



**CITY COUNCIL  
COMMUNICATION:**

**ITEM \_\_\_\_\_**

**OFFICE OF THE CITY MANAGER  
CITY OF DES MOINES, IOWA**

**99-388**

**SYNOPSIS -**

**AGENDA:**

Revisions to the annual reporting requirements of the City's Neighborhood Recognition Policy.

SEPTEMBER 13, 1999

**FISCAL IMPACT -**

**SUBJECT:**

None.

CHANGES TO  
NEIGHBORHOOD  
RECOGNITION  
POLICY'S ANNUAL  
REPORTING  
REQUIREMENTS

**RECOMMENDATION -**

**Approval.**

**TYPE:**

**BACKGROUND -**

**RESOLUTION**  
ORDINANCE  
RECEIVE/FILE

At the July 26, 1999 City Council meeting Tom Ross, vice-president of Des Moines Neighbors shared concerns some members have with the City's Neighborhood Recognition Policy's annual reporting requirements. Their main issue was with the sixth item, which requires neighborhood organizations who desire to be recognized by the City to submit "minutes from the organization's annual meeting or meetings." Staff interpreted this to mean associations could submit minutes from their annual meeting. If they did not have an annual meeting, then they could submit minutes from their regular meetings from that year. Some association members felt only one set of minutes should be required no matter what meeting they were from. While others felt associations should not be required to submit minutes at all.

**SUBMITTED BY:**

JIM GRANT  
COMMUNITY  
DEVELOPMENT  
DIRECTOR

Council requested the Neighborhood Revitalization Board (NRB) to address these concerns and propose any necessary changes. The policy was last revised June 16, 1997. The NRB discussed these issues at their August 4, 1999 meeting. The majority felt it was important for the associations to submit

minutes to show that they are functioning and represent all members of the association. They felt that a set of minutes from only one meeting was necessary for this to be accomplished. In addition, the policy was amended to replace all references to the Neighborhood Advisory Board (NAB) with the NRB.

Some questions were raised at the August 23, 1999 Council meeting with regards to neighborhood associations not being properly notified of the NRB meeting when this issue was addressed. Council sent the item back to be reviewed at the September 1, 1999 NRB meeting. Tom Ross was present and spoke against reporting requirement. Several NRB members responded to Mr. Ross's comments. However, following the discussion, the NRB voted in favor of recommending to Council on August 23, 1999 that associations should submit minutes.