

NEIGHBORHOOD DISTRICT

ANNUAL COMPLIANCE REPORT 2024

INFO & QUESTIONS NEEDED

NEIGHBORHOOD DISTRICT REPORTING OFFICER INFORMATION

Information below should be for the individual submitting this form on behalf of the Neighborhood District.

- Neighborhood District Name
- Reporting Officer Name
- Reporting Officer Title
- Reporting Officer Email Address
- Reporting Officer Phone Number

NEIGHBORHOOD DISTRICT CONTACT INFORMATION

Information below should be current contact information.

- Website Address
- General Mailing Address
- General Email
- General Phone
- Chair Name and Email
- Land Use Chair Name, Mailing Address, Email and Phone
- Additional Board Names/Positions

GOVERNANCE

The below questions are related to code requirements for Neighborhood Districts.

- Do your bylaws 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.
- Do you maintain and publish minutes of open meetings (i.e. minutes posted regularly on your 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.

GENERAL MEMBERSHIP 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). Please provide a record of your most recent general meeting(s).

- Have you held a general membership meeting in the past 18 months?
- Meeting Date
- Meeting Location
- Estimated Number of Attendees

DISTRICT BOUNDARIES

Neighborhood District boundaries are defined within each Neighborhood's bylaws. It is the responsibility of each District 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 addresses when calculating Community Engagement Grant funding. Only areas annexed into City limits can be recognized as part of Neighborhood boundaries.

- Has your Neighborhood Association changed its boundaries since July 1, 2023?
⇒ If yes, please include the amended description of your boundaries.

REPORT OF EXPENDITURES

Neighborhood Districts are required to provide a written report of expenditures of Community Engagement Grant funding. This is the funding that Neighborhoods 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 - just tell us how you chose to use the funds and why.

- Please provide a written report on the expenditure of grant funds for the most recent fiscal year.
⇒ Your report of expenditures should be a short narrative paragraph (not a list of expenses) explaining how grant funding was spent. It could include the number and types of meetings, communications and outreach activities, special projects, etc.

OPTIONAL QUESTIONS: NEIGHBORHOOD DISTRICT DATA

To contribute to tracking the effectiveness of Neighborhood Districts, there are some data points that we would appreciate having. This is optional data for you to provide and will help City staff understand how neighborhoods are reaching members.

- Do you keep track of your membership? If yes, how?
- How many members are registered with your neighborhood?
- Which of the following platforms do you use for communications?
⇒ Facebook, Twitter, Instagram, Nextdoor, YouTube, Survey Platform, eNewsletter Platform, Website
