

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: August 24, 2015
	Agenda Item No. 18 Roll Call No. <u>15-1421</u> Communication No. <u>15-456</u> Submitted by: Phillip Delafield, Community Development Director

AGENDA HEADING:

Update to the sample by-laws for recognized neighborhood associations.

SYNOPSIS:

The City of Des Moines Community Development Department provides sample by-laws to new and existing neighborhoods. These sample by-laws are intended to be used as a guide. Neighborhoods are encouraged to tailor their by-laws to their own organization’s needs while still retaining required elements, such as open meetings policy and clearly defined membership and voting requirements. A five (5) member Neighborhood Revitalization Board (NRB) subcommittee reviewed the sample by-laws and suggested some revisions to the document.

FISCAL IMPACT: NONE

ADDITIONAL INFORMATION:

A five (5) member NRB subcommittee reviewed the sample by-laws for recognized neighborhood associations. These by-laws are provided as part of the application packet for new neighborhoods applying to become formally recognized, as well as to existing neighborhood associations that are interested in updating their by-laws. These sample by-laws are intended to be used as a guide. Neighborhoods are encouraged to tailor the by-laws to their own organization’s needs while still retaining required elements, such as open meetings policy and clearly defined membership and voting requirements. The intention is that neighborhood associations operate in a fair, inclusive, and transparent manner.

Following a series of meetings by the NRB subcommittee and at the direction of City Council, City staff sent the suggested revisions to the sample by-laws to all neighborhood associations for review and comment in the month of July. Staff received a positive response from a handful of neighborhood associations but did not receive any comments that suggested revisions to the document. At the August 5th, 2015 NRB meeting, the NRB approved the updated sample by-laws and forwarded a recommendation to the City Council to also approve the updated sample by-laws.

PREVIOUS COUNCIL ACTION(S):

Date: April 20, 2015

Roll Call Number: [15-0663](#)

Action: [Approving](#) updates to the sample by-laws for Recognized Neighborhood Associations. ([Council Communication No. 15-207](#)) Moved by Moore to continue until May 18th; refer to the City Manager to work with Council Members on proposed changes to the document and to seek input from all neighborhood associations. Motion Carried 7-0.

Date: May 18, 2015

Roll Call Number: [15-0873](#)

Action: [Continuing](#) approval of updates to the Sample By-laws for Recognized Neighborhood Associations (continued from April 20, 2015). Moved by Hensley to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S):

Board: Neighborhood Revitalization Board

Date: April 1, 2015

Resolution Number: N/A

Action: Approval of the revised sample by-laws and forward a recommendation to City Council for approval. The revised by-laws will be included as part of the Neighborhood Recognition Policy and Application Packet. Motion carried 9-0.

Board: Neighborhood Revitalization Board

Date: August 5, 2015

Resolution Number: N/A

Action: Approval of the revised sample by-laws and forward a recommendation to City Council for approval. The revised by-laws will be included as part of the Neighborhood Recognition Policy and Application Packet. Motion carried 12-0.

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Hall, 400 Robert D. Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to cityclerk@dmgov.org.