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**Council Meeting Date:** December 10, 2001

**Agenda Item:** 7(f)

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**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b> Approval Of Five Mini-Grants In The Total Amount Of \$25,000
<b>DEPARTMENT:</b> Community & Government Relations
<b>PRESENTED BY:</b> Joyce Nichols, C/GR Manager

**PROBLEM/ISSUE STATEMENT:** Five of the City's neighborhoods have completed the application process for \$5,000 each to do various projects to enhance their neighborhoods. Council provided \$40,000 in the 2001 budget to fund the Neighborhood Mini-Grant program. Council action to award the five grants applied for is needed to encumber the 2001 funds allowing them to be carried forward and expended in 2002. In all cases, the projects proposed have been coordinated with the appropriate City department staff and work performed on the projects will be supervised/approved by City staff.

**ALTERNATIVES ANALYZED:** The detailed budgets and information for the five grant applications are included in Attachments A – G. Staff has analyzed the following alternatives:

1. Take no action.
2. Authorize a portion of the funding requested.
3. Authorize all five requested Neighborhood Mini-Grants for a total expenditure of \$25,000. (Recommended.)

**FINANCIAL IMPACT:** Council authorized 40,000 in the 2001 budget to fund Neighborhood Mini-Grants. To date two grants have been awarded totaling \$10,000. The recommended action would encumber \$25,000 of the 2001 funds, which would be carried forward for 2002 expenditure.

**RECOMMENDATION**

Staff recommends that Council approve \$25,000 in Mini-Grant funds for the Echo Lake, Hillwood, North City, Richmond Beach and Richmond Highlands Neighborhood Associations.

Approved By:

City Manager  City Attorney 



## **INTRODUCTION**

Five of the City's neighborhoods have completed the application process for \$5,000 each to do various projects to enhance their neighborhoods. Council provided \$40,000 in the 2001 budget to fund the Neighborhood Mini-Grant program. Council action to award the five grants applied for is needed to encumber the 2001 funds allowing them to be carried forward and expended in 2002.

## **BACKGROUND**

Resolution No. 54 established the Neighborhood Mini-Grant program, with the process and administration of the funds to be handled by Neighborhoods staff. The allocation of the total funds available is determined from year to year by appropriation of the City Council. All such grants to individual neighborhood associations are governed by rules approved by the City Council on October 7, 1996 and amended on November 23, 1998. Grants must be approved by City Council prior to their implementation.

The Mini-Grant program provides equal grants of up to \$5,000 to each of the active, organized, qualifying neighborhood associations in the City of Shoreline. Neighborhood associations are required to match Mini-Grant funds. A match may be generated from co-sponsoring groups, businesses, organizations, schools, media, in-kind donations and/or "sweat equity".

Mini-Grant project categories include the following:

- Projects that create or enhance a tangible improvement in the neighborhood;
- Projects that disseminate information and increase awareness of the goals and mission of the neighborhood association to the neighborhood community;
- Projects that directly benefit a public agency or organization and its immediate neighborhood, and that require the active involvement of both the public agency and members of the neighborhood in planning and carrying out the program.

## **ALTERNATIVES ANALYSIS**

**Echo Lake Grant Application:** The Echo Lake Neighborhood Association has applied for a \$5,000 Mini-Grant to do various projects to enhance neighborhood communications and improve Echo Lake Park—both of which comply with the goals of the Mini-Grant program. The group proposes the following projects: establish a Web site to improve communication in the neighborhood; purchase "sandwich board" signs to advertise neighborhood meetings and events; purchase and assist in the installation of two BBQ grills for Echo Lake Park; and design and install a historical marker in Echo Lake Park commemorating the Interurban Rail Line that once traversed the park. The historical marker portion of the project will be designed to be compatible with the Interurban Trail project, but is not part of the trail project. The Parks, Recreation and Cultural Services Advisory Committee will be asked to review the design and placement of the marker. Parks staff will also be consulted for approval on the historical marker and the placement of the BBQ grills in Echo Lake Park.

As match for the project, the Echo Lake Neighborhood Association will use volunteer labor to construct and prime/paint the signs, design and install the historical marker, design the Web site and a brochure to announce its availability, and perform

maintenance and clean-up work parties at Echo Lake Park. The Echo Lake Neighborhood Association has successfully completed other Mini-Grant projects, including: installing neighborhood identification signs; beach sand restoration at Echo Lake Park; and purchasing and assisting with the installation of picnic tables and benches at the park.

North City Grant Application: The North City Neighborhood is seeking approval for a \$5,000 Mini-Grant to purchase 26 hanging baskets, soil and fertilizer and flowers for the baskets and street planters along 15<sup>th</sup> Avenue NE from 172<sup>nd</sup> to 180<sup>th</sup>. The project complies with the neighborhood enhancement goal of the Mini-Grant program by creating a tangible improvement in the neighborhood. The baskets will be hung on existing basket hooks. The baskets and flowers need to be ordered as soon as possible to ensure availability and delivery in spring. The baskets and planters will be planted in early May and will be in full bloom when the Celebrate Shoreline parade takes place on 15<sup>th</sup> Avenue NE in August. A photograph of the proposed baskets/flowers is included on Attachment C.

The group proposes to provide volunteer match for the grant in the form of "sweat equity" to prepare the baskets/planters; plant the flowers; and maintain the flowers (lots of weeding, fertilizing, watering and deadheading). The project will require the neighborhood to obtain a City right-of-way permit. Volunteers from the Shoreline Water District will install the baskets.

The second part of the project will include purchase and installation of park-type benches for 15<sup>th</sup> Avenue NE as part of the North City Sub area Design. The neighborhood association will work with the City through the City's design process for the North City improvements and will purchase and install the same bench(es) as selected by the City for the project

North City has completed several other successful Mini-Grant projects to beautify their neighborhood business area, including hanging flower baskets and holiday banners.

Richmond Beach Grant Application: The Richmond Beach Community Council is seeking approval for a \$5,000 Mini-Grant to make improvements to Richmond Beach Reserve Park. The project will remove invasive vegetation and replace it with native plantings, and will remove ivy and dead limbs from trees. The area of the project includes Charles Street at 25<sup>th</sup> Avenue NW and Richmond Street at 191<sup>st</sup> NW. The Richmond Beach Reserve Park consists of one piece of City-owned park land, just under one-half acre, and two adjoining pieces of un-opened City-owned right-of-way approximately 7,200 square feet each. The neighborhood completed a similar project along one unused right-of-way section of the park in the fall of 2000. The project was very successful and resulted in an area that has been cleaned up, opened up, properly vegetated to control/remove invasive non-native plants, and requires very little on-going maintenance. The project meets the goals of the Mini-Grant program by creating a tangible improvement in the neighborhood.

The neighborhood conducted an extensive process to involve adjacent property owners and neighbors in the planning for the project. The neighborhood has been working closely with Kirk Peterson of the City's Parks, Recreation and Cultural Services

Department and on the planting/vegetation and he has fully signed-off on the project. The project will also require a right-of-way permit and a clearing and grading permit. The neighborhood has been working with the Planning and Development Service Department on the permits needed to perform the work. Permit costs are included in the project budget.

The Richmond Beach Community Council successfully completed a Mini-Grant sign project in 2000.

Richmond Highlands and Hillwood Grant Application: These two neighborhoods have proposed a joint project to improve the Richmond Highlands REC Center by adding a play structure for very young children. Each neighborhood is requesting \$5,000 in Mini-Grant funds to purchase the play structure. The neighborhood groups propose to remove the existing wood play structure and ground cover and purchase and install new ground cover made of wood chips and a new, interactive play structure designed to meet the needs of the many younger children who are frequent park users. The proposal meets the goal of the Mini-Grant program by creating a tangible improvement for the neighborhood. The project will begin following the remodel of the REC Center and will be done under supervision of the Parks, Recreation and Cultural Services Department staff who will also have final approval of the type of play structure ordered. On-going maintenance and repair of the structure will remain the responsibility of the Parks Department (as it maintains the existing structure and grounds). Neighborhood representatives have met with Parks staff who fully support and endorse the project.

The Richmond Highlands Neighborhood Association has completed two successful Mini-Grant projects including installation of historical markers at five sites in the neighborhood, neighborhood identification signs, purchase of equipment for the REC Center and a neighborhood information project. This is the first Mini-Grant application from the Hillwood Neighborhood Association.

### **RECOMMENDATION**

Staff recommends that Council approve \$25,000 in Mini-Grant funds for the Echo Lake Hillwood, North City, Richmond Beach and Richmond Highlands Neighborhood Associations.

### **ATTACHMENTS**

- Attachment A – Echo Lake Project Budget*
- Attachment B – North City Project Budget*
- Attachment C – North City Project Photo*
- Attachment D – Richmond Beach Project Budget*
- Attachment E – Richmond Beach Project Drawings*
- Attachment F – Richmond Highlands/Hillwood Project Budget*
- Attachment G – Richmond Highlands/Hillwood Project Photo*

**Echo Lake Neighborhood Association  
2001 Mini-Grant Project Budget**

<b>Project/Item</b>	<b>Cost</b>
Design Web site	\$ 150
Design/print/mail brochure advertising Web site	\$ 276
Purchase 24 "sandwich board" signs, prime/paint/ assemble	\$ 974
Purchase and help install two BBQ grills	\$ 200
Design, purchase and install historical marker	<u>\$3,400</u>
<b>Total project cost</b>	<b>\$5,000</b>

**Project Match**

The Echo Lake Neighborhood Association proposes to provide match for its Mini-Grant through "sweat equity". The group will provide the following work on the project: design the Web site; design, print, mail the brochure to advertise the Web site; purchase, prime/paint/assemble the "sandwich board" signs; purchase and help install two BBQ grills; design, purchase, install, maintain historical marker; and conduct maintenance and clean-up work parties in Echo Lake Park to match Mini-Grant funds.

**North City Neighborhood Association  
Mini-Grant Project Budget  
Hanging Flower Baskets/Planters Project**

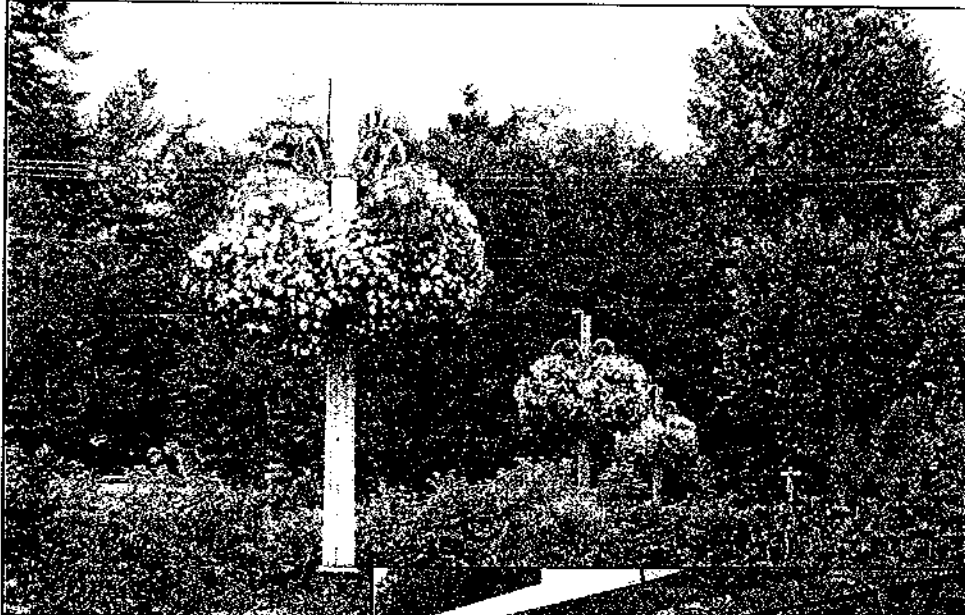
<b>Item</b>	<b>Cost</b>
11 16" hanging baskets @ \$59.99 each	\$ 659.89
15 12" hanging baskets @ \$29.99 each	\$ 449.85
1 25# container summer liquid feed	39.99
delivery charge	<u>65.00</u>
<b>Total including sales tax</b>	<b>\$1,314.34</b>
Plants for 14 street planters flower boxes including sales tax	\$ 380.00
Benches to be installed as part of the North City Sub area Design (not to exceed)	<u>\$3,300.00</u>
<b>Total project cost</b>	<b>\$4,994.34</b>

**Project Match**

The North City Neighborhood Association proposes to provide project match for its Mini-Grant through "sweat equity". The group will order the baskets, install the baskets, and plant the flowers in the street planters and flower boxes. Once planted/installed (in early May) the group will water, fertilize and maintain the flowers and baskets (through the summer and into the fall). The group will obtain the needed City right-of-way permit and will coordinate the purchase, location and installation of the benches with City staff.

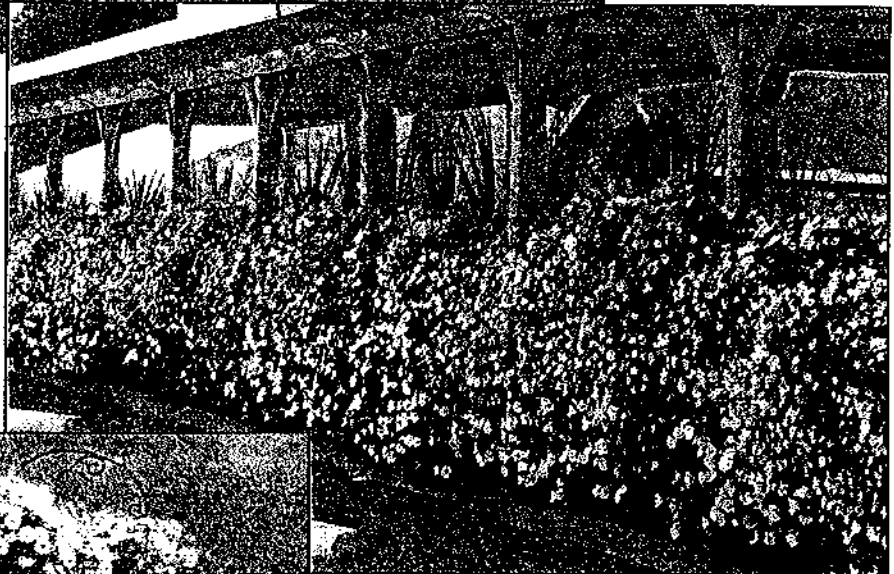
# Smokey Point Plant Farm

(360) 652-3351



LEFT: Row of Hanging Gardens at Smokey Point Plant Farm, Summer

BELOW: "Flower Fence" at Smokey Point Plant Farm, view from parking lot, Summer 2001.



BELOW: Closeup of Hanging Gardens, Smokey Point Plant Farm, Summer 2001.





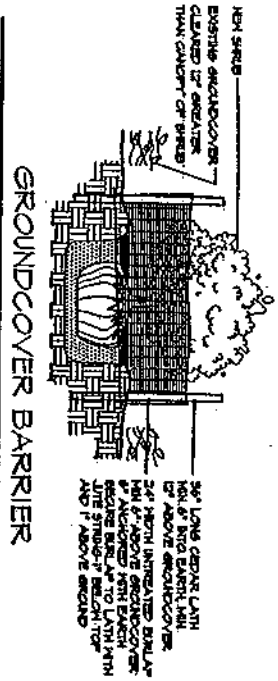
**Richmond Beach Community Council  
Mini-Grant Project Budget  
Richmond Beach Reserve Park**

<b>Item:</b>	<b>Cost:</b>
<b>Un-opened right-of-way, Charles St. @ 25<sup>th</sup> Ave. NW</b> —purchase & plant shrubs and trees; transplant existing plants into closer groupings and amend soil.	\$ 3,395
Cut dead Madrona's along west side of project	\$ 520
<b>Original park area and un-opened right-of-way, Richmond St. @ 191<sup>st</sup> NW</b> —install wood edging, crushed gravel, purchase & plant shrubs and plants, treat soil, clear and grub English Ivy to make room for new plants, install biodegradable barrier around new plants. Remove dead/diseased shrubs and trees; remove English Holly and cherry from site; and remove dead branches from Madrona trees.	\$10,644
<b>Landscape architect, pre-site meeting.</b>	\$ 2,000
<b>Permits</b>	\$ 300
<b>Subtotal</b>	\$16,859
<b>8.6% sales tax</b>	<u>\$ 1,450</u>
<b>TOTAL</b>	<b>\$18,309</b>
<b>5% contingency</b>	<u>\$ 915</u>
<b>GRAND TOTAL</b>	<b>\$19,224</b>

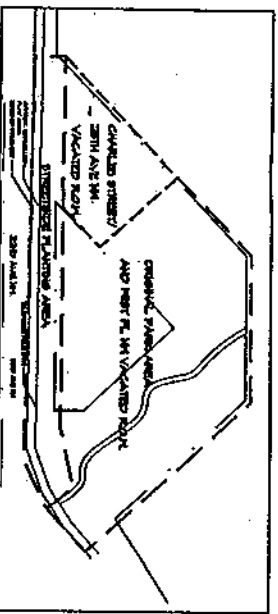
**Project Match**

Project match will be provided by the Richmond Beach Community Council in the amount of \$5,000. Project costs in excess of \$10,000 will be paid by Christine Gildow (who is coordinating the project on behalf of the neighborhood) and through cash contributions from the neighborhood. **The project will not begin until all funding is secured.**

# ATTACHMENT E



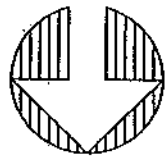
GROUNDCOVER BARRIER  
SCALE: NOT TO SCALE



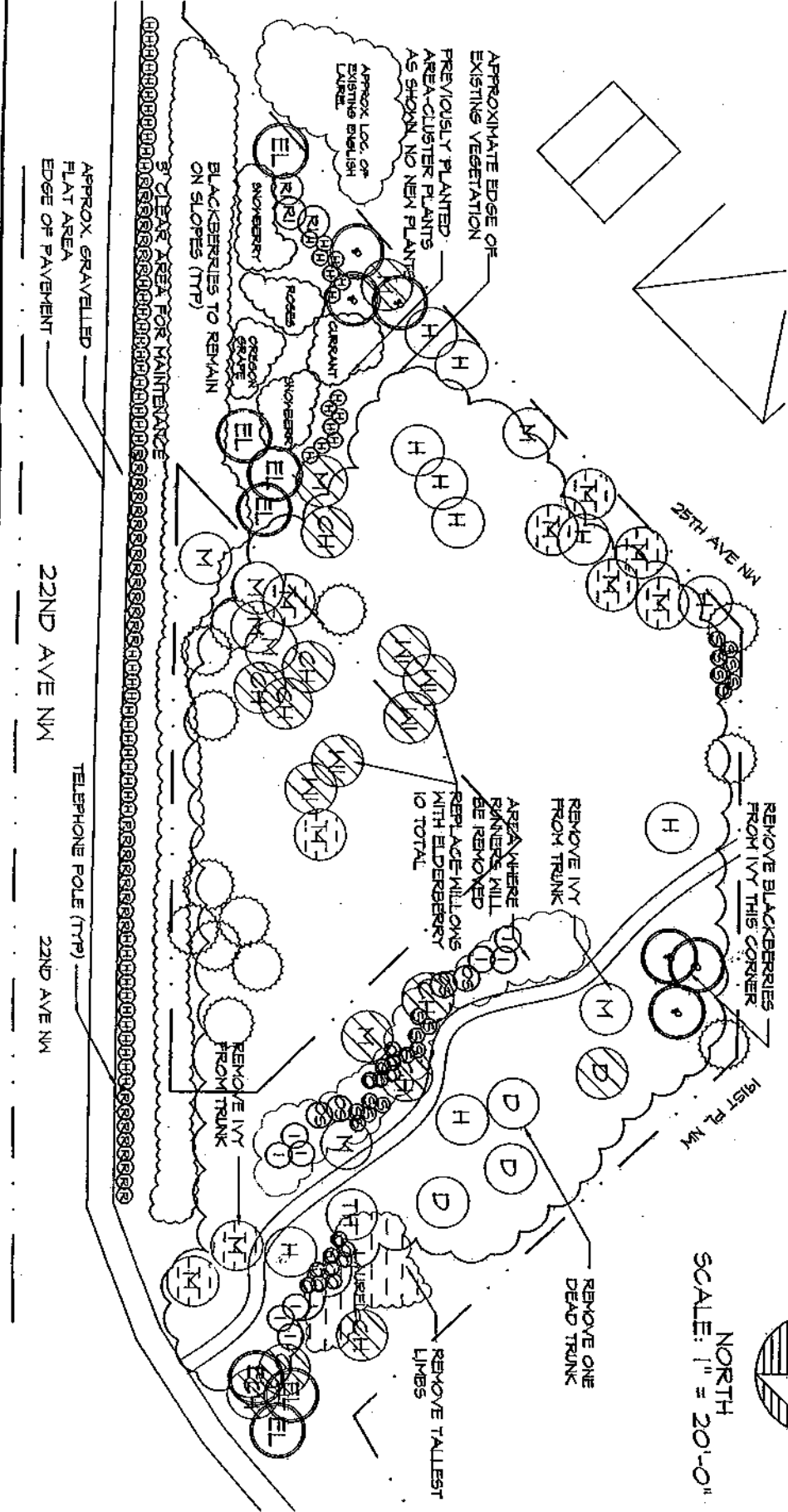
SITE ORIENTATION MAP-NOT TO SCALE



RUTH ROBERTSON BURRUS  
REGISTERED  
CERTIFICATE NO. 6271



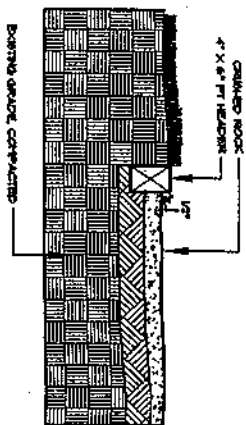
NORTH  
SCALE: 1" = 20'-0"



**RICHMOND BEACH RESERVE**  
122ND AVENUE NW, SHORELINE  
**PLANTING ENHANCEMENT PLAN**  
100

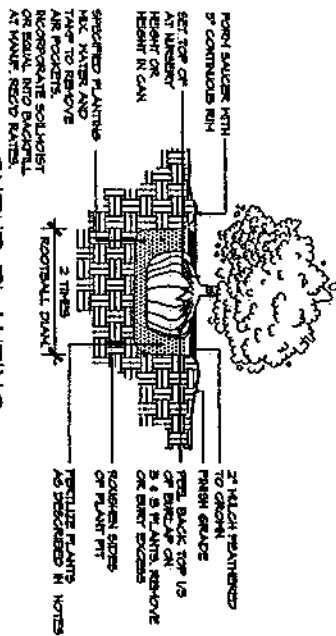
**BURRUS DESIGN GROUP**  
220 MAIN STREET, EDMONDS, WA 98020  
425 771-5813 FAX 425 771-5653

SIX	L-1
DATE	9/29/01

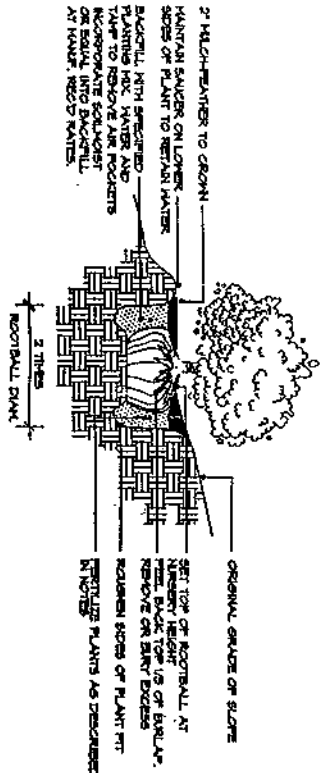


NOTE: ALL HEADERS ON COMPACTED SURFACES. TOP OF HEADER TO BE 17" ABOVE FINISH GRADE.  
 PRESERVE HEADS FROM REMOVAL. INSTALL REBAR 2" X 2" 1' SPACING ALONG ENTIRE LENGTH OF 4" OR TOP OF REBAR TO BE 14" BELOW SURFACE OF FINISH GRADE.

**WOOD HEADER**  
 SCALE: NOT TO SCALE



**SHRUB PLANTING**  
 SCALE: NOT TO SCALE



**SHRUB PLANTING ON SLOPES**  
 SCALE: NOT TO SCALE

**PLANT SCHEDULE**

SYMBOL BOTANICAL/COMMON NAME

EXISTING PLANTS

- CH CHERRY
- D DOGWOOD
- DOUGLAS FIR
- TH HAWTHORN
- H HAZELNUT
- M MADRONA
- W WILLOW

PROPOSED PLANTS

SYMBOL	BOTANICAL/COMMON NAME	QTY	SIZE
EL	ELDERBERRY	7	5 GALLON 3-4' HT
H	EVERGREEN HICKLEBERRY	60	5 GALLON 18-21" HT
RI	FLOWERING CURRANT	3	5 GALLON 30-36" HT
I	INDIAN PLUM	4	5 GALLON 30-36"
O	OCEAN SPRAY	4	5 GALLON 36-42" HT
OS	OREGON GRAPE	15	5 GALLON 18-21" SP
R	ROCKROSE (CISTUS HYBRIDUS)	37	5 GALLON
S	SNOWBERRY	17	5 GALLON 21-24" HT
V	VINE MAPLE	6	2-10' HT MIN 4 1" CAL STEMS

WORK TO BE DONE:

REMOVED TREE

REMOVE LIMBS(S)

NOTE: NANDINA D. SULPSTREAM MAY BE SUBSTITUTED FOR SOME OR ALL OF THE EVERGREEN HICKLEBERRY IN STREETSIDE PLANTING IF APPROVED BY CITY OF SHORELINE STAFF.



RUTH ROBERTSON BURRUS  
 CERTIFICATE NO. 621

**BURRUS DESIGN GROUP**  
 220 MAIN STREET, EDMONDS, WA 98020  
 425 771-5813 FAX 425 771-5653

**RICHMOND BEACH RESERVE**  
 122ND AVENUE NW, SHORELINE  
**PLANTING ENHANCEMENT PLAN**

SHEET OF **L-2**  
 DATE 9/20/01



**Richmond Highlands & Hillwood Neighborhood Associations  
Mini-Grant Project Budget  
Richmond Highlands REC Center Playground Project**

**The two neighborhoods have proposed this as a joint project. Each neighborhood is applying for a \$5,000 Mini-Grant toward the total project cost of \$10,000.**

<b>Item:</b>	<b>Cost:</b>
Purchase Play structure (illustrated in Attachment G). Structure features climbing structure, chutes, ship's wheel, vertical climber, tube chute, coil climber, cargo net, decorative arch.	\$10,000

**Project Match**

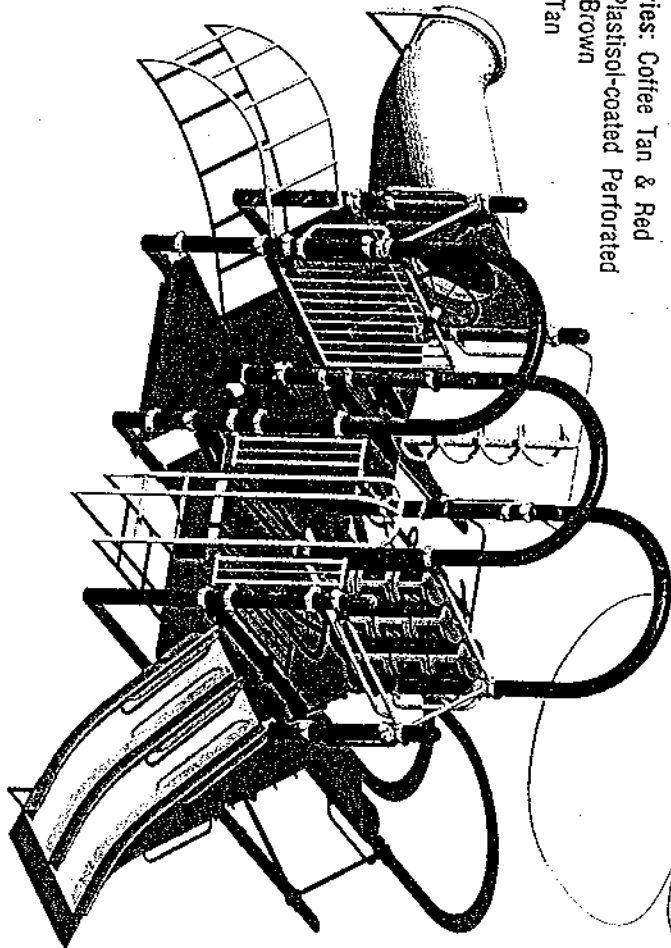
The Richmond Highlands and Hillwood Neighborhood Associations propose to provide project match for their Mini-Grant proposal using "sweat equity". The group will provide volunteer consultants to organize project volunteers to remove the existing structure, remove the existing ground cover, lay and spread the new ground cover, pour concrete barrier, install new play structure, clean up and prepare the area for use. All work performed will be done with the advance approval of the Parks staff who will oversee and monitor the project. Additional "volunteer park work parties" may be held to keep the area clean and free of litter. Over 40 neighborhood residents have signed up so far to provide volunteer labor on the proposed project.

**9620 Features:**

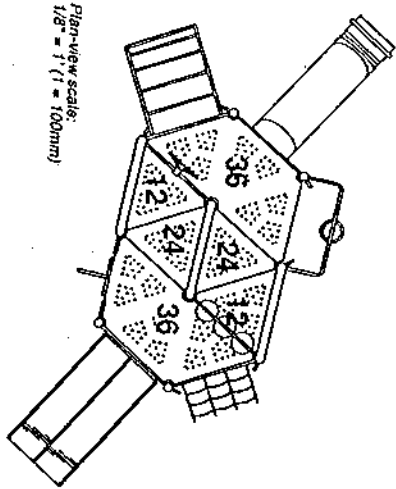
- Wide Chute, Stainless Steel with Center Rail
- Vertical Safety Climber
- Baluster Wall with Ship's Wheel
- Arch Climber
- Tube Chute, Stainless Steel
- Coil Climber
- Tic-Tac-Toe
- Cargo Net
- Decorative Arch (3)

**Colors Illustrated:**

- Posts: Red
- Accessories: Coffee Tan & Red
- Decks: Plastisol-coated Perforated Steel, Brown
- Plastic: Tan



**Pipeline® 9626**



Plan-view scale:  
1/8" = 1' (1 = 100mm)

**Deck Heights:**  
 12" ..... 305mm  
 24" ..... 610mm  
 36" ..... 915mm

**Play Area, Equipment Only:**  
 23' x 13' [7.1m x 4.0m]  
**Minimum Safe Play Area:**  
 39' x 25' [11.9m x 7.7m]