Quick Start Neighborhood Organizing Guide
Dear Neighborhood Leaders,

The City of Lima is strongly committed to partnering with neighbors to improve and maintain the quality of life in the neighborhoods that make up our community. Each neighborhood is as unique as the residents, businesses, places of worship, and service providers that inhabit them. It’s the residents who are best able to create the kind of neighborhood they desire by working together.

Organizing a neighborhood association is an excellent way to improve your neighborhood and develop a spirit of community and pride. Organized neighbors send a message that everyone is working together to build their community.

Keep in mind, there is no one model for starting a neighborhood association. The basic ingredients — issues, people, leadership, planning process, and structure — are necessary components. How they are put together may vary from group to group. This guide serves as a tool to assist you in this challenging, but worthwhile process.

The Neighborhood Support Division of the Community Development Department is pleased to present you with this Quick Start Neighborhood Organizing Guide. This guide is designed to provide Neighborhood leaders with a framework and tools to facilitate and engage the residents of your neighborhood. Included in this guide is the process of creating effective by-laws, establishing communication methods, and conducting elections with integrity. This guide covers a variety of topics but know that the Neighborhood Support Division is always available to provide guidance, advice, and encouragement.

Thank you very much for volunteering your time to be a leader for your neighborhood. With your help we can increase citizen participation that will benefit the whole community. You are wished much success in forming and maintaining an effective neighborhood association.

Regards,

Autumn Swanson
Neighborhood Specialist
City of Lima Department of Community Development
Neighborhood Support Division
50 Town Square
Lima, Ohio, 45801
419.221.5177
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The purpose of this Quick Start Guide is to provide framework for voluntary neighborhood associations to be officially recognized by the City of Lima. The City of Lima Neighborhood Support Division determines recognition of neighborhood associations on a case-by-case basis. Associations can become unrecognized if it is determined the association by-laws are not adhered to by association leaders.

A neighborhood association is a geographically-based organization of people who live in a neighborhood and organize around common concerns of the members. It provides a means and structure to organize a neighborhood and manage neighborhood projects and programs. More importantly, it provides a forum to get people interested in the neighborhood, where issues can be discussed and information distributed. It provides a structure to organize volunteers and it is an official entity to access the City and influence decisions. It can also serve to generate funds for neighborhood improvement projects through fund raisers, dues, assessments, or donations.

Types of Associations
There are two types of associations – mandatory and voluntary. In Lima, mandatory associations are usually formed as a requirement for a planned development or may be established by the builder as an attraction to the development. The dues for the association are set by the developer at the time that papers are filed with the Planning Department.

Voluntary Associations are usually the result of individuals that organize. While dues are not mandatory in a voluntary association, some nominal contribution should be required.

Neighborhood Association
This type of association generally includes the residents and businesses within a specifically defined area. Neighborhood associations generally include residents who join together for the betterment of their subdivision or neighborhood. Membership includes homeowners, renters, and businesses within the defined neighborhood boundaries. A voluntary homeowners association means that owners do not have to be a member of the association. These associations do not have any authority to force lot owners to do anything. The issues of a neighborhood association are broad based, addressing residential and business concerns impacting the specific community. Dues are commonly used to pay for meeting notices, neighborhood parties, and directories, for example.

Why Neighborhood Associations?
Neighborhood associations are a grassroots group of citizens that enact change not only in their neighborhood but in the community as a whole. Neighborhood associations promote pride in the neighborhood and help to bring a sense of togetherness among neighbors increasing safety and livability. Associations act as a sounding board for neighborhood residents to voice their concerns and utilize their neighbors to help come up with solutions. Many associations are also able to solve property maintenance issues and disputes among neighbors within the meeting setting leading to less involvement of law enforcement or city officials in neighborhood issues. Neighborhood residents know their area better than anyone else in the community, therefore coming together in an association unites like minded residents focused on making a difference in their neighborhood.
Once you begin to organize your association, the next step is to register your association with the City of Lima’s Neighborhood Support Division. There are just a few things that associations need to do to become recognized by the City. Registration with the City of Lima offers benefits and support for your association. Registration is not mandatory but it is highly recommended.

**Becoming a registered Neighborhood Association with the City of Lima**

**Follow these basic requirements:**

1. Fill out the one page neighborhood association application located on page 19 and return to the office of Neighborhood Support located at 50 Town Square, second floor. All associations wanting to be registered with the City of Lima must turn in an application annually along with volunteer hours of membership and project impact report.

2. Boundaries must be defined in the neighborhood association application. The neighborhood support division has designated desired boundaries for neighborhoods. All boundaries are subject to approval upon receipt of application. (see neighborhood map located on page 18)

3. All registered neighborhood associations are required to establish formal by-laws. By-laws must be submitted with application annually. (Sample By-Laws are available by contacting 419.221.5177)

4. Conduct a minimum of two general meetings a year in a “brick and mortar” location or neighborhood event space where seating is available.

5. Associations must elect officers through a transparent, democratic process.

6. The City of Lima has names that have been recognized as association names in some areas. Neighborhood associations that have gone defunct and are re-forming may claim the same name the association had previously or vote on a new one. Newly forming neighborhood associations will need to create a new name and have it voted on by the membership. All new association names are subject to approval.
The City of Lima supports neighborhood associations for the purpose of facilitating communication between residents, City staff and officials, fostering interaction between individuals on issues of common geographic concern and building a better community through cooperative action.

Talk to other neighbors to determine if there is an interest in starting a neighborhood association. Talk about your concerns. Find people on your block, places of worship, at the schools, at shopping centers, or in stores. For many people this is a difficult first step. Do not be afraid or embarrassed. You will find that there are many people who share your concern of building and maintaining a safe and healthy neighborhood. Most people would love an opportunity to talk about the issues they see in their neighborhood. On the rare occasions that you find someone not interested in the organizing effort, simply thank them for their time and knock on the next door.

Benefits
When asking neighbors to organize, they must first be shown some of the reasons and benefits for forming a neighborhood association. Neighborhood associations:

- Serve as a tool in preventing neighborhood decline.
- Provide a sense of security as neighbors get to know one another.
- Supply a channel to meet neighborhood goals.
- Unify the voice of the community (A collective voice is a stronger voice).
- Provide an effective communication link with the City.
- Increases awareness of decisions that impact the neighborhood.
- Help bring people together through socializing and working toward neighborhood improvement goals.
You cannot organize or reactivate a neighborhood association alone. You will need help. An association may begin informally with just a few people and gradually evolve into an organized group with common interests.

“Coming together is a beginning; keeping together is progress; working together is success.” - Henry Ford

Organizing the Core Group

To get started, you need a core group of committed neighbors to form the association. The number of people needed will depend on the size of the area you want to organize. The core group may start with neighbors who have not been part of an organized group before or from crime watch members who have an interest in expanding their neighborhood goals. Neighbors who have an interest and are excited about the process make up your core group.

When you have a commitment from five to ten people, set up a meeting at a comfortable place, such as someone’s home, and discuss your goals and plan of action. Do this quickly, before your contacts lose interest. Explain to the potential committee members what you have in mind and what you want them to do. With this group, decide on issues that are most pressing, most extensive and the most easily solved. Discuss the need for a structured association to deal with concerns and long term goals. Also, talk about how to get other people involved. Set a date to meet and plan your next steps for organizing the association.

This is the beginning and core of your neighborhood association. Keep lines of communication open among the core group and effectively communicate the plans, goals, and activities to the neighborhood via newsletter, flyers, e-mail, or a phone tree. Delegate responsibilities to as many core group members as possible to ensure buy in and excitement about the new organization.

Core Group Meetings

▲ Define the purpose of the meeting.
▲ Develop an agenda in cooperation with key participants.
▲ Choose a location suitable to your group’s size. If possible, arrange the room so that members face each other, for example, a circle or semi-circle. For large groups, try U-shaped rows.
▲ Choose an appropriate meeting time. Set a time limit and stick to it.
▲ Distribute the agenda and circulate background material, lengthy documents or articles prior to the meeting.
▲ Meetings should be productive, predictable and as short as possible (1 hour).
Neighborhood Associations have clearly stated geographic boundaries as defined by the Community Development Department. The designated boundaries must be included in the association’s By-laws. Geographic boundaries of all Neighborhood Associations shall be reasonable and manageable and have a North, South, East and West parameter.

Developing Logical Boundaries
The Department of Community Development has predetermined neighborhood boundaries in an effort to:

1. Have the entire city covered by neighborhood associations
2. Develop a consistency in the size of neighborhood associations and give a starting recruitment base for newly formed associations.
3. Eliminate the disproportional numbers of residents within boundaries

Newly forming neighborhood associations are asked to adhere to the current boundaries established by the Office of Community Development during the organizing process. Once the application is submitted an association can request a change to the boundary lines.

When requesting a change to boundaries neighborhood associations should consider the following:

- Does my association contain at least 50 parcels?
- Do the new boundaries incorporate all the member residencies?
- Are the new boundaries overlapping an already existing associations’ boundaries?

Once all the factors are considered and new boundaries have been voted on by membership a request can be made to change boundary lines. Requests will be reviewed and approval or denial sent to the association. If the change has been denied a reason for that denial will be listed within the decision. All questions about boundaries can be directed to the Neighborhood Specialist.
A well-run neighborhood association creates a mission and sets goals in alignment with the mission. To help create your mission and set goals first think of what you and your core group picture as the perfect neighborhood. This could be a clean and livable environment that is attractive to current and new residents or ensuring that neighborhood residents have a voice in the neighborhood planning process. Setting goals helps establish a meaning for the association and keeps members engaged, it also sets the stage to plan projects to meet those established goals.

**Establish a mission for the Association**
- ★ What is the association trying to achieve?
- ★ Who will be affected by the association’s goals?
- ★ How will the association meet the mission?
- ★ A mission statement is a road map to setting goals and achieving those goals.

**Setting Goals**
Once you have an established mission set goals based on what your association wants to do to meet the mission. For example if the mission of your organization is the increase safety a goal for the association could be to plan a project that would increase the safety in your neighborhood. Keep in mind when creating goals they need to be manageable and that your association has the ability to accomplish said goals.

Goals set the framework to planning projects for the association. If a goal is to increase safety in the neighborhood some projects to complete that goal could be: establish a neighborhood block watch or patrol, implement a safety training for neighborhood residents, or starting a neighborhood phone tree to inform neighbors of suspicious situations.

Having a mission statement with established goals helps to create a sense of purpose for the organization and gives the core group leverage when inviting new members into the association. Many questions neighbors have when asked to join an association are:
- ★ Why should I join?
- ★ What are we trying to accomplish?
- ★ How will this benefit me?

This mission statement and goals will help group members answer these questions and encourage neighbors to join.

**An example mission statement:**
The mission of this association is to:
- ★ Enhance the quality of our neighborhood
- ★ Encourage communication, cooperation, and friendliness among the residents
- ★ Maintain and increase the spirit of awareness, security, and beauty in our community
- ★ Express the interest and opinions of all to our local government
Developing and completing neighborhood projects are a great way to keep residents engaged and involved. Completing projects gives members a sense of accomplishment and can help retain their membership. Neighborhood projects are also a way to get the word out about the association to residents in the neighborhood and act as a recruitment tool. Working together to plan and execute a project will also grow the connection between members.

**Project Planning and completion**

In developing your neighborhood projects, focus on a specific issue that will demonstrate action and results and that will be visible in the neighborhood. Get the whole community behind the project by promoting the issue as much as possible. This will provide lots of participation for you to establish a large membership base. If you are successful in achieving your goals or effecting change on a single issue, it demonstrates that your association is an effective group. This establishes the credibility and worthiness of your association, characteristics which are important to long-term survival. Unfortunately, one problem with concentrating on a single issue is that when that problem is solved, everyone leaves.

Therefore, it is important to introduce other issues at the same time and get people to work on them in addition to the main issue. As each issue is resolved, focus on new, short- and long-term projects. Most importantly, do not forget to celebrate!

Evaluate the association’s progress to recognize successes, detect problems and suggest improvements. In planning projects, keep momentum with a list of projects and activities that will maintain participation and interest. The best approach is to plan around a calendar. Do not suffocate your members with more projects than time will allow. Choose a pace and stay consistent. Slow progress is often better than no progress at all, but keep in mind that one large gap in activity could cost you the participation of a large majority of your membership because of lack of interest. Be careful how you plan and coordinate all projects. Keep people involved in all levels and give people specific jobs (with specific time frames) to do. Everyone is willing to contribute a little bit of time. Do not give too much responsibility to one person when it can be easily delegated to several.

Finally, celebrate your accomplishments!

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**Possible short- and long-term projects:**

- Neighborhood Clean-up
- Community Garden, tree planting, flower planting
- Back-to-school party and school supply drive
- Neighborhood scrapbook or video
- Crime watch program
- Scholarship exchange (Example: Ex-boxer in the neighborhood sets up an afternoon boxing program for neighborhood kids. The kids mow and care for his yard).
- Block party or festival
- Neighborhood entrance signs
- Security lighting
- Tool lending libraries
- Tutoring program for youth
- Neighborhood cook-out, picnic, or pot luck
- National Night Out celebration
- Holiday celebration
- Neighborhood t-shirts
- Yard of the month award
- Neighborhood newsletter, web site, directory, or telephone/email tree
- Paint /fix up projects
- Speakers on topics of interest to the neighborhood
- Philanthropic projects, such as “adopting” a family who needs help with Christmas dinner
Recruiting new members to the group can be a challenge, but it is only half the battle. The other half is keeping them involved in your organization. For every member who is active in the association, there are probably two who would be involved if they were properly motivated or enticed. Keeping the interest and involvement of neighbors in their association is a continual challenge faced by every neighborhood group.

Recruiting and Maintaining Members

Help new members find a place in the association. Not every-one is a self-starter. Many will offer to help but have no idea where to begin. Develop a list of volunteer activities that includes a job description and approximate time commitment for each task. This will be a great start for your new members.

Always welcome new people and attempt to make them feel at ease with the group. Officers and board members should watch for new faces at each meeting and welcome them enthusiastically. Each new or potential member should be introduced to someone who lives near them or shares a similar interest. Designate an official “greeter” at every meeting.

Avoid the appearance of cliques. New members who see the same people running every project will feel excluded and may not return. Appoint people who are not part of the core group to positions of leadership. Sensitivity to this issue is central to creating a sense of belonging among group members. Delegate Responsibility.

Encourage new ideas and input in all levels of the organization. This is often most difficult for people who long have been involved in the association or neighborhood and are more knowledgeable on the area than newcomers. People coming into a situation for the first time, however, are able to see things in a new light and can offer new solutions to old problems. They just might have the answer that you have been seeking. New perspectives can assist the whole group in problem solving.

Every meeting should exemplify the strongest commitment to organization. Busy people will not attend meetings or involve themselves in organizations they consider a waste of time. Organization will also endow the association with a sense of accomplishment from the outset. Create a written agenda before each meeting and stick to it.

Maintain current membership records. Keep a file that lists members’ names, addresses, phone numbers, family member names, occupations, special talents, concerns, areas of interest, etc.

Enjoy yourself and have fun. The work of the neighborhood association should not be boring drudgery. Sponsor parties and celebrations to get to know your neighbors better. Have events that appeal to all, including children. This will foster a strong sense of community spirit among your neighbors.
Establishing By-laws for Neighborhood Associations helps to determine how a Neighborhood Association will be structured and function. Neighborhood associations are required to maintain and file with the Neighborhood Support division, up-to-date sets of By-laws, which should include the following:

- Organization Purpose and Objective (also known as mission statement).
- Boundaries as defined by the City of Lima.
- Criteria to be a member.
- How the Board is chosen and elected.
- Criteria for residents and/or members to vote for Officers.
- Officers responsibilities.
- Meeting procedures. A minimum of 2 general membership meeting per year in a “bricks & mortar” location or a neighborhood event space where seating is available, with notice to all residents within the geographic boundaries.
- Procedures for replacing Officers (specifically the President).
- Method of determining a quorum and how votes are taken and recorded at meetings.
- Process for disbursement of association funds/bank account if the association is dissolved
- How amendments are made to the By-laws.
- Process for resolving conflict.
- Process for collection of dues.
- Process for how meeting minutes are taken and made available to members.
- A minimum of one (1) election every three (3) years for Board of Directors.
- Process for distributing financial statements to members.

*By-laws must be made available to all members and/or Stakeholders when requested.*
- By-laws should be as short and concise as possible, but take into consideration how unplanned events and issues will be handled.
- Sample By-laws are available from the Neighborhood Support Division.

The Neighborhood Specialist has the authority on a case-by-case basis to remove recognition of a Neighborhood Association if the By-laws are not adhered to by an association leader(s).
Elections should be held annually for your neighborhood association to select a Board of Directors. The board will handle the business of the neighborhood association throughout the upcoming year. Your association’s bylaws should specify the positions and the general framework of your electoral process.

**Board Of Directors**

The key to a successful association is the selection of the officers and board members. The officers may be members of the core group who initiated efforts for beginning the association, or other members of the neighborhood. Officers are typically board members as well, but your board should include at least large members as well.

It is important for your neighborhood association to remain as inclusive as possible. Therefore, any person who is a resident or property owner within the neighborhood association boundaries, or who meets the criteria as set forth in your association’s by-laws, is a prospective member and will be able to participate in your association.

The “job” descriptions outline the responsibilities of the board and other individual officer positions. In addition to the roles listed below, board members may be selected at large to represent the general membership. The number of board members may vary. Other roles and descriptions may be added based on the needs of your neighborhood.

**President**

Oversees the schedule of meetings and activities, coordinates the activities of officers, leaders, and committees, appoints committees as needed, represents the association in a public capacity, and delegates activities.

**Vice President**

Assists the President, presides at meetings and performs other duties in the absence of the president, and is responsible for introducing new members and guests at meetings.

**Secretary**

Keeps complete and accurate minutes of all meetings, reads letters of information or any other correspondence to the group, writes letters for the association, maintains current and comprehensive membership records, and contacts members who have missed several meetings and extends an invitation for them to attend the next meeting.

**Treasurer**

Keeps accurate records of all receipts and expenditures of association funds, plans a budget and presents to the association for approval, pays bills as approved by the association in a timely and accurate manner, gives a financial report at each meeting or as requested by the chairperson, prepares financial report for the year and presents it to the association, and provides written and financial reports for the Secretary to include with the minutes.
A well-run meeting is the beginning of a successful neighborhood association.

- Plan a strategy for getting people to come to the first meeting.
- Plan how to present the issues as the core group sees them.
- Explain why you see the need to organize a neighborhood association.
- Explain what you hope the association will accomplish.

**Finding a Place to hold the meeting**

Try to estimate the number of people you expect at your first general meeting and then look for a meeting space to fit that number. It is important to keep the meeting place as neutral as possible for all of the attendees expected. Possible sites include:

- Schools, both public and private
- Places of worship
- Private homes
- Community centers
- City Hall
- Non-profit organization centers

When arranging for a meeting space, ask if there is a cost associated with the use of the facility. Schools and colleges often charge a fee and/or require a permit. You can arrange for usage of the facility through the school’s administrator or principal. Be sure that your meeting space can accommodate people with disabilities. *Remember we recommend having no less than two (2) and no more than four (4) neighborhood meetings per year with sub committees meeting on chosen projects. Associations should be project focused to maintain interest.*

**Publicize your meeting**

The way to get people to attend your meeting is to publicize. Just remember to include all pertinent information in your publicity. Remember to answer the questions of what, when, where and why. If possible, include a phone number for people who have questions about the meeting or are interested in future meetings but cannot make the first meeting. Some ways to get the word out are, flyers, press releases to local media, signage throughout the neighborhood, and social media (FaceBook, NextDoor, etc.).

**Staging your meeting**

The first meeting will be one of the most important meetings for your new group. Create a checklist to ensure that you have the meeting “tools”:

- Sign in sheet to collect the names and addresses of those in attendance
- Copies of the agenda
- Handouts
- Area map
- Contact information for core group
The way that meetings are run will affect how members become as well as stay involved in the association. If meetings rarely start on time or are dominated by a few people, members will become frustrated and stop coming to meetings. When meetings are run well and the agenda is followed, members will feel more willing to participate in other activities of the association.

5 Key Elements for Successful Meetings
The recommendation is that a neighborhood association must hold at least 2 meetings per year to be recognized by the city. It is recommended that neighborhood associations focus on project completion instead of monthly meetings.

1. **An atmosphere of hospitality:** A little preparation helps communicate that this neighborhood association is an inviting place, and has a clear purpose to build community and make a difference for the neighborhood.

   - Have good signage to help locate the meeting.
   - Have a “greeter” to welcome people to the meeting.
   - Have a resource table with basic information (nametags, meeting agenda, sign-in sheets, comment cards, and informational fliers).
   - Refreshments help create a welcoming atmosphere (coffee, tea, water, cookies, etc.).

2. **Clear communication and facilitation:** Neighborhood meetings succeed when there is good facilitation. A good facilitator will make sure everyone has a chance to participate and feels comfortable.

3. **A featured program or presentation:** Having a presentation is a great way to provide current information about a topic of neighborhood interest. Some examples might include: neighborhood safety, neighborhood improvement projects, pedestrian safety, emergency preparedness, or an inspirational speaker your neighbors would be interested in hearing.

4. **Time for resident input:** Neighborhood meetings should always provide time to receive the input from those who attend. This can happen in a variety of ways, including time for Q&A, facilitated large group discussions, table discussions, and comment cards.

5. **Clarity on next steps:** Neighborhood meetings should end with answering the question, “What’s next?” If there are specific issues raised, come up with an action plan for them. This may include planning a speaker or program around them, or referring the issue to a smaller group to research and report back.
1. Be realistic in your expectation of the members. Neighbors have other priorities that may limit their participation.

2. Stay focused on a few well-defined goals or projects. Too many projects may frustrate or dilute your volunteer resources. Be sure to set attainable and realistic goals, which include a timeline and identify individual and/or committee responsibilities.

3. Be sure to publicly recognize members for their efforts and accomplishments. Recognize efforts in your newsletter.

4. Try to incorporate “fun” into your meetings or projects. Humor helps too!

5. Ask specific neighbors for help or their involvement. Sometimes all it takes is asking a neighbor to do something. They may be willing if asked, but may not volunteer or speak up when an “all call” for help is issued.

6. Ask neighbors what their concerns are and respond quickly to those issues when and if possible. Anytime a hot issue comes up, call as many neighbors as possible to ask their opinions.

7. Create a buddy system or “neighbor mentor” to make newcomers feel more welcome and important to the association.

8. Publicize your association meetings well in advance; including what will be on the agenda.

9. Start and finish meetings on time. Respect the time and commitment of members attending the meeting.

10. Keep meetings on track and to the point. Summarize the results of decisions and actions at the end of the meeting so that members leave with a sense of accomplishment.

11. Provide useful and meaningful information at your meeting. Contact your Office of Neighborhood Support for information on City services useful to your neighborhood.

12. Publish a newsletter to keep the neighborhood informed and focused. Include a classified section for neighbors to promote their businesses or sell items.

13. Meetings are not the only way to bring neighbors together. Organize a social function by delegating the event to a special committee.

14. Respond to concerns and questions as quickly as possible.

15. Involve the youth in the neighborhood in activities and events. Many times, kids are able to get their parents involved easier than the association.

16. Listen to what members are saying. Often, all a member may want is for someone to listen.

17. The president and/or board should delegate authority and be supportive. Let the committees do their jobs. Respect their decisions.

18. Create a telephone chain or communication system that makes it possible for the association to keep its members informed.

19. Volunteers always appreciate incentives and rewards. Some examples are recognizing and thanking a specific person or persons at a general meeting; acknowledging someone’s efforts in your newsletter; or neighbors’ cooking dinner or cookies for someone. Incentives and rewards do not have to cost a lot. Use your imagination and creativity.
## Contact Information

### EMERGENCY: FIRE/POLICE – 911

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<td>Housing Program Services</td>
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<td>License/Permits</td>
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### Questions or Concerns in your area?

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<td>Law Director/Criminal Division</td>
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<td>Mayor’s Office</td>
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<td>Municipal Court</td>
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<td>Police Department (Non Emergency)</td>
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Neighborhood Association Map

Neighborhood Association boundaries available
Complete this entire application and attach all requested documents to be an officially recognized association by the City of Lima. Return the completed application to Neighborhood Support, 50 Town Square, Lima, Ohio, 45801. Need Assistance filling out this application contact: Neighborhood Support 419.221.5177.

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<tr>
<th>Association Name</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Association Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

List the primary and secondary contacts for your association.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
<th>Phone</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

List the location, time, and frequency of your meetings.

<table>
<thead>
<tr>
<th>Location</th>
<th>Time</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>(list address)</td>
<td>(ex. 7:00 pm)</td>
<td>(ex. Third Wednesday of odd months)</td>
</tr>
</tbody>
</table>

Association Boundaries (Include which side of the street)

- North:
- South:
- East:
- West:

Would you like your contacts added to the Community Newsletter email?  
YES  NO

What is the purpose or mission of your association:

To complete this application attach the association’s by-laws and a current membership roster with names and emails of members. All collected volunteers hours should also be attached, if your renewing.

Return completed application to: 
Neighborhood Support Division, 50 Town Square, Second Floor, Lima, Ohio, 45801