

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Mini-Grant Projects for Hillwood Neighborhood Association, Richmond Beach Community Association and Ridgecrest Neighborhood Association
DEPARTMENT:	City Managers Office/ Community Services Division
PRESENTED BY:	Julie Modrzejewski, Assistant City Manager Rob Beem, Community Services Manager

ISSUE STATEMENT:

As established in Resolution 54, the City budgets annually for Neighborhood Mini-Grants and City Council approval is required. Three Neighborhood Mini-Grants are proposed for City Council approval.

The Hillwood Neighborhood Association is requesting \$2265 in 2007 Mini-Grant funds to produce neighborhood identity signs.

The Richmond Beach Community Association is requesting \$5,000 for a 2007 Mini-Grant to rent equipment and pay facility costs for its community Halloween Carnival the last weekend in October at Syre Elementary School.

The Ridgecrest Neighborhood Association is requesting \$5,000 in 2007 Mini-Grant money to produce neighborhood banners for installation on key streets in the neighborhood.

FINANCIAL IMPACT:

City Council authorized \$20,000 in the 2007 budget to fund Neighborhood Mini-Grants. The budgets for these projects total \$12,265 and are included in Attachments A, B and C.

RECOMMENDATION

Staff recommends Council approve a total of \$12,265 for Neighborhood Mini-Grants to the Hillwood Neighborhood Association, the Richmond Beach Community Association, and the Ridgecrest neighborhood Association.

Approved By: City Manager 690 City Attorney _____

INTRODUCTION

The Hillwood Neighborhood Association is requesting Mini-Grant funds to produce and install eight "Welcome to Hillwood" neighborhood signs to create a sense of neighborhood identity. The grant request includes purchasing one "Hillwood Neighborhood" banner and three sandwich board signs to publicize meetings and events.

The Richmond Beach Community Association is requesting \$5,000 to implement its annual community Halloween Carnival. The community association has committed approximately 700 hours in volunteer time as a match towards the project. Funds will be used to purchase materials for the event such as rental of inflatables, facility expenses, and materials storage.

The Ridgecrest Neighborhood Association is requesting grant funds to produce neighborhood banners with an original design to promote neighborhood identity and pride. The funds would be spent to purchase brackets for poles in selected key neighborhood locations and print the banners. A small honorarium is included for the artist.

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 must be approved by City Council prior to their implementation.

The Mini-Grant program provides 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.

The Hillwood Neighborhood proposes to use \$2265 in 2007 Mini-Grant funds to improve neighborhood identity by installing neighborhood identification signs that say "Welcome to Hillwood Neighborhood" and purchasing a banner and three sandwich board signs to advertise events and meetings.

City of Shoreline Traffic Services will approve all sign locations and Public Works crews will install the signs. The signs will be on a white reflective aluminum background, with a two-color design. The signs will include the City of Shoreline logo as required by the neighborhood identification sign policy adopted by Council on March 23, 1998. The neighborhood identity signs meet the goals of creating a tangible improvement and increasing awareness in the neighborhood of the emerging neighborhood association.

The Richmond Beach Community Association is seeking approval for a \$5,000 Mini-Grant to put on 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, local scout troops, families and community residents.

The Richmond Beach Community Association has successfully completed other 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 and 2006.

The Ridgecrest Neighborhood Association recognizes a strong sense of neighborhood identity based on the combination of assets located in the neighborhood: residences, a school, parks, a library and a small commercial zone. The neighborhood association wants to develop neighborhood banners that reflect that identity. The Ridgecrest Neighborhood Association intends to solicit original art for neighborhood banners which reflect the flavor of the neighborhood. The Public Art Coordinator in Parks, Recreation and Cultural Services will guide the development and selection of original art for the banners. Policy guidelines for neighborhood banners are under development to set appropriate guidance for design, selection, review and installation. The selection process will include public input, and the selection process will include review by neighborhood association board members and the public art subcommittee of the Parks, Recreation and Cultural Services Board.

RECOMMENDATION

Staff recommends Council approve a total of \$12,265 for Neighborhood Mini-Grants to the Hillwood Neighborhood Association, the Richmond Beach Community Association, and the Ridgecrest neighborhood Association.

ATTACHMENTS

- A – Hillwood Mini-Grant Budget
- B – Richmond Beach Mini-Grant Budget
- C – Ridgecrest Mini-Grant Budget

Attachment B

Richmond Beach Community Association 2007 Mini-Grant Budget Community Halloween Carnival

<u>Project / Item</u>	<u>Cost*</u>
Estimated costs based on previous years' expenses	
Rental of inflatables and machinery	\$1,650
Facility expenses (rental fee, custodian, security, cook)	\$1,800
Storage of equipment and materials	<u>\$1,550</u>
Mini-Grant Total	\$5,000

* costs may include Washington state sales tax

Project Match

The Richmond Beach Community Association proposes to provide match for its Mini-Grant through both "sweat equity" and paying for some of the supplies and costs of the carnival. The Association will provide the following on the project: coordinating and directing volunteers; working 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 and hauling props and re-usable items to storage facility.

The total cost of the project is approximately \$9,000, of which \$5,000 would be Mini-Grant funds. The \$4,000 balance will be paid by the Richmond Beach Community Association. The remainder of the project match will be covered through volunteer hours described above.

Attachment C

**Ridgecrest Neighborhood Association
2007 Mini-Grant Project Budget
Neighborhood Banners**

Project / Item

Neighborhood Banners
Estimated production costs*

Cost

Brackets	16 @ \$ 60	\$ 960
Banners	16 @ \$150	\$2400
Miscellaneous supplies/shipping/production costs		\$ 540
Set up/additional design costs		\$ 600
Honorarium for artist		\$ 100
	SUBTOTAL	\$4600
	WSST @ 8.8 %	<u>\$ 400</u>

Total Project Cost

\$5000

*Final costs based on selected artwork may vary slightly. If funds allow, additional banners may be produced or production may include more than one design.

Project Match

The Ridgecrest Neighborhood Association proposes to provide project match for its Mini-Grant by building neighborhood identity through neighborhood activities and meetings. Volunteers will also donate labor to monitor neighborhood banners for vandalism or graffiti.