

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

**AGENDA TITLE:** Approval of four Mini-Grants in the total amount of \$10,900  
**DEPARTMENT:** Communications & Intergovernmental Relations  
**PRESENTED BY:** Joyce Nichols, C/IR Director

**PROBLEM/ISSUE STATEMENT:** Four of the City's neighborhoods have completed the Mini-Grant application process for various projects to enhance their neighborhoods. Council provided \$30,000 in the 2002 budget to fund the Neighborhood Mini-Grant program. Council action to award the four grants applied for is needed to encumber the 2002 funds allowing them to be carried forward and expended in 2003. 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 four grant applications are included in Attachments A – D. Staff has analyzed the following alternatives:

1. Take no action.
2. Authorize a portion of the funding requested.
3. Authorize all four requested neighborhood Mini-Grants for a total expenditure of \$10,900. (Recommended)

**FINANCIAL IMPACT:** Council authorized \$30,000 in the 2002 budget to fund Neighborhood Mini-Grants. To date, two Mini-Grants have been awarded in 2002. The recommended action would encumber \$10,900 of the 2002 funds, which would be carried forward for 2003 expenditures.

**RECOMMENDATION**

Staff recommends that Council approve \$10,900 in Mini-Grant funds for the North City (\$5,000), Innis Arden Club (\$2,800), Highland Terrace (\$1,700), and Hillwood (\$1,400) Neighborhood Associations.

Approved By: City Manager  City Attorney 

## INTRODUCTION

Four of the City's neighborhood associations, North City, Innis Arden, Highland Terrace, and Hillwood have completed the Mini-Grant application process to do various projects to enhance their neighborhoods. Council provided \$30,000 in the 2002 budget to fund the Neighborhood Mini-Grant program. Council action to award the four grants applied for is needed to encumber the 2002 funds allowing them to be carried forward and expended in 2003.

## 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

**North City Application:** The North City Neighborhood is requesting 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> to conform with the North City Business District Sub Area Plan. The application also includes request for a 20-gallon Aqua Mate water tank for watering the baskets and planters. 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 street planters will be planted in early May and will be in full bloom when the 2003 Celebrate Shoreline parade takes place on 15<sup>th</sup> Avenue NE. A photograph of the baskets/flowers is included as Attachment B.

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 project will also 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 benches 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.

**Innis Arden Grant Application:** The Innis Arden Club is seeking approval for \$2,800 in Mini-Grant funds to clear and remove overgrown and invasive vegetation along additional sites on City Rights-of-way in the Innis Arden neighborhood. The areas of the project include:

- NW 180 and 10<sup>th</sup> NW near Sunset Elementary School for pedestrian safety;
- Ridgefield Road at 10<sup>th</sup> NW -- rake loose vegetation and spread crushed rock to reclaim walkway by Grouse Reserve;
- NW 166<sup>th</sup> at 10<sup>th</sup> NW -- clear and remove overgrown vegetation;
- NW 186<sup>th</sup> at 14<sup>th</sup> NW --trim brush and overgrown vegetation;
- NW 185<sup>th</sup> at 14<sup>th</sup> NW -- trim English laurel and ivy
- NW 188<sup>th</sup> and 15<sup>th</sup> NW -- overgrown blackberries and vegetation removal

These areas will improve pedestrian safety along the streets and walkways in the community. The Public Works staff have reviewed and approved these sites. The project meets the goals of the Mini-Grant program by making a tangible improvement in the neighborhood with involvement of both the neighborhood association and community volunteers in planning and carrying out the program.

**Highland Terrace Grant Application:** The Highland Terrace Neighborhood is requesting \$1,700 in Mini-Grant funds to improve neighborhood identity by erecting and maintaining neighborhood identification signs that say "Welcome to Highland Terrace Neighborhood".

King County sign crews will install the signs. The signs will measure 24" by 36", feature a white reflective aluminum background, with a two-color design and will include the City of Shoreline logo as required by the neighborhood identification sign policy adopted by Council on March 23, 1998. After the signs are erected, Highland Terrace Neighborhood Association volunteers will hold work parties to clean the signs, remove trash from the area, and trim grass around the base of the signs. The project meets the goals of the Mini-Grant program to beautify and enhance neighborhood identity in the Highland Terrace neighborhood.

**Hillwood Neighborhood Grant Application:** The Hillwood Neighborhood Association is requesting \$1,400 in Mini-Grant funds to improve neighborhood identity by erecting and maintaining neighborhood identification signs that say “Welcome to Hillwood Neighborhood” at six locations within the Hillwood neighborhood boundaries.

King County Sign crews will install the signs. The signs will measure 24” by 36”, feature a white reflective aluminum background, with a two-color design and will include the City of Shoreline logo as required by the neighborhood identification sign policy adopted by Council on March 23, 1998. After the signs are erected, Hillwood Neighborhood Association volunteers will hold work parties to clean the signs, remove trash from the area, and trim grass around the base of the signs. The project meets the goals of the Mini-Grant program to beautify and enhance neighborhood identity in the Hillwood neighborhood.

### **RECOMMENDATION**

Staff recommends that Council approve \$10,900 in Mini-Grant funds for the North City (\$5,000), Innis Arden Club (\$2,800), Highland Terrace (\$1,700), and Hillwood (\$1,400) Neighborhoods Associations.

### **ATTACHMENTS**

*Attachment A – North City Neighborhood Project Budget*

*Attachment B – Innis Arden Club Project Budget*

*Attachment C – Highland Terrace Neighborhood Project Budget*

*Attachment D – Hillwood Neighborhood Project Budget*

**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	449.85
1 36# fertilizer	80.00
1 Aqua Mate watering system	884.50
Delivery charge	<u>75.00</u>
 Total for hanging baskets including sales tax	 \$2,149.24
 Soil and plants for 15 street planters	 380.00
Additional street planters	1,000.00
Equipment rental to put up and take down baskets & banners	1,400.00
Contingency	<u>70.76</u>
 <b>Total project cost</b>	 <b>\$5,000.00</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 and installed in early May, the group will water daily, fertilize and maintain the hanging baskets and street planters through the summer and fall. The group will obtain the needed City right-of-way permit as required.

**Attachment B**

**Innis Arden Club  
Mini-Grant Project Budget  
Vegetation Removal**

<b>Project / Item</b>	<b>Cost</b>
Truck rental expenses	\$ 300
Equipment rental	700
Permits	550
Gravel for walkways	850
Contingency	<u>400</u>
<b>Total Project Cost</b>	<b>\$2,800</b>

**Project Match**

The Innis Arden Club proposes to provide match for its Mini-Grant through “sweat equity”. The group will provide labor for clearing, trimming and removing vegetation, and spreading gravel in cleared walking areas. Once the vegetation is removed, the Innis Arden Club will maintain the cleared areas. Public Works maintains a five-foot width along the street. It will be the responsibility of the Innis Arden Club to maintain the rest of the cleared areas.

**Highland Terrace Neighborhood Association  
Mini-Grant Project Budget  
Neighborhood Identification Signs**

<b>Item</b>	<b>Cost</b>
Sign design and logo	\$ 200
Nine signs	885
Cedar posts	300
Installation by King County	<u>315</u>
<b>Total Project Cost</b>	<b>\$1,700</b>

**Project Match**

The Highland Terrace Neighborhood Association volunteers will provide \$1,700 in volunteer labor as matching funds for the Mini-Grant.

**Hillwood Neighborhood Association  
Mini-Grant Project Budget  
Neighborhood Identification Signs**

<b>Item</b>	<b>Cost</b>
Logo and sign design	\$ 200
Eight signs	700
Cedar posts for signs	220
Sign installation by King County	<u>280</u>
<b>Total Project Cost</b>	<b>\$1,400</b>

**Project Match**

The Hillwood Neighborhood Association will provide \$1,400 in volunteer labor as matching funds for the Mini-Grant.