



Get Your Neighborhood Recognized!

What is a "Recognized Neighborhood"?

A neighborhood organization formally recognized by the City of Davenport, including City 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 & City Council
- Consulted by the City about issues of concern to residents in your area
- Provided City assistance to develop a Neighborhood Plan
- Eligible for City assistance with Neighborhood Projects

How can your neighborhood organization become recognized?

Complete a Neighborhood Application that asks for:

- Name of your Neighborhood Organization
- Permanent Email Address for your 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
- A letter of support from your ward alderman or *aldermen* if your group crosses ward boundaries.

Where do you get a Neighborhood Recognition application?

Call Sarah Ott in Community Planning and Economic Development at (563) 326-6167, or access the neighborhood resources located at www.cityofdavenportiowa.com/Neighborhoods.



NEIGHBORHOOD RECOGNITION

DEFINITIONS

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 Neighborhood Organization - A 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 organization or the board of directors and provide direction to the City on issues affecting neighborhoods.

STANDARDS FOR THE RECOGNITION OF A NEIGHBORHOOD ORGANIZATION

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

- A. Name of the organization;
- B. Permanent email address for your organization;
- C. Neighborhood boundaries;
- D. Names, telephone numbers, and addresses of two main contact persons and any alternate contact persons;
- E. 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** – Provide the location, time, and number of neighborhood meetings held during each year. Active neighborhood organizations should meet at least twice per year.
 - Membership** - State the requirements for membership in the organization, including fees, if any (fee based membership is neither required nor promoted). Membership should be available to 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, including a brief description of the position if not easily recognizable by title and any requirements for the position(s).
 - Open Meeting Policy** - All meetings shall be open to all interested persons and this shall be reflected in the by-laws.
- F. A letter of support from your ward alderman or *aldermen* if your group crosses ward boundaries.

BENEFITS OF RECOGNITION

Neighborhood recognition forms a direct link between neighborhood organizations and the City. Recognized organizations provide additional direction 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 affected neighborhood organizations.

CAPACITY OF NEIGHBORHOOD ORGANIZATION

To remain an active recognized neighborhood organization, the group should establish and maintain capacity to represent the views of the neighborhood through periodic meetings and outreach efforts to stakeholders within their recognized geographic boundaries. This outreach can include newspaper announcements, public service announcements, mailings, and meeting notices posted in conspicuous places. 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 ORGANIZATION RECOGNITION

Neighborhood organizations that meet the above standards can complete a Neighborhood Recognition Application. Staff and relevant, identified stakeholders will review the application and forward its recommendation to the City Council. The City Council will make all final decisions on recognition. Once formally recognized, the Mayor will present the neighborhood with a Certificate of Recognition. Press releases announcing recognition will include the following information:

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 direction to the City.

Annual Update

To remain an active, recognized neighborhood organization, the City will request recognized neighborhoods submit the following information annually:

1. Any changes in neighborhood boundaries;
2. Any changes to names, telephone numbers, and addresses of contact persons and officers elected and/or appointed;
3. Dates of neighborhood meetings held during the previous calendar year; with minutes or summaries as may be available
4. Any changes to the approved by-laws;
5. A reply to an annual neighborhood survey form provided by the City;

The requested information will update the listing of recognized neighborhoods. Staff will circulate this listing to City departments and the public.

If the neighborhood organization does not keep the basic organizing information updated or does not meet for more than a year, the organization's status will be considered formed but inactive.

NEIGHBORHOOD RECOGNITION APPLICATION

Complete the following checklist to become an officially recognized neighborhood organization by the City of Davenport:

(Checklist)

Name of your neighborhood organization

Permanent email address for your organization (i.e. YourGroup@gmail.com)

List your organization's contacts. To improve communication, please identify your primary and alternate contact persons.

Name	Title	Address (include Zip Code)	Day Phone	Evening Phone

List the location of your public meetings and how often you meet. City staff can assist in securing locations to meet, if desired.

Location	Time	How often you meet

Define your neighborhood boundaries (include which side of the street):

North:	
East:	
South:	
West:	

Include a DETAILED map of your neighborhood boundaries (call Neighborhood Development at 326-7765 and ask for a print out of your area, verify our maps are correct and use it to highlight your boundaries).

Include a copy of your organizations proposed or approved by-laws (samples available)

Include a letter of support from your ward alderman or aldermen if your group crosses ward boundaries.

Mail to:

City of Davenport, Neighborhood Services, CPED, 226 W. 4th St., Davenport, Iowa 52801