Neighborhood Association

Annual Compliance Report 2022

# Overview

The Bend Code outlines the requirements for Neighborhood Associations to remain recognized by the City. According to [Bend City Code, Chapter 1.70](https://www.codepublishing.com/OR/Bend/#!/html/Bend01/Bend0170.html) Neighborhood Associations must:

* hold one general membership meeting every 18 months;
* provide the City with a designated representative to receive land use notices (Land Use Chair);
* provide an annual expenditure report for their use of [Communications Grant Funding](https://www.bendoregon.gov/community/neighborhood-associations/roles-responsibilities/neighborhood-association-budgets). and,
* have bylaws or other binding rules that require publicly announced and open meetings, govern election of board members and/or officers and meeting procedures, and must maintain minutes of open meetings.

In order to collect all of this information, and some general NA contact information and data, the City has created this simple annual compliance report form. It is designed to provide the City with documentation that NAs are meeting Code requirements for a recognized NA.

# Due Date and Submission

Annual compliance reports are due by 5 p.m. on Sunday, July 31, 2022. They may be submitted by the following methods:

* Emailed to [moliver@bendoregon.gov](mailto:moliver@bendoregon.gov)
* Mailed to City Hall:

City of Bend c/o Neighborhood Associations

P.O. Box 431

Bend, OR 97709

NAs will be notified when their report forms have been received, reviewed and approved. A formal letter will be emailed to each NA to acknowledge compliance and the amount of Communications Grant Funding for the upcoming fiscal year (July 1, 2022 – June 30, 2023).

Neighborhood Association

Annual Compliance Report Form

**This form is due by 5 p.m. on Sunday, July 31, 2022.**

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| **REPORTING OFFICER INFORMATION** | |
| Contact information collected below should be for the individual submitting this form on behalf of the Neighborhood Association. | |
| **Reporting Officer Name** |  |
| **Reporting Officer Title** |  |
| **Reporting Officer Email Address** |  |
| **Reporting Officer Phone Number** |  |

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| **NEIGHBORHOOD ASSOCIATION CONTACT INFORMATION** | |
| Contact information collected below should be current contact information. It is for internal use. | |
| **Neighborhood Association Name** |  |
| **Mailing Address** |  |
| **Phone Number** |  |
| **General Email Address** |  |
| **Chair Name & Email Address** |  |
| **Vice Chair Name & Email Address** |  |
| **Additional Board Contacts** *(optional)* |  |

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| **LAND USE CHAIR CONTACT INFORMATION** | |
| Land Use Chair contact information collected below should be current contact information. The mailing address, phone number and email address will be published on the City’s website. | |
| **Land Use Representative Name** |  |
| **Land Use Mailing Address** |  |
| **Land Use Email Address** |  |
| **Land Use Phone Number** |  |

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| **GOVERNANCE** | |
| Please answer the following questions. ***Please*** *i****nclude a copy of your current bylaws with this form.*** | |
| **Do your bylaws or other binding rules require publicly announced and open meetings?**   * If no, please indicate when they will reflect this requirement. |  |
| **Do your bylaws govern election of board members and/or officers?**   * If no, please indicate when they will reflect this requirement. |  |
| **Do your bylaws govern meeting procedures?**   * If no, please indicate when they will reflect this requirement. |  |
| **Does your NA maintain and publish minutes of your open meetings (i.e. minutes posted regularly on your NA website or another publicly accessible forum)?**   * If yes, describe where they are published. Provide a website link, if applicable. * If no, please indicate when and where you will begin publishing them. |  |

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| **General Meeting** | |
| City Code grants the City authority to terminate recognition of a Neighborhood Association if it “has not held a general meeting in the previous 18 months” (Chapter 1.70.040). Neighborhood Association budgets were doubled in the 2021-23 biennium to allow for two general meetings. Please provide a record of your most recent general meeting(s). | |
| **REQUIRED: Meeting #1** | |
| **Meeting Date and Time** |  |
| **Meeting Location/Format** |  |
| **Estimated Number of Attendees**  *This is used internally for tracking community participation.* |  |
| **Meeting #2** | |
| **Meeting Date and Time** |  |
| **Meeting Location/Format** |  |
| **Estimated Number of Attendees**  *This is used internally for tracking community participation.* |  |

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| **Neighborhood Association Boundaries** | |
| Neighborhood Association boundaries are defined within each Neighborhood Association’s bylaws. It is the responsibility of each Neighborhood Association to notify the City of any changes that are made to its boundaries. This enables the City to update its maps to reflect the new boundaries and properly account for the number of tax lots when calculating Communications Grant Funding. Only areas annexed into City limits can be recognized as part of Neighborhood Association boundaries. | |
| **Has your Neighborhood Association changed its boundaries since July 1, 2021?**   * If yes, please include the amended description of your boundaries. |  |

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| **Report of Expenditures** |
| Neighborhood Associations are required to provide a written report of expenditures of Communications Grant funding. This is the funding that Neighborhood Associations receive annually based on the number of tax lots within their boundaries.  The City already has documentation of individual expenses from the reimbursement and invoicing process, so you do not need to include an itemized list of expenses.  Your report of expenditures should be a short narrative paragraph explaining how grant funding – Communications Grant and Rollover Grant (if applicable) – was spent. It could include the number and types of meetings, communications and outreach activities, special projects, etc. |
| **Please provide a written report on the expenditure of grant funds for the most recent fiscal year.** |
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| **OPTIONAL SECTION: Neighborhood Association Data** | | | |
| To contribute to tracking the effectiveness of Neighborhood Associations, there are some data points that we would appreciate having. This is optional data for you to provide and will help the Neighborhood Leadership Alliance and City staff understand how Neighborhood Associations are reaching their members. | | | |
| **Do you keep track of your Neighborhood Association membership? If yes, how?**  **How many members are registered with your Neighborhood Association?** | |  | |
| **Please indicate which of the following platforms you use and the corresponding data:** | | | |
| **Facebook** | **# Likes: # Followers:** | |
| **Twitter** | **# Followers:** | |
| **Instagram** | **# Followers:** | |
| **Nextdoor** | **Do you have a business page? Y / N # Followers:** | |
| **YouTube** | **# Subscribers:** | |

# Questions?

Contact Makayla Oliver at [moliver@bendoregon.gov](mailto:moliver@bendoregon.gov) or (541) 323-8571.



**Accessible Meeting Information**

This meeting/event location is accessible. Sign language interpreter service, assistive listening devices, materials in alternate format such as Braille, large print, electronic formats and CD formats, or any other accommodations are available upon advance request. Please contact Makayla Oliver at [moliver@bendoregon.gov](mailto:moliver@bendoregon.gov) or (541) 323 - 8571. Providing, at least, 3 days’ notice prior to the event will help ensure availability.