

DEPARTMENT: Neighborhood and Community Services

DATE ADOPTED: November 13, 1984

DATE OF LAST REVISION: December 16, 1992

122.01 AUTHORITY: Approved by the City Commission.

122.02 PURPOSE: To help neighborhoods receive needed available City Services; strengthen self-help efforts; promote understanding of government programs, procedures and activities that affect the stability of neighborhoods; and to develop, when possible, solutions to problems caused by City Government policies, procedures, and/or ordinances. To encourage the formation of neighborhood organizations and their involvement in the governmental decision-making process.

122.03 SCOPE AND APPLICABILITY: These guidelines apply to the establishment and operation of the Neighborhood Outreach Program, the responsibilities of departmental staff and the rights of the neighborhood associations.

122.04 RESPONSIBILITY:

A. Community Relations Office: The Community Relations Officer shall have overall responsibility of the Neighborhood Outreach Program. The Program will be administered by the Neighborhood Affairs Coordinator.

1. To serve as the primary liaison between neighborhood organizations, the City administration and the City Commission.
 - a. To act as a conduit for information between neighborhoods and City Government.
 - b. To provide timely information to neighborhoods and a means of exchanging and sharing of ideas among neighborhood groups and the City.
2. To work cooperatively with neighborhood groups toward the attainment of neighborhood goals and to encourage the participation of all citizens in the municipal government process.
3. To assist neighborhood groups in gaining better awareness of and access to the various City services, the budget process, and the available resources for neighborhood planning and development.
4. To provide a structure for community involvement in the co production of such public programs as neighborhood crime watch, beautification and clean-up programs, and for early detection of problems with City services.
5. To ensure that neighborhoods are notified in ample time to allow participation in the decision-making process of proposed changes in City policies, design of projects, services, and activities having a significant effect on their neighborhoods.
6. To offer assistance to groups in forming a neighborhood association and defining the boundaries of their organization.

B. City Departments:

1. To provide a department liaison to the Community Relations Office to assist in resolving neighborhood concerns related to departmental services or programs.
2. To ensure the Community Relations Office is notified of proposed changes in departmental policies, projects, services, and activities having a significant effect on neighborhoods in ample time to allow participation by the neighborhood associations in the decision-making process.
3. To provide technical support at neighborhood meetings when proposed changes in policies, projects, services and activities are presented for citizen input.
4. To provide information to the Community Relations Office on services and programs for distribution of articles to neighborhood associations for inclusion in association newsletters.
5. To provide speakers for neighborhood meetings to promote a better understanding of City government operations and services.

122.05 EFFECTIVE DATE: This policy became effective November 13, 1984. Revised December 28, 1992.

122.06 RESPONSIBLE AGENCY: The City Manager shall make amendments as required for the purpose of keeping this policy complete and up-to-date.