

Resolution Number 08-87

**A RESOLUTION FOR THE PURPOSE OF AMENDING RESOLUTION 02-36
CONCERNING NEIGHBORHOOD ADVISORY COUNCILS**

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

WHEREAS, on September 5, 2002, the Mayor and Board of Aldermen approved Resolution 02-36 to create the NACs to strengthen The City of Frederick's neighborhoods and improve municipal services; and

WHEREAS, Resolution 02-36 was amended by the Mayor and Board of Aldermen on December 10, 2002 by Resolution 02-44 to modify the NAC Map; and

WHEREAS, the appointed NAC members and City staff desire to replace the NAC Initiative set forth in Resolution 02-36 with NAC Guidelines and to update the implementation plan; and

WHEREAS, the underlying premise of the NAC Guidelines are that the residents and business community in a neighborhood are most ideally suited to identify and solve issues in those communities; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Board of Aldermen hereby replace the NAC Initiative set forth in Resolution 02-36 with the attached NAC Guidelines; and

BE IT FURTHER RESOLVED that the NACs 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 Zoning Board of Appeals cases, and other issues that impact their designated or adjacent areas; and


BE IT FURTHER RESOLVED that The City of Frederick agrees to provide residents with the necessary tools to participate successfully in the NACs. The components of the implementation plan set forth in Resolution 02-36 are hereby replaced with the following:

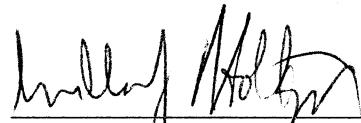
- For the purpose of informing elected officials and City departments of neighborhood concerns a City liaison shall attend meetings and take summary minutes;
- The City may conduct a citizens awareness program (Frederick 101), designed to educate residents about City services, City operations, and interesting Citywide issues. This program is open to all City residents;

- The City Planning Department will ensure that developers follow the Site Plan Review Section of the Land Management Code (Appendix A of the Frederick City Code, 1966, as amended) that requires that development projects be presented to the NAC. The Planning Department will forward comments from that meeting to the appropriate commission or committee; and
- The City will encourage residents to follow the development project through the development process.

ADOPTED and APPROVED the 4th day of December, 2008.

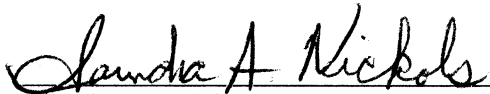
WITNESS:





William J. Holtzinger, Mayor

Reviewed and Approved for Legal Sufficiency:



Sandra A. Nickols, City Attorney

NEIGHBORHOOD ADVISORY COUNCIL GUIDELINES

The Neighborhood Advisory Council (NAC) is a forum for residents to become involved in identifying and recommending positive changes to improve their neighborhoods by enhancing communications with elected officials. It is the goal of the elected officials to work with residents to understand and address the issues that impact the quality of life in neighborhoods.

The NAC initiative was developed in response to community input provided during the 2002 Series of Community Forums.

This document constitutes the City's NAC Guidelines including organizational structure, responsibilities, and reporting requirements for the City and the NACs.

To obtain additional information about the NACs or to suggest improvements to the plan or the approved NAC map, please contact Stephanie Davis Ambush via phone 301-600-1384 or via email stephanie@cityoffrederick.com.

NAC Information

- NAC Upcoming Meeting Schedule
- NAC Police Contact List
- Map of the City showing the 12 divisions of the NAC

Neighborhood Advisory Councils- Organizational Structure

- The City of Frederick is divided into twelve (12) areas that closely overlap established police beats, voting districts and census tracts.
- Each NAC has defined boundaries, including detailed maps.
- Each resident living within a NAC is a member of that NAC and is provided an opportunity to comment on neighborhood traffic, safety, zoning, capital improvements and other issues within their designated or adjacent areas.
- Each NAC shall be comprised of volunteer coordinators who, if approved, will be appointed after submitting a letter of interest to the Mayor and Board of Aldermen.
- Each council shall have no more than seven coordinators. Each council shall have elected officers such as: Chairperson, Recording Secretary, and Treasurer who will conduct their meetings with or without a City Liaison present.
- NAC appointed coordinators may be appointed and reappointed to two year terms by submitting a letter of interest. Interested persons are encouraged to attend two (2) NAC meetings before requesting appointment. Appointed coordinators are encouraged to be civil and to display a positive attitude to effect change during meetings. Appointed coordinators with more than three (3) consecutive unexcused absences will be removed from their appointment.

Neighborhood Advisory Councils- Responsibilities

- NACs may conduct monthly, bi-monthly or meetings as needed. Minutes must be taken by an appointed coordinator and posted on the City website.
- Meetings shall be advertised and open to the public.
- NACs shall hold two yearly City Wide NAC meetings to provide community updates and establish City Wide priorities. A City representative will be assigned to provide assistance in establishing these meetings.
- NACs may sponsor at least one volunteer program or projects per year. Examples of such programs may include neighborhood clean-ups, mentoring programs, food drive or a park beautification programs, etc.
- NACs shall work cooperatively with existing neighborhood/civic programs. 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, etc.

Neighborhood Advisory Councils- Implementation

The City has agreed to provide residents with the necessary tools to participate successfully in the NACs.

A. For the purpose of informing elected officials and City departments of neighborhood concerns a City liaison shall attend meetings and take summary minutes.

B. The City may conduct a citizens awareness program (Frederick 101), designed to educate residents about City services, City operations, and interesting Citywide issues. This program is open to all City residents.

C. The City Planning Department will ensure that developers follow the Site Plan Review Section of the Land Management Code (Appendix A of the Frederick City Code, 1966, as amended) that requires that development projects be presented to the NAC. The Planning Department will forward comments from that meeting to the appropriate commission or committee.

D. The City will encourage residents to follow the development project through the development process.

Neighborhood Advisory Councils- Funding Opportunities

- NACs may be allocated funds from the City of Frederick for projects such as: park beautification, food drives and donations to neighborhood projects. Funds not committed or allocated for use by a NAC at the end of April will be returned to the NAC general fund for reallocation to other NAC.
- All funds must be utilized in compliance with City procurement policies. Funding is not guaranteed and may be terminated by the City.