

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

November 24, 2008

**CALL TO PODIUM:**

**Fred Felton**  
**Assistant City Manager**

**RESPONSIBLE STAFF:**

Fred Felton  
 Monica Sanchez

**AGENDA ITEM:**

(please check one)

|                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | Presentation                 |
| <input type="checkbox"/>            | Proclamation/Certificate     |
| <input type="checkbox"/>            | Appointment                  |
| <input type="checkbox"/>            | Public Hearing               |
| <input type="checkbox"/>            | Historic District            |
| <input type="checkbox"/>            | Consent Item                 |
| <input type="checkbox"/>            | Ordinance                    |
| <input type="checkbox"/>            | Resolution                   |
| <input type="checkbox"/>            | Policy Discussion            |
| <input checked="" type="checkbox"/> | Work Session Discussion Item |
| <input type="checkbox"/>            | Other:                       |

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

|                   |  |
|-------------------|--|
| Introduced        |  |
| Advertised        |  |
|                   |  |
|                   |  |
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|                   |  |
|                   |  |
| Hearing Date      |  |
| Record Held Open  |  |
| Policy Discussion |  |

**TITLE:**

Discussion Concerning Proposed Additional Criteria for the Neighborhood Matching Grant Program

**SUPPORTING BACKGROUND:**

The Neighborhood Matching Grant Program was created in December of 1998. For your review, we have attached the current criteria for approving neighborhood grants. As you can see, the current criterion is quite flexible and communities can continue to apply for the grant until such time as all the budgeted funds are expended in a fiscal year. Generally speaking, this program has been funded at a level of \$50,000 a year.

For the first six years of the program, we completed the fiscal year with funds remaining in the account and all grants meeting the criteria were approved. In FY 2006, we ran out of funds late in the fiscal year. In FY 2007, 2008, and 2009, all funds were expended by October 1<sup>st</sup> of each year, and numerous communities that intended to apply for grants did not receive funds.

For your review, we have also attached a listing of the approved grants for the last three fiscal years. As you can see, in many cases, the same communities have received funds in all three years. Property Managers have gotten very familiar with the program, and submit multiple applications for the communities they manage on the first day of the new fiscal year. You will also note that many of the smaller communities have been receiving significant grants.

-Continued-

**DESIRED OUTCOME:**

Hear presentation, and provide guidance to staff.

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## **-Supporting Background Continued-**

Additionally, staff notes that many of the communities that would benefit most from a matching grant have not applied in recent years. Finally, a number of communities that have received grant approvals have not moved forward with the project. Under current policy, funds are not recaptured until the applicant acknowledges they will not move forward with the project.

Staff met internally to review this program and brainstormed ways to ensure that the funding was equitably distributed to all communities who were interested in applying. While there is not complete consensus internally, we have listed some of the proposed options:

1. Establish an open application period in which applications will be accepted and reviewed. Develop criteria for a staff team to competitively rate the various applications. Some of the criteria could be items such as:
  - a. When was the last time a community received a grant?
  - b. Purpose of the grant. For example, the Mayor and City Council may decide that a grant for a lighting enhancement or tot lot may be more important than a grant for an irrigation system or a landscaping enhancement.
  - c. Need based. For example, the Mayor and City Council could give higher priority to lower income communities.
2. In the event there are funds remaining after the initial grant awards in any fiscal year, a second open application period would be announced.
3. Funds could be automatically recaptured if a project is not completed within 12 months unless an extension is granted for good cause.
4. The amount of the grant could be tied to the size of the community. For example, the Mayor and City Council could determine something to the effect of:  
Communities with less than 60 units would receive a maximum grant of \$2000, communities with between 61 and 200 units would receive a maximum grant of \$3500, and communities with more than 200 units could receive a maximum grant of \$5000.

Finally, there may be an opportunity to increase funding for this program by \$10,000 per year. For the last several years, we have budgeted \$10,000 a year for a "School Playground Match Program" that has not received any applications. These funds could be consolidated with the Neighborhood Matching Grant Funds.

Staff looks forward to discussing this issue with the Mayor and City Council.

## **Attachments**

1. Existing Criteria
2. Spreadsheet of the Matching Grants Awarded for FY07, FY08, and FY09



## Matching Grant Program General Criteria

- A. The program will be available to all HOAs, COAs, citizen associations, or any group that represents a majority of the residents in any given neighborhood.
- B. The maximum annual grant to any community, during the fiscal year, may not exceed \$5,000.
- C. Grants will be considered for new projects such as lighting, installation of landscaping, tot lots, entrance features, other physical improvements, or neighborhood events. Additionally, grants should be considered to assist in the cost of consulting or engineering studies for major community improvements.
- D. Communities would be required to match dollar-for-dollar the amount of the grant. For the purpose of the communities match, in kind donations and the value of volunteer labor will be considered.
- E. After review and recommendations by staff, requests would be forwarded to the Mayor and City Council for approval at each regular meeting as long as funds are available.
- F. During the review process, staff and the Council will consider the public benefit of the project and the associations' ability to fund the project without City assistance.

**FY2009****Neighborhood Matching Grant Awards FY2007- FY2009**

| <b>Community</b>        | <b>Amount</b> | <b>Type of Project</b> | <b># of units</b> |
|-------------------------|---------------|------------------------|-------------------|
| 1. Brighton HOA         | \$5,000       | landscaping            | 145               |
| 2. The Orchards         | \$3,930       | signage                | 166               |
| 3. Kentlands Condo I    | \$3,575       | landscaping/walkway    | 24                |
| 4. Park Summit HOA      | \$5,000       | landscaping            | 323               |
| 5. Brighton West I      | \$3,857       | landscaping            | 49                |
| 6. Gateway Commons      | \$1,327       | landscaping            | 135               |
| 7. Kentlands Condo I    | \$1,342       | landscaping            | 24                |
| 8. Kentlands Condo II   | \$3,575       | sidewalk               | 24                |
| 9. Lakelands Ridge      | \$5,000       | landscaping            | 56                |
| 10. GHDC                | \$600         | Labor Day event        | n/a               |
| 11. Woodland Hills      | \$5,000       | electronic database    | 258               |
| 12. Dorsey Estates      | \$3,325       | landscaping            | 49                |
| 13. Kentlands Condo     | \$4,935       | irrigation system      | 24                |
| 14. Amberfield HOA      | \$5,000       | landscaping            | 394               |
| 15. Kentlands Condo III | \$500         | new plantings          | 24                |

**FY2008**

|                           |         |                      |     |
|---------------------------|---------|----------------------|-----|
| 1. Kentlands Condo I      | \$1,750 | landscaping          | 24  |
| 2. Relda Square           | \$1,750 | repaving of pathway  | 68  |
| 3. Gateway Park HOA       | \$5,000 | landscaping          | 83  |
| 4. Fireside Condo         | \$5,000 | fencing              | 258 |
| 5. Kentlands Condo III    | \$3,800 | irrigation system    | 24  |
| 6. Amberfield             | \$5,000 | landscaping          | 394 |
| 7. GHDC                   | \$500   | Labor Day            | n/a |
| 8. Lakelands HOA          | \$5,000 | landscaping          | 56  |
| 9. Kentlands Condo IV     | \$3,086 | irrigation system    | 24  |
| 10. Kentlands II Towns    | \$722   | landscaping          | 24  |
| 11. Gateway Commons       | \$3,395 | landscaping          | 135 |
| 12. Cooperfield Crossing  | \$875   | landscaping          | 28  |
| 13. Kentlands condo II    | \$2,575 | irrigation system    | 24  |
| 14. Kentlands Condo IV    | \$1,914 | landscaping/lighting | 24  |
| 15. Kentlands Condo Towns | \$3,699 | landscaping          | 24  |
| 16. Diamond Farms         | \$5,000 | tennis court/fencing | 270 |
| 17. Montgomery Meadows    | \$5,000 | tennis court/fencing | 365 |

**FY2007**

|                                   |         |                     |     |
|-----------------------------------|---------|---------------------|-----|
| 1. Park Summit HOA                | \$2,347 | trees               | 323 |
| 2. Kentlands Condo                | \$4,772 | landscaping         | 24  |
| 3. Quince Orchard Park            | \$1,150 | landscaping         | 389 |
| 4. Diamond Farms                  | \$5,000 | fencing/benches     | 270 |
| 5. Orchard Glen                   | \$3,075 | regarding           | 33  |
| 6. Lakelands Ridge                | \$5,000 | landscaping         | 56  |
| 7. Newport Estates                | \$5,000 | retaining wall      | 54  |
| 8. Quince Orchard                 | \$1,374 | landscaping         | 389 |
| 9. GHDC                           | \$400   | Labor Day           | n/a |
| 12. Gateway Commons               | \$3,505 | landscaping         | 135 |
| 13. Village Overlook IIA          | \$3,360 | landscaping         | 69  |
| 14. Kentlands Citizen Assembly    | \$5,000 | landscaping         | 947 |
| 16. Washingtonian Towns           | \$3,750 | landscaping         | 204 |
| 17. Montgomery Meadows            | \$5,000 | resurfacing/fencing | 365 |
| 18. Gateway Park at Washingtonian | \$5,000 | landscaping         | 83  |