

City of Tempe

NEIGHBORHOOD

Handbook

July 2011





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Dear Neighborhood Association Chairperson:

This handbook, prepared by the City of Tempe's Neighborhood Services Division, has been designed to help you as an established or new association chairperson best serve your neighborhood in your leadership role. I hope you will find the information helpful and will use the materials to enhance your association meetings, activities and communication.

The following items have been included for your reference:

- Item 1 Updated listing of Tempe City Government officials and staff
- Item 2 Contact list for Mayor and Council
- Item 3 How to connect with the City of Tempe
- Item 4
 - A. What is a Neighborhood Association and why organize one
 - B. How to get started
 - C. How to keep the association active
- Item 5 Administrative functions and legal tips you should know
- Item 6 Sample bylaws, charter, re-start-up letter, newsletter, postcards and letter to motivate yard/home upkeep
- Item 7 Listing of Tempe sites for possible neighborhood meeting locations
- Item 8 Tempe Involving the Public Manual Executive Summary
- Item 9 Neighborhood Grant Program Information (**Note:** updated applications for the next grant cycle are not yet available)

The Neighborhood Services Division provides up to 4 free mailing services (2 newsletters and 2 postcards or 4 postcards) for each neighborhood association per fiscal year (July to June). Chairpersons are asked to use this service for all announcements and newsletters so that each household in the association has equal access to information. Newsletters may be up to 4 pages in length, but for brief announcements, postcards work best and are less expensive to mail.

To ensure that chairs are in touch with neighborhood residents and share and gather information to effectively help represent their neighbors, neighborhood associations are asked to hold at least one general meeting per year and elect officers annually at one of these meetings.

I am always available if you have a question or concern or want to share an idea. My contact information is listed below. Thank you again for helping build community in Tempe.

Sincerely,

Sauna Warner
Neighborhood Services Manager
480-350-8883
sauna_warner@tempe.gov

TEMPE CITY GOVERNMENT

City Charter:

The Charter of the City of Tempe was adopted by special election on October 19, 1964. It is, in a sense, the "constitution" of the city enumerating all the powers, functions, rights, privileges and immunities possible under the Constitution and general laws of Arizona.

Tempe's charter states that the City Council shall consist of a mayor and six councilmembers elected at large. To be eligible, a mayoral or council candidate must have been a Tempe resident for at least 2 years. The mayor and councilmembers are elected on a nonpartisan ballot for 4-year overlapping terms. All elections are conducted in even-numbered years.

Council-Manager Form of Government:

The Council-Manager form of municipal government, the most common form in the United States today, is a system that combines the strong political leadership of elected officials with the strong managerial experience of a City Manager. Nearly every Arizona city and town has adopted this plan.

Mayor and City Council:

Mayor Hugh Hallman
Vice Mayor Joel Navarro
Councilmember Robin Arredondo-Savage
Councilmember Shana Ellis
Councilmember Mark Mitchell
Councilmember Onnie Shekerjian
Councilmember Corey Woods

As representatives of the people, the Mayor and City Council formulate policy through legislative action, including adoption of ordinances, resolutions and budgets. In this capacity, the City Council is the law-making body of the municipality. In addition, the Council determines the goals and objectives of the City and develops policies to be used to attain these goals.

The City Council is empowered to create and abolish various citizen advisory boards. The Mayor with approval of the Council appoints members. Presently the City of Tempe has 28 citizen boards, ranging from Development Review to an Aviation Commission to the Mayor's Youth Committee. Over 300 Tempe residents serve voluntarily in this advisory capacity, giving of their time and expertise to advise the Mayor and City Council on specific issues in their designated area.

Another important responsibility of the Council is the appointing of the following positions: City Attorney, City Clerk, Presiding Judge and the City Manager.

City Manager's Office:**480-350-8221**

The City Manager, as the administrative head of the government, is directly responsible to the City Council. The City Manager is appointed by the Council on the basis of executive and administrative abilities to coordinate and direct the overall administration of City departments. The City Manager also prepares and submits the annual budget and recommends to the Mayor and Council those measures considered necessary for efficient, effective operation.

City Manager
Assistant City Manager

Charlie Meyer
Jeff Kulaga

City Attorney:**480-350-8227**

The City Attorney serves as legal advisor and attorney for the City. Responsibilities include presentation and defense of the City's legal interests and rights. The Office reviews the legality of proposed ordinances, drafts all legal documents and prosecutes criminal complaints.

City Attorney
City Prosecutor

Andrew Ching
480-350-8280

City Clerk:**480-350-8241**

Appointed by the Mayor and Council, the City Clerk is responsible for administering all City elections, providing public notices of all Council and City board/commission meetings, recording all City Council meetings and making official City records available to the public, Council and City departments.

City Clerk

Brigitta Kuiper

City Magistrate:**480-350-8271**

The Municipal Court provides all administrative and judicial support required by law to operate a court of record in Arizona, including processing and recording of traffic violations and convictions, collection of fines, scheduling of trials, preparation of dockets and jury processing. It also provides all administrative and clerical support for prosecutions, court reporting and bailiff activities. The Court is also charged with serving all subpoenas and with collecting and disposing of outstanding warrants for traffic tickets and other charges.

Presiding Judge

Maryanne Majestic

Community Development Department:**480-350-8331**

Community Development is charged with delivering a safe and beautiful built environment. This Department serves to deliver results that foster community pride, economic sustainability, and an improved quality of life for all.

The Planning Division of Community Development provides advice and gives direction as projects navigate the challenges and opportunities of being part of our built-out community. Planning also serves residents and businesses to achieve compliance with City Codes.

The Building Safety Division helps project partners succeed while protecting public health and safety through administration of the building codes. This Division promotes sustainable building practices and energy conservation techniques. They ensure the long term usefulness and safety of all existing and new buildings, thereby maintaining the value of the Tempe's built environment.

The Economic Development Division plans the long range future of Tempe land for transportation corridors, business districts and residential areas. Bringing together unique skill sets, the Division focuses on sustainable development, urban open space planning, historic preservation and job attraction. It also administers federal grant programs for housing, social services and capital improvements.

Community Development Director	Chris Anaradian
Code Compliance	480-350-8372
Housing	480-350-8950

Community Relations Office:

480-350-8909

The Community Relations Office serves the community and anyone who may interact with Tempe by providing connections between the community and city government. The Department fosters interaction and helps resolve issues that result in a well-informed and engaged community.

Community Relations Administrator	Shelley Hearn
Neighborhood Services Manager	Shauna Warner
Neighborhood Services Specialist	Elizabeth Thomas
Community Outreach and Marketing Coordinator	Tanya Chavez

Community Services Department:

480-350-5000

The Community Services Department fosters a safe, healthy and vibrant quality of life for the Tempe community by providing cultural, educational, social and recreational services to Tempe residents and visitors. In addition, the Community Services Department delivers customer-focused, innovative and financially-sustainable services to diverse populations.

Accordingly, the Community Services Department administers the City's Volunteer Program and is comprised of three divisions; the Library and Cultural Services Division, the Recreation Division and the Social Services Division. Responsibilities for each division include: providing a full-range of public library services; promoting cultural, educational and historical enrichment activities to the community; providing recreational facilities coordination including special recreation programming for retired residents, youth and adult sports, as well as adapted recreation programming for special populations; providing aquatics maintenance and programming; providing general instructional programming; facilitating community special events; and providing social service programs such as before-and-after-school enrichment programming, multigenerational programming, counseling for youth and families, and diversion counseling for juvenile and adult offenders.

Community Services Department Director	Kathy Berzins
Library and Cultural Services Division	480-350-5287
Recreation Division	480-350-5200
Social Services Division	480-350-5400
Volunteer Program	480-350-5190

Diversity Office:**480-858-2905**

The Diversity Office is responsible for facilitating a fair and equitable work environment for city employees while also working with many service groups to promote mutual understanding and respect in our community. The four main functions of the department are: 1) coordinating the City Diversity Action Plan, 2) serving as an ombudsman for City employees, 3) providing administrative support to the Human Relations Commission and the Mayor's Commission on Disability Concerns, and 4) coordinating community programming/special events.

Diversity Administrator

Rosa Inchausti

Finance and Technology Department:**480-350-8350**

The Financial Services Division's responsibilities include: all finance and accounting activities; provision of electronic data processing to other departmental operations; and customer service billings and collections.

The Information Technology Division is responsible for providing electronic data processing and communications support to other departmental operations. This support entails providing: 1) site security and processing control; 2) systems development and support; 3) ongoing user education; 4) applications and uses incorporating the latest technology in design and equipment; and 5) engineering, installation and maintenance of the City's communications services, facilities, and networks.

Finance and Technology Director

Ken Jones

Fire Department:**480-858-7200**

The Fire Department's activity areas include: administrative services, fire suppression, emergency medical service, hazardous materials control, communications, equipment and facilities maintenance, training, fire prevention and inspection and public education.

Fire Chief

Mark Simmons

Human Resources Department:**480-350-8276**

The Human Resources Department provides administrative support in the following areas: personnel records, payroll and fringe benefits; employee relations activities such as safety and wellness programs; equitable and competitive compensation and fringe benefits programs; and the recruiting and hiring of qualified employees.

Human Resources Director

Renie Broderick

Police Department:**480-350-8306**

The Police Department is comprised of four major divisions: the Office of the Chief; Support Services; Patrol; and Investigations. Responsibilities include effective and efficient police protection through investigation of criminal offenses; enforcement of state laws and City ordinances; response to citizens' requests for services; and maintenance of support services (budget, planning, research, in-service training and crime prevention programs).

Police Chief
Assistant Police Chief
Assistant Police Chief
Assistant Police Chief

Tom Ryff
Brenda Buren
Angel Carbajal
John Rush

EMERGENCIES
Non-emergency Police Assistance
Crime Prevention
Gang/Graffiti Hotline

911
480-350-8311
480-858-6333
480-350-8384

Public Works Department:

480-350-4311

The Department has four divisions – Engineering, Field Operations, Transportation and Water Utilities – providing a number of services that reach into Tempe’s neighborhoods:

Engineering: construction, design and right-of-way services and permitting for residential, commercial and municipal construction projects.

Field Operations: solid waste and recycling collection for residents and businesses, as well as green waste collection and composting; maintenance of Tempe’s parks, city facilities and city vehicles.

Transportation: bus, light rail and Dial-a-Ride services; bicycle and pedestrian programs; traffic operations, street maintenance, pavement management and street lighting; traffic engineering, neighborhood traffic management, residential permit parking and barricade permits.

Water Utilities: water production and distribution; wastewater collection and industrial monitoring; hazardous household waste collection; and water/sewer billing information.

Public Works Director

Don Bessler

CITY OF TEMPE CITIZEN BOARDS AND COMMISSIONS

Aviation Commission
Board of Adjustment
Building Code Advisory Board of Appeals
Committee for Youth, Families and Community
Development Review Commission
Commission on Disability Concerns
Double Butte Cemetery Advisory Committee
Electrical Code Advisory Board of Appeals
Firefighters Public Safety Personnel Retirement Board
Historical Museum Advisory Board
Historic Preservation Commission
Housing Trust Fund Advisory Board
Human Relations Commission
Industrial Development Authority of Tempe
Joint Review Committee
Judicial Advisory Board
Library Advisory Board
Mayor's Youth Advisory Committee
Merit System Board
Municipal Arts Commission
Neighborhood Advisory Commission
Parks, Recreation and Golf Advisory Board
Plumbing and Mechanical Code Advisory Board of Appeals
Police Citizens Review Board
Police Public Safety Personnel Retirement Board
Sponsorship Review Committee
Tardeada Advisory Board
Transportation Commission

**If you're interested in serving on a Board or Commission, information is available at
<http://www.tempe.gov/clerk/Boards&Commissions.htm> or by calling 480-350- 8241.**

Item 2

MAYOR AND CITY COUNCIL CONTACT INFORMATION

Mail: P.O. Box 5002
Tempe, AZ 85280

To leave a message for Mayor and all Councilmembers
24 hours a day, call 480-350-8110 or visit
www.tempe.gov/elected/councilcommunicator.aspx.

Note: All email communications with the Mayor and City Council have been
requested by the media and are subject to disclosure.



Hugh Hallman, Mayor

W: 480-350-8865 Fax: 480-350-8406
email: hugh_hallman@tempe.gov

www.tempe.gov/elected/hallman.htm

Term Expires in 2012



Joel Navarro, Vice Mayor

W: 480-350-8795 Fax: 480-350-8836
e-mail: joel_navarro@tempe.gov

www.tempe.gov/elected/navarro.htm

Term Expires in 2012



Robin Arredondo-Savage, Councilmember

W: 480-350-8792 Fax: 480-350-8836
e-mail: robin_arredondo-savage@tempe.gov

www.tempe.gov/elected/arredondo-savage.htm

Term Expires in 2014



Shana Ellis, Councilmember

W: 480-350-8813 Fax: 480-350-8836

e-mail: shana_ellis@tempe.gov

www.tempe.gov/elected/ellis.htm

Term Expires 2014



Mark Mitchell, Councilmember

W: 480-350-8793 Fax: 480-350-8836

e-mail: mark_mitchell@tempe.gov

www.tempe.gov/elected/mitchell.htm

Term Expires 2012



Onnie Shekerjian, Councilmember

W: 480-350-8819 Fax: 480-350-8836

e-mail: onnie_shekerjian@tempe.gov

www.tempe.gov/elected/shekerjian.htm

Term Expires in 2014



Corey Woods, Councilmember

W: 480-350-8798 Fax: 480-350-8836

e-mail: corey_woods@tempe.gov

www.tempe.gov/elected/woods.htm

Term Expires in 2012

Item 3

How to connect with the City of Tempe



City of Tempe Website

www.tempe.gov

Mayor & City Council - contact your elected officials

www.tempe.gov/elected

Calendar of Events - a complete listing of events

www.tempe.gov/calendar

City Department Phone Directory

www.tempe.gov/contactus



Tempe's Newsroom - current news releases

www.tempe.gov/newsroom

E-Subscription - join a listserv to receive news

www.tempe.gov/lists



Tempe 11 - watch the station live and online

www.tempe.gov/tempe11



Tempe on Facebook

www.facebook.com/CityofTempe

Community Services Facebook

www.facebook.com/tempefun



Tempe on Twitter

twitter.com/tempegov

Tempe Police on Twitter

twitter.com/tempepolice



Tempe 11 YouTube Videos

www.youtube.com/tempe11video

Songwriter's Showcase YouTube Videos

<http://www.youtube.com/user/TCAMusicShowcase>



Receive RSS Feeds

www.tempe.gov/rss

Item 4A

WHAT IS A NEIGHBORHOOD ASSOCIATION AND WHY ORGANIZE ONE?

A neighborhood association is a voluntary organization of residents who work together to improve and maintain the quality of life in their neighborhood. Associations can form out of concern over a particular issue or as a means of enhancing a sense of community.

Features of a Neighborhood Association:

- Membership is open to all residents and property owners in the neighborhood, but participation is optional; the association (usually 40-400 households) establishes boundaries
- Dues are voluntary
- There is no legal authority to enact or enforce maintenance or design requirements beyond those established by City ordinances
- To ensure a visibly democratic process, the organization establishes formal or informal bylaws to provide for at least one general membership meeting per year and to require an annual election of officers
- Associations create their own meeting notices and newsletters (NO advertising or political campaigning) which the Neighborhood Services Division duplicates and mails to all households in the area
- Association position statements are reached through consensus; any dissenting statements are also attached and sent to the City

Why should a neighborhood organize?

- To create and/or enhance a sense of neighborhood and community
- To encourage neighbors to combine resources and focus their time and talents in pursuit of commonly shared goals
- To establish a link that improves communication among neighbors and with the City of Tempe
- To develop neighborhood pride
- To solve problems
- To improve/preserve the neighborhood
- To turn diverse interests into assets

Item 4B

HOW TO GET STARTED

A neighborhood association is established and managed by residents. All associations should follow provided guidelines to ensure that the group encourages membership and active participation. In Tempe, any neighborhood can form an association.

Starting a Neighborhood Association

1. First, contact Neighborhood Services at 480-350-8234 or neighborhoods@tempe.gov.
2. Talk with your neighbors informally to decide if there are others interested in working together on shared goals. These goals are often defined as better communication with neighbors, beautification of the area, applying for grants, reduction of crime, etc. The City does not establish neighborhood associations, area residents must take the initiative.
3. Establish geographic boundaries and consider a name for your proposed association. For example, an association might be made up of all or just portions of a subdivision. Neighborhood association boundaries should be discussed thoroughly with Neighborhood Services staff as a registered association may already exist. If a boundary conflict arises, the newly forming association will have to negotiate a mutually agreeable boundary with the existing association.
4. Complete the registration form.
5. Set up a neighborhood meeting to explore the concept of forming a neighborhood association with residents in the defined area. A majority of those in attendance have to agree to form an association. Neighborhood Services staff will survey attendees.
6. If there is interest from your neighbors to proceed, usually interim leadership is selected and those individuals can develop bylaws (sample bylaws are in this handbook), and set up future meetings.
7. At future meetings, the residents vote on the bylaws and officers are elected. Once officers are elected, those individuals and the residents are responsible for governance of the association.

Setting up the first meeting:

1. **At least one month ahead of the first meeting, contact Neighborhood Services** at 480-350-8234 or neighborhoods@tempe.gov to coordinate a tentative date (always choose two options) for the first meeting and the meeting invitation.
2. Invite Neighborhood Services staff to attend this first meeting to explain the program and to conduct a brief neighborhood survey. This introduction will allow your neighbors to understand the program and decide if they wish to create an association; the survey results provide basic data on which to establish your association's goals. You might also want to invite another neighborhood association leader to speak of his/her experiences or someone from the Police Department or Neighborhood Block Watch. Each presenter should be allotted approximately 15 minutes to keep the meeting moving.
3. Once you have connected with the Neighborhood staff, there are numerous public meeting locations around the City that can be used to hold your neighborhood meeting. A list of meeting locations is provided as Item 7 of the Handbook.
4. Once your meeting date and place are confirmed, be sure to let the Neighborhood Services staff know as well as any other guest speakers you might want to invite.
5. Compose an invitation letter or postcard (see enclosed samples) providing meeting date/time/location and agenda/purpose of gathering.
6. Email, mail or deliver one copy of this text to the Neighborhood staff **at least 3 weeks before** the meeting date to allow time for duplicating and mailing.
7. Prepare an agenda (Neighborhood staff will reproduce and bring copies to the meeting).
8. Be prepared for the first meeting
 - Arrive about 15 minutes early to meet with the Neighborhood staff person to set things up. The City will provide sign-in sheets/name tags/surveys/pencils etc.
 - Prepare brief introductory remarks – perhaps explain why you are interested in forming a neighborhood association.
 - If the group is small (under 25), you might have everyone introduce themselves.
 - Remember, these meetings are meant to be informal. Relax, you set the tone.

Item 4C

HOW TO KEEP THE ASSOCIATION ACTIVE

COMMUNICATE:

- ◆ **Use** new media – create a neighborhood Facebook page or blog
- ◆ **Establish** a phone tree and/or email list to allow you to react quickly.
- ◆ **Send** out newsletters and postcard. Voluntary neighborhood groups are allowed four mailings per year: two newsletters and two postcards or four postcards.
 - Keep NEWSLETTERS brief – maximum length for City mailing is two double sided pages.
 - Postcards are well received as they can be easily posted on refrigerators or bulletin boards.
 - Advertising in anything mailed by the City is not allowed. It is also illegal for the City to mail out any campaign literature at taxpayers' expense (See also legal tips).
 - Please provide the newsletter to the Neighborhood Services Office **at least 3 weeks before your meeting date** – this allows sufficient time for copying and mailing by the City and for your neighbors to save the date on their calendars.

SCHEDULE ACTIVITIES:

- ◆ **Plan** ahead – make note of important dates as soon as you receive them [i.e. Neighborhood Grant application deadline, Getting Arizona Involved in Neighborhoods (GAIN) Night]. This will help to keep officers organized, members informed and activity moving.
- ◆ **Hold** no more than one or two big meetings per year – neighbors “burn out” and must see a reason for attending – consider combining a pot luck or ice cream social with guest speakers plus neighborhood business.
- ◆ **Provide members at least a 2-week notice for a neighborhood meeting or gathering** – it's a courtesy and allows residents sufficient opportunity to make plans to attend if desired.
- ◆ **Ensure** someone on your board is monitoring the City agendas and information emailed via listserv or sent to you such as Board of Adjustment, Hearing Officer and Development Review Commission. If an item is on the agenda and your neighborhood needs to speak to it, be certain a representative attends the meeting.
- ◆ **Check** in with other neighborhood groups to see what they are doing or if they are experiencing similar issues. You can also contact the Neighborhood Services Division to bring your neighborhood's concerns forward.

Conducting effective meetings:

1. Make meeting purpose and/or specific goals clear.
2. Confirm and ensure needed people will be there.
3. Employ your board members' strengths/personalities i.e. "detail person."
4. Set a time that's convenient (i.e. 6:00 or 6:30 p.m.).
5. Make meeting location accessible and comfortable.
6. Structure agenda with time limits.
7. Provide PLENTY of notice – at least 2-4 weeks.
8. Listen to everyone who speaks at meeting.
9. Recap any conclusions, next steps and follow up items at close of meeting.
10. Limit meeting to 1 hour if at all possible. (1.5 hours maximum)

Attracting members: (excerpted from "Looking for a Few Good Volunteers" by Kenneth M. Budd, Common Ground, a magazine for Community Associations):

1. Remember, people are attracted to volunteer for different reasons such as ego, recognition, sense of community duty, or simply to protect the value of their property.
2. Every neighbor is a potential volunteer, but you have to promote volunteerism as a positive experience. Meet people, shake hands, ask them to help – be a recruiter.
3. One of the best places to look is new residents – have a welcome committee. Better yet, have a lunch once or twice a year for newcomers.
4. Let neighbors know of association's accomplishments and goals. Board needs energy and enthusiasm.
5. Be positive – in your newsletter instead of berating people for not cleaning up after their pets, praise those who do. Hold up the good models!
6. Have every member invite someone to the one or two big association meetings – "Each one reach one."

Retaining members:

Ask current membership for feedback regarding -

- Content satisfaction – did they like subject of meeting?
- Procedural satisfaction – did they like the process?
- Psychological satisfaction – did they like how they were treated?
- Inclusiveness – do they feel their comments/concerns were considered?

Being an effective chairperson:

1. Maintain personal contact – communicate and keep members informed – let them know they are an integral part of things.
2. Assign committees and volunteers small projects with easily attainable goals.
3. Don't put too much burden on one person (yourself included). Delegate and share – assign co-chairs.
4. Recognize and applaud efforts of others; consider nominating an area residence for the City's annual Neighbor of the Year and Beautification Awards.

Item 5

ADMINISTRATIVE FUNCTIONS AND LEGAL TIPS YOU NEED TO KNOW

1. The Neighborhood Services Division acts as an information clearing house to work with neighborhoods throughout the community and to keep all elected City officials and key staff apprised of those neighborhood issues brought to the Division's attention. To make certain the Mayor and Council are kept well informed, Neighborhood Services staff provides them with copies of all association newsletters and meeting notices.
2. Neighborhood Services staff also produce an annual directory (for all elected officials and all association chairs) listing all associations currently registered with the City including their locations, number of households and the names of officers. The directory indicates whether or not a neighborhood association (a voluntary group) has held a meeting or an election of officers within the past year – to illustrate the viability and the “representativeness” of each association.
3. It is important that association chairs (particularly those who lead the voluntary groups) build consensus and demonstrate that fact when they come to the City with a position statement for an association. The chairperson should be prepared to explain how the opinion was reached -- through a meeting or by a newsletter or by a board decision (empowered by the group's charter). In addition, in order to build a sense of community and demonstrate a visibly democratic process, the association chair is strongly advised to include major dissenting opinions to re-affirm that community members have been asked for their opinions and have been listened to, even if they are in the minority. Openness is KEY to a successful association.
4. Tempe's Mayor and Council are elected on an “at-large” basis rather than by district. Thus, if any association invites one or two elected officials to speak at a meeting, we encourage the association to extend a courtesy invitation to the others.
5. If Neighborhood Services staff can assist you in locating speakers on particular issues or if you'd like representation from this office to attend your meeting, please let us know.
6. Related to any political activities, the Neighborhood Services Division always remains NEUTRAL.
 - City resources cannot be used for the purpose of influencing the outcome of an election.
 - The publicly funded mailings from our office (provided for voluntary neighborhood associations) cannot, by law, contain any political endorsements or campaign advertising and, by policy, cannot contain advertising for private businesses.
 - All Tempe citizens have the right to participate in the political process as individuals and are free to join any fundraising groups for candidates or issues of their choosing.
 - However, please be aware that campaign finance laws including registration, reporting and disclosure requirements apply to 2 or more people who meet the definition of a “political committee.” (See A.R.S. 16-901).
 - To ensure that no association member's right-to-choose is abridged, we ask that neighborhood and homeowners' associations avoid making “group endorsements” or sponsoring political events such as fundraisers.
 - In contrast, sponsoring an all-candidate forum would be both neutral and legally acceptable from a public mailing notification standpoint.
 - If you are a neighborhood association officer/member and wish to endorse a candidate or issue, please stipulate that you are speaking as an individual and not as a representative of the entire association.

Item 6

SAMPLE BYLAWS

BYLAWS of the

NEIGHBORHOOD

ASSOCIATION

Please note: the bylaws are intended to serve as generic organizing guidelines since the association is a voluntary one and not a legal entity.

ARTICLE I. MEMBERSHIP *(again these should reflect the neighborhood's wishes)*

1. Two categories of membership shall exist within this association: Voting Members and Associate Members:
 - a. A Voting Member shall be a person who either resides or owns real property with this neighborhood, or a business, agency or organization that either rents or owns real property within this neighborhood.
 - b. An Associate Member shall be a person, business, agency, or organization interested in the process of this neighborhood or of this association and shall not have voting rights.
2. Persons under 18 years of age shall be considered Associate Members.
3. Any dues collected will be voluntary and NOT mandatory, a requirement of the City of Tempe's Neighborhood Services Division Program Office.

ARTICLE II. OFFICERS *(the association may choose to have just 2)*

1. Officers of this association shall hold office for a term of (1) year or until their successors are elected. The term of office shall begin at the close of the Annual Meeting. Duties are as follows:
 - a. The Chairperson shall call and preside at all meetings, shall seek consensus as to the membership's wishes, shall act on behalf of the association, shall appoint any specific committees necessary for the operation of the business of the association and shall act as official spokesperson for the association.
 - b. The Vice-Chairperson shall serve in the absence of the chairperson, assuming all duties of that office.
 - c. The Secretary shall keep a permanent record of all Neighborhood Council, membership, special meetings and all legal documents and legal transaction of the association.

- d. The Treasurer (*if this position is created*) shall keep a permanent financial record of the association including receipts and up-to-date reports.
2. The Neighborhood Council shall be comprised of (5-10?) Voting Members, in addition to the officers and shall be elected by the Voting Membership and shall serve to guide and advise the officers of the association consistent with the purpose as defined in the charter.
3. An officer shall hold only one position at a time.
4. All records are the property of the association.

ARTICLE III. STANDING COMMITTEES (*optional*)

1. Standing committees may be created by the officers and Neighborhood Council to explore and study any issues of concern and to report their findings to the council and officers to be relayed to the membership-at-large.
2. Standing committees should keep elected officers and Neighborhood Council informed in a timely manner.

ARTICLE IV. MEETINGS (*there should be at least ONE annual meeting per year*)

1. Annual membership meetings will be held 2 times a year – one in the spring and one in the fall.
2. Special meetings may be called at the direction of the Neighborhood Council and elected officers.
3. The Neighborhood Council will meet once a month at a designated place and time; the meeting is open to the general membership.

ARTICLE V. NOMINATION, ELECTIONS (*again, these are guidelines and may be changed to suit the desires and specific needs of the association*)

1. Nominations of officers and neighborhood councilmembers shall be requested by the current officers prior to either the fall or spring annual meeting.
2. Names of nominees will be sent to all households prior to the election.
3. The election will be held at either one of the annual meetings.

SAMPLE CHARTER

CHARTER of the

_____ NEIGHBORHOOD ASSOCIATION

This neighborhood association is formed to promote a meaningful and respectful relationship among neighbors and to promote the enhancement of the quality of life in this neighborhood.

ARTICLE I. NAME AND BOUNDARIES

This neighborhood association shall be known as the _____
_____ Neighborhood Association. Its area shall be defined as
bounded on the north by _____, on the south by
_____, on the east by _____ and on the
west by _____.

ARTICLE II. PURPOSE *(these statements should reflect the neighborhood's desires):*

The purpose of this association is:

1. To maintain and improve the neighborhood, to encourage respectful interaction among neighbors and to foster a sense of pride in the health and beauty of the neighborhood.
2. To encourage development of architecturally compatible buildings where open land exists in accordance with the character of the neighborhood and the City of Tempe's General Plan.
3. To protect and preserve neighborhood institutions such as schools.
4. To seek and encourage desirable neighborhood improvements based on fact-finding and thorough research.
5. To influence the location of businesses and services in the area that are compatible with the residential character of the neighborhood and to work with existing businesses of the neighborhood.
6. To create and participate in programs for social and human growth and development within the neighborhood; and
7. To establish an open process for the free and respectful exchange of ideas expressed by all residents in the neighborhood in order to reach a consensus as to the neighborhood's wishes.

SAMPLE “Re-start” MEETING INVITATION LETTER

Date

Dear (insert name of Neighborhood Association) Neighbor:

I hope you will consider this invitation to attend a “Let’s See What’s Happening In Our Neighborhood” meeting on (date) at (location and address) from (start time) to approximately (end time).

It has been such a long time since our voluntary neighborhood association has held a meeting that many of you may not even know one exists. Our neighborhood boundaries are (provide north, south, east and west boundaries of association).

A neighborhood association is a voluntary effort to work together respectfully, building on the strengths of the neighborhood and its residents while addressing any problems that may exist. Membership is open to all residents and property owners in the neighborhood, but participation is optional. The City’s Neighborhood Services Division provides technical and informational services to neighborhood associations. (A neighborhood association differs from homeowners’ associations which have mandated monthly fees and deed restrictions.)

Neighborhood associations also provide residents an opportunity to give additional input to the City of Tempe on a variety of subjects and projects. Association position statements are reached through consensus and any dissenting statements are also attached and sent to the City. Everyone in the neighborhood is welcome and encouraged to participate. All opinions will be heard and respected.

A neighborhood is strengthened by residents who care about it. If you or someone you know would consider serving in a leadership position, please attend the meeting, as we will be taking nominations. If you can’t attend the meeting and still want to serve, please let me know and I will make sure your name is added to the slate of officers.

Please join us on (date) to meet your neighbors, to hear about the Neighborhood Services Division from City staff, and to determine where we’d like to go from here.

If you have any questions about the City of Tempe’s Neighborhood Services Division, please call the Neighborhood Office at 480-350-8234.

I hope to see you on (date).

Sincerely,

Neighbor re-starting the association

(Provide any contact information for neighbor initiating the program should there be questions or comments prior to the meeting.)



Camelot Voice



IMPORTANT MEETING—PAGE 3

WEBSITE: www.camelotvillage.org

What Has Been Going On?

Spring 2011

October saw the neighbors gather down at Stroud Park for our annual G.A.I.N. night and Halloween party. Everyone had a really good time and there were new neighbors to meet. We welcome them to our piece of paradise and hope that they enjoy it as much as long term residents do!

Harry Mitchell dropped by to meet with his constituents (this was before elections and was more of a farewell for him). It still was nice to talk with him.

The kids seemed to enjoy the evening, and the two bounce houses as well as carving great jack-o-lanterns.

Getting together with our neighbors always offers a good time!

With the holidays, came our annual sale of luminarias. And not only did the sale of these add to our community's pockets, they added to our community's beauty.

On the eve of Christmas, the streets of Camelot take on the extra beauty of the luminarias, adding to the existing splendor it already had.

ON-GOING EVENTS

The renovation of the Camelot Entry at Guadalupe and Kenwood is close to completion! Thanks to the generous donations from Camelot Neighbors and hard work from volunteers who spent over 500 volunteer hours which included planning, soliciting questions, completing sketches, collecting donations, coordinating with Tempe on bidding, scheduling, researching contractors, cleaning/painting walls, installing the refurbished letters, shoveling dirt and granite, putting in drips, planting plants and repairing the solar lighting. Thanks to the City of Tempe for purchasing and delivering crushed granite and the boulders. Thank to our community for making the entry project a reality!



Thanks to Sid Frede for his pictures and information



The Canal Pathway

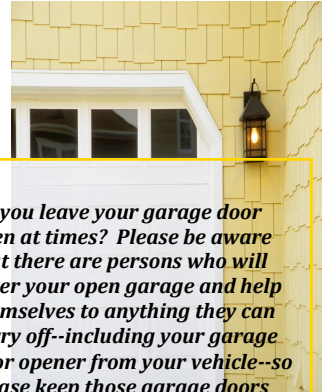
The canal path has been a great addition to our neighborhood! The path is enjoyed by walkers, hikers, bicyclists, runners, babies in strollers and backpacks, kids, dogs, ducks and other creatures.... People seem more friendly in this environment. You often hear, "Hi, How are you today! Beautiful day - isn't it?"

The City of Tempe has only limited staff to maintain all of the bike paths, medians, etc. within the city. The canal path between the 101 and McClintock Drive was in need of significant maintenance! Weeds, nut grass, leaves, oranges, trash, pet

waste, etc. were marring the otherwise pleasant journey between the 101 and McClintock.

Kris Frede, (one of our local high school students) has volunteered his time to help keep the path clean and maintained until the city has funding. The first pass required fourteen giant trash bags to remove the debris! There is still more to do. Kris will continue to clean up the path along our neighborhood. If you see a bottle, plastic bag, ripe fruit, or other trash, please give him a hand by dropping it in one of the trash

barrels. It helps to keep the path & our neighborhood, bright and clean!!



Do you leave your garage door open at times? Please be aware that there are persons who will enter your open garage and help themselves to anything they can carry off--including your garage door opener from your vehicle--so please keep those garage doors closed whenever you are not in front of your home.

CAMELOT VILLAGE ANNUAL 2010 4TH OF JULY PARADE & PICNIC!

Monday, July 4h

Join the entire neighborhood as we celebrate America's birthday!!

Schedule of Activities:

8:45am-Parade participants meet at Living Faith Anglican Church Parking Lot

9:00am-Parade begins! We'll stroll down Country Club south to Redfield, then on to Stroud Park!

9:30am-Greetings and prizes! ***Don't forget to buy your raffle tickets!***

10:00am-Good old-fashioned picnic in the park! Join us for hot dogs, drinks and all the fixin's! Feel free to bring a side dish or dessert to share!



If you can't be in the parade, we want to see you line the streets! Wear red, white & blue, and wave your flags! Cheer the parade as it strolls by! Any questions or suggestions, call Debi or Larry Nielson at 480-755-3878!

Get all the latest neighborhood information at
www.camelotvillage.org or follow us on Facebook

Safety in Our Neighborhood

Tempe Crime data is being displayed through the crime mapping website RAIDS Online: (hwww.raidsonline.com/).

This free website provides the community with crime data which they can search, filter, and analyze via an interactive dashboard. Through this website, members of the community can also sign up for automated alerts

to be notified of any criminal activity occurring in their neighborhoods. It is important to note that the data displayed on this site are Part I crimes.

Please be aware that there has been vandalism done to cars parked in driveways in past months. If you know anything about these acts,

please contact the Crime Prevention Unit at the listed numbers.

**Tempe Police Department
Crime Prevention Unit
480-858-6333 Office
480-858-6339 Fax**

!!!! IMPORTANT MEETING !!!!

Page 3

On Tuesday, April 26th at 7 p.m., CVNA will hold its 2011 annual neighborhood meeting. It will be at Stroud Park on the basketball court. Come for the ice cream, come for the friendships, and most importantly, come for the information concerning how we hope to keep our property values where they should be.

We are proud of our neighborhood and, even in these hard times, we strive to keep our homes looking their best. But we are faced with the reality that some of our neighbors have lost their homes and this, through no fault on anyone's part, does present the

It is necessary for us to meet together and come up with ways to help us see our community through these times.

"Trevor Hancock of the original Hancock Homes will be at the meeting. Trevor's family built Camelot Village and many original owners will remember him. He will provide a bit of history about the development of Camelot Village."

Again, the meeting will be Tuesday, April 26th at 7 p.m. Please bring your own chair to



sit on and join your neighbors in keeping our neighborhood what we want it to be.

PLEASE BE THERE!

Spring 2011

Block Watch

Block Watch provides an opportunity to meet your neighbors and better understand what is happening in the neighborhood. The requirements are minimal, the rewards are great. Don't wait until something happens to get involved

Police encourage our neighbors to watch for unusual /suspicious activity in the neighborhood. Report it immediately to the Police at **480-966-6211**. They emphasize they would rather have false alarms than have unreported incidents occurring. **Emergencies only should be**

reported to 911.

From time-to-time, incidents do occur. In addition to notifying the Police, please report these incidents to your Block Watch Captain so that neighbors can be alerted to any big or recurring problems.



Camelot Village Neighborhood Association

The Camelot Village Neighborhood Association (CVNA) is a voluntary organization of our residents created under guidelines of the City of Tempe to promote a sense of community within our lovely neighborhood of 300 homes.

The Association sponsors several social events such as G.A.I.N. and Halloween gatherings, as well as our picnic after the 4th of July parade and our semi-annual neighborhood meetings and ice

cream socials each year. CVNA works to encourage participation in ongoing neighborhood beautification projects.

Dues are voluntary and are greatly appreciated. These funds go toward the activities sponsored by the organization. Our suggested donation amount is at least \$20.00. Checks may be made out to Camelot Village Neighborhood Association and dropped off or mailed to our treasurer, **Jim Sippel**.

His address is **1961 E. Bendix**. You can call him or email him to make arrangements. (Phone # is **831-6984** and the email address is jameslippel@msn.com).



Recycling

The city's recycling program diverts more than 15,000 tons of material from landfills each year. When you recycle, you are not only helping the environment, but you are also helping Tempe save money. Material brought to landfills costs the city money to dispose of while recycled items are sold to generate revenue.



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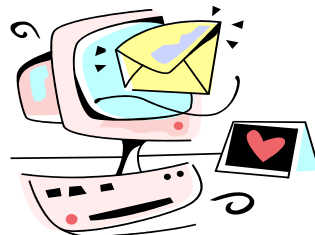
Did You Know?



Did you know that one way of keeping roof rats out of our neighborhood is to get rid of all the fruit? And, if you are stripping your citrus trees of fruit, did you know that the food banks are only too happy to take that fruit? So do yourselves and the hungry in our area a favor and give that fruit to the food banks and keep the roof rats out of our back yards!



E-Mail Notifications



If you would like to receive e-mail notice of current neighborhood activities or incidents, please send your e-mail address to Debi Nielsen.

Debi's e-mail address is:
(debiariz@msn.com).

Camelot Village Neighborhood Association (CVNA) Officers and Committee Chairs

President / Halloween Party	Meg Webster	Website Manager	Debi Nielson
Meg.Webster@netsupport.com	(480) 752-0806	debiariz@msn.com	(480) 755-3878
Vice-President	Carla Smith	Block Watch /Luminarias	Sid Frede
casjns94@cox.net	(480) 855-1988	Sid.frede@oasissales.com	(480) 838-0604
Treasurer	Jim Sippel	4th of July	Debi & Larry Nielson
Jamessippel@msn.com	(480) 831-6984	debiariz@msn.com	(480) 755-3878
Secretary	Jamie Ostdiek	Newsletter Editor	Ellie Feldner
huskerjam@msn.com	(480) 421-9010	teachgift@aol.com	(480) 839-2932

Spring Potluck and General Meeting

Mitchell Park West

April 16th



10:30 AM - General Meeting

Agenda to include
nomination and voting for new board members,
information on this years Mary Anne Corder grant,
presentation of ideas for forthcoming MAC grant,
neighbors input and concerns.



11:30 AM - Potluck

Bring your family and join us for music,
good food and fun atmosphere under the
trees in the middle of the park. Bring
your favorite dish, mingle and meet new
neighbors. We will have a permit for
those who care to bring their own beer
(no glass please).

<http://www.mitchellparkwest.com>

We Need YOU!

Would you like to be a part of the Mitchell Park
West Neighborhood Assoc? We need volunteers
for the 2011/2012 board. If interested, please
contact Chris Coleman at 602-686-5733 or send
an email to theboard@mitchellparkwest.com

YOU'RE INVITED TO A BLOCK PARTY!

Come out and get to know your neighbors at our upcoming block party! We'll have snacks & drinks, a raffle with great prizes, and our local police officer may stop by to discuss neighborhood safety. Feel free to bring your favorite appetizer or dessert to share with your neighbors if you'd like. We hope to see you there and don't forget your lawn chairs!

Date: Saturday, October 23, 2010
Location: Corbell Park (on Lakeshore just Elliot)
Time: 4:00 – 6:00 p.m.

Dava/Lakeshore Neighborhood Association
Randy & Beth Zima
Chris & Melissa Urwiller

A big thank you to the following businesses who donated prizes: Tempe Cinemas * Baskin Robbins * VinciTorio's

SAMPLE POSTCARDS



Cyprus Southwest Neighborhood Association invites you to participate in our annual garage sale on Saturday, April 2, 2011 from 7 a.m. – 2 p.m.

We will provide the street signs. Balloons will be provided for each house that participates. You provide & sell you own STUFF at YOUR house. You keep YOUR profits. Please contact Mark (480)840-4240 or email mark@wetmoreassociates.net so we know how many balloons to purchase. (Any voluntary monetary donation to the association to help with expenses will be greatly appreciated. Call Leo our Treasurer at (480) 897-7386.)

Board members will be nominated and elected. Please, come and help us keep our neighborhood looking good and improving.

TEMPE SOUTH MOUNTAIN NA MEETING REMINDER

Please join us Tuesday evening for Tempe-South Mountain Neighborhood Association meeting. Everyone is welcome – owners & renters.

TUESDAY, November 9, 2010

7:30-9:30 p.m.

**The University of Advancing Technology (UAT)
Room 208**

2625 W. Baseline Rd Tempe, AZ

Come prepared to discuss any neighborhood issues and to discuss solutions. Neighborhood Services and Police Department representatives will be there to address any concerns. We will also hold elections.

SAMPLE NICE UPKEEP LETTER

Date

Dear Neighbor,

We are writing to you on behalf of the _____ Neighborhood Association which represents _____ homes in the area of _____ and _____ (insert association boundaries). All neighborhood residents are invited and welcome to participate in this voluntary association.

For many of us, our homes are our biggest financial investment and a source of pride. We're encouraging everyone in the neighborhood to work together to keep our neighborhood neat and litter-free without involving the City of Tempe.

To assist with this neighborhood improvement effort, we've listed some of the most common city code violations below so you know what staff looks for:

- Garbage, loose trash, grass, pet waste, etc. not sealed in plastic bags and placed in a trash can with lid closed
- Pool drainage into alley
- Deteriorated, dead or damaged landscaping including grass/weeds over 12" in height or grass/weeds in gravel or desert landscaping and/or the alley
- Trash-covered exterior areas
- Inoperable or unregistered vehicle or vehicle parts not enclosed
- Parking in the front or side yard in an area not improved and designated for parking
- Deteriorated exterior, including walls, fences, doors or windows
- Object, tree, plant or vehicle that obstructs the sidewalk, street or alley

We appreciate your cooperation in being proactive and taking corrective measures if you note any violations. If we keep our neighborhood nice, it will be one in which we can all take pride. Working together, we can make this happen.

If you have questions about the City's Nuisance codes, contact the City's Code Compliance Division at 480-350-8372 to learn more. Thank you for helping to keep our neighborhood safe and attractive.

Your neighbors,

The _____ Neighborhood Association (a voluntary group for all neighborhood residents)

Name/President

Item 7

LISTING OF TEMPE SITES FOR POSSIBLE NEIGHBORHOOD MEETING LOCATIONS

Listed below are potential meeting room locations. The City of Tempe provides insurance for Tempe Elementary School and Tempe Union High School meeting locations. In addition to the meeting locations below some associations opt to meet in local places of worship in their neighborhoods. If you believe this might suit your area, please contact them directly to see if their facilities are available for public meeting use. Local businesses with meeting rooms such as coffee houses or book stores are also a gathering place option provided they are accessible. Another option in nice weather is your local park.

CITY OF TEMPE FACILITIES

Escalante Community Center
2150 E. Orange Street
Tempe, AZ 85281
480-350-5800
tempe.gov/escalante

Kiwanis Recreation Center
6111 S. All-America Way
Tempe, AZ 85283
480-350-5791
tempe.gov/kiwanis

North Tempe Multi Generational Center
1555 N. Bridalwreath St.
Tempe, AZ 85281
480-858-6500
tempe.gov/northtempe

Tempe Transportation Center
Don Cassano Community Room
200 E. Fifth Street
Tempe, AZ 85281
480-350-4311

Pyle Adult Recreation Center
655 E. Southern Avenue
Tempe, AZ 85282
480-350-5211
tempe.gov/pyle

Tempe History Museum Community Room
809 E. Southern Avenue
Tempe, AZ 85282
480-350-5100

Westside Community Center
715 W. Fifth Street
Tempe, AZ 85281
480-350-5185
tempe.gov/westside

Tempe Police Apache Substation
1855 E. Apache Blvd.
Tempe, AZ 85281
480-858-6366

KYRENE SCHOOL DISTRICT

The Kyrene School District room usage fees are significant and the Neighborhood Services Office is unable to cover them. Please contact Neighborhood Services for alternate meeting location ideas.

TEMPE ELEMENTARY DISTRICT #3**(All phone numbers are area code 480 unless otherwise specified)**

Administration Center

730-7100

Elementary schools

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>	<u>Phone</u>
Aguilar	5800 S. Forest Ave.	'83	897-2544
Arredondo	1330 E. Carson Dr.	'82	897-2744
Broadmor	311 E. Aepli Dr.	'82	967-6599
Bustoz	2020 E. Carson Dr.	'82	897-2955
Carminati	4001 S. McAllister Ave.	'82	784-4484
Curry	1974 E. Meadow Dr.	'82	967-8336
Evans	4525 S. College Ave.	'82	839-8489
Frank	8409 S. Avenida Del Yaqui	Guadalupe '83	897-6202
Fuller	1975 E. Cornell Dr.	'83	897-6228
Getz	625 W. Cornell Dr.	'83	897-6233
Holdeman	1326 W. 18 th St.	'81	966-9934
Hudson	1325 E. Malibu Dr.	'82	897-6608
Laird	1500 N. Scovel	'81	941-2440
Meyer	2615 S. Dorsey Ln.	'82	829-8002
Nevitt	4525 E. Saint Anne Ave.	Phx 85040	602 431-6640
Rover	1300 E. Watson	'83	897-7122
Scales	1115 W. 5 th St.	'81	929-9909
Thew	2130 E. Howe Ave.	'81	894-5574
Wood	727 W. Cornell Dr.	'83	838-0711

Junior High Schools:

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>	<u>Phone</u>
Connolly	2002 E. Concorda Dr.	'82	967-8933
Fees	1600 E. Watson Dr.	'83	897-6063
Gililand	1025 S. Beck Ave.	'81	966-7114
McKemy	2250 S. College Ave.	'82	921-9003

TEMPE UNION HIGH SCHOOL DISTRICT

District Office

839-0292

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>	<u>Phone</u>
Compadre HS	500 W. Guadalupe	'83	752-3560
Corona del Sol HS	1001 E. Knox Rd.	'84	752-8888
Marcos de Niza HS	6000 S. Lakeshore	'83	838-3200
McClintock HS	1830 E. Del Rio Dr.	'82	839-4222
Tempe HS	1730 S. Mill Ave.	'81	967-1661

Item 8

TEMPE INVOLVING THE PUBLIC MANUAL EXECUTIVE SUMMARY

The *Tempe Involving the Public (TIP) Manual* was developed by the City of Tempe to maximize public input and engagement in planning activities. The target audience for the *Manual* includes residents, developers, and city staff. The goal of the manual is to provide guidance in designing and implementing a public involvement program for a variety of projects. The level of public involvement will depend on the type of project but can range between just informing the public; asking for feedback; opening a two-way dialogue; engaging the public in decisions made during each step of the project; and giving the public authority to make decisions that will be ratified by the City.

Typical planning processes go through stages that are sometimes repetitive rather than linear, but that follow a general flow of activity. The process often restarts after evaluation for both incremental and more substantive changes:

1. Project initiation;
2. Process and facilitation design;
3. Notification and participation plan;
4. Process implementation, documentation, and reporting;
5. Authorization and grievance process; and
6. Implementation and evaluation.

For the City of Tempe, a “typical planning process” means there will be slightly different processes for four different project types: private development, capital

improvement planning, service planning, or long-range planning.

1. Private Development Projects: The level of public involvement in these projects will depend on how much change is being requested and how controversial the projects are. The results of public involvement in private development are recommendations only.
2. Capital Improvement Projects: These are projects undertaken by the city to improve infrastructure and facilities such as streets, parks, sewers, fire or police stations. The public can get involved when the 5 year Capital Improvement Budget is considered. When specific projects are initiated, citizens provide input on project design. The size of the project and the type of project will influence how many citizens get involved.
3. Service Planning: The city’s primary purpose is to supply and deliver a wide range of public services. These range from police and fire to planning, transportation, parks, utilities, courts, social and human services, trash, libraries and recreation. Public input is requested by the department providing the service. The public can also address the City Council, pertinent Boards and Commissions and Council Committees.
4. Long Range Planning: These are plans that consider issues impacting the whole community or that have a multi-year

timeline. The plans which have the greatest opportunity for public input are the neighborhood plans: Neighborhood Vision Plan, Community Plan, and Specific Plan. The goal is to provide a participatory planning process that will educate and involve the public, allow for public comment, ensure that the planning process is open to all residents and businesses and allow honest expressions of opinion.

There are ten components to a public involvement program:

1. Project description and background—answers who, what, where and why
2. Stakeholder analysis—who is interested, who to contact
3. Community Concerns and Issues—what needs to be addressed
4. Public involvement objectives—expected level of public influence
5. Involvement techniques—vary by type of project, stakeholders, and level of public influence and controversy.
6. Communication approach—goal is to recruit, educate, inform, and provide feedback
7. Project timeline—define steps to implement project and carry out public involvement program.
8. Facilitation—how to host a public meeting
 - a- Selecting the meeting location
 - b- Meeting preparation
 - c- Dialogue, deliberation, and decision-making phases
 - d- Convene and set the meeting agenda

- e- Establish ground rules and group norms
 - f- Share the public involvement program
 - g- Meeting flow (beginning, middle, end)
9. Responsible documentation—process and decisions must be recorded and visually documenting the dialog allows all to see the progress made
10. Process evaluation—includes project evaluation forms, debriefings, and should occur after every meeting.

The *TIP Manual* provides both the philosophical foundations of public involvement, as well as technical direction on how to design and implement a public involvement program. This manual is an approved document of the Tempe City Council. For help in understanding or using the *TIP Manual*, or to obtain a copy of the complete *TIP Manual*, please contact the Neighborhood Services Division at 480-350-8234 or neighborhoods@tempe.gov.

Item 9

MARYANNE CORDER NEIGHBORHOOD GRANT PROGRAM APPLICATION – 2011-2012

Background

Tempe's Maryanne Corder Neighborhood Grant Program was created as a means to invest in resident-initiated projects designed to enhance the quality of life in our neighborhoods. Applications are solicited on an annual basis. The program was renamed the Maryanne Corder Neighborhood Grant Program by the City Council in November 2004 in honor of the City's first Neighborhood Program Director.

Funding

Two hundred fifty thousand dollars (\$250,000) of the City's Five Year Capital Improvement Program (CIP) budget has been allocated for grant proposals of a communitywide benefit. The monies will be distributed over a 3-year period with a maximum grant amount of \$10,000.

Eligible Applicants

1. Neighborhood Associations in Tempe registered with the Neighborhood Services Division
2. Homeowners' Associations in Tempe registered with the Neighborhood Services Division
3. Apartment communities that are fully certified in the City's Crime Free Multi-housing Program

Applicants are welcome to coordinate efforts and submit a joint application that combines resources for mutually beneficial projects of community benefit. For example, any combination of neighborhood and homeowners' associations and crime free multi-housing communities can partner together on improvements that benefit all members of the community, such as a traffic calming or park project.

Eligible & Ineligible Projects

To be eligible for funding, a project must be a capital improvement project that **benefits the entire neighborhood** rather than just a few residents. Capital funds may only cover project completion costs and CANNOT BE FOR MAINTENANCE OR OPERATION costs these projects may impose. Projects must be a one-time expenditure and be completed within one year from the date of the City Council's approval. Projects that would fix a self-imposed code violation are also ineligible.

Previous grant projects include, but are not limited to: energy conservation, security lighting, traffic calming, landscape and beautification, park improvements, signage and art projects. A complete list of previously funded projects is available at <http://www.tempe.gov/neighborhoods/grantallocations.htm> or by contacting the Neighborhood Services Division.

Homeowners' association requests may not be for maintenance projects covered in the associations annual budgets such as entry gates, roofing repair, common ground and pool maintenance, painting, road repair (for private streets) etc. -- these would NOT be funded.

Apartment community requests should be for enhancements only, NOT for regular maintenance projects or for those required by law (i.e. pool fences).

Community Involvement

A critical component of any grant project is the community involvement and benefit. All residents of the community must be notified of the opportunity to apply for a grant and provided a chance to propose and comment on project ideas. Applicants should carefully plan out and document how the community is going to be involved in the selection of a project as well as the execution. Grant projects can provide an opportunity for hands on involvement from residents, such as planting trees or creating elements of an art project.

Guidelines:

The City's Neighborhood Service Team (NST) allocates the \$10,000 grants referencing the following guidelines:

1. Improves health and safety of residents
2. Benefits a significant number of residents and the City at large
3. Addresses a known neighborhood deficiency
4. Complements other neighborhood projects (private or City)
5. Provides an environmental benefit, such as water and/or energy conservation
6. Enhances the aesthetics of the neighborhood
7. Accessible to all members of the community

*Please note that a preference may be given to those associations that have not previously received funds.

Contents

One application must be submitted **per project**. Materials will not be returned.

The application must be legible or typed on 8 1/2 x 11 paper compiled and submitted in the following order:

1. Application form (limit to four pages provided) including details of staff contact if required
2. Bids for project work
 - Minimum of two itemized bids, including appropriate permit fees and sales tax
 - The amount requested must match a bid amount.
3. Proof of notification (i.e. sample of newsletters or postcards sent out to all residents)
4. Drawings and/or pictures describing the project - color is preferred
5. Any other background information
 - Lighting projects must include lighting plans, light fixture schedules, light fixture cut sheets and proposed source of electrical feed.
 - Landscape projects must include landscape plans, details and proposed plant list.
 - Wall, fence or gate projects require elevations, details and site plans.

Procedure for application:

Each neighborhood/homeowners' association wishing to apply for funding should send the application form to Neighborhood Services by Monday, May 16, 2011 at 5:00 p.m. **Late or incomplete applications will not be reviewed.** Applications will be reviewed by city staff representing all city departments and/or divisions. Staff will make recommendations for funding to the City Council. The City Council will review the recommendations during an Issue Review Session and formally vote on the funding amounts at a formal City Council meeting. Grant applicants will be notified of funding decisions in writing.

2011-2012 MARYANNE CORDER NEIGHBORHOOD GRANT PROGRAM APPLICATION

\$10,000 maximum amount per association
available online at <http://www.tempe.gov/neighborhoods/grants.htm>

Application deadline: Monday, May 16, 2011, 5:00 p.m.

APPLICANT INFORMATION

Name of association: _____

Number of households: _____ Zip code area: _____

Project site major crossroads: _____

Name of contact person: _____

(Grant coordinator who can answer questions prior to proposal review and receives all correspondence related to the project)

Phone: _____ E-mail address: _____

Address: _____

Number

Street

City

State

Zip

Name of authorizing official: _____

(Person with legal authority to accept and expend funds for the organization)

Phone: _____ E-mail address: _____

AMOUNT REQUESTED

(amount should equal one of the included bids)

City Funds Requested: _____ **Dollars per household** _____
(funds requested divided by # of households)

Match from Association: _____ **Total project cost:** _____
(Must be at least ½ of total project cost for HOA's/apts.) (amount should equal one of the included bids)

PROJECT NARRATIVE

In the space provided below, please describe specifically how the City of Tempe's funds will be used:

STAFF CONTACT

(only if applicable - staff must be contacted prior to starting the application)

Please circle name of staff member(s) contacted

Landscape/Walls/Security lighting/Access control -

Steve Abrahamson

480-350-8359

steve_abrahamson@tempe.gov

Public art - Maja Aurora

480-350-5160

maja_aurora@tempe.gov

City Right of Way - Wendy Springborn

480-350-8250

wendy_springborn@tempe.gov

Parks/playgrounds - Bob Pohlit

480-350-5255

bob_pohlit@tempe.gov

Signage - Dean Miller

480-350-8435

dean_miller@tempe.gov

Name: _____ Date(s) of contact: _____
(Resident who contacted staff)

SIGNATURE

By signing below, I certify this proposal meets all minimum requirements. I also understand that funding for proposals is not guaranteed.

Authorizing Official's Signature: _____ Date: _____

3. Describe how members of the community have been directly involved in the development of the project.

4. Grant funds can only be used for the capital improvement project. Please describe specifically how the association intends to maintain the project if funded.
5. If your association has previously received grant funds, please describe how they have impacted your neighborhood.
6. Outside of grant projects, please describe any other activities your association has participated in (i.e. GAIN, Adopt-A-Park, food drives, etc) within the past year.



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