



MINNEAPOLIS DEPARTMENT OF CIVIL RIGHTS

CONTRACT COMPLIANCE UNIT REPORT

1ST QUARTER 2008



April 18, 2008

**Department of Civil
Rights**
Michael S. Jordan
Director

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Council Member Scott Benson, Chair
Health, Energy and Environment
Development Committee
Room 307 City Hall
Minneapolis, MN 55415

Mayor R.T. Rybak
Mayor's Office
Room 331 City Hall
Minneapolis, MN 55415

Dear Chairperson Benson:

Enclosed is the Department's First Quarter Report for 2008 on City-assisted construction projects. The overall labor participation goals for skilled and unskilled people of color have been exceeded, while the goal for women fell a bit short. For the sake of clarity, construction projects have been categorized as active, closed and pending. This quarter, MDCR only had the ability to report dollars paid out to Women Business Enterprises (WBE) and Minority Business Enterprises (MBE). However, in the second quarter, the report will encompass dollars committed to WBEs and MBEs.

The Department will continue its close observation of future projects and other contracting opportunities, to ensure that the compliance status of the projects is maintained or improved with the objective of maximizing opportunities for women and people of color, in the areas of construction and purchase of goods and services.

Sincerely,

Michael S. Jordan
Director



I. INTRODUCTION

The Minneapolis Department of Civil Rights, Contract Compliance Unit supports and promotes the City objectives to develop and maintain stable neighborhoods and *One Minneapolis* through equal opportunity and affirmative action activities. The Contract Compliance Unit (CCU) assist, monitors, investigates and reports on employment and training participation. Activity also includes the monitoring of prevailing wage payments and the development and approval of company affirmative action plans. The CCU also performs a “brokerage” function as it assists prime contractors in successfully meeting their employment goals. The major focus in this function is our attempt to link prime contractors to a labor source of persons of color and women trained and ready to contribute to the construction trades.

The Small and Underutilized Business Program (SUBP) component strives to support the development and growth of businesses owned by persons of color and women so they may participate in the economic opportunities generated by City of Minneapolis activity. These objectives are achieved by setting project goals for the participation of businesses owned by women and minority businesses citizens on contracts and projects funded in whole or part by the City of Minneapolis. Goals are set on a contract by contract basis, based on the availability of businesses ready willing and able to participate. The unit also provides outreach and partnership (2) Reviewing bid and contract reward recommendations; (3) Co-ordinating the certification process for S/W/MBE’s with other governmental authorities; and, (4) Assisting prime contractors with certified S/W/MBEs in order to meet the project goals.

This report will examine redevelopment projects active during the first quarter of 2008. It will also provide an accounting of activities during the first quarter and projected plans and objectives for the remainder of the year. More detailed information is made available through the various attachments to this report.

II. 2008 – 1st QUARTER ANALYSIS

The summaries for first quarter of 2008 are broken down as follows:

- A. 40 Active construction projects with a monetary value of \$342,140,673.24.
(See Attachment I)
- Minority Skilled Goal = 11%, Actual Participation = 15.90%
 - Minority Unskilled Goal = 11%, Actual Participation = 18.77%
 - Female Goal = 6%, Actual Participation = 5.36%
 - MBE Participation totaled \$5,710,269.88, which amounted to 1.67% of Actual Dollars paid.
 - WBE Participation totaled \$10,642,617.98, which amounted to 3.11% of Actual Dollars paid.
- B. 33 Closed construction projects with a monetary value of \$24,373,909.55.
(See Attachment II)
- Minority Skilled Goal = 11%, Actual Participation = 26.54%
 - Minority Unskilled Goal = 11%, Actual Participation = 26.58%
 - Female Goal = 6%, Actual Participation = 7.34%
 - MBE Participation totaled \$759,236.00, which amounted to 3.11% of Actual Dollars paid.
 - WBE Participation totaled \$1,995,931.95, which amounted to 8.19% of Actual Dollars paid
- C. 6 Pending construction projects with a monetary value of \$13,713,625.25.
(See Attachment III)
- D. 19 Active construction projects (\$1 million or more) with a monetary value of \$262,616,479.49.
- Minority Skilled Goal = 11%, Actual Participation = 15.36%
 - Minority Unskilled Goal = 11%, Actual Participation = 19.23%
 - Female Goal = 6%, Actual Participation = 5.42%
 - MBE Participation totaled \$4,509,668.45, which amounted to 1.72% of Actual Dollars paid.
 - WBE Participation totaled \$4,582,207.00, which amounted to 1.74% of Actual Dollars paid.
- E. 4 Closed construction projects (\$1 million or more) with a monetary value of \$16,861,447.
- Minority Skilled Goal = 11%, Actual Participation = 25.90%
 - Minority Unskilled Goal = 11%, Actual Participation = 30.02%
 - Female Goal = 6%, Actual Participation = 5.63%
 - MBE Participation totaled \$119,307.00, which amounted to 0.71% of Actual Dollars paid.
 - WBE Participation totaled \$570,725.00, which amounted to 3.38% of Actual Dollars paid.

III. DISPARITY STUDY

The Disparity Study, being conducted by the National Economic Research Associates (NERA), is underway. The completion of this study is expected by the end of 2008. This study will provide a qualitative and quantitative look at the City of Minneapolis marketplace as it relates to the availability and utilization of businesses owned by women and persons of color. It will also examine the process and programming as well as barriers to success.

NERA has an excellent reputation for excellence nationwide and have been very successful in the Eighth Circuit judicial system. To date, we have supplied contracting and certification information. We are just completing subcontracting information for the past five years. An accounting of tasks and timeframes are provided in (Attachment IV).

The results received from the NERA Disparity Study will provide information that will influence recommendations for action relative to the SUBP ordinance, which is planned to sunset on December 31, 2008.

IV. IMPROVED CO-ORDINATION WITH CITY DEPARTMENTS

1. Civil Rights and CPED have worked in partnership to development a new process and procedure for compliance. A joint training program (Attachment V) was held on April 17, 2008, to introduce the new process and procedures that have been agreed upon and implemented by both agencies.
2. Development of process with Purchasing to closely monitor adherence to established bidding processes. Meetings have been held with Purchasing to develop a workable and consistent process for contract review and approval. (Attachment VI)
3. Development of yearly “participation goals” for all city departments relative to goods and services contracts, with focus on professional services, legal services, catering and miscellaneous services. The liaison meeting held on February 1, 2008, also acknowledged the setting of the aforementioned participation goals. Strategies to identify employment opportunities within city departments that can be offered to labor sources comprised by communities of color and/or women. Department goals and liaisons are listed in (Attachment VII).

V. IMPROVED CO-ORDINATION WITH BUSINESS PARTNERS

1. MDCR management attended the annual meeting of the Associated General Contractors of Minnesota on January 10, 2008. Contact was made with this organization's leadership and meetings are scheduled for the 2nd quarter.
2. The first report by MDCR, outlining 2007 results on the building of the Minnesota Twins Stadium, was presented to the Minnesota Ballpark Authority on February 27, 2008.
3. On January 14, 2008, The Children's Hospital Expansion Project (Knutson) had a meeting unveiling a number of components for their Small and Underutilization Business Program and Workforce Employment Plan. It was determined that these meetings will continue on a quarterly basis.
4. On March 25, 2008, a meeting on the Fairview Riverside Children's Hospital Expansion Project (Kraus/Anderson) occurred outlining their Small and Underutilization Program, along with the Workforce Employment Plan.
5. Utilize leverage opportunities with CPED to develop new strategies for working with large general contractors. As mentioned previously, the meeting which occurred between MDCR and CPED on April 17, 2008, will clarify each agency's role and encourage CPED's Project Coordinators to intercede, when necessary, on behalf of compliance officers needing additional information from general contractors.
6. On March 19, 2008, the MDCR/Contract Compliance Unit gave a presentation for the Minneapolis Public Housing Authority's (MPHA) Supplier Diversity Training series which is held monthly. The Supplier Diversity Training Program was developed to educate small, women and minority-owned businesses in the areas finance, bidding, contracting and business development.

VI. ENFORCEMENT ACTION TAKEN DURING FIRST QUARTER 2008

In order to ensure proper enforcement of the Civil Rights Ordinance, MDCR has refined its internal processes, procedures and remedies for non-compliance. The following are examples of our enforcement action:

- A general contractor, vying for a \$5.5 million project, was evaluated and not recommended as the lowest, responsive bidder. The requesting city department and MDCR came up with an agreement with the general contractor to establish ground rules and 'Good Faith Effort' expectations. This agreement has resulted in the requesting department taking a more proactive role in monitoring the labor participation and SUBP results of this and future projects.
- A mechanical contractor was the apparent low bidder but did not comply with the bid requirements on SUBP. Their bid was dismissed as non-responsive and passed over for the next responsive bidder.

VII. GENERAL CONTRACTOR INITIATIVES FOR MEETING LABOR PARTICIPATION GOALS

- (a) We are continuing the development of relationships with several organizations engaged in the rehabilitation of ex-offenders. Persons of color, unfortunately, comprise a larger proportion of this population. Because of this, the following initiatives have been launched in order to provide ex-offenders another chance of being employed:
- In November of 2007, the US House of Representatives passed the Second Chance Act of 2007, which promotes community safety through recidivism prevention.
 - On February 13, 2008, a “Second Chance Day” was held at the Capitol in St. Paul. This effort included over 1000 ex-offenders, community members, and supporters of justice reform.
 - On March 19, 2008, a follow up meeting between MDCR and representatives from The NetWork, Twin Cities Rise, RS Eden and 180 Degrees was held at The NetWork in North Minneapolis. A subsequent meeting, between the various aforementioned organizations with the exception of MDCR, was held on April 9, 2008.
- (b) We are in the process of scheduling follow up meetings with representatives of the Building Trades (David Ybarra), Associated General Contractors of Minnesota (David Semerad) and the Minneapolis Central Labor Council (William McCarthy) to develop strategies to increase the participation of minorities and women in union activity.
- (c) We continue to increase the level of interaction and cooperation with sources of minority and female laborers. This includes Summit OIC, American Indian OIC, Association of Women Contractors and National Association of Minority Contractors (NAMC), Minneapolis Urban League LEAP, and Metropolitan Economic Development Association (MEDA). On January 5, 2008, MDCR attended the NAMC’s first monthly meeting for 2008. In January, after a meeting with Roosevelt Gaines, Minneapolis Urban League LEAP, it was decided that a representative from MDCR would attend Advisory Committee Meetings held at the Minneapolis Urban League. On March 20, 2008, MDCR attended a breakfast meeting at the American Indian OIC. We continue to increase the level of interaction and cooperation with educational institutions that could represent sources of minority and female labor including Hennepin County Technical College, Minneapolis Community and Technical College, Dunwoody Institute, Dunwoody Academy, and Minneapolis Public Schools.
- (d) We continue to develop and maintain a cooperative relationship with agencies that are dedicated to economic development in communities of color such as the Northside Residents Redevelopment Council (NRRC) and the University of Minnesota Office of Business and Economic Development.

VIII. CAPACITY BUILDING WITH W/MBEs

1. A representative of MDCR will attend local chapter meetings of the National Association of Minority Contractors (NAMC) and Association of Women Contractors (AWC) on a quarterly basis beginning in the 2nd quarter.
2. We have initiated partnerships with MN-DOT and the St. Paul Planning and Economic Development Agency to provide training to W/MBEs in technical, business and legal subjects.
3. On May 7, 2008, the MDCR will participate with the St. Paul Planning and Economic Development Agency and the Minnesota Minority Supplier Development Council in an outreach session with minority vendors. The focus will be to alert them to business opportunities during the Republican National Convention. Guest speakers will include representatives from the RNC, as well as MEET Minneapolis and the St. Paul Convention and Visitor's Authority. There will be follow up meetings that will position these vendors to compete for future convention business opportunities in the Twin Cities.

IX. INTERNAL CAPACITY BUILDING

1. We are working with BIS to develop a new contract compliance data management and tracking system. The increased technology will save time and effort for businesses and staff. The time saved will allow staff to take a more hands on approach to assisting compliance and physical verification. It will also allow for more detailed reporting in a real time framework. Tracking business or employment activity by ward or zip code is also a possibility. Currently, the City has narrowed the selection down to three vendors.
2. Rules, regulations, process information, AA Plan formats and other pertinent information will be available electronically both internally and externally, via departmental website.

X. MINNESOTA TWINS BALLPARK

1. In an article dated March 7, 2008, in the Minneapolis-St. Paul Business Journal, various stakeholders, such as Mortenson, Minnesota Ballpark Authority and Summit Academy OIC, acknowledged the project having challenges in its work force diversity goals. They agreed, however, that with the current programs set up for women and person of color in the trades, the spring season is expected to show a tremendous increase in labor participation for persons of color, in particular.
2. On April 4, 2008, a meeting occurred between Lynn Littlejohn, Mortenson, and representatives from MDCR. An understanding was established that gave clear direction on the reporting roles of Mortenson versus MDCR. When necessary, subsequent meetings will be scheduled to continue having an open dialog between the two organizations.

Attachment I

Project Name	Project Location	Contract Amount	Status	Minority Skilled Participation %	Minority Unskilled Participation %	Female Participation %
1. 1818 26th No HOW project	1818 26th Ave No	\$152,000.00	Active	81.57%	0%	0.00%
2. 1822 Park Phase II	1822 Park Avenue S	\$1,406,540.36	Active	24.56%	14.78%	3.49%
3. 2100 Bloomington Court	2100 Bloomington Ave S	\$1,550,000.00	Active	15.20%	44.83%	5.02%
4. 2109 Aldrich HOW Project	2109 Aldrich Ave No	\$185,000.00	Active	67.87%	100.00%	9.69%
5. 3343 Fremont Ave N	3343 Fremont Ave	\$129,950	Active	90.74%	100.00%	14.02%
6. 6851 - MFD Fire Stores Replacement	1200 Currie Ave N.	\$332,190.00	Active	3.06%		7.26%
7. 6855 - Pump Station #5	4100 Marshall Street NE	\$407,700.00	Active	0.85%	3.81%	4.11%
8. Adult Detention Center HVAC	350 S 5th Street, City Hall	\$254,400.00	Active	6.04%		0.00%
9. Areaway Abandonment - Coliseum Building	2700 E Lake Street,	\$339,000.00	Active	Hours will be reported in the 2 nd Quarter		
10. Areaway Abandonment - Lake Street	1515 Mercado	\$220,000.00	Active	Hours will be reported in the 2 nd Quarter		
11. Central Avenue Lofts	2338 Central A NE	\$6,416,000.00	Active	12.79%	16.73%	5.38%
12. Coloplast	1601 West River Road	\$48,444,500.00	Active	15.00%	13.64%	1.84%
13. Dundry House	1829 5 th Ave S	\$444,203	Active	27.78%	0%	2.82%
14. Elliot Park I Stabilization	710 & 727 14th St;1516& 1601Elliot Ave	\$2,220,000.00	Active	21.07%	41.43%	8.32%
15. Emerson Town Homes & Carriage Home	914 & 1000 Emerson A N	\$1,605,168.94	Active	27.40%	57.23%	8.49%
16. Employment Action Center Improvements	3120 Penn Ave North	\$293,114.00	Active	26.00%	100.00%	7.15%
17. Fire Station #21	3209 E. 38 th St	\$218,233.00	Active	5.12%	0.00%	0.00%
18. Gluek's Riverside Park	1926 Marshall NE	\$191,515.00	Active	8.46%	10.78%	11.28%
19. Interior Courtyard Overflow Drainage	350 S 5th Street,	\$178,300.00	Active	11.76%	0.00%	0.00%

Project Name	Project Location	Contract Amount	Status	Minority Skilled Participation %	Minority Unskilled Participation %	Female Participation %
20. Interior Courtyard Roofs - Sustainability - Waterproofing	City Hall, 350 S 5th Street	\$787,572.00	Active	54.10%	36.98%	0.00%
21. Ivy Tower Historic Restoration	115 2 nd Ave S	\$60,000,000.00	Active	11.91% (8%)	8.89% (15%)	2.88% (4%)
22. Lake of the Isles Shoreline Improvement	Lake of the Isles	\$998,500.00	Active	3.61%	8.81%	9.68%
23. Lake of the Isles Improvement Project	Lake of the Isles	\$1,352,995.00	Active	0.00%	20.50%	8.11%
24. Little Earth - Phase 4	2501 Cedar Ave S	\$4,786,636.00	Active	16.78%	24.30%	4.95%
25. Loring Greenway Phase 2	Loring Pk	\$2,138,494.90	Active	11.05%	21.45%	5.37%
26. Lowell Curve II	1900 Willow Avenue	\$269,000.00	Active	13.57%	100.00%	0.00%
27. Mechanical & Life Safety Upgrade Phase 11	350 S. 5 th St.	\$370,500	Active	0%	0%	0%
28. Minneapolis Children's Hospital Expansion	2525 Chicago Ave S.	\$150,000,000.00	Active	Hours will be reported in the 2 nd Quarter		
29. Minnehaha Ave Apartments (Vantage Flats)	5359 Minnehaha Ave S	\$4,749,827.00	Active	8.66%	1.78%	3.42%
30. Park Avenue Apartment	2414 Park Avenue S	\$8,559,000.00	Active	3.81%	14.82%	0.26%
31. Pillsbury Renovation	2011 Pillsbury Ave S	\$601,960	Active	18.13%	30.59%	8.85%
32. PPL Southside Recap	Many in the Southside of Mpls.	\$3,828,589.00	Active	23.77%	24.41%	8.84%
33. Seward Co-Op & Deli	2823 Franklin Avenue East	\$3,818,643.00	Active	35.32%	2.46%	7.37%
34. Shoreline Stabilization	Along W River Rd and the Miss River bet Plymouth N	\$1,540,817.00	Active	0.92%	10.67%	4.35%
35. Telecommunications Installation & Removal Service	1301 2 nd Ave S	\$80,000	Active	Hours will be reported in the 2 nd Quarter		
36. The Bridge	2200 Emerson A S	\$2,725,000.00	Active	12.08%	8.87%	2.91%
37. Van Cleve Apartments – East Ps.1	917 13th Ave SE	\$5,000,000.00	Active	15.26%	8.22%	5.92%
38. Wabun Picnic Area	Wabun Park	\$1,646,518.29	Active	6.78%	41.26%	10.63%
39. Wellstone (Franklin Gateway)	1931 Portland Ave S	\$13,072,095.00	Active	8.86%	1.09%	1.34%
40. West River Rd Project	Along West River Rd by 42nd, 24th and 25th South	\$434,855.00	Active	0.00%	21.53%	0.37%
Totals		\$342,140,673.24				

Attachment II

Project Name	Project Location	Amount of Contract	Project Status	Minority Skilled Participation %	Minority Unskilled Participation %	Female Participation %
1. 2007 Tennis Court Rehab	All over Mpls	\$78,211.00	Closed		1.98%	18.43%
2. 20thAveNEHOW	425 20th Ave NE	\$163,000.00	Closed	46.31%		6.83%
3. 2121 Queen HOW Project	2121 Queen Ave No	\$139,000.00	Closed	22.60%	44.44%	4.17%
4. 2123 Lyndale HOW Project	Lyndale No	\$167,189.00	Closed	11.24%	60.34%	7.44%
5. 2638 Colfax HOW Project	Colfax Ave No	\$115,650.00	Closed	11.41%	93.75%	2.59%
6. 3343 Fremont No HOW	3343 Fremont Ave No	\$129,950.00	Closed	90.74%	100.00%	14.02%
7. Aldrich Ave No HOW	2411 Aldrich No	\$161,600.00	Closed	37.88%	50.00%	5.86%
8. Blaisdell Housing Project	Many location in Pillsbury and Blaisdell So in Mpls	\$2,135,000.00	Closed	51.40%	90.97%	5.40%
9. Creek View Pk Improvements	5100 Irving Ave No	\$178,194.45	Closed	3.36%	6.94%	5.16%
10. Emerge - 1101 Broadway	1101 West Broadway Avenue	\$350,000.00	Closed	16.06%	24.68%	3.80%
11. Fire Station #17	330 E 38th Street, Minneapolis	\$299,900.00	Closed	1.41%	86.36%	27.59%
12. Fremont No HOW Proj	2302 Fremont Ave No	\$124,600.00	Closed	96.02%	100.00%	9.35%
13. Gen'l Const Bldg Fire Restoration,	North Mississippi Pk in North Mpls	\$113,712.00	Closed	7.01%	0.00%	0.00%
14. HOW at 2814 Knox Ave No	2814 Knox Ave No	\$151,450.00	Closed	66.91%		12.37%
15. Kenwood Isles Tennis Reconstruction	2101 W Franklin Ave	\$269,000.00	Closed	7.32%	0.00%	7.91%
16. Kingsley Commons	4550 Humboldt Avenue North	\$2,913,314.00	Closed	17.51%	33.02%	4.90%

Project Name	Project Location	Amount of Contract	Project Status	Minority Skilled Participation %	Minority Unskilled Participation %	Female Participation %
17. Linden Hills Library Project	2900 West 43rd St, Mpls	\$112,847.00	Closed	11.82%		6.50%
18. Longfellow HVAC Upgrades	3435 36th Ave So	\$97,477.00	Closed	12.59%		3.12%
19. Maynidoowahdak Odena	1321 - 1351 East 23rd Street, Minneapolis, MN	\$165,000.00	Closed	26.40%	8.99%	21.16%
20. Mechanical and Life Safety Upgrades - Phase 10	City Hall	\$366,047.00	Closed	0.00%	0.00%	10.82%
21. Mechanical and Life Safety Upgrades - Phase 11	350 S 5th Street, City Hall	\$370,500.00	Closed	0.00%		0.07%
22. MIWRC	2300 15th Ave South	\$700,000.00	Closed	22.56%	0.48%	25.52%
23. Pedestrian Bridge	Minnehaha Creek	\$433,281.60	Closed	0.00%	0.00%	13.11%
24. Sidewalk #3	South Mpls	\$780,930.50	Closed	0.84%	10.07%	10.47%
25. Sidewalk2	Southwest/Central Mpls	\$725,152.50	Closed	20.99%	13.47%	5.80%
26. St. Anne's Place	26th and Russell No	\$300,220.00	Closed	8.46%	36.67%	11.77%
St. Anne's Senior Housing	26th and Broadway North	\$6,350,675.00	Closed	27.04%	11.72%	7.42%
Structured Independent Living	various locations	\$216,914.00	Closed	37.93%	0.00%	7.80%
Washington Court Remediation Project	2101 Washington Ave NE	\$512,710.00	Closed	5.96%	11.18%	10.38%
Washington Ct Bldg Const	2100 Washington Ave NE	\$5,462,458.00	Closed	18.94%	11.71%	3.31%
West Broadway Gateway Revised	West Broadway to Lowry Ave	\$158,700.00	Closed	49.50%	0.00%	7.66%
Wetland Establishment	4th and James No	\$131,150.50	Closed	100.00%	37.50%	10.48%
Window Replacement	Webber Park Mpls No	\$76.00	Closed	50.00%		0.00%
Totals		\$24,373,909.55				

Attachment III

Project Name	Project Location	Amount of Contract	Project Status
Broadway Shopping Center	617 W Broadway	\$12,400,000.00	Pending
2525 James HOW Project	2525 James Ave No	\$186,185.00	Pending
North Haven Apts	2216 Clinton Ave So	\$199,095.00	Pending
Our Saviour's Housing Project	2219 Chicago Ave So	\$176,887.00	Pending
Echo Flats Apts	Several locations in So Mpls	\$751,458.25	Pending
2603 James HOW Project	2603 James Ave No	\$183,000.00	Pending
Totals		\$13,896,625.25	

Attachment IV



Jon Wainwright
Vice President

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Austin, TX 78751
512 371 8995 Fax 512 371 9612
jon.wainwright@nera.com
www.nera.com

M/WBE Disparity Study

Progress Report

<i>Sponsoring Agency:</i>	City of Minneapolis
<i>Primary Contact:</i>	Marvin Taylor, Director of Outreach and Enforcement, Department of Civil Rights
<i>Performing Agency:</i>	NERA Economic Consulting
<i>Primary Contact:</i>	Jon Wainwright, Vice President, NERA
<i>Reporting Period:</i>	10 December 2007 – 17 April 2008

<i>Total Contract Amount:</i>	\$424,950.00
<i>Amount Invoiced to Date:</i>	\$42,113.92
<i>Amount Paid to Date:</i>	\$0.00
<i>Amount Outstanding 0-30 Days:</i>	\$23,822.29
<i>Amount Outstanding 30-60 Days:</i>	\$18,291.63
<i>Percent of Project Completed:</i>	10.5%
<i>Original Completion Date:</i>	10 December 2008
<i>Estimated Completion Date:</i>	10 December 2008

Attachment V

Ensuring Diverse Participation in City of Minneapolis Development Activities

*A joint training presented by the
Department of Civil Rights and the
**Department of Community Planning
and Economic Development***

April 2008



The purpose of this training

- The Minneapolis Departments of Civil Rights (MDCR) and Community Planning and Economic Development (CPED) share a common goal:
To build strong communities by ensuring diverse workforce participation and contracting opportunities in City of Minneapolis development activities.
- Each of our departments has a unique role to play in accomplishing our common goal on behalf of the City.
- The purpose of this training is to improve understanding of our unique roles and to introduce a new process we have developed to better achieve our common goal.



Training outline

- Department Introductions
 - MDCR mission & organization
 - CPED mission & organization
- Our Common Goal
 - Related missions; a common goal
 - How we work together to achieve our common goal
- New Process & Revised Forms
 - New process for RFP development projects
 - Revised forms to facilitate this new process
- Next Steps
 - Adapting process for non-RFP or delayed projects



MDCR mission & organization

- MDCR Mission

The Minneapolis Department of Civil Rights (MDCR) strives to eliminate unlawful discriminatory practices through the vigorous enforcement of federal, state and local civil rights laws, as well as education, mediation and conciliation, thereby promoting the health, economic stability, access, welfare, peace and safety of the community.
- SUBP Mission

The mission of the Small & Underutilized Business Program (SUBP) is to encourage and foster the economic development and expertise of small business, including those owned by women or minority citizens, by addressing barriers to their success and promoting their opportunity to participate in the commerce of the City of Minneapolis and the regional economy.

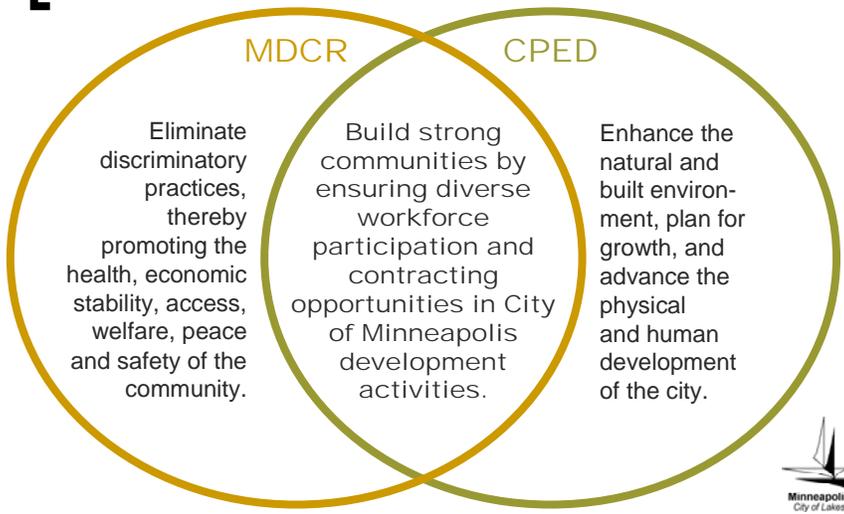


CPED mission & organization

- Mission
The Department of Community Planning & Economic Development (CPED) works with local and regional partners to enhance the natural and built environment, plan for growth, and advance the physical and human development of the city.
- Business Lines
 1. Community Planning
 2. Business Development
 3. Workforce Development
 4. Housing Development
 5. Zoning, Preservation & Development Review



Our common goal



**Contract Compliance Process
For Publicly Bid Contracts**

1. Originating Department Request SUBP Goals
2. Civil Rights Responds with Goals
3. Project Bid Out
4. Contractor Selected
5. Civil Rights Notified (Request for Approval)
6. Civil Rights Conducts Pre Award Review
 - a. SUBP Good Faith
 - b. Affirmative Action Plan (Prime/ Developer)
 - c. Pre-Construction Book
7. Civil Rights Approval
8. City Council Approval
9. Civil Rights Monitors
 - a. sub Affirmative Action Plans
 - b. SUBP Verifications
 - c. CC 57's (employment)
 - d. Davis Bacon (if applicable)
10. Civil Rights Reports Results to City Council

Attachment VII

Department	Department Liaison	Extension	MBE Goal%	WBE %
Assessor	Patrick J. Todd	673-3535	2%	2%
BIS	Bob Arko	673-3984	5%	5%
City Attorney	Coleen O'Brien	673-2966	2%	2%
City Clerk	Anissa Hollingshead	673-2296	2%	2%
Civil Rights	Roxanne Crossland	673-2112	5%	5%
Convention Center	Linda Denson	335-6058	4%	4%
Communications	Sara Dietrich	673-2101	3%	3%
Coordinator	Trudy Kjenstad	673-3078	3%	3%
CPED	To Be Determined	673-5122	5%	5%
Emergency Communications	Thomas Donohoe	673-5910	2%	2%
Finance	LaLonnie Erickson - Baker	673-2004	3%	3%
Fire Department	Karen Wagner	673-2041	3%	3%
Health & Family Support	Becky McIntosh	673-2884	4%	4%
Human Resources	Hassan Salami	673-3426	4%	4%
Mayors Office	To Be Determined	673-3888	4%	4%
Intergovernmental Relations	Gene Ranieri	673-2051	3%	3%
Public Works	Richard (Dick) Smith	673-2241	5%	5%
Police Department	Gaynell Schandel	673-2001	4%	4%
Regulatory Services	Burt Osburne	673-3847	3%	3%

