

**CITY OF FREDERICK
MAYOR AND BOARD OF ALDERMEN
RESOLUTION NO: 02-36**

A RESOLUTION TO CREATE NEIGHBORHOOD ADVISORY COUNCILS FOR THE PURPOSE OF STRENGTHENING FREDERICK'S NEIGHBORHOODS AND IMPROVING MUNICIPAL SERVICES.

WHEREAS, the Mayor and Board of Aldermen developed the Neighborhood Advisory Councils in response to community input during the Winter 2002 Series of Community Roundtable Forums; and

WHEREAS, the underlying premise of the Neighborhood Advisory Council Initiative is that the residents and business community in a neighborhood are most ideally suited to identify and solve issues in those communities; and

WHEREAS, the Neighborhood Advisory Councils provide a formalized mechanism of engaging neighborhoods to provide comments and solutions to issues impacting their community; and

WHEREAS, the City of Frederick is committed to implementing an innovative community development program based upon successful models in such thriving communities as Wilmington DE, Norfolk VA, and the District of Columbia;

BE IT THEREFOR RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN FOR THE CITY OF FREDERICK that Neighborhood Advisory Councils are hereby created; and be it further

RESOLVED that , the Neighborhood Advisory Councils will be provided the opportunity to comment and develop solutions on neighborhood, traffic, safety, zoning, capital improvements, development review requests, and the opportunity to comment on Board of Appeals cases, and other key issues that impact their designated areas; and be it further

RESOLVED that the Mayor and Board of Aldermen hereby adopt the attached Neighborhood Advisory Councils Map that divides the City into twelve Neighborhood

C. C. [Signature]

Advisory Councils, which encompass every segment of the City. Each of the twelve Neighborhood Advisory Councils has defined boundaries; and be it further

RESOLVED that the Mayor and Board hereby adopt the attached Neighborhood Advisory Councils Guidelines detailing the organizational structure, operational guidelines, responsibilities, reporting processes, funding opportunities, and implementation strategies for the Neighborhood Advisory Councils; and be it further

RESOLVED that the City of Frederick has developed a comprehensive plan to provide residents with the necessary tools to participate successfully in the Neighborhood Advisory Councils. The four components of the implementation plan are:


- Neighborhood Advisory Council Orientation Program,
- Frederick 101 Program
- Neighborhood Conferences
- Frederick Leadership Academy; and be it further

RESOLVED that this Resolution shall become effective on the date of approval by the Mayor and Board of Aldermen of the City of Frederick

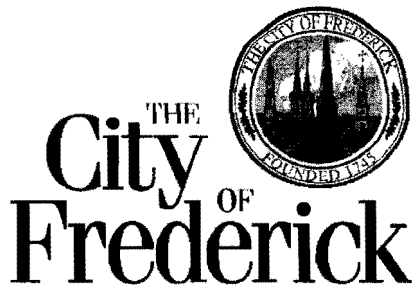

WITNESS

 9-5-02
JENNIFER P. DOUGHERTY, MAYOR

Approved for Legal Sufficiency:


Heather Price Smith
Chief Legal Service Officer





NEIGHBORHOOD ADVISORY COUNCIL INITIATIVE

The Neighborhood Advisory Council Initiative is a comprehensive community development initiative designed to empower residents and neighborhoods to strengthen communities. The underlying premise of the Neighborhood Advisory Council Initiative is that the residents and business community in a neighborhood are most ideally suited to identify and solve issues in those communities. Each Neighborhood Advisory Council is provided the opportunity to comment and develop solutions on neighborhood, traffic, safety, zoning, capital improvements, development review requests, Board of Appeals cases, and other key issues.

The Neighborhood Advisory Council Initiative was developed by the Mayor and Board of Aldermen of the City of Frederick's 58th Administration on September 5, 2002 in response to community input provided during the Winter 2002 Series of Community Forums.

This document provides an overview of the City's Neighborhood Advisory Council Initiative including organizational structure, guidelines, responsibilities, and reporting requirements for the twelve Neighborhood Advisory Councils. The City of Frederick is divided into twelve districts.

Neighborhood Advisory Councils- Organizational Structure

- The City of Frederick is divided into twelve Neighborhood Advisory Councils through a resolution adopted September 5, 2002. Each of the twelve Neighborhood Advisory Councils closely overlaps with established voting districts and census tracts.
- Every segment of the City is included in a quadrant.
- Each Neighborhood Advisory Council has defined boundaries, including detailed maps. Please find attached.
- Neighborhood Advisory Councils are provided the opportunity to comment on neighborhood, traffic, safety, zoning, capital improvements, development review process, Board of Appeals cases, and other key issues within their designated areas.
- Each Neighborhood Advisory Council shall be comprised of a volunteer committee selected by the Mayor and Board of Aldermen. Each committee shall have a minimum of five members and a maximum of seven members. Each

committee shall have a Chairperson, Recording Secretary, and Treasurer. When practical, individuals holding leadership positions in pre-existing neighborhood or civic associations shall be selected to serve on the Neighborhood Advisory Councils.

- Committee members appointed to two year staggered terms.

Neighborhood Advisory Councils- Responsibilities

- Neighborhood Advisory Councils shall conduct monthly meetings and take minutes of all actions.
- Meetings shall be advertised and open to the public.
- Neighborhood Advisory Councils shall hold yearly goal setting workshops to establish priorities for upcoming year. A City representative will be assigned to goal setting workshops to provide assistance.
- Neighborhood Advisory Councils shall sponsor a minimum of two volunteer programs or projects per year. Examples of such programs may include neighborhood clean-ups, mentoring programs, neighborhood beautification programs, etc.
- Neighborhood Advisory Councils shall support applicable City operated programs such as the Good Neighborhood Program.
- Neighborhood Advisory Council shall work cooperatively with existing neighborhood watch groups or take appropriate steps to create neighborhood watch groups and initiatives in their designated areas. For example, the organization may wish to partner with the City's Police Department to host a Drug Awareness Program or a Protect Your Home Program.
- Neighborhood Advisory Councils shall serve an integral component of the City's Emergency Preparedness Initiative.
 - Neighborhood Advisory Councils shall prepare evacuation routes from their community to designated areas such as hospitals, and schools.
 - Neighborhood Advisory Councils shall maintain an up-to-date listing of all residents within their designated area who may require special assistance during an emergency.
- Newly appointed committee members shall attend an orientation hosted by the City.

Neighborhood Advisory Councils- Reporting Process

- Neighborhood Advisory Councils shall provide a semi-annual progress report at the Mayor and Board Workshops. To the greatest extent feasible, reports will be staggered in an attempt to have only one Neighborhood Advisory Council report per Workshop.
- Neighborhood Advisory Councils shall prepare a year-end report in writing to the Mayor and Board of Aldermen to gauge performance against the goals established at the beginning of the year. The report shall include challenges for the upcoming year and opportunities to partner with the City. City staff will be available to assist with the preparation of year-end reports.

Neighborhood Advisory Councils- Implementation

A comprehensive plan has been designed to provide residents with the necessary tools to participate successfully in Neighborhood Advisory Council. Provided below are the four elements of the plan:

- A. Neighborhood Advisory Council Orientation Program- Every new volunteer member of a Neighborhood Advisory Committee shall participate in the City's Orientation Program. The program is designed to educate residents about city services, operations, and the Neighborhood Advisory Council Initiative. Orientation Programs will be scheduled to begin in October 2002.
- B. One of the City's new initiatives is a five-week citizens awareness program, designed to educate residents about city services, city operations, and interesting citywide issues. This program is open to all city residents. Please find attached a press release on the program.
- C. The City will sponsor semi-annual events to get all Neighborhood Advisory Councils together for networking and training opportunities. The first event is tentatively scheduled for January 2003.
- D. ***Frederick Leadership Academy***- The **Frederick Leadership Academy** is a certificate program open to Neighborhood Advisory Committee members or individuals holding leadership positions within a neighborhood, civic, or business association. The program would consist of four or five classes, which would be run by City staff, when practical, or through paid consultants. Possible classes may include Community Mediation, Facilitation, or Team-Building. The first event is tentatively scheduled for December 2002.

Neighborhood Advisory Councils- Funding Opportunities

- Neighborhood Advisory Councils may receive operating funds from the City of Frederick for small capital projects or special projects (i.e.- Light Enhancement Projects, Playground Equipment, or After School Programs). Funding is not guaranteed and may be terminated by the City.
- Neighborhood Advisory Councils shall be eligible to receive funding through the City via a competitive grant process.
- The City shall request input from each Neighborhood Advisory Council during the preparation of the City's CIP Budget.
- Establish a cost savings initiative that rewards Neighborhood Advisory Committees for identifying inefficiencies or cost saving opportunities in municipal operations. Each recommendation that generates a \$10,000 or greater savings will receive a \$2,500 cash reward in the next fiscal year. The City shall develop guidelines for the application of this element. Each Neighborhood Advisory Council may receive one cash reward per year.
- All funds must be utilized in compliance with City procurement policies.
- Funding is not guaranteed and may be terminated by the City.