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CITY of ALBUQUERQUE TWENTY FIFTH COUNCIL

COUNCIL BILL NO. 0-22-15 ENACTMENT NO. **SPONSORED BY:** Isaac Benton 1 **ORDINANCE** REPEALING "THE NEIGHBORHOOD ASSOCIATION RECOGNITION 2 ORDINANCE" SECTION 14-8-2 AND REPLACING IT WITH A REVISED 3 4 **NEIGHBORHOOD ASSOCIATION RECOGNITION ORDINANCE; AND** PRESCRIBING RESPONSIBILITIES AND SERVICES OFFERED BY THE OFFICE 5 6 OF NEIGHBORHOOD COORDINATION; AND MAKING REVISIONS TO THE INTEGRATED DEVELOPMENT ORDINANCE RELATED TO NEIGHBORHOOD 7 8 ASSOCIATION NOTICE. 9 WHEREAS, Neighborhood associations are a core unit both geographically 10 and socially in implementing democratic processes and ensuring better 11 representation when communicating with City government; and 12 WHEREAS, A sound Neighborhood Association Recognition Ordinance will 13 help promote the longevity and continuity of established neighborhood 14 associations in the City; and 15 WHEREAS, Effective communication with the City is critical to 16 neighborhood association success when it comes to implementing neighborhood goals; and 17 WHEREAS, Neighborhood associations should work closely with the City 18 19 Office of Neighborhood Coordination (the "ONC") to help build their capacity 20 for effective outreach and communication with their members; and WHEREAS, The ONC should work to effectuate internal communication 21 22 between residents and their representatives, and work to improve coordination with City government in implementing neighborhood-scale 23

initiatives, events, and projects; and

neighborhoods; and

1	WHEREAS, The ONC should continually assess and work to improve its
2	capacity to provide and maintain a level of equitable access to information,
3	resources, and technical assistance for all neighborhood associations
4	regardless of their size and operational capabilities; and
5	WHEREAS, the purpose of §14-8-2 et seq. is to promote the objectives and
6	observations specified by the above legislative findings, while not limiting
7	opportunities for any other person or non-recognized groups, to offer input
8	directly into the City's decision-making processes; and
9	WHEREAS, the City conducted a two-year long public process known as
10	the Neighborhood Engagement Process to help inform the updates proposed
11	in this ordinance; and
12	WHEREAS, the Neighborhood Engagement Process was implemented to
13	garner meaningful input and ideas from neighborhood groups, individuals,
14	City Administration and City Council about how best to revise the existing
15	ordinance and ensure that inclusiveness, equality and democratic processes
16	are standardized in the updated ordinance; and
17	WHEREAS, the recommendations were outlined in a comprehensive
18	summary report at the conclusion of the Neighborhood Engagement Process,
19	and these recommendations guided provisions of the updated ordinance; and
20	WHEREAS, the concept of modern neighborhood associations is at least in
21	part rooted in changes in attitudes toward civic participation precipitating in
22	the 1960s, and federal policy that required governments to engage with
23	community members during urban planning processes; and
24	WHEREAS, neighborhood associations can serve an important role in
25	engaging community members at a grassroots level in local social justice and
26	community issues, and in promoting collaborative community planning; and
27	WHEREAS, neighborhood associations are a source of important input
28	from the community as they bridge the gap between residents and the
29	government by providing information and engagement opportunities, and
30	offer citizens a stronger role in organizing social change efforts in their

1	WHEREAS, urban planners and development professionals can sometimes
2	have better access to those holding legislative powers, and in administering
3	this ordinance the City recognizes the need for a constructive interface
4	between neighborhood groups and the City to help address mistrust between
5	neighborhood groups and the City, and to help overcome knowledge, access
6	and experience barriers that could effectively quiet neighborhood voices when
7	engaging urban planners and the City in various planning processes; and
8	WHEREAS, the growing complexities and interconnectedness of City
9	issues and concerns demands collaboration amongst the City, its
10	governmental partners, City businesses, and neighborhood associations; and
11	WHEREAS, the City's engagement of neighborhood associations should
12	always be through the lens of promoting stronger and more informed
13	participation, as opposed to a means of appeasing obligations to take input
14	while seeming to pursue contrary objectives; and
15	WHEREAS, in addition to neighborhood associations, it is also important to
16	recognize neighborhood coalitions that have developed in the City because
17	they can serve to link together broader community interests and serve as
18	resources for less established associations.
19	BE IT ORDAINED BY THE COUNCIL, THE GOVERNING BODY OF THE CITY OF
20	ALBUQUERQUE:
21	SECTION 1. REPEAL
22	§14-8-2 the Neighborhood Association Recognition Ordinance is hereby
23	repealed.
24	SECTION 2. New provisions for Neighborhood Association Recognition
25	and other provisions for organized groups in §14-8-2 are hereby enacted as
26	follows:
27	"[14-8-2-1 SHORT TITLE Sections §14-8-2-1 et seq. shall be cited as the
28	"Neighborhood Association Recognition Ordinance"
29	14-8-2-2 DEFINITIONS.
30	For the nurnose of && 14-8-2-1 at sea, the following definitions shall apply

unless the context clearly indicates or requires a different meaning.

1	BUSINESS OR COMMUNITY GROUP. An organized group of residents or
2	businesses located within the City, but who may not necessarily reside within
3	an identifiable geographic boundary.
4	HOMEOWNER ASSOCIATION. An organization located within the City that
5	is subject to state statute §47-16-2 The Homeowner Association Act.
6	IN-PERSON. In-person meetings and voting may include the use of virtual
7	online meetings.
8	NEIGHBORHOOD ASSOCIATION. A voluntary organization or association
9	formed by property owners and/ or residents within a specified geographic
10	boundary within the City.
11	NEIGHBORHOOD COALITION. A group of two or more Neighborhood
12	Associations and/or Homeowner Associations, together with any community
13	or business groups and any individual members within a specified geographic
14	boundary within the City.
15	RECOGNIZED NEIGHBORHOOD ASSOCIATION. A neighborhood
16	association that meets the criteria described in §14-8-2-3 et seq.
17	RECOGNIZED NEIGHBORHOOD COALITION. A neighborhood coalition that
18	meets the criteria described in §14-8-2-4 et seq.
19	§14-8-2-3 APPLICATION AND CRITERIA FOR RECOGNITION OF
20	NEIGHBORHOOD ASSOCIATIONS.
21	A. <u>Any neighborhood association may request designation as a</u>
22	recognized neighborhood association by submitting a request to the Office of
23	Neighborhood Coordination (the "ONC") on forms provided by the ONC,
24	together with a copy of the neighborhood association's most current bylaws.
25	B. The City shall recognize each neighborhood association requesting
26	status as a recognized neighborhood association under this ordinance where
27	the neighborhood association conducts itself fairly, openly, and
28	democratically. Neighborhood associations will be deemed to satisfy this
29	obligation when their bylaws demonstrate, or their conduct is not otherwise

inconsistent with, the following criteria:

1	1. The geographic boundaries of a recognized neighborhood
2	association must be reasonable. Boundaries will be considered reasonable
3	when:
4	a. They are contiguous; and
5	b. They encompass an area of the city that is greater than 15
6	acres, but not more than one square mile; and
7	c. They do not overlap with the boundaries of any other
8	recognized neighborhood association; or
9	d. The boundaries were in existence and recognized by the City
10	as of October 20, 2017 and the neighborhood association is still in recognized
11	status as of the date this ordinance is enacted.
12	2. Membership must be open to all adult persons residing within the
13	boundaries, and to each place of business within the boundaries. Membership
14	shall not be limited by race, creed, religion, color, gender, gender identity,
15	sexual orientation, age, heritage, national origin, or income. The recognized
16	neighborhood association shall in good faith take all reasonable steps to have
17	its membership evenly distributed throughout its boundary, and all members
18	must be eligible to hold any officer position within the association.
19	3. The bylaws must expressly identify the process of succession when
20	an officer steps down voluntarily or is removed, and how vacant positions will
21	be filled.
22	4. Only those persons within the boundaries of the association who
23	have affirmatively joined the neighborhood association may be counted as
24	members. The bylaws must clearly identify how membership is established.
25	Dues may be collected, however payment of dues cannot be a prerequisite of
26	membership or voting rights in the association.
27	5. The association shall hold an annual meeting. It shall notify the ONC
28	of this meeting, and make a reasonable attempt to give written notice to all
29	households and businesses within its boundaries at least two weeks in

advance through placement of one or more signs at prominent locations

1	within the neighborhood association boundaries and one or more of the
2	following:
3	a. <u>U.S. mail; or</u>
4	b. <u>Delivered flyers; or</u>
5	c. Website or social media posting; or
6	d. E-mail, text message, direct message through social media, or
7	other form of electronic messages delivered to the known address of each
8	member.
9	6. The association shall not hold a vote of the general membership on
10	any question or candidate(s) unless it is advertised through the methods
11	described in subsection 5 above, at least seven days in advance.
12	7. Bylaws should be reviewed regularly, but no less frequently than at
13	least once every ten (10) years, and revised and resubmitted to the ONC only
14	as may be necessary to reflect changes in election processes, organizational
15	structure, or communication processes. If none of these changes have taken
16	place, the association is not required to revise its bylaws.
17	8. The recognized neighborhood association shall identify an orderly
18	and democratic process for making representative determinations and
19	decisions on behalf of the association. For the purposes of this section, a
20	recognized neighborhood association's process shall be deemed orderly and
21	democratic if decisions are made via a majority of the total votes cast by
22	association's officers, directors, or members. If an election or vote of the
23	membership is held, it will satisfy the requirements of this paragraph where:
24	a. Members are given advance notice as prescribed by §14-8-2-
25	3(B)(6), above; and
26	b. Each member is afforded the ability to vote using at least one
27	of the following methods: in-person, mailed paper ballot, or electronic means
28	(except that elections held at the annual meeting must be voted on in person
29	consistent with subsection 9 below); and
30	c. If a virtual online meeting is used for an in-person vote, votes

must be recorded via a roll call vote.

1	d. When voting occurs by paper ballot, results are tallied by a
2	committee consisting of two or more members of the association and reported
3	to association members in writing either electronically or hard copy.
4	Electronic ballots must be canvassed in the same method, or through other
5	reasonable methods.
6	9. With the exception of elections held at the annual meeting, a
7	recognized neighborhood association must hold votes by at least one of the
8	following mechanisms: electronically or by mail-in or paper ballot.
9	C. Officers of recognized neighborhood associations shall submit an
10	annual report to the ONC within sixty (60) days of their annual meeting. This
11	annual report shall be submitted via U.S. Mail or via an e-mail from the
12	neighborhood board. The annual report must at a minimum contain the
13	following information:
14	1. Number of members for the previous year; and
15	2. Two designated points of contacts, who shall be responsible to
16	receive notices, including e-mail addresses, phone numbers, and mailing
17	addresses; and
18	3. Names, addresses, e-mail addresses, and available phone numbers
19	of current neighborhood association officers and/or board members; and
20	4. An updated copy of the bylaws only if they have been amended since
21	last submitted; and
22	5. Evidence of how the annual meeting was noticed pursuant to §14-8-
23	2-3(B)(6), above, for example a copy of the flyer that was used.
24	D. Failure to comply with any of the preceding criteria will result in a
25	notification of noncompliance being sent to the recognized neighborhood
26	association officers and/or board members from the ONC. Upon receipt of this
27	notice, a recognized neighborhood association must offer evidence of
28	compliance within 60 days; if it does not comply, the association will be
29	removed from the list of recognized neighborhood associations.
30	§14-8-2-4 APPLICATION AND CRITERIA FOR RECOGNITION OF

NEIGHBORHOOD COALITIONS

l	A. Any neighborhood coalition may request designation as a
2	recognized neighborhood coalition by submitting a request to the ONC on
3	forms provided, together with a copy of the neighborhood coalition's most
1	current bylaws.

- B. The City shall recognize each neighborhood coalition requesting status as a recognized neighborhood coalition under this ordinance where the neighborhood coalition conducts itself fairly, openly, and democratically.

 Neighborhood coalitions will be deemed to satisfy this obligation when their bylaws demonstrate, or their conduct is not otherwise inconsistent with, the following criteria:
- 1. Membership must be open to all recognized neighborhood associations, neighborhood associations, homeowner associations, business groups, and community groups within its boundaries, and may also be available to individual households and property owners within the boundaries of the coalition but who are located outside the boundaries of any recognized neighborhood association. However, no recognized coalition shall have any members in common with other recognized coalitions. No coalition shall limit membership based on race, creed, religion, color, gender, gender identity, sexual orientation, age, heritage, national origin, or income. Each member must be eligible to hold any officer position within the association.
- 2. The bylaws must expressly identify the process of succession when an officer steps down voluntarily or is removed, and how vacant positions will be filled.
- 3. Only those associations, groups, and households who have affirmatively joined the coalition may be counted as members. The bylaws must clearly identify how membership is established. Dues may be collected, however payment of dues cannot be a prerequisite of membership or voting rights in the coalition.
- 4. For the purposes of notice, recognized neighborhood coalitions shall receive notice per the boundaries of member associations or groups only, and not for any individual members;

1	5. The coalition shall hold an annual meeting. It shall notify the ONC of
2	this meeting at least two weeks in advance, and make a reasonable attempt to
3	give notice to all members at least two weeks advance notice through two or
4	more of the following:
5	a. Website or social media posting;
6	b. One or more signs placed in prominent locations; or
7	c. E-mail, text message, direct message through social media, or
8	other form of electronic messages delivered to the known address of each
9	member.
10	6. The coalition shall not hold an election or a vote of the general
11	membership on any question or candidate(s) unless it is advertised through
12	the methods described in subsection 5 above, at least seven days in advance.
13	7. Bylaws should be reviewed regularly, but no less frequent than at
14	least once every ten (10) years, and revised and resubmitted to the ONC only
15	as may be necessary to reflect changes in election processes, organizational
16	structure, communication processes, and financial processes. If none of these
17	changes have taken place, the coalition is not required to revise its bylaws.
18	8. The coalition shall identify an orderly and democratic process for
19	making representative determinations and decisions on behalf of the coalition.
20	For the purposes of this section, a recognized neighborhood coalition's
21	process will be deemed orderly and democratic if decisions are made via a
22	majority of the total votes cast by coalition's officers or members. If an
23	election or vote by the membership is held it will satisfy the requirements of
24	this paragraph where:
25	a. Members are given advance notice as prescribed by §14-8-2-
26	4(B)(6), above; and
27	b. Each member is afforded the ability to vote using one of the
28	following methods: in-person, mailed paper ballot, or electronic means (except
29	that elections held at the annual meeting must be voted on in person

consistent with subsection 9 below); and

1	c. <u>If a virtual online meeting is used for an in-person vote, votes</u>
2	must be recorded via a roll call vote.
3	d. When voting occurs by paper ballot, results are tallied by a
4	committee consisting of two or more members of the coalition and reported to
5	coalition members in writing either electronically or hard copy. Electronic
6	Ballots must be canvassed in the same method, or through other reasonable
7	methods.
8	9. With the exception of elections held at the annual meeting, voting
9	may be done electronically or by mail-in or paper ballot.
10	C. <u>Each recognized neighborhood coalition shall submit an annual</u>
11	report to the ONC within sixty days of its annual meeting. This annual report is
12	to be submitted via U.S. Mail or via e-mail. The annual report must at a
13	minimum contain the following information:
14	1. The names of all members who are associations or groups, and the
15	number of individual members of during the previous year; and
16	2. Two designated points of contact who shall be responsible to
17	receive notices, including e-mail addresses, phone numbers, and mailing
18	addresses and
19	3. Names, addresses, e-mail addresses, and available phone numbers
20	of current recognized neighborhood coalition officers and/or board members;
21	<u>and</u>
22	4. An updated copy of the bylaws only if they have been amended since
23	last submitted; and
24	5. A statement of how the annual meeting was noticed pursuant to
25	section §14-8-2-4(B)5.
26	D. <u>Failure to comply with any of the preceding criteria will result in</u>
27	notification of noncompliance being sent to the recognized neighborhood
28	coalition two points of contact. Upon receipt of this notice, a recognized
29	neighborhood coalition must offer evidence of compliance within 60 days; if it

does not comply, the coalition will be lose its recognized status.

1	§ 14-8-2-5 RESPONSIBILITIES OF RECOGNIZED NEIGHBORHOOD
2	ASSOCIATIONS AND RECOGNIZED NEIGHBORHOOD COALITIONS.
3	A. <u>In addition to any other requirements of this ordinance, recognized</u>
4	neighborhood associations and recognized neighborhood coalitions shall:
5	1. By interaction with their members, residents, and the city, strive to
6	engage with community and land use planning, protect the environment, and
7	promote the community welfare;
8	2. Strive to foster communication between the recognized
9	neighborhood association and/or recognized neighborhood coalition and city
10	government on plans, proposals, and activities affecting their area;
11	3. Use best efforts to inform members and other eligible participants in
12	their neighborhood association and/or coalition boundary of current issues;
13	4. When presenting its official position on an issue to the city or a city
14	board or commission, be prepared to identify whether the decision was
15	reached by the board, a poll of the general membership, or by a vote at a
16	general membership, and the vote for and against the position.
17	§14-8-2-6 HOMEOWNER ASSOCIATIONS, BUSINESS COALITIONS, AND
18	COMMUNITY ORGANIZATIONS
19	A. Homeowner associations, business coalitions, and community
20	organizations may register with ONC by providing the following information:
21	1. A mailing address and an e-mail address where it wishes
22	communications to be sent; such designation may be changed when
23	appropriate.
24	2. A definition of the physical boundaries of the homeowner
25	association, business coalition, or community organization and/or common
26	<u>interests.</u>
27	B. Organizations that provide this information with the ONC will have
28	access to all ONC services, including the ability to participate in the ONC's
29	annual Neighborhood Summit. However, homeowner associations, business
30	coalitions, and community organizations are not recognized and will not
31	receive notification per the Integrated Development Ordinance (IDO).

1	§14-8-2-7 RESPONSIBILITIES OF CITY DEPARTMENTS OTHER THAN ONC
2	A. The relevant City department(s) shall notify, via electronic notice,
3	recognized neighborhood associations and recognized neighborhood
4	coalitions whose boundaries include or are within one mile of the following:
5	1. Changes in City services; and
6	2. Major infrastructure projects.
7	B. The relevant City department(s) shall notify, via mailed or electronic
8	notice, recognized neighborhood associations and recognized neighborhood
9	coalitions of major City development or redevelopment per the requirements
10	of the IDO
11	C. The relevant City department(s) shall notify, via electronic notice, to
12	the recognized neighborhood associations and coalitions within one mile of
13	any City street construction, closure, and/or major repair, other than
14	emergency work.
15	D. The relevant City department(s) shall notify, via electronic notice,
16	recognized neighborhood associations of filming on City streets within a 300
17	foot radius of filming.
18	§14-8-2-8- RESPONSIBILITIES OF THE ONC
19	A. The ONC shall:
20	1. Make available on the City website the requirements for recognition
21	under this ordinance, and upon request advise interested persons of these
22	requirements;
23	2. Verify whether each recognized neighborhood association and
24	recognized neighborhood coalition has met the requirements for recognition
25	within sixty days of the due date of each association's or coalition's annual
26	report;
27	3. Annually notify each recognized neighborhood association and
28	recognized neighborhood coalition of its current recognition status through e
29	mail or U.S. mail; City agencies shall also be advised of association's and
30	coalition's status;

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1	4. Encourage individuals to participate in their relevant existing
2	recognized neighborhood association and recognized neighborhood coalition;
3	5. Aide City officials, recognized neighborhood associations and
4	recognized neighborhood coalitions, and the general public during the
5	community planning area assessment process outlined in the IDO,
6	emphasizing collaboration and partnerships with all implementing
7	departments;
8	6. Provide via the ONC website a current list of all city government
9	agencies, their department heads, and corresponding contact information;
10	7. Advise the public of available grant programs and self-help projects
11	including but not limited to programs that enhance communities and quality of
12	life, and grant programs that could enhance the quality of life within their
13	neighborhoods;
14	8. Connect the public with the appropriate City staff or agencies, and
15	help ensure that inquiries get an initial response electronically or by mail
16	within seven days of receipts of any correspondence received from any
17	recognized association or coalition that requests an answer, definition or
18	status of any city project within their boundaries;
19	9. Refer individuals and associations to the City Legal Department's
20	Alternative Dispute Resolution Program to assist in resolving neighborhood
21	disputes;
22	10. Provide pertinent City information to the public upon request and
23	maintain links on its City webpage to commonly requested resources and
24	information;
25	11. Maintain on the ONC webpage links to the Planning Department's
26	resources regarding current development and permit applications;
27	12. Provide a city newsletter to inform the public about happenings in
28	City government at least quarterly;

actions as well as the effective operation of neighborhood associations; such

13. Provide workshops and trainings concerning city procedures and

1	workshops shall be provided free of charge, and must be open to all. Such
2	workshops or trainings will occur at least once annually;
3	14. Once per calendar year, provide a citywide neighborhood summit
4	that is noticed and open to all recognized neighborhood association,
5	recognized neighborhood coalitions, and any other interested persons;
6	15. Upon the request of any person, supply contact information for the
7	two designated points of contact for recognized neighborhood association or
8	recognized neighborhood coalition representatives, as most recently specified
9	by each recognized neighborhood association or coalition;
10	16. Upon request, provide relevant City departments with the contact
11	information for recognized neighborhood associations or recognized
12	neighborhood coalition;
13	17. Pursuant to §14-16-6-1 of the IDO, notice shall be provided, which
14	specifies requirements for mailed or electronic notice, posted signs, web
15	postings, and/or published notice; the ONC shall provide to the permit
16	applicant required recognized neighborhood association and/or recognized
17	neighborhood coalition point of contact information;
18	18. Provide its newsletter and any information, other than notifications
19	described in section §14-16-6-1 of the IDO, to any person, homeowner
20	association, business coalition, and community organization, whether or not
21	they have provided the information in section §14-8-2-4(A), upon request;
22	19. Offer guidance, assistance, and resources (to the extent available) to
23	recognized neighborhood associations and coalitions in meeting their
24	notification obligations for certain meeting and votes as prescribed by this
25	ordinance.
26	B. The ONC has no involvement with land use, permit applications, and
27	development beyond providing applicants with the required neighborhood
28	contact information and maintaining the ONC webpage links to the Planning
29	Department's resources regarding current development projects and permit
30	applications.

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1	C. <u>Public Records. Documents and information submitted to the ONC</u>
2	pursuant to this ordinance constitute public records and will be made
3	available to the public as otherwise required by law.
4	§14-8-2-9 DEVELOPER RESPONSIBILITIES
5	Developers and persons engaging recognized neighborhood associations and
6	coalitions relating to development proposals shall act with diligence and good
7	faith in coordinating with neighborhood members and representatives. It is the
8	responsibility of all persons in the development project, including those
9	pursuing development projects, to promote collaboration, and listening with
10	respect to neighborhood concerns.]"
11	SECTION 3. The definitions section (§14-16-7) of the IDO is amended only as
12	follows, all other definitions remain unaffected:
13	"Neighborhood Association"
14	[When used in this IDO, this term refers to recognized neighborhood
15	associations and recognized coalitions as defined by §14-8-2 The
16	Neighborhood Association Recognition Ordinance.]
17	SECTION 4. Amend IDO text in section 14-16-6-3(F)(1) as follows:
18	"6-3(F)(1) Recognized Neighborhood Associations and Coalitions"
19	Neighborhood Associations [and Coalitions] may [become Recognized]
20	Neighborhood Associations or Coalitions pursuant to Part 14-8-2 of ROA 1994
21	(Neighborhood Association Recognition Ordinance)."
22	SECTION 5. SEVERABILITY CLAUSE. If any section, paragraph, sentence,
23	clause, word or phrase of this ordinance is for any reason held to be invalid or
24	unenforceable by any court of competent jurisdiction, such decision shall not
25	affect the validity of the remaining provisions of this ordinance. The Council
26	hereby declares that it would have passed this ordinance and each section,
27	paragraph, sentence, clause, word or phrase thereof irrespective of any
28	provision being declared unconstitutional or otherwise invalid.

SECTION 6. COMPILATION. Sections 1 through 4 of this ordinance amend, and are incorporated in and compiled as part of the Revised Ordinances of Albuquerque, New Mexico, 28 1994.

- SECTION 7. EFFECTIVE DATE. This ordinance shall take effect five days
- 2 after publication by title and general summary. Recognized neighborhood
- 3 associations or coalitions have 18 months from the effective date to come into
- 4 compliance with the relevant sections of this ordinance in order to retain
- 5 recognized status.