

Neighborhood Program Comparison

April 2011

	Milwaukie	West Linn	Lake Oswego	Tigard	Beaverton	Gresham
Population	20,841	25,533	43,000 ¹	47,460	87,440	102,295
No. of Neighborhoods Identified	7	11	22	13	11	16
Initial Neighborhood Formation	The boundaries were established in 1994 by the City Council based on school district catchment zones. After the boundaries were established, the Neighborhood District Associations (NDA) seeking official recognition elected officers, adopted their bylaws, and applied for official recognition in accordance with Municipal Code.	The neighborhoods must identify boundaries, adopt bylaws, and elect officers to obtain recognition by the City Council in accordance with Municipal Code. Bylaws, a current map, and a list of association officers must be provided to the City annually.	Lake Oswego's neighborhood association program began in 1974 with the development of the original comprehensive plan. The neighborhood associations are citizen initiated, so their boundaries are proposed by the association and approved by the City Council. In their procedures it states that neighborhood boundaries should: a) Represent as large an area as possible, consistent with common identity and social communication, and b) Consider features, practices and history that contribute to common interest of the residents in the area.	The neighborhoods initially formed around school district boundaries and major transportation routes.	The Neighborhood Association Committees (NAC) were established in the 1980s. The Council adopted a map identifying the neighborhoods. Following the adoption of the map, the neighborhoods were required to have an organizational meeting, adopt bylaws and elect officers. Bylaws and current lists of membership must be kept on file with the City in accordance with Municipal Code.	Neighborhood boundaries are determined by association members in accordance with municipal code. To be recognized, associations must adopt and execute bylaws, elect officers and file the bylaws and current list of members with the City.
Bylaws	A bylaws template is provided to the NDA's, and the NDA is required to approve bylaws and elect officers accordingly upon organizing. Each NDA may edit their own bylaws, and they must submit a copy of the approved version to the City to keep on file.	Bylaws are adopted by each association and vary based on the association's desires. Municipal Code requires that certain elements be included in the bylaws, and they are to be filed with the City annually.	Bylaws must address the minimum requirements proposed by the City. These include items such as: no charge for membership, membership open to residents, property owners, businesses, and representatives of nonprofit organizations located within the neighborhood boundaries and an outline for an overall association structure.	The individual neighborhood areas do not have bylaws, but the Neighborhood Involvement Committee (NIC), which oversees the Neighborhood Network Program, has bylaws. Recently, the City underwent a complete overhaul of Board & Committee Bylaws so they would be up to date and have consistent formatting.	A bylaws template is provided to the NAC's, and the NAC is required to approve bylaws and elect officers accordingly upon organizing. Each NAC may edit their own bylaws, and they must submit a copy of the approved version to the City to keep on file.	A bylaws template is provided to the associations, and the association is required to approve bylaws and elect officers accordingly upon organizing. Each association may edit their own bylaws, and they must submit a copy of the approved version to the City to keep on file.

¹ Population in Urban Service Boundary served by Neighborhood Program.

Neighborhood Program Comparison

April 2011

	Milwaukie	West Linn	Lake Oswego	Tigard	Beaverton	Gresham
Central Committee Membership	Leadership Committee has one officer from each NDA. They meet every other month at City Hall. Leaders are asked to request particular agenda items. City staff coordinates guest speakers to include topics of interest to the Neighborhoods.	The Neighborhood Association presidents gather quarterly.	There is no central committee. Meetings occur informally between the Neighborhood Chairs and staff a few times a year. The Mayor also schedules informal meetings with Neighborhood chairs to discuss current events in the community.	The Neighborhood Involvement Committee advises City on the program and they are charged with program development and measuring its success. Each of the 13 neighborhoods has a steering committee (4-7 residents) that oversee annual fall meeting, submits grant requests and plans neighborhood events. The bylaws require the NIC to have one representative from each neighborhood steering committee.	The Beaverton Committee for Citizen Involvement (BCCI) is comprised of 1 representative from each NAC plus 8 at-large members. This group may look at various issues in the City and make recommendations.	The Coalition is the central leadership group. This group meets for two purposes- one meeting agenda focuses on general business and one meeting agenda focuses on land use issues.
Business Community Role	There were two business/industrial districts on the map, but neither have ever formally organized into associations and do not have bylaws	All property owners are eligible to participate and have one vote. There is no separate business district.	Membership is open to residents, property owners, businesses, and representatives of nonprofit organizations located within the neighborhood boundaries.	The participation of business owners/managers are encouraged to participate on steering committees. Their program does not distinguish between Businesses and/or Residents- if you live or own a business in Tigard, you are eligible to participate in the program.	Anyone who lives or works within the boundary of a neighborhood is eligible to participate. There is not a separate business district on the map.	Businesses are eligible to participate in the associations; however, they are not engaged. If they decide to participate, one business would equal one vote.
Department Oversight	Community Services Department	City Manager's Office	Planning Department	Administration Department	Office of the Mayor	Department of Neighborhoods and Community Engagement
City Support / Resources	The City coordinates guest speakers, training, mailings, files bylaws, administers grant program, and keeps minutes at leadership meetings.	The City support includes coordinating meetings, mailings and distributing neighborhood stipends.	City support includes a part-time staff liaison to support neighborhood events on an as-needed basis, coordinate speakers, and post meeting notifications and minutes online. The City also provides each neighborhood with two mailings per year, signs to advertise Board meetings, liability insurance and provides Pre-Application Conference training.	City support includes a staff liaison to coordinate their bi-monthly meetings (minutes, packet preparation, etc.) and serves as a link to the neighborhood network volunteers. City staff also has interdepartmental cooperation to host an Annual Open House which highlights community policing, National Night Out, Graffiti Task Force, CERT, Schools, Parks, and other community programs to help get residents involved. The City also sends pertinent news to the neighborhoods to post on their blogs if they choose and design assistance for mailers.	The City provides support with 1-2 mailings to each NAC per year in addition to coordinating speakers, training, bylaws, contact databases, keeping minutes, and marketing the program.	The City coordinates guest speakers, files bylaws, administer grants, keeps minutes for the coalition, and other activities defined in administrative guidelines.
Staffing Resources	They have a neighborhood program coordinator which spends about	One administrative staff person provides some support to the	The Neighborhood Planner is a part-time position, which 0.4 FTE is	The Neighborhood Network Program Coordinator devotes	The neighborhood program is supported by a portion of the	Part of the Department Director's time is spent supporting the

Neighborhood Program Comparison

April 2011

	Milwaukie	West Linn	Lake Oswego	Tigard	Beaverton	Gresham
	35% of her time on the neighborhood program. In addition the director provides about 20% support, and the PIO provides about 20% support. There are 3 FTE's for the entire department which provide all of the services listed in the section below.	program and manages the grant program and one Planner who assists the neighborhoods periodically with land use issues. This support equals approximately .25 of an FTE.	dedicated towards Neighborhood Planning and other responsibilities include supporting the update of the City's Comprehensive Plan.	about 3 to 4 hours a week on program support. When events are planned in the neighborhoods, then more time is devoted to the program.	Program Manager's time. There are 3 FTE's, plus 1-2 interns per year (paid and/or unpaid) for the entire department to provide all of the services listed below. They also utilize volunteers.	neighborhood program. There are 3 FTE's for the entire department which provide all of the services listed in the section below.
Other Services Areas Provided by Department	-Neighborhood Program -Special Events Permitting -Waste/Recycling -Arts -Special Projects -Public Information/Communications -Code Enforcement -Parks	The neighborhood program is within the City Manager's Office due to its need for interdepartmental coordination. The city support also includes communication with the associations, and this service is centralized within the City Manager's Office.	The neighborhood program is housed in the long range planning department.	The neighborhood program is in the Administration Department due to its need for interdepartmental coordination.	-Neighborhood Program Support -Volunteer Coordination-volunteer recognition event -Recruitment for all City Boards, Committees and Commissions -Organization of Town Hall Meetings -Coordination of Government 101 sessions, lecture series, etc. -Beaverton Cares Program (Hunger, Homelessness Awareness, Clothing Drives, Food Drives, Utility Assistance) -Service to Beaverton Awards -Picnics in the Park -Flicks by the Fountain -Coordination of the City's Community Center	-Neighborhood Program -Volunteer coordination -Emergency management -Crime Prevention -Graffiti Removal -Mediation Services -Citizen Involvement
Grant Program Funding	\$28,000	\$16,500 (this is currently under review in the budget process)	\$25,000	A \$25,000 grant amount was available in the past, but was suspended last year due to budget constraints. It is being proposed to be restored in the FY12-13 budget. An additional \$5,000 is also being proposed for community building events and neighborhood beautification.	\$10,000	\$10,000
Grant Program Oversight	City provides oversight of the program and neighborhoods must submit an application to the City. Neighborhoods are required to match grants with funds or in-kind services. They are required to submit a report explaining how the money was spent and how it met	A \$1,500 stipend is provided each year to each neighborhood. These funds can be used on anything to benefit the entire neighborhood. It cannot be used for the following: tobacco, alcohol, firearms or appealing land use matters.	The City has a competitive grant process, in which the neighborhoods apply for grants, the staff reviews the applications and makes recommendations for the City Council to approve.	The NIC committee approves grant applications for the neighborhoods. The grants reset with each fiscal year.	City provides oversight of the program and neighborhoods must submit an application to the City. A match of funds or in-kind services is required. Project types include: physical improvements, neighborhood organizing, neighborhood preservation,	City provides oversight of the program and neighborhoods must submit an application to the City. The grant program distributes the money among the 16 associations. In 2010, only \$4,500 was requested and only \$5,000 was requested the year before. This money has been

Neighborhood Program Comparison

April 2011

	Milwaukie	West Linn	Lake Oswego	Tigard	Beaverton	Gresham
	the goals of the program. The City's Neighborhood Grant Policy requires each NDA provide the Program Coordinator online access to their bank account for monitoring.				cultural/social/recreational initiatives.	used for neighborhood events, yard signs for the neighborhood associations, and other activities.
Frequency of Meetings	Each NDA meets monthly and annually holds elections in May for a Chair, Vice-Chair, Secretary and Treasurer. The Leadership committee meetings vary depending on activity. In the past it was bi-monthly and at times is monthly.	Municipal Code requires that each association hold at least one meeting per year.	Elections are required to be held once a year in addition to two required board meetings per year. Some associations meet more frequently.	One meeting per year in the fall (Sept/Oct) is required to provide input on the City's Capital Improvement Program. However, some meet more frequently.	NAC meetings should be at least quarterly, ideally monthly. The BCCI meets monthly.	Neighborhood meetings are typically quarterly. The Coalition meetings are monthly. The Coalition meets once a month for a general business meeting and once a month for a Land Use meeting.
Other Notes Regarding this Program:	The City also pays for liability insurance at \$500 per NDA per year. The City's Planning Commission meets the State's Goal One requirement for Citizen Involvement.	As the community becomes more connected through technology, they have seen a decreasing trend in communicating through neighborhood association activity. In the last year the use of the City's website has increased from 32% to 56% and readership of the City newsletter has increased from 66% to 86%. The City's Planning Commission meets the State's Goal One requirement for Citizen Involvement.	The guidelines for Neighborhood Associations have been outlined in detail in the Citizen Involvement Guidelines for Lake Oswego. It is part of an overall program for citizen involvement, which is approved by the Commission for Citizen Involvement who meets the State's Goal One requirement for Citizen Involvement. In Development Code, specific notifications are required for neighborhood associations.	The whole idea behind Tigard's program is to involve residents as partners with the city and to foster a sense of connection between residents with each other and City Hall. Staff helps with the coordination of this, but the individuals in the neighborhoods do the "heavy lifting." Their grant program (\$25,000 "small works") is competitive between active neighborhood areas. The money is intended to fix small capital projects such as adding a light pole to a dark corner, filling a block of sidewalk to connect a path, etc. So far, many of the issues that residents have presented were destined to be addressed by their Public Works or Engineering Depts. and were bumped up on the priority list instead of expending the grant funds.	Activity within the NAC's is cyclical-ups and downs depending on importance of issues within the community. Program manager emphasized the need to set boundaries because the NAC's should be as independent as possible. The City is not responsible for going door to door to get people engaged, but they do everything they can to market the program at City events and through City publications. The City's Planning Commission meets the State's Goal One requirement for Citizen Involvement.	Each neighborhood can establish individual committees, but the central committee doesn't dictate this. Feedback was received that the bylaws were too bureaucratic, so they are being revised. The City's Planning Commission meets the State's Goal One requirement for Citizen Involvement.