



Date November 3, 2014

**RESOLUTION APPROVING AMENDMENTS TO
NEIGHBORHOOD RECOGNITION POLICY**

WHEREAS, on May 24, 1993, by Roll Call No. 93-2026, the City Council approved the Neighborhood Recognition Policy (the "Policy") which establishes procedures for the formal recognition of neighborhood associations by the City of Des Moines, and authorizes Recognized neighborhoods to advise the City on issues of concern; and

WHEREAS, on August 11, 2014, by Roll Call No. 14-1246, the City Council considered an item related to City support of recognized neighborhood associations and referred the item to the City Manager to formulate a policy regarding prioritization of recognized neighborhood groups without eliminating non-recognized groups access to communication; and

WHEREAS, on September 3, 2014, staff from the Community Development Department brought the topic of City support of recognized neighborhood associations up for discussion at the Neighborhood Revitalization Board (NRB) meeting; and

WHEREAS, the NRB appointed a five-member subcommittee to meet with staff from multiple City Departments in order to formulate a policy that would provide recognized neighborhood associations with priority over non-recognized neighborhood groups when it comes to City staff attending neighborhood meetings or neighborhood groups utilizing City facilities; and

WHEREAS, the NRB subcommittee chose to recommend amendments to the Neighborhood Recognition Policy by more clearly defining the benefits of becoming a recognized neighborhood association, which includes policy language that gives priority to recognized neighborhood associations over non-recognized neighborhood groups when it comes to City staff attending neighborhood meetings or neighborhood groups utilizing City facilities; and

WHEREAS, on October 1, 2014, the NRB unanimously voted to recommend approval of amendments to the Neighborhood Recognition Policy and forward such recommendation to the City Council, which recommendation is attached hereto and by this reference made a part hereof; and

WHEREAS, on October 20, 2014, by Roll Call No. 14-1666, the City Council reviewed the recommended amendments to the Neighborhood Recognition Policy, and referred the item to the City Manager and Community Development Department to make additional requested changes to the Policy and to return the updated amendments to Council for consideration at the November 3rd Council meeting; and

WHEREAS, the requested additional changes have been included in the amendments to the Neighborhood Recognition Policy, as shown on the amendments attached hereto and by this reference made a part hereof.



Roll Call Number

Agenda Item Number

24

Date November 3, 2014

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, as follows:

1. That the attached communication from the Neighborhood Revitalization Board is hereby received and filed.
2. That the amendments to the Neighborhood Recognition Policy, as attached hereto, are hereby approved, and the Neighborhood Revitalization Board and City staff are directed and authorized to administer said Policy in accordance with said amendments.

MOVED by _____ to adopt.

FORM APPROVED:

Glenna K. Frank

Glenna K. Frank, Assistant City Attorney

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GATTO				
GRAY				
HENSLEY				
MAHAFFEY				
MOORE				
TOTAL				

MOTION CARRIED

APPROVED

Mayor

City Clerk

BECOME A RECOGNIZED NEIGHBORHOOD

What is a Recognized Neighborhood?

A neighborhood organization formally recognized by the City of Des Moines, including City governmental boards, committees, and councils

Why should your neighborhood organization apply for recognition?

Your neighborhood would be:

- Presented with a Certificate of Recognition from the Mayor at a City Council Meeting
- Consulted by the City about issues of concern to residents in your area
- Given the opportunity to apply for Designated Neighborhood Program

How can your neighborhood organization become recognized?

- Complete a Neighborhood Application that asks for:
 - Name of your Neighborhood Organization
 - Neighborhood Boundaries
 - Names, telephone numbers and addresses of your contact people
 - Where and how often your neighborhood group meets
 - Copy of your neighborhood organization's by-laws

Where do you get a Neighborhood Recognition Policy?

Call the Neighborhood Development Division at 283-4182



NEIGHBORHOOD RECOGNITION POLICY

DEFINITIONS

This policy defines neighborhoods and neighborhood organizations that are Recognized by the City of Des Moines for the purposes of:

- 1) Establishing official points of contact for the neighborhood to receive communication and notification from the City and community.
- 2) Delivering various City department services and programs.
- 3) Eligibility for the City's Neighborhood Revitalization Program.

Definition of a Neighborhood - A neighborhood can be defined by, but not limited to, the following: Geographic or man-made boundaries. Its residents share a common link such as a school, public street pattern, parks, architectural styles or time periods, or infrastructure. A neighborhood is typically not a single residential development. Neighborhoods may include businesses, churches, and other community entities.

Definition of a Recognized Neighborhood Organization - A recognized neighborhood organization is a group of people who identify with a common area, who share common goals and concerns, and who meet the standards for neighborhood recognition. Recognized organizations represent the position of the collective neighborhood and provide input to the City Council, Boards and Commissions, and City Staff on issues affecting neighborhoods.

Only one 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.

STANDARDS FOR NEIGHBORHOOD RECOGNITION

A neighborhood organization must provide the following information to receive official recognition from the City:

- A. Name of the organization;
- B. Neighborhood boundaries;
- C. Names, telephone numbers, and addresses of all officers, designating a primary and secondary contact;
- D. At least one of the following: By-laws, Articles of Incorporation, or 501.(c)(3) status. These documents should include A and B above in addition to:
 - Meetings** - State the location, time, and number of neighborhood meetings held during each year. The minimum standard is four (4) meetings per year with one meeting held to elect and/or appoint officers.
 - Membership** - State the requirements for membership in the organization, including any fees. Membership should be available to all residents, landowners, and business people who represent the social, economic, and ethnic make-up of the neighborhood.

Officers or Positions - List any elected and/or appointed positions, include a brief job description and any requirements for the position(s).

- E. **Open Meeting Policy** - All meetings shall be open to all interested persons and this shall be reflected in the by-laws.

BENEFITS OF NEIGHBORHOOD RECOGNITION

This Policy forms a direct link between neighborhood organizations and the City. Recognized organizations provide additional input on issues affecting neighborhoods to City boards, committees, and councils. Whenever an ordinance or policy requires the City to notify property owners, the City will attempt to provide notice to any recognized neighborhood organizations that are affected.

Recognized neighborhood organizations receive the following benefits, including but not limited to:

- Receives an official certificate of recognition from the Mayor and City Council, as well as annual recertification to maintain recognition status.
- Priority by City Leaders and Staff for attending regularly scheduled neighborhood meetings. For ad hoc meetings or special events, recognized neighborhoods will also receive priority by City Leaders and Staff over non-recognized neighborhoods or groups.
- Provide input on new and existing City programs and services on behalf of the collective neighborhood.
- Priority given for use of City Facilities according to department policies and City Code.
- Receive official communication and notification from City departments on a variety of programs, services, and development activities that directly impact the neighborhood(s).
- Opportunity to participate in the Neighborhood Revitalization Program, such as but not limited to Spring Cleaning to Reduce Urban Blight (SCRUB), Neighborhood Based Service Delivery (NBSD), Neighborhood Infrastructure Rehabilitation Program (NIRP), Neighborhood Finance Corporation (NFC) lending, and other neighborhood planning services.

CAPACITY OF A RECOGNIZED NEIGHBORHOOD ORGANIZATION

Recognized neighborhoods must establish and maintain the capacity to represent the views of the neighborhood. Recognized neighborhoods must meet the minimum standards for meetings annually. Additionally, recognized neighborhoods must conduct ongoing outreach to all residents twice a year. This outreach can include newspaper announcements, public service announcements, mailings, and meeting notices posted in conspicuous places. Recognized neighborhoods must also maintain regular communication with members of the organization. Neighborhood meetings must be open to anyone who is interested in attending.

MEMBERSHIP PRIVILEGES

Organizations charging membership dues must describe voting requirements in their by-laws. It is encouraged that voting be as inclusive as possible.

APPLICATION PROCESS FOR NEIGHBORHOOD RECOGNITION

Neighborhood organizations that meet the above standards can complete a Neighborhood Recognition Application. The Neighborhood Revitalization Board (NRB) will review the application and forward its recommendation to City Council. City Council then makes the final decision on recognition. Once formally recognized, the Mayor will present the neighborhood with a Certificate of Recognition.

1. Neighborhood boundaries;
2. Names and telephone numbers of the neighborhood's contact persons;
3. A statement encouraging all residents, landowners, and business people within the neighborhood to participate in meetings, and other activities providing input to the City.

SUBMISSION OF ANNUAL SURVEY

The Neighborhood Development Division will request that all recognized neighborhoods submit the following information:

1. Any changes in neighborhood boundaries;
2. Names, telephone numbers, and addresses of contact persons and officers elected and/or appointed at the annual election;
3. Dates of neighborhood meetings held during the previous calendar year;
4. Any changes to the approved by-laws;
5. Completion of the annual neighborhood survey form provided by the City;
6. Minutes from the organization's annual meeting or one regular meeting.

In 2011, the NRB established the following process for distributing and receiving the annual survey.

- March 1 Annual Survey distributed to all Recognized Neighborhoods
- March 30 Surveys due
- April 1 Remaining neighborhoods sent warning letter and given until April 30 to come into compliance
- April 30 Final notice letter sent to all listed neighborhood association officers with a due date of May 15th
- June NRB Vote to de-Recognize any neighborhood that has not responded to the Annual Survey
- June Council De-recognition of any Recognized Neighborhood that has not met the requirements of the Annual Survey or Neighborhood Recognition Policy
- July 1 Recertification of all neighborhoods that are found to be in compliance with the Annual Survey and Neighborhood Recognition Policy

The requested information will update the listing of recognized neighborhoods. The Neighborhood Development Division provides this information on the City of Des Moines website for use by City departments and the public.

If any neighborhood organization's update is significantly different from the neighborhood's original information, the NRB and the City Council will receive the changes for their review, comment, and re-evaluation of recognition status.

ANNUAL RECOGNIZED NEIGHBORHOOD RECERTIFICATION

The City of Des Moines will issue a letter of recertification to all recognized neighborhoods that are found to be in compliance with the Annual Survey and Neighborhood Recognition Policy. This will be done on or around July 1 each year. This recertification will show that the neighborhood is in good standing and will continue to maintain Recognized status for the next year.

LOSS OF NEIGHBORHOOD RECOGNITION

If the **recognized** neighborhood organization does not return the annual neighborhood survey, the Neighborhood Development Division will advise the NRB and City Council that the **recognized neighborhood is not in compliance with the Neighborhood Recognition Policy and recommend that the NRB and City Council no longer formally recognize the neighborhood. The loss of neighborhood recognition or "de-recognition" requires approval or vote of the City Council. This action does not prevent the neighborhood organization from reapplying in the future to again become recognized. To reapply, the neighborhood organization would have to submit a completed application and go through the necessary approval process.**



Neighborhood Recognition Application

Complete the following application to become an officially
recognized neighborhood by the City of Des Moines:

☒ Name of your neighborhood organization:

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☒ List your organization's contacts:

Name	Title	Address	Phone	Email

☒ Provide information on your organization's public meetings:

Location	Day of Month	Time	How often you meet

☒ Your boundaries (include which side of the street):

North: South:

East:

West:

☒ Do you plan to charge dues? If so, how much?

☒ Attach a detailed map of your neighborhood's boundaries.

☒ Copy of your organization's proposed or approved by-laws (see sample attached).

Mail to:

City of Des Moines

Community Development Department
Attn: Neighborhood Development Division
602 Robert D. Ray Drive
Des Moines, IA 50309

Once your completed application is received, your organization will be contacted by City staff to let you know the schedule for the recognition process.

**Example Bylaws
Amended July 23, 2008**

Article 1. Name

The name of the association shall be _____.

Article 2. Purpose

The purpose of the association is to enhance quality of life and value in _____.

Article 3. Boundaries

The boundaries of this association are; _____ on the north from _____ to _____, _____ on the south from _____ to _____, on the east from _____ to _____, and on the west from _____ to _____. These boundaries are indicated on a map attached to these bylaws.

Article 4. Membership and Voting

Section 1 – Membership in the association is open to all persons over the age of 18 who are residents or property owners, or who own or operate businesses or other organizations located within the boundaries of the association.

Section 2 – Any person who is eligible for membership in the association may become a member upon completing a form indicating the person's desire to become a member of the association and payment of annual dues. Each member of the association shall be entitled to one vote on each matter submitted to a vote of the members; provided however, that business and other eligible organizations may have only one voting membership.

Section 3 – Voting Requirements. Votes shall be carried by a majority of members present and voting unless otherwise required by law. Members must be present to vote.

Article 5. Association Meetings

Section 1 – Annual Meeting. An annual meeting shall be held during the month of _____ in each year, with the exact date, time and place to be established by the Board of Directors, for the purpose of electing officers, collecting dues, and transacting other such business as may be necessary. Section 2 – Regular and Special Meetings. Regular meetings shall be held on (date & time) at (location). Special meetings may be called by the Board of Directors.

Section 3 – Place of Meetings. The Board of Directors may designate any place within Polk County, Iowa as the place of meeting for any annual, quarterly, or special meeting.

Section 4 – Notice of Meetings. Notice of each meeting shall be provided at least ____ days before the meeting. Notification will consist of the following methods _____.

Section 5 – Minutes. Minutes of Board meetings shall be available to members at all meetings and upon request can be provided to City and/or County staff. Copies of the minutes of the most recent meeting shall be available at the next meeting.

Section 6 – Open Meetings. All of the aforementioned meetings shall be open to the public.

Section 7- A financial report shall be present to all persons present at all meetings- regular , special or annual.

Article 6. Board of Directors

Section 1 – There will be a Board of Directors which shall exercise all powers vested in it by the general membership and shall be responsible for the business of the association.

Section 2 – The Board of Directors shall consist of ____ members, including the officers of the association, elected by the members. Directors shall initially be elected for staggered terms of __, __ and __ years. The Directors first elected to serve as officers shall fill __ year Board terms, the remaining __ Directors shall be selected by lot. Subsequent Directors shall be elected for __ year terms.

Section 3 – The officers of the Board of Directors shall be President, Vice President, Secretary, and Treasurer. Officers shall serve __ year terms and may be re-elected by the membership to serve up to ____ consecutive terms in that position. After an interim of __ years, former officers may again be elected to that particular office.

Section 4 – The Board of Directors shall meet no less than four times a year and meetings shall be scheduled at the annual meeting for the forthcoming year. These meetings will be held preferably three weeks in advance of the regularly scheduled quarterly association meetings. In addition, special meetings of the Board may be called by the President and must be called by the President at the request of at least three Board members. The purpose of each meeting shall be stated in the notice to Board members in advance of the meeting.

Section 5 – Quorum. A quorum shall consist of not less than ____ members of the Board of Directors and an affirmative vote of the majority of all Directors present and voting shall be required for approval of any action.

Section 6 – Members of the Board of Directors are expected to attend all Board and association meetings. Missing three consecutive Board meetings shall be construed as resignation from the Board. Board membership may be reinstated only by a majority of the remaining Board members.

Article 7. Duties of the Officers

Section 1 – President. The President shall preside at all Association and Board of Directors meetings. The President shall present a progress report to the membership during the annual meeting. The President or the President's designee shall be the Association's representative on issues before the Des Moines City Council, any city board or commission, the media or a public forum.

Section 2 – Vice President. In the absence of the President, the Vice President shall perform the duties of the President and other duties as assigned by the President or as determined by the Board.

Section 3 – Secretary. The Secretary shall keep the minutes of the meetings of the Board of Directors and the Association. The Secretary shall be the custodian of all records of the Association, shall maintain an accurate list of members and shall provide notice of meetings to members and Directors.

The Secretary shall be responsible for making copies of the minutes available to the members.

Section 4 – Treasurer. The Treasurer shall oversee and keep an itemized report of all funds received and spent on behalf of the Association. As funds accumulate, the Treasurer shall pay all obligations as authorized by the Board and shall make a regular report to the Board and the association. The Treasurer shall prepare and distribute a financial report for all meetings as well as an annual financial report and budget to be received at the annual meeting.

Article 8. Committees

Section 1 – The President with the approval of the Board may establish committees as necessary for the purposes of the Association. The President with the approval of the Board shall appoint members to the committees.

Section 2 – All committees shall report to the President and the Board of Directors.

Article 9. Elections

Section 1 – The association's original steering committee shall serve as the first nominating committee. Thereafter a nominating committee composed of not more than ____ members shall be appointed by the President with the approval of the Board of Directors.

Section 2 – The nominating committee shall secure consent of its nominees to serve if elected. Section

3 – The chair of the nominating committee shall present a slate of nominees for all Board positions to be filled on an annual basis. The slate of nominees shall be provided to the membership with notice of the annual meeting. Additional nominations may be submitted from those in attendance at the meeting.

Section 4 – The nominating committee shall submit a slate of nominations to fill vacancies on the Board of Directors that may occur between regular elections.

Section 5 – Regular elections shall take place at the annual meeting. The Board shall fill vacancies that may occur between regular elections, and additional nominations may be submitted from those in attendance at the next membership meeting.

Section 6 – Officers and other members of the Board of Directors shall assume their duties immediately following their election and shall serve until their successors are elected and take office.

Article 10. Finances

Section 1 – Dues. Annual dues shall be established by the Board of Directors with the approval of the membership.

Section 2 – Treasurer's Report and Budget. The Treasurer shall prepare an annual report and budget to be received at the annual meeting. The Treasurer shall also provide a report to be presented at all association and Board meeting.

Section 3 – Records. The financial records of the Association shall be reviewed by the Board of Directors on an annual basis. The Treasurer shall provide any and all Association financial records to the Board, as well as City and/or County staff upon request.

Article 11. Approval and Amendment of Bylaws

Section 1 – These bylaws, upon being presented to the membership shall become effective upon approval of a majority vote of the members voting.

Section 2 – Proposed amendments to the bylaws shall be provided to the membership at least ten days prior to the meeting at which the proposed amendment is to be considered. Any amendment of the

bylaws shall require a two-thirds ($2/3$) majority vote of those present and voting at association meetings. Section 3 – Amended By-laws will be dated and copies will be made available to the membership. A copy of the amended by-laws will be sent to the City of Des Moines Community Development Department to have on file.