

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	November 23, 2015
	Agenda Item No.	33
	Roll Call No.	<u>15-1978</u>
	Communication No.	<u>15-611</u>
	Submitted by:	Phillip Delafield, Community Development Director

AGENDA HEADING:

Approval of the Amended Neighborhood Recognition Policy.

SYNOPSIS:

At the September 14, 2015 City Council meeting, Council Member Moore requested City staff evaluate the Neighborhood Recognition Policy and provide guidelines regarding the proposed size of recognized neighborhoods to ensure they are effective and adequately serve their residents. This request was made following the merger of two (2) adjacent neighborhood associations at the September 14th City Council meeting, as well as the recognition of a new neighborhood at the August 10th City Council meeting.

The City Manager further directed staff to evaluate the roles and responsibilities of neighborhood associations, and define these responsibilities in the Neighborhood Recognition Policy.

The result of these efforts is the proposed amendment to the City’s Neighborhood Recognition Policy.

FISCAL IMPACT: NONE

ADDITIONAL INFORMATION:

Following the City Council action on September 14, 2015, staff from the Community Development Department brought the topic of neighborhood size to the October 7, 2015 Neighborhood Revitalization Board (NRB) meeting. While no action was taken at this meeting, the NRB was in support of general language proposed by City staff to help guide new neighborhoods in establishing boundaries. The purpose of the guidelines is to ensure that neighborhood associations have adequate size and capacity to be effective, while also maintaining shared interests among its residents. No boundary changes are proposed for existing neighborhoods.

To define neighborhood roles and responsibilities, the City Manager reached out to each Department Director and requested feedback as to how they work and interact with neighborhood associations on a daily basis. The Directors also provided a list of activities that facilitate communication between the City and neighborhoods. This feedback was then added to the Neighborhood Recognition Policy as a list of helpful tasks and Code of Conduct.

The following changes were added to the policy:

To strengthen communication between the Neighborhood Association and the City, specific tasks of a Neighborhood Association that are helpful to City leaders often include:

- Notifying your local NBSD officer when you believe there are code violations or nuisance properties that need City attention.
- Contacting your City Councilmember or appropriate City Department to address other concerns that may affect your neighborhood.
- Developing positive relationships with public safety and code officials and distributing “Who to Contact” information to residents.
- Inviting City staff to neighborhood meetings to discuss and promote City programs and services.
- Promoting meeting attendance to residents in the association via e-mail lists, social media, neighborhood signage, phone calls, newsletters and/or flyers. The City can also post your meeting information in City Hall on our bulletin board by emailing notices to cityclerk@dmgov.org.
- Subscribing to City alerts, notifications, publications, and meeting agendas through the City’s Email Subscription List at <http://www.dmgov.org/Pages/subscribers.aspx>.
- Distributing public meeting and hearing notifications to residents in the association. Make sure to check post office boxes and email inboxes regularly for notices from the City.
- Coordinating with developers to discuss proposed projects at neighborhood meetings, and consider conducting special meetings if necessary to help keep projects moving forward.
- Attending public meetings or providing written comments of the neighborhood position regarding such proposed projects. Survey the neighborhood to ensure that the neighborhood position represents the majority of residents rather than a vocal or active minority.

Additionally, the City requests that the neighborhood association conduct all business in a respectful and courteous manner. While diverse views and opinions are to be expected - and even celebrated - the following Code of Conduct will help ensure a safe and effective environment for meaningful discussion.

- Recognize that City personnel issues are not of a political nature.
- Be aware that all public hearings are broadcast on the City’s cable channel and are watched by visitors as well as Des Moines residents. Public discourse is perfectly acceptable, but please remain considerate of others.
- Understand that compromises may be necessary to help achieve multiple goals, and be willing to work with all parties to create win/win projects for all.

Considerations for Proposed Neighborhoods

- Only one (1) recognized neighborhood organization is allowed in an area. Boundaries for a newly established recognized neighborhood organization will not be allowed to overlap with the boundaries of existing recognized neighborhoods.
- Neighborhoods often vary by size. Recognized neighborhoods should be large enough that they have the capacity to carry out organizational duties; however, neighborhoods should not be so large that residents do not share amenities such as schools, parks, or commercial centers.

Sharing common goals and connections ultimately helps to maintain strong neighborhood associations.

The NRB reviewed and voted to approve all changes at their November 4, 2015 meeting.

PREVIOUS COUNCIL ACTION(S):

Date: November 3, 2014

Roll Call Number: [14-1714](#)

Action: [Amendments](#) to the Neighborhood Recognition Policy, including changes proposed at the October 20, 2014 Council meeting. Moved by Hensley to adopt. Motion Carried 7-0.

Date: October 20, 2014

Roll Call Number: [14-1666](#)

Action: [Amendments](#) to the Neighborhood Recognition Policy. ([Council Communication No. 14-506](#)) Moved by Moore to refer to the City Manager and Community Development Department to make requested changes and to bring back at the November 3rd Council Meeting. Motion Carried 7-0.

Date: August 11, 2014

Roll Call Number: [14-1246](#)

Action: [From](#) Council Member Skip Moore to discuss City support of recognized neighborhood associations. Moved by Moore to refer to City Manager to formulate a policy regarding prioritization of recognized neighborhood groups without eliminating non-recognized groups access to communication. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S):

Board: Neighborhood Revitalization Board

Date: November 4, 2015

Resolution Number: N/A

Action: Approved the amended Neighborhood Recognition Policy and forward a recommendation to the City Council to also approve the amended Neighborhood Recognition Policy.

Board: Neighborhood Revitalization Board

Date: October 1, 2014

Resolution Number: N/A

Action: Approved the amended Neighborhood Recognition Policy and forward a recommendation to the City Council to also approve the amended Neighborhood Recognition Policy.

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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