
- Oversee 4 Neighborhood Empowerment Analysts
- Focus efforts on communities in most need
- Facilitates partnerships with City entities
- Policy Development with BONC
- Liaison with City Attorney on policy, laws, restrictions, etc
- Monitor leased NC office space
 - 40 NC leases and 35 other contracts
- Provide for any translation needs by NCs or NEAs
- Oversight of independent elections if returned to DONE

3.5 – Neighborhood Empowerment Analysts

- Resource clearinghouse for 90 NCs BONC and Council offices
- Help Desk for all questions NC/DONE related
- Updated e-mail lists and blogs
- Department responsiveness to NCs
- Coordinate trainings needed and requests by NCs
- Assist in NC grant processing
- Volunteer Management
 - Build volunteer network with NCs
 - Build up NC treasurer mentoring group

0.5 – Support for BONC (part of NEA staff)

- Assist with administration of BONC
- Deals with direct correspondence to BONC
- Administrative assistance for NEA and Volunteer Management Staff
- Compiles and Produces BONC agenda
- Compiles and Produces minutes of meetings to be posted on website
- Arranges meetings (mostly off-site) and logistics of those meetings

3 – Volunteer Management (PR, Government Relations, Training)

- Build volunteer network/infrastructure and volunteer committees with NCs
- Build up NC treasurer mentoring group
- Oversee NC training mentorship group

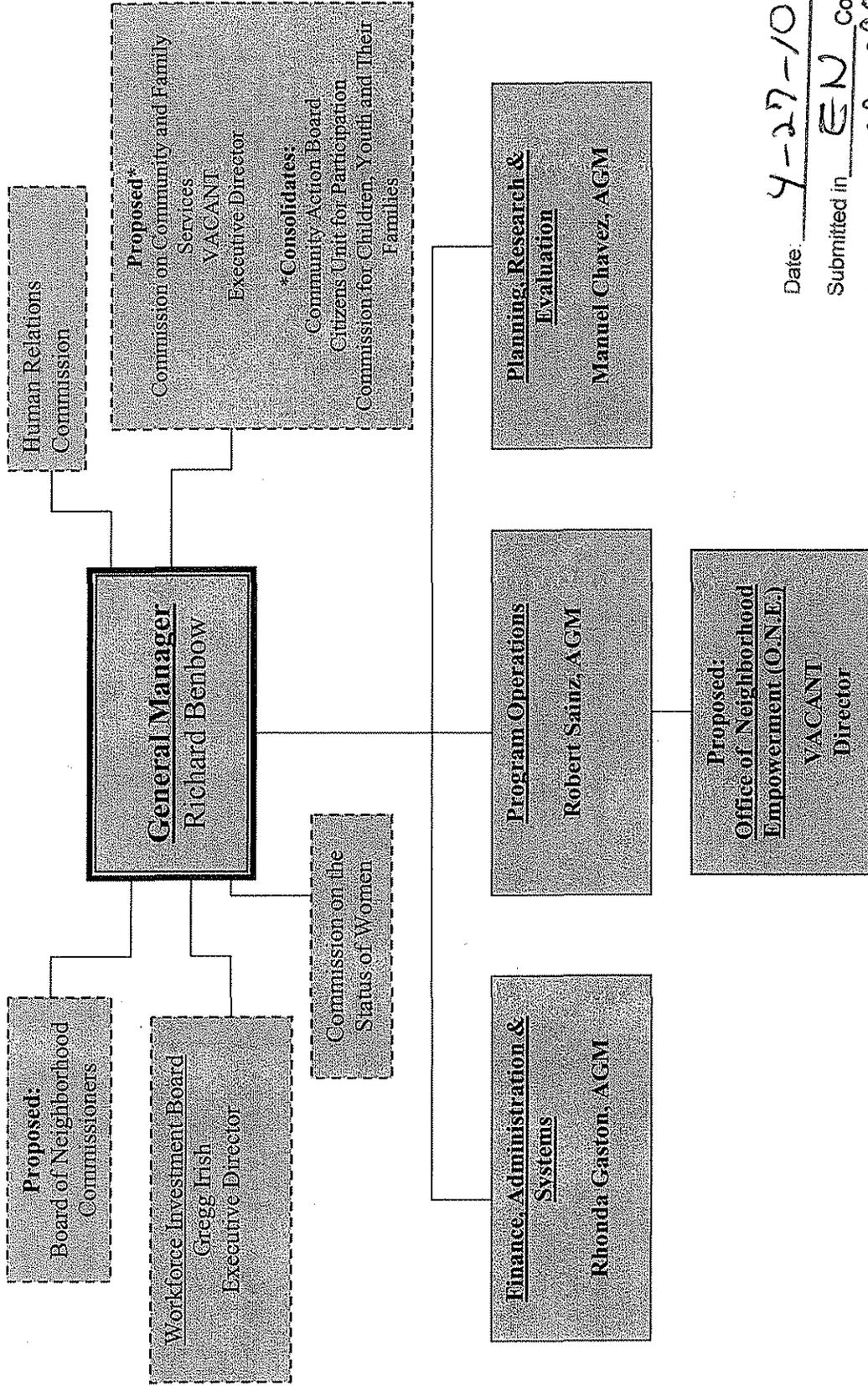
1 – Contract Management/ RFP Specialist (Senior MA)

- Draft RFP for funding program to non-profit
- Draft additional RFPs as needed
- Oversee existing NC contracts (leases, business contracts, etc.)

CURRENT DONE STAFF: 38

REVISED STAFFING PLAN: 18

Community Development Department/Department of Neighborhood Empowerment (CDD/DONE) PROPOSED



Date: 4-27-10
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