

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Neighborhood Mini-Grant Funding for Richmond Beach Neighborhood Association
DEPARTMENT:	City Manager's Office/Community Services Division
PRESENTED BY:	Rob Beem, Community Services Division Manager Rosie O'Brien-Ochs, Neighborhood Coordinator
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion

PROBLEM/ISSUE STATEMENT:

As established in Resolution 54, the annual City budget includes funding for Neighborhood Mini-Grants and City Council approval is required. Richmond Beach Neighborhood Association is proposing two Mini-Grant projects for City Council approval.

The Richmond Beach Community Association is requesting \$4,000 to rent equipment and pay facility and supply costs for its community Halloween Carnival the last weekend in October at Syre Elementary School. Additionally, RBCA is also requesting \$1,000 to apply toward the cost of a replacement for the neighborhood entrance sign at the intersection of 8th NW and Richmond Beach Road that was knocked down in a storm last year. The total request for \$5,000 falls within Neighborhood Mini-Grant guidelines.

RESOURCE/FINANCIAL IMPACT:

City Council authorized \$20,000 in the 2012 budget to fund Neighborhood Mini-Grants. Three 2012 Neighborhood Mini-Grants have already been approved. The remaining Neighborhood Mini-Grant budget is \$13,115. The requested funding for both projects is \$5000; the project budgets are included in Attachments A and B.

RECOMMENDATION

Staff recommends that Council approve \$5,000 in Neighborhood Mini-Grant funds to Richmond Beach Community Association: \$4,000 for a community carnival at Syre Elementary in October 2012 and \$1000 toward the cost of the neighborhood entrance sign replacement at the intersection of 8th Avenue NW and Richmond Beach Road.

Approved By: City Manager **JU** City Attorney **IS**

INTRODUCTION

The Richmond Beach Community Association is requesting \$4,000 to implement its annual community Halloween Carnival. The community association has committed approximately 1000 hours in volunteer time as a match towards the project. This community event raises awareness of the community association and provides a family-oriented event for the neighborhood. Funds will be used to purchase materials for the event such as rental of inflatables, facility expenses, and materials storage.

Additionally, the Richmond Beach Community Association is requesting \$1000 to apply toward the total cost of sign replacement for their neighborhood entrance at the intersection of 8th NW and Richmond Beach Road.

BACKGROUND

Neighborhood Mini-Grant 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 Neighborhood Mini-Grant program provides grants of up to \$5,000 to each of the actively organized, qualifying neighborhood associations in the City of Shoreline on a first come, first served basis. Neighborhood Associations are required to provide a dollar for dollar match to Neighborhood Mini-Grant funds. A match may be generated from co-sponsoring groups, businesses, organizations, schools, media, in-kind donations and/or "sweat equity".

Neighborhood 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.

Richmond Beach Community Association Carnival Background: Richmond Beach Community Association is seeking approval for a \$4,000 Mini-Grant to support the annual neighborhood Halloween Carnival the last weekend in October. The project meets the goals of the Mini-Grant program by providing benefits to the neighborhood of increasing awareness of the neighborhood association and promoting active volunteer involvement with the Richmond Beach Community Association by local groups, e.g. scout troops, families and community residents.

Monetary support for the Richmond Beach Carnival provides a family-friendly activity, opportunity for citizen engagement and frees up association money to provide numerous additional community events throughout the year.

Richmond Beach Community Association has a robust activity program, providing a large number of community events every year including the Strawberry Festival, garden tour, Turkey Day Fun Run, and Christmas Tree Lighting and Caroling. The proposed replacement entrance sign will be a state-of-the-art sign utilizing current technology to display community messages and publicize neighborhood and community events. The sign meets the Neighborhood Mini-Grant guidelines by allowing Richmond Beach Neighborhood Association to disseminate information and increase awareness of the goals and mission of the neighborhood association.

Through the Association's activities they connect residents both inside and outside their neighborhood, and provide leadership for other neighborhoods by expanding their successful activities to involve other neighborhoods. Richmond Beach Community Association has successfully carried out previous Mini-Grant projects including neighborhood signage in 2000, improvements to Richmond Beach Reserve Park in 2001 and the Community Carnival in 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010 and 2011.

RESOURCE/FINANCIAL IMPACT

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RECOMMENDATION

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ATTACHMENTS A –Halloween Carnival Budget
 B –Entrance Sign Replacement Budget

**Richmond Beach Community Association
Halloween Carnival
2012 Mini-Grant Project Budget**

Project / Item	Vendor	Cost*
Inflatable equipment	Fun Rentals	\$1,800
Custodian, facility, cook	Shoreline School District	\$ 900
Security	KC Sheriff, off-duty	\$ 200
Storage of equipment and materials	Armadillo Storage	<u>\$1,100*</u>
Total Mini-Grant Request		\$4,000

* Estimated costs based on previous years' expenses. Includes tax and may be adjusted based on final pricing. Will submit partial reimbursement request if total receipts exceed \$4000 request.

Project Match

The Richmond Beach Community Association proposes to provide match for its Mini-Grant through both "sweat equity" and cash payments for additional costs of the carnival not covered by the mini-grant. The Association will provide the following estimated 990 hours of volunteer work on the project: coordinating and directing volunteers; volunteers working during the event and in the activity and game booths; design, preparation and distribution of advertisement flyers and signs; delivering information flyers to schools; building, setting up, decorating and taking down the haunted house; cleanup, hauling and storage of props and re-usable items at storage facility.

For the community carnival event, the 990 hours of volunteer work valued at \$15/hour, equals \$14,850 in volunteer match. The Community Association will also provide cash match to the Mini-Grant by covering an approximated \$3,600 in additional costs.

The total cost of the carnival project is approximately \$8,179 of which \$4,000 would be Mini-Grant funds.

**Richmond Beach Community Association
Entrance Sign Replacement
Project Budget**

The estimated total cost of the state-of-the-art display sign is \$24,250. Richmond Beach Community Association is asking for \$1,000 towards the sign cost.

Project / Item	Vendor	Cost*
Monument Fabrication	Leading Edge Displays	\$15,000
Architectural Design Development And Permit Drawings		\$ 3,500
Permit Submittal Coordination		\$ 250
Architectural Bidding Coordination		\$ 500
Monument On-site Installation		\$ 5,000
Total Entrance Sign Project Cost		\$24,250

* Estimated costs may be adjusted based on final pricing. Richmond Beach will submit partial reimbursement request for \$1,000 for fabrication or installation costs.

Project Match

The Richmond Beach Community Association will cover the additional estimated \$23,250 project costs for the new entrance sign. In addition, professional services valued at \$2,150 and volunteer labor valued at \$165 will be donated, equaling \$2,365 in volunteer match.