

ENERGIZE
our

NEIGHBORHOODS



CITY of BOISE
NEIGHBORHOOD ASSOCIATION
TOOLKIT



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INTRODUCTION



HOW TO USE THE TOOLKIT

- Read the intro, but don't read the document start to finish. Find the topic you need help with from the table of contents and use the checklist to guide your efforts. Find a relevant spotlight section for more depth.
- If you need help, you can contact the Neighborhood Coordinator.

Energize Our
Neighborhoods Program
energize@cityofboise.org
208-570-6834

INTRODUCTION

The **City of Boise Neighborhood Association Toolkit** will help you establish the neighborhood association, grow membership, sustain operations, and impact decisions affecting your community. It is organized around four core actions:

1. Establish
2. Grow
3. Sustain
4. Impact

WHAT IS A NEIGHBORHOOD ASSOCIATION?

A **Neighborhood Association** is a group of community members who organize, share ideas, and cooperate to improve their neighborhood. Membership is voluntary and open to all stakeholders, including neighbors, businesses, and other organizations within a neighborhood. The voluntary and open nature of a neighborhood association differentiates them from homeowners associations, which are associated with individual subdivisions and typically compulsory.

By forming a neighborhood association, members work toward common goals. With a unified voice, they respond to community concerns, preserve and improve their neighborhood, plan and hold social events and interface with local government and organizations.

Information about existing neighborhood associations can be found on the [City of Boise website](https://energize.cityofboise.org) (energize.cityofboise.org). The City of Boise also provides a variety of resources to the community that can be found [here](#).

ESTABLISH



FOLLOW BEST PRACTICES

Follow best practices for formation, record keeping, and communicating to ensure continued organizational success.

CHECKLIST

- Develop Bylaws (See: Write Bylaws)
- Submit Articles of Incorporation to the State of Idaho and send a copy to City of Boise
- Keep records of meetings and financial transactions
- File for 501c3 status (See: Form a Nonprofit)
- Follow Idaho Open Meeting Law
- File tax reports annually
- Renew tax-exempt status annually
- File annual incorporation report with the Secretary of State
- Review bylaws, position descriptions, and neighborhood plans every 3-5 years

RESOURCES

[Idaho Secretary of State Website](http://sos.idaho.gov/)
sos.idaho.gov/

KEY QUESTIONS

- Who will be responsible for keeping and organizing records?
- What vision do you have for the neighborhood?



ESTABLISH



KEY QUESTIONS

- What plans and policies apply to your neighborhood?
- What parts of City Code might help or hinder your plans?



Blueprint Boise is the city's comprehensive plan.

REVIEW EXISTING CITY INFORMATION

Be informed: know what plans, ordinances and laws apply to your neighborhood and the concerns of its residents.

CHECKLIST

- Consult Blueprint Boise, the city's comprehensive plan which outlines policies to manage growth
- If your neighborhood has already developed a neighborhood plan, review it online: [Boise's Neighborhood Plans](#)
- Review Boise City Code for regulations related to your neighborhood
- Reach out to the city's Neighborhood Coordinator with questions regarding existing plans

RESOURCES

[Blueprint Boise](#)

pds.cityofboise.org/planning/comp/blueprint-boise

[Boise City Code](#)

cityclerk.cityofboise.org/city-code/

[City of Boise Neighborhood Planning Guide](#)

energize.cityofboise.org/media/80684/NeighborhoodPlanningGuide.pdf

[Boise's Neighborhood Plans](#)

energize.cityofboise.org/neighborhoods

ESTABLISH



KEY QUESTIONS

- Why start a Neighborhood Association?
- Who might be early supporters in your neighborhood?
- What reasons are driving the community to establish an association?



ESTABLISH AN ASSOCIATION

Establish a neighborhood association to improve your neighborhood. Before submitting paperwork, review the *Follow Best Practices* section, contact the City of Boise Neighborhood Coordinator and organize with neighbors.

CHECKLIST

- Check there isn't already an association in your neighborhood
- List of current [Neighborhood Associations](https://energize.cityofboise.org/neighborhoods/neighborhood-planning/)
energize.cityofboise.org/neighborhoods/neighborhood-planning/
- Determine the geographic boundaries of your neighborhood
- Speak with the city's Neighborhood Coordinator
- Connect with the broader community, including labor, faith, school or professional groups
- Invite all stakeholders to a meeting in a local and neutral location, such as a library or public schools
- Establish an association

RESOURCES

[City of Boise Neighborhood Planning](https://energize.cityofboise.org/neighborhoods/neighborhood-planning/)

energize.cityofboise.org/neighborhoods/neighborhood-planning/

[University of Nebraska: Organizing a Neighborhood Association](https://lancaster.unl.edu/community/articles/neighborhoodassoc.shtml)

lancaster.unl.edu/community/articles/neighborhoodassoc.shtml

[City of Sioux Falls Neighborhood Association Handbook](https://www.siouxfalls.org/community-development/economic-development/neighborhoods/Neighborhood-Association-Guide) (pg. 5)

www.siouxfalls.org/community-development/economic-development/neighborhoods/Neighborhood-Association-Guide

ESTABLISH

EAST END

NEIGHBORHOOD ASSOCIATION

Boise – Idaho



Mission Statement: The East End Neighborhood Association exists to serve and represent the residents of the East End. It is dedicated to helping maintain and improve the character, livability, and historical aspects of the neighborhood and towards improving the unique quality of life of our present and future residents.

KEY QUESTIONS

- What is the purpose of your organization?
- What vision do you have for your neighborhood?
- What values are important to your community?

WRITE A MISSION STATEMENT

Write a mission statement to clarify the association's purpose.

CHECKLIST

- Discuss members' motivations for joining the neighborhood association
- Discuss neighborhood concerns, assets and character
- Develop a shared vision for the neighborhood based on your discussions
- Write a mission statement that encompasses the vision and values of the association that will guide planning and action

RESOURCES

[Bplans: Writing A Mission Statement](#)

articles.bplans.com/writing-a-mission-statement/

[The Balance: How to Write a Mission Statement](#)

www.thebalance.com/how-to-write-a-mission-statement-2948001



ESTABLISH



KEY QUESTIONS

- How will you keep your records for the application process?
- Who in the association might be knowledgeable about nonprofits?
- Who will take the lead on registering the association?



FORM A NONPROFIT

Form a nonprofit to determine the association's tax liability and improve eligibility for grants from community organizations. A neighborhood association's eligibility for Energize Our Neighborhoods Neighborhood Investment Program may be affected its nonprofit status.

CHECKLIST

- Review information from the Idaho Secretary of State, IRS, and Idaho Tax websites
- Choose at least 3 people for an initial board of directors, including a President, Vice President and Secretary
- File Articles of Incorporation with the Idaho Secretary of State (Costs \$30 for typed application)
- [File IRS Form 1023](#) for tax exempt status (Costs a minimum of \$275, possibly [more depending on your organization](#), consult the Neighborhood Planner for assistance in securing funds for filing costs)
- Obtain an [Employer Identification Number \(EIN\) from the IRS](#)
- Review tax information from [Idaho Tax website](#)

RESOURCES

- [Idaho Nonprofit Center: Starting a Nonprofit](http://www.idahononprofits.org/starting-a-nonprofit)
www.idahononprofits.org/starting-a-nonprofit
- [Idaho Secretary of State](http://www.sos.idaho.gov/) (www.sos.idaho.gov/)
- [IRS Website](http://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online)
www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online
- [Nolo: How to Form an Idaho Nonprofit Corporation](http://www.nolo.com/legal-encyclopedia/forming-nonprofit-corporation-idaho-36043.html)
www.nolo.com/legal-encyclopedia/forming-nonprofit-corporation-idaho-36043.html

ESTABLISH



KEY QUESTIONS

- What officer positions do you need?
- What responsibilities should board members have?
- What are the boundaries of your association?

WRITE BYLAWS

Write bylaws to clarify organizational structure, liability, and decision-making procedures. Due to the City of Boise's financial support of neighborhood associations, bylaws must be approved by the city to ensure that they do not violate the law. The City of Boise also provides a template of bylaws for those who are interested.

- Review the regulations for your organizational structure
- Write your bylaws collaboratively (See Bylaws Appendix)
- Have association members read and edit the bylaws
- Hold a meeting to vote on your proposed bylaws
- Send finalized bylaws to the City of Boise Neighborhood Coordinator for legal approval

RESOURCES

[University of Nebraska-Extension: Organizing a Neighborhood Association](http://lancaster.unl.edu/community/articles/neighborhoodassoc.shtml)
lancaster.unl.edu/community/articles/neighborhoodassoc.shtml



ESTABLISH



KEY QUESTIONS

- How many people are interested in being involved as board members?
- If you are just starting out: What skills are the people around you bringing to the table?



WRITE JOB DESCRIPTIONS

Write position descriptions that address the needs of the association. These descriptions should define the responsibility of board members, officers, and other members while providing clarity and direction to association members.

CHECKLIST

- Establish what needs your association may have and the necessary positions to address them
- Write duties and responsibilities, including priorities and term limits
- Determine skills and competencies required to perform the duties and responsibilities
- Define to whom a board member or officer reports
- Review job descriptions periodically to ensure they continue to be relevant

RESOURCES

[U.S. Small Business Association: Writing Effective Job Descriptions](https://www.sba.gov/business-guide/manage/hire-manage-employees-benefits-contractors)

www.sba.gov/business-guide/manage/hire-manage-employees-benefits-contractors

ESTABLISH



KEY QUESTIONS

- How will the association keep track of finances?
- How will the association make decisions about purchases?



SET UP A BANK ACCOUNT

Set up a bank account so that the association can handle the money necessary to pay for events, communications, and projects.

CHECKLIST

- Research local financial institutions
- Compare services and fee structures of local institutions against the association's needs
- Work with the institution you choose to set up an account
- Delegate the duty of recording financial transactions
- Determine a process for discussing finances at every meeting

RESOURCES

[Nonprofit Accounting Basics: Choosing the Right Commercial Checking Account Your Nonprofit](https://www.nonprofitaccountingbasics.org/banking/choosing-right-commercial-checking-account-your-nonprofit)

www.nonprofitaccountingbasics.org/banking/choosing-right-commercial-checking-account-your-nonprofit

SPOTLIGHT



KEY QUESTIONS

- Appendix 3
Financial Management
Self-Assessment Tool



FINANCIAL MANAGEMENT

Responsible financial management supports association success. To assess the association's financial management practices, use the Financial Management Self-Assessment Tool (Appendix 3).

CHECKLIST

To start, you should have four things:

1. Budget
2. Plan for taxes
3. Procedures for handling money
4. Accounting processes

RESOURCES

Check out these other financial management resources:

- [National Council of Nonprofits Financial Management Tools & Resources](http://www.councilofnonprofits.org/tools-resources/financial-management)
www.councilofnonprofits.org/tools-resources/financial-management
- [Principles & Practices for Nonprofit Excellence from the Minnesota Council of Nonprofits](http://www.minnesotanonprofits.org/PrinciplesPractices.pdf)
www.minnesotanonprofits.org/PrinciplesPractices.pdf

ESTABLISH



KEY QUESTIONS

- What concerns does the association have?
- Where does the association want to be in 3-5 years?
- What are the short and long-term goals and plans?



SET ASSOCIATION GOALS

Set goals for the neighborhood association to direct your efforts and efficiently use time.

CHECKLIST

- Identify broad areas of neighborhood concern among members
- Consider how each of these concerns may be interrelated
- Prioritize concerns into a succinct list
- Define goals related to the associations concerns
- Break down goals into actionable tasks
- Assign tasks to specific association members and/or committees

RESOURCES

[National Association of Sales Professionals: The Secret of Setting Successful Goals](https://www.nasp.com/article/D1A3CC1E-2D49/the-secret-of-setting-successful-goals.html)

www.nasp.com/article/D1A3CC1E-2D49/the-secret-of-setting-successful-goals.html



KEY QUESTIONS

- Why are you having a meeting?
- What should people know before, during, and after the meeting?



CONDUCT EFFECTIVE MEETINGS

Hold meetings regularly (every first Monday of the month, for example) to plan action. Respect people's time by planning meetings beforehand and tabling irrelevant discussions. Meetings plan action; events provide education and socialization.

CHECKLIST

- Hold meetings at a time that is convenient for working adults
- Plan meetings beforehand, include a pre-distributed agenda
- Delegate a chairperson who will keep the meeting on task
- Follow Robert's Rules of Order, if deemed appropriate
- State the purpose of the meeting at the start and review what has happened since the last meeting
- Assign tasks as needed during the meeting
- Remind attendees of the date, time and location for the next meeting

RESOURCES

[Robert's Rules of Order](http://www.robertsrules.org)

www.robertsrules.org

[Community Toolbox: Conducting Effective Meetings](http://ctb.ku.edu/en/table-of-contents/leadership/group-facilitation/main)

ctb.ku.edu/en/table-of-contents/leadership/group-facilitation/main

[Gov Leaders: The 6 Golden Rules of Meeting Management](http://govleaders.org/meetings.htm)

govleaders.org/meetings.htm



KEY QUESTIONS

- What are the association's goals?
- What needs does the association have?



RECRUIT MEMBERS

Recruit new members to grow the neighborhood association's capacity for new projects. Start by communicating a consistent and specific purpose and increase the associations presence online and at community events. Be inclusive.

CHECKLIST

- Articulate the association's purpose
- Increase visibility through outreach
- Build relationships with other organizations (Non-profits, religious orgs., businesses, etc.)
- Ask members to reach out to their own networks
- Match people's skills and interests to the needs of the association
- Be appreciative of current members

RESOURCES

[Salem, OR: Getting People Involved: Neighborhood Association Manual](#)

[/www.orcities.org/Portals/17/a-z/govern040.pdf](http://www.orcities.org/Portals/17/a-z/govern040.pdf)

SPOTLIGHT



AWARD IDEAS

- Garden of the Month
- Volunteer of the Year
- Best Holiday Decorations
- Most Helpful Neighbor
- Tastiest Pies on the Block

NEIGHBORHOOD AWARDS

Raise awareness about the neighborhood association by highlighting well-loved characteristics of your neighborhood – gardens, landscaping, volunteerism, etc. These types of awards are great ways to start conversations about the association with residents who are not already involved with the association.



KEY QUESTIONS

- What are the association's goals?
- What is the budget?
- What formats make sense for the audience and budget?



CREATE A COMMUNICATION PLAN

Create a communication plan to strategically reach more community members. Consider creating short and long-term plans that align with the association's goals.

CHECKLIST

- Define the communication goal
- Define the target audience (Be specific!)
- Choose the best context and format to reach your audience
- Choose a method to evaluate the plan's effectiveness
- Assign people to create and distribute any media
- Evaluate the effectiveness of the plan

RESOURCES

[Neighborhood Marketing Guide \(NeighborWorks\)](http://www.neighborworks.org/Community/Revitalization/Stable-Communities/Neighborhood-Marketing-Program/Neighborhood-Marketing-Guide)

www.neighborworks.org/Community/Revitalization/Stable-Communities/Neighborhood-Marketing-Program/Neighborhood-Marketing-Guide

[Marketing Plan: Exactly What to Include \(Forbes\)](http://www.forbes.com/sites/davelavinsky/2013/09/30/marketing-plan-template-exactly-what-to-include)

www.forbes.com/sites/davelavinsky/2013/09/30/marketing-plan-template-exactly-what-to-include

SPOTLIGHT



ANALOG

- Flyers
- Sandwich boards
- Door hangers / leaflets
- Bulletins
- Face-to-face

TRADITIONAL MEDIA

- Radio advertisement
- Television
- Newspaper

DIGITAL

- Email newsletter
- Website
- Facebook
- Twitter
- Nextdoor

MARKETING AND COMMUNICATION CHANNELS

MOST EFFECTIVE CHANNELS

- 1. Face-to-Face**
People appreciate, and are more responsive, when engaged directly
- 2. Social Media**
If you are able to connect with folks on Social Media, it is an easy and effective way to communicate
- 3. Doorhangers/Flyers**
Doorhangers more directly engage neighbors and are harder to ignore than other forms of engagement
- 4. Nextdoor**
If your neighborhood is already active on Nextdoor.com, tap into the energy
- 5. Email**
While some prefer email, it is impersonal and easier to ignore. However, if you already have a large email contact list, use it to your advantage



KEY QUESTIONS

- What is the purpose of the event?
- What resources will you need to have a successful event?
- How will you delegate responsibility?
- How will you let people know about the event?



HOLD EVENTS

Hold events to engage and celebrate your community, recruit volunteers, and educate neighbors. Effective events have a specific purpose and plan. For example, Neighborhood Associations must hold at least one annual event or meeting to connect with their neighbors and elect board members.

CHECKLIST

- Determine why you want to hold an event
- Consider the time of year, the weather, and local resources when planning
- Establish a list of tasks and supplies need
- Delegate responsibility

RESOURCES

[How to Plan an Event](http://www.wildapricot.com/articles/how-to-plan-an-event)

www.wildapricot.com/articles/how-to-plan-an-event

[Event Planning Checklist](http://www.resourcecentre.org.uk/information/event-planning-checklist/)

www.resourcecentre.org.uk/information/event-planning-checklist/



KEY QUESTIONS

- Which news outlets might run a story on an event?
- What is the focus of your story?

WRITE A PRESS RELEASE

Write and send press releases for association events to reach a broader audience.

CHECKLIST

- Plan a newsworthy event
- Use the press release template to structure your content (see Appendix #3 Press Release Template)
- Include personal, memorable quotes from people involved
- Write a concise, compelling story about the event
- Submit the press release to news outlets

RESOURCES

[Write A Press Release \(eHow\)](#)

www.wikihow.com/Write-a-Press-Release

[NPR Digital Training](#)

training.npr.org/category/digital/





KEY QUESTIONS

- What are the needs of the association?
- How will you match peoples' skills and interests with the needs of the association?



MANAGE VOLUNTEERS

Manage volunteers to maintain the association's capacity to affect change in your community. Management includes recognition, recruitment and retention of people for volunteer roles.

CHECKLIST

- Tell the volunteer how their role aligns with larger goals and why it is needed
- Ask about personal goals and how they might fit with the association
- Ask them to do a clear and specific job
- Make sure the volunteer can do their assignment well
- Give volunteers help in person
- Thank volunteers regularly

RESOURCES

[Recruiting Volunteers](#)

ctb.ku.edu/en/table-of-contents/structure/volunteers/recruiting/main

[Managing and Retaining Volunteers \(9 great subsections!\)](#)

knowhownonprofit.org/people/volunteers/keeping



FORM COMMITTEES

Form committees to focus attention on specific neighborhood association projects or concerns. Focuses can either be internal or external, such as fundraising or establishing a Neighborhood Watch group.

CHECKLIST

- Identify specific issues that warrant more association attention
- Define the purpose, boundaries, and long-term agenda of the committee
- Vote on the necessity of forming a special committee

RESOURCES

[City of Boise Police Department Neighborhood Watch](http://police.cityofboise.org/crime-prevention/neighborhood-watch/)

police.cityofboise.org/crime-prevention/neighborhood-watch/

[American Library Association: Effective Committees: The Basics](http://www.ala.org/yalsa/sites/ala.org.yalsa/files/content/aboutyalsa/yalsahandbook/effectivecommittees.pdf)

www.ala.org/yalsa/sites/ala.org.yalsa/files/content/aboutyalsa/yalsahandbook/effectivecommittees.pdf

KEY QUESTIONS

- What association concerns might benefit from a committee?
- Are existing committees effective?





KEY QUESTIONS

- Who has energy and motivation to see the group succeed?
- Who in the association has shown the ability to work well with others?

CULTIVATE LEADERS

Cultivate fresh leadership to maintain lasting, innovative and vibrant neighborhoods. To cultivate leaders, the organization must share responsibility and decision making.

CHECKLIST

- Keep a list of current members and contact information
- Encourage members to attend leadership training offered in the community
- Note members who communicate well, want the group to succeed, are knowledgeable about the neighborhood and know how to share power

RESOURCES

- [Forbes: 5 Ways to Identify Prospective Leaders](http://www.forbes.com/sites/glennllopis/2012/12/10/5-ways-to-identify-prospective-leaders/#12ee8c9f2f88)
www.forbes.com/sites/glennllopis/2012/12/10/5-ways-to-identify-prospective-leaders/#12ee8c9f2f88





KEY QUESTIONS

- What will new leaders need to know?
- What lessons were learned?
- How did the previous leadership overcome challenges?
- Is there anything you wish you knew before you became a leader?



TRANSITION LEADERS

Transition leaders to keep the neighborhood association energized. During leadership transitions, communicate expectations and responsibilities to new leaders. Transitioning every 2-4 years helps sustain engagement.

CHECKLIST

- Association members should nominate new leadership during elections
- After elections, old and new leaders should meet to discuss responsibilities
- A list of pertinent tasks and information about the position should be provided to new leadership

RESOURCES

- Speak with previous members of the board about materials they may have.
- [Leadership Advice](https://www.forbes.com/sites/mikemyatt/2013/06/17/5-transitions-great-leaders-make-that-average-leaders-dont/#32e314b933df)
www.forbes.com/sites/mikemyatt/2013/06/17/5-transitions-great-leaders-make-that-average-leaders-dont/#32e314b933df

SPOTLIGHT



DOCUMENTS

- **Appendix 4**
Leadership Transition

TRANSITION

One way of helping with leadership transitions is to provide documents detailing prior efforts, lessons learned and any helpful contact information. Also keep in mind that previous presidents are great resources.

See Appendix 4 *Leadership Transition* document for an example of a transition document produced by the East End Neighborhood Association.





KEY QUESTIONS

- Why does the association need funds?
- How much do you need?
- Can you make this project sustainable?
- How can you fundraise to meet the short and long-term goals of the association?



FUNDRAISE

CHECKLIST

- Delegate a board or association member to lead a fundraising effort
- Generate ideas relevant to your neighborhood – advertising in your newsletter, rummage sales, etc.
- Research funding sources in the local community
- Identify local businesses that may be willing to partner on specific efforts or provide services at a discounted rate

RESOURCES

[Boise Public Library Nonprofit Funding Resources](http://www.boisepubliclibrary.org/research-learning/nonprofit-funding-resources/)

www.boisepubliclibrary.org/research-learning/nonprofit-funding-resources/

[Rochester Neighborhood Resources Center: Fundraising Ideas and Tips](http://www.neighbors.org/?page_id=2185)

www.neighbors.org/?page_id=2185



KEY QUESTIONS

- What is the association requesting the grant funds for?
- Does the association understand the requirements and parameters of the grant?
- Does anyone in the association have grant writing skills?
- Does the association have the capacity to manage the proposed project?



APPLY FOR GRANTS

Apply for grants several months prior to starting impactful projects in the neighborhood.

CHECKLIST

- Research local, state, and federal grants that may be relevant to your project
- Brainstorm the story of how the project would impact your neighborhood
- Identify how to measure the effectiveness of the project
- Delegate the task of writing the grant to a member with strong writing skills
- Delegate to other neighborhood association members to review and edit the grant application

RESOURCES

[Boise Public Library Nonprofit Funding Resources](http://www.boisepubliclibrary.org/research-learning/nonprofit-funding-resources/)

www.boisepubliclibrary.org/research-learning/nonprofit-funding-resources/

[Grants.gov: Grants Learning Center](http://www.grants.gov/web/grants/learn-grants.html)

www.grants.gov/web/grants/learn-grants.html

SPOTLIGHT



ENERGIZE OUR NEIGHBORHOODS NEIGHBORHOOD INVESTMENT PROGRAM

- To be eligible for grants, a neighborhood association must be officially recognized by the City and the project must be planned in a public space.
- To learn more and apply, visit (under the *Grants* tab): energize.cityofboise.org/toolkit/

ENERGIZE OUR NEIGHBORHOODS NEIGHBORHOOD INVESTMENT PROGRAM

The City of Boise offers Energize Our Neighborhoods Neighborhood Investment Program (ENNIP) – formally known as the Neighborhood Reinvestment Grant program. Contact energize@cityofboise.org about upcoming trainings on the ENNIP program.

The Energize Our Neighborhoods Neighborhood Investment Program (ENNIP) program is part of the City's Energize Our Neighborhoods initiative. The program funds comprehensive neighborhood plans, capital construction to help enrich the lives of our residents, enhance the identity and quality of life in our neighborhoods and encourage a strong sense of community.

The ENNIP program is comprised of two distinct types of funds: **Mini-Grants** and **Capital Grants**. Neighborhood associations are eligible to apply for a Mini-Grant each year to support engagement, events, and communication expenses incurred by the association. Associations may request up to \$2,000.

Capital funding supports projects that contribute to strong and healthy neighborhoods through citizen involvement and engagement in the identification, planning, and implementation processes.



KEY QUESTIONS

- What situation are you addressing?
- What message are you trying to convey?
- What is the most effective way to communicate with decision makers?



ENGAGE WITH CITY COUNCIL

Engage with City Council to influence decisions at every level of local government. Prepare for any engagement beforehand. Neighborhood associations get 15 minutes to present as an organization during public meetings.

CHECKLIST

- Familiarize yourself with how City Council meetings are conducted
- Reach out to the City Clerk's office for additional information
- Research and prepare all necessary materials ahead of time
- Discuss the association's position as a board and do outreach to all members of your community to represent all positions
- Practice, practice, practice.
- When you present, regardless of how you may feel, be friendly and respectful

RESOURCES

[City of Boise - Office of the City Clerk](https://cityclerk.cityofboise.org/)
cityclerk.cityofboise.org/



KEY QUESTIONS

- What situation are you addressing?
- What message are you trying to convey?
- What is the most effective way to communicate with decision makers?



ENGAGE WITH CITY COMMISSIONS

Engage with city commissions to influence decisions at specific levels of local government. Prepare for any engagement beforehand.

CHECKLIST

- Research the various commissions and committees, such as the Parks Commission, Planning and Zoning Commission, Historic Preservation Commission and Open Space and Clean Water Committee
- Check the schedule for the commission or committee in which you are interested
- Familiarize yourself with any long-term plans that the commissions have produced
- Discuss the association's position as a board and do outreach to all members of your community to represent all positions
- Practice, practice, practice.
- When you present, regardless of how you may feel, be friendly and respectful

RESOURCES

[City Meetings](#)

boisecityid.iqm2.com/Citizens/Default.aspx

SPOTLIGHT



The City's budget is available at cityofboise.org.

COMMON ISSUES

TRANSPORTATION / TRAFFIC

The City of Boise is unique because [Ada County Highway District \(ACHD\)](http://www.achdweb.achdidaho.org) controls roadways and sidewalks in Boise. For that reason, contact ACHD regarding transportation concerns.

- Explore [ACHD Community Programs](http://www.achdweb.achdidaho.org/Departments/PlansProjects/CommunityProg.aspx)
[achdweb.achdidaho.org/Departments/PlansProjects/CommunityProg.aspx](http://www.achdweb.achdidaho.org/Departments/PlansProjects/CommunityProg.aspx)
- Research [ACHD Plans](http://www.achdweb.achdidaho.org/Departments/PlansProjects/Default.asp)
[achdweb.achdidaho.org/Departments/PlansProjects/Default.asp](http://www.achdweb.achdidaho.org/Departments/PlansProjects/Default.asp)

CITY BUDGET

Visit the [City's Budget library](http://dfa.cityofboise.org/financial-management/budget-and-financial-reports/budget-library/) to review relevant documents.

dfa.cityofboise.org/financial-management/budget-and-financial-reports/budget-library/

[City Council](http://www.cityofboise.org/citycouncil)

[citycouncil.cityofboise.org/](http://www.cityofboise.org/citycouncil)

CRIME

Start a [Neighborhood Watch program](http://www.cityofboise.org/police/crime-prevention/neighborhood-watch/) in your neighborhood.

[police.cityofboise.org/crime-prevention/neighborhood-watch/](http://www.cityofboise.org/police/crime-prevention/neighborhood-watch/)

INFILL / NEW DEVELOPMENT

Attend [Planning and Zoning Commission](http://www.cityofboise.org/planning/hearings/) hearings to stay apprised of plans and comment on existing projects.

[pds.cityofboise.org/planning/hearings/](http://www.cityofboise.org/planning/hearings/)

PARKS

[Parks and Recreation Commission](http://www.cityofboise.org/parks-and-recreation/commissioners/)

[parks.cityofboise.org/about-us/commissioners/](http://www.cityofboise.org/parks-and-recreation/commissioners/)

[Open Space and Clean Water Committee](http://www.cityofboise.org/parks-and-recreation/clean-water-committee/)

[parks.cityofboise.org/open-space/boise-city-open-space-and-clean-water-advisory-committee/](http://www.cityofboise.org/parks-and-recreation/clean-water-committee/)



KEY QUESTIONS

- Is the neighborhood threatened by potential wildfires?

ADDRESS WILDFIRE DANGER: FIREWISE®

Idaho's summers are hot and the fire danger is high. Many neighborhoods in Boise face a fire risk. Thankfully, there are programs to assist with the process of mitigating the danger. In particular, working with the City of Boise Fire Department, the Bureau of Land Management (BLM), the Forest Service, and others to become Firewise® accredited is a great way to confront the danger of wildfires.

CHECKLIST

- Educate yourself about [Firewise®](#), and how to become accredited. Review the [Firewise® Toolkit](#) for more information
- Identify people interested in protecting the neighborhood
- Contact the [Firewise® Idaho](#) manager on how to become accredited:

Brett Van Paeppegem

Idaho Firewise | South Project Manager

brett@idahofirewise.org | phone: 208-373-3854

1387 S. Vinnell Way | Boise, ID 83709

RESOURCES

[Firewise](#)

www.firewise.org/

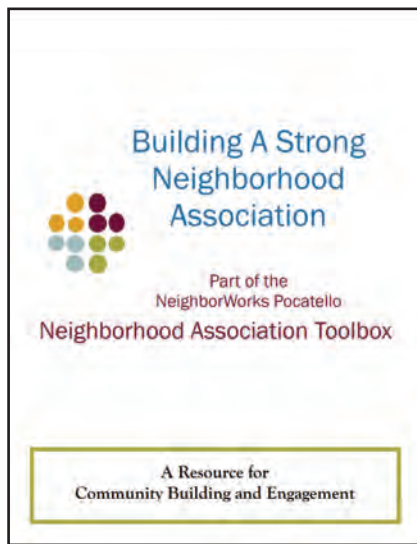
[City of Boise Wildlife Urban Interface Map](#)

fire.cityofboise.org/media/3575/57462_FirePreventionSafetyWUIMap.pdf

[Interagency Foothills Management Plan](#)

parks.cityofboise.org/media/995575/final-interagency-plan-february-2015.pdf





NEIGHBORHOOD TOOLKITS FROM AROUND THE COUNTRY

- **Lincoln, Nebraska**
[Neighborhood Association How To's: Advice on starting and maintaining a neighborhood association, with some details specific to Lincoln, Nebraska](https://lincoln.ne.gov/city/urban/reports/pdf/NAHow2.pdf)
lincoln.ne.gov/city/urban/reports/pdf/NAHow2.pdf
- **College Station, Texas**
[Taking Action! A Manual for Neighborhood Associations City of College Station, Texas](http://www.cstx.gov/modules/showdocument.aspx?documentid=2926)
www.cstx.gov/modules/showdocument.aspx?documentid=2926
- **Pocatello, Idaho**
[Building a Strong Neighborhood Association, NeighborWorks Pocatello](http://nwpcatello.org/wp-content/uploads/2016/05/Building-a-Strong-Neighborhood-Association.pdf)
nwpcatello.org/wp-content/uploads/2016/05/Building-a-Strong-Neighborhood-Association.pdf
- **Wichita, Kansas**
[Neighborhood Toolbox, Wichita, Kansas](http://www.wichita.gov/Council/Pages/ToolBox.aspx)
www.wichita.gov/Council/Pages/ToolBox.aspx
- **Irving, Texas**
[Starting a Neighborhood Association: A Guide for Successfully Creating a Neighborhood Association, Irving, Texas](http://cityofirving.org/DocumentCenter/View/506)
cityofirving.org/DocumentCenter/View/506
- **Sioux Falls, South Dakota**
[Neighborhood Association Handbook](http://siouxfalls.org/community-development/economic-development/neighborhoods)
siouxfalls.org/community-development/economic-development/neighborhoods

APPENDICES

1. Who to call at City Hall?
2. ENNIP Process Diagram
3. Financial Self-Assessment Tool
4. Leadership Transition Document Example
5. Neighborhood Association vs. Homeowners Association
 - Templates
 - Bylaws
 - Articles of Incorporation
 - Press Release



WHO DO I CALL AT CITY HALL?

Boise's residents are fortunate to have a safe community and high quality of life, and our neighborhoods are vital to our city's success. This handout deals with minor code violations that can have a dramatic impact on our neighborhood quality.

ABANDONED VEHICLES	208-972-8150	Report vehicles abandoned on the street longer than 24 hours or abandoned inoperable vehicles on private property.
ALLEYS	208-972-8150	Alleys must not be used for storing grass clippings, tree limbs misc. junk/rubbish. Contact Ada County Highway District for dust/stormwater concerns in alleys, 208-387-6100.
ANIMAL CONTROL	208-343-3166	Report barking dogs, dog feces, dogs at large, animal carcasses on public property, animal bites, animal cruelty and neglect, loose livestock and animal hoarding.
ANIMAL LICENSING	208-972-8150	Dogs must be licensed within Boise city limits.
AUTO REPAIR	208-972-8150	Major auto repair is prohibited in a residential district.
DETACHED STRUCTURES	208-608-7100	Detached accessory structures (such as sheds and carports) must be to the side or behind the main structure.
FENCES	208-608-7100	Non-wood fences in historic districts require a permit. All other residential fences do not require a permit. Max. fence height in front of a house is 3 ft for a solid fence, 4 ft for an open-vision fence, and 6 ft for all other sides.
FIREWORKS	208-377-6790	Only "safe and sane" fireworks are allowed in the City of Boise. All fireworks are illegal in the foothills.
GRAFFITI	208-377-6790	Owners are responsible for removing graffiti from their property.
GRANDFATHER RIGHTS Legal Non-Conforming Use	208-608-7100	Some use restricted by current zoning regulations are allowed if the use was legally allowed at the time of annexation or law change.
GRASS/WEEDS	208-972-8150	Grass/weeds 12 or more inches that may be hazardous to the public must be cut to 3 inches or less. Owners are also responsible for maintaining parkways and alleys by their property.
HOME BUSINESSES	208-608-7100	Most businesses may be operated out of a home, some require a permit.
IRRIGATION/CANAL WATER		<ul style="list-style-type: none"> • Call the appropriate irrigation district/canal company/ditch rider or Boise Project Board of Control at 208-344-1141 • For more info. call Idaho Department of Water Resources at 208-287-4800.
LICENSING	208-972-8150	Businesses, child care facilities, dogs, solicitor or vendor, contact City Clerk or go to cityofboise.org/licensing
LIVESTOCK	208-972-8150	A minimum of 1/2 acre is required to keep livestock; the number allowed depends on type of animal. Roosters are prohibited.
NEIGHBORHOOD WATCH	208-570-6071	Contact Boise Police Department.
NOISE	208-377-6790	Prohibited if amplified noise can be clearly heard within residence or at a distance of over 100 feet.
PARKING ISSUES	208-972-8150	<ul style="list-style-type: none"> • Recreational vehicles cannot be parked in a residential driveway. • Storing vehicles, boats, motor homes and trailers on a residential street for more than 72 hours is prohibited. • Parking on unimproved surfaces such as dirt, grass or gravel is prohibited. Gravel surfacing is allowed for non-required parking spaces.
POLICE (NONEMERGENCY)	208-377-6790	
PUBLIC NUISANCE	208-972-8150	Contact Code Compliance about outside litter, debris, car parts, junk vehicles, old furniture, appliances, mattresses, tires, building materials, recyclable materials and trash cans.
RECYCLING	208-608-7136	For more information, visit cityofboise.org/curb-it
SEWER	208-608-7150	Sewer system, connections, construction, odors and manhole covers.

WHO DO I CALL AT CITY HALL?

SIDEWALKS	208-972-8150	Keep sidewalks free of all obstructions. Bushes and shrubs must be trimmed back from the sidewalk. Overhanging shrubs/trees must be trimmed at least 8 feet above sidewalks.
SIGNS	208-972-8150	Most signs require a permit. Temporary signs are not allowed on a public right-of-way. <ul style="list-style-type: none"> • Real Estate Signs: One per parcel and not on public right-of-way. • Yard Sales: Two yard sales are allowed per residence per calendar year; maximum of three days per sale. Advertising on public property/right-of-way or on power poles is prohibited.
STORM WATER	208-395-8888	Report pollutant issues to the Storm Water Pollution Hotline.
STREET LIGHTS	208-608-7150	Contact Public Works.
TRAFFIC SIGNAGE	208-387-6140	Contact Ada County Highway District.
TRAFFIC, SPEEDING COMPLAINTS	208-570-6321	Leave a detailed message describing your traffic concern. Cityofboise.org/police. FOR EMERGENCIES: call 911 or non-emergency dispatch 208-377-6790
TRASH & HAZARDOUS WASTE	208-608-7136	For more information visit Cityofboise.org/curb-it <ul style="list-style-type: none"> • HAZARDOUS WASTE: Hazardous items cannot go in the trash. Take fluorescent bulbs, pesticides, paints, TVs and computers, as well as fluids/solvents with poison, caution, warning or danger labels to the Ada County Landfill Facility, 208-577-4736, or a Hazardous Waste Collection site, 208-608-7136. • LARGE ITEMS: call to schedule free pick up of large items such as appliances, sofas, etc. 208-345-1265 • TIRES: Republic Services will not collect tires. A limit of 4 tires per visit can be deposited at Ada County Landfill for a fee; 208-577-4725.
WOOD BURNING BAN		Code Compliance enforces wood stove and fireplace use when the Air Quality Index (AQI) exceeds 73. <ul style="list-style-type: none"> • OPEN BURNING: 208-377-7351, requires fire department approval. All open burning is prohibited when the AQI exceeds 60. Call to obtain a permit or to report open burning violations. • REPORT BURN VIOLATIONS: 208-972-8549
ZONING	208-608-7100	

CONTACT INFORMATION

CITY OF BOISE | cityofboise.org

BUILDING PERMITS/INSPECTIONS.....	208-608-7070
CITY CLERK/LICENSING.....	208-972-8150
CODE COMPLIANCE.....	208-972-8150
FIRE DEPT. (NON-EMERGENCY).....	208-570-6500
MAYOR'S HOTLINE	208-972-8520
NEIGHBORHOOD WATCH.....	208-570-6071
PARKING TICKETS.....	208-972-8150
PARKS AND RECREATION	208-608-7600
PLANNING AND ZONING PERMITS.....	208-608-7100
POLICE (NON-EMERGENCY).....	208-377-6790
STREET LIGHT ISSUES.....	208-608-7150
TRASH/RECYCLING.....	208-608-7136
UTILITY BILLING	208-608-7460

ADA COUNTY | adacounty.id.gov

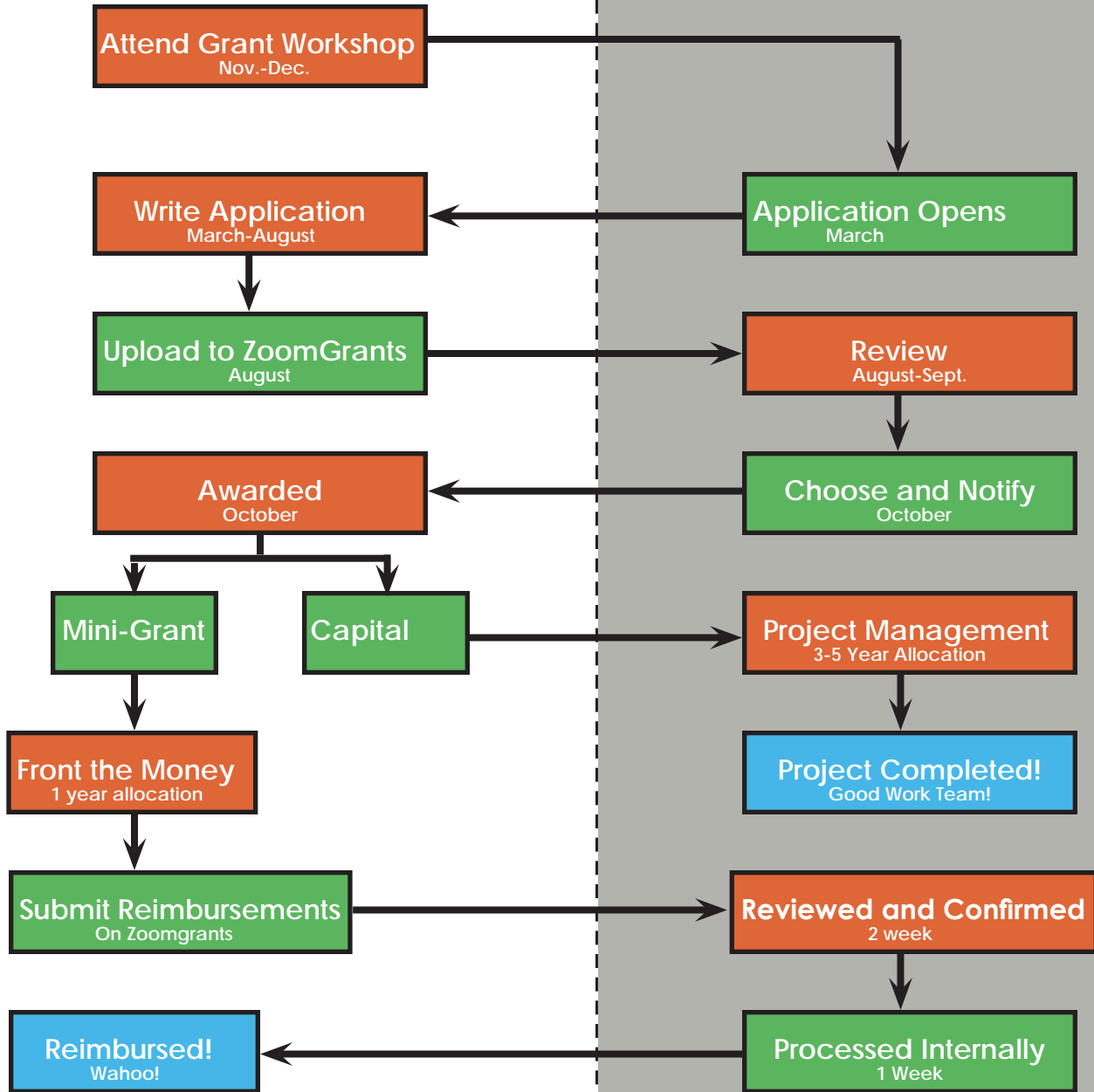
ADA COUNTY HIGHWAY DISTRICT	208-387-6100
ADA COUNTY ASSESSOR.....	208-287-7200
ADA COUNTY HAZ. WASTE FACILITY	208-577-4736
ADA COUNTY LANDFILL	208-577-4725

OTHER

AIR QUALITY DAILY INDEX UPDATE	208-373-0313
BETTER BUSINESS BUREAU.....	208-342-4649
BOISE SCHOOL DISTRICT	208-854-4000
CENTRAL DISTRICT HEALTH	208-375-5211
CRIME STOPPERS & TIPS	208-343-COPS
DEPT. ENVIRONMENTAL QUALITY	208-373-0502
EMERGENCY PREPAREDNESS	800/237-3239
ID DEPT. OF WATER RESOURCES.....	208-287-4800
IDAHO HUMANE SOCIETY	208-342-3508
MOSQUITO ABATEMENT.....	208-577-4646
NOXIOUS WEEDS/GOPHERS.....	208-577-4646
STORM WATER HOTLINE.....	208-395-8888
VEHICLE LICENSING (DMV)	208-577-3100
WEST ADA SCHOOL DISTRICT	208-855-4500
WOOD BURNING BAN HOTLINE.....	208-384-3828

Your Responsibility

City's Responsibility



Financial Management Self-Assessment Tool

This tool will inform discussions about your Association's current financial management practices and help you improve in other areas.

It was adapted from *The Nonprofit Association of Oregon Financial Management Self-Assessment Tool* to better serve Neighborhood Associations.

Budgeting

The Association:	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
Keeps an annual budget which includes sources and uses of funds and grants				
Incorporates grant and contract agreements with funders into the budget				
Authorizes the budget by board vote				
Integrates financial issues into planning processes				
Includes risk assessment and identification of insurance coverage needs into financial planning processes				

Execution

The Association:	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
Has written policies and procedures for fiscal operations: purchases, accounts payable, accounts receivable, etc.				
Follows internal processes and procedures				
Separates duties of authorizing, recording, and making purchases among different individuals				
Keeps cash reconciliation sheets				
Assigns bank reconciliation to someone who neither makes bank deposits nor prepares checks.				

Recording

The Association:	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
Keeps a chart of accounts that includes Assets, Liabilities, Net Assets, Revenues, and Expenses				
Uses the same line item categories and the same function distinctions which the budget uses for the chart of accounts				
Reconciles grants and contracts documentation against records				
Records all contributions in the accounting records.				

Reporting

The Association:	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
Prepares separate statements or revenue for each funding source.				
Reconciles the excess (deficit) of support and revenue over expenses (net income) to the change in fund balance between the beginning and ending of the accounting period.				
Approves annual reports by board vote				
Submits reports to appropriate organizations and agencies.				

Monitoring

The Association:	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
Reviews the organizations financial statements to ensure that funds are used consistently with the organization's mission.				
Reviews the organizations financial statements to ensure that it has adequate cash and other liquid assets to meet its current obligations.				
Maintains awareness of the IRS requirements for maintaining tax exempt status and evaluates the organization's activities, use of funds, record keeping, and IRS reporting to assure compliance with all requirements.				

Tiffany, the prior President of the East End Neighborhood Association put together this document (formatted into a month-to-month task list) to help smooth the entry of the new EENA President – Brittney.

Things to Remember

- January
 - Set annual meeting date and reserve Roosevelt Gym
- March
 - Meeting
 - Discuss annual meeting and guest speakers
 - Create annual meeting flyers
 - Cam does printing and signs
 - Sandy designs flyers
 - Lee does flyer separating and contacts people for distribution
 - Notify Kathleen Lacy with the city as to the date
 - Ask someone on the board to prepare the slate for April's meeting so board can approve
- April
 - Notification of NRG by mayor
 - Printing of annual flyers by second week of April
 - Distribution of flyers by 3rd week of April
 - Set meeting with Travis at Roosevelt to insure setup in ok for meeting
 - Discuss annual meeting agenda
 - Present slate for board elections and have board vote
- May
 - Annual meeting usually first Wednesday of the month
 - Presentation of the slate
 - Set dates for fall/ winter month meetings held at Adams and submit reservation
 - Elections of board members
 - Designate picnic committee
- June
 - First meeting at Quarry View park
- July

- Remind board members to start thinking of grants for coming year
 - Follow up with picnic committee
- August
 - Discuss proposed grants for coming year
 - Follow up with picnic committee and talk flyers
 - Cam does printing and signs
 - Lee does flyer separating and contacts people for distribution
- September
 - Annual picnic
 - First meeting at Adams for fall/ winter months
 - Remind board members that grant applications are due soon
- October
 - Submit grants through zoom grants
 - Discuss if Nov and Dec will be held due to holidays
 - Holiday party
 - Check with Roosevelt Market
- December
 - Holiday party at Roosevelt Market
 - Reserve park for annual Picnic of coming year

For reservations at Adams or Roosevelt school contact

- Ann at 208-***-****
- Roosevelt custodian, Travis, for set-up at annual 208-***-****
- Independent school district facilities & operations
 - 208-***-****

For reservations through Parks and Rec

- 208-608-7600 Ext 1
 - cityofboise.org/parks

How Does a Boise Neighborhood Association Differ From a Homeowners Association?

Neighborhood Association	Homeowners Association
Purpose – Build community within a designated geographic area, represent neighborhood and may present neighborhood approved issue statements during City of Boise public hearings, apply for capital and/or communication projects through the City of Boise Neighborhood Reinvestment Program	Purpose – Enforce covenants, conditions, and restrictions (CC&Rs) for individual subdivisions, membership is tied to purchase of a home within the subdivision
Voluntary, No Dues	Mandatory participation, must pay monthly or annual dues
No enforcement powers	Legal entity that can enforce contracts with homeowners
Bylaws and Articles of Incorporation required	Bylaws and Articles of Incorporation required
Board elected by association members, officers may be elected by membership or by the Board of Directors	Board elected by association members, officers may be elected by membership or by the Board y Board of Directors
File annual reports with Idaho Secretary of State’s Office and City of Boise Neighborhood Planning Program	File annual reports with Secretary of State’s office
File annual IRS report	File annual IRS report
Must be approved by Boise City Council	No affiliation with City of Boise

Bylaws

The bylaws template for neighborhood associations is currently under legal review. Once completed, it will be included in an updated version of the Toolkit.

In the meantime, please contact the Energize Our Neighborhoods program with questions.

Energize Our Neighborhoods
energize@cityofboise.org

Neighborhood Association Name Press Release

FOR IMMEDIATE RELEASE

Contact: NAME – PHONE NUMBER

EMAIL

Neighborhood Association Writes Press Release

BOISE MONTH DD, YEAR – *Paragraph 1:* Introduction that summarizes key information, including who, what, where, when, and why.

Paragraph 2: Provide more details to previous information.

Paragraph 3: Include a memorable quote from someone relevant to add credibility to the story.

Paragraph 4: Add any extra relevant information here, expanding on the previous quotation.

Paragraph 5: Include an additional quote.

Paragraph 6: Conclusion. End press release with concise summary.

###

About [Neighborhood Association Name]

Brief paragraph describing your neighborhood association.