

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

June 15, 2009

**CALL TO PODIUM:**

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

**RESPONSIBLE STAFF:**

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

**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 type="checkbox"/>	Work Session Discussion Item
<input checked="" type="checkbox"/>	Other: <b>From Staff</b>

**PUBLIC HEARING HISTORY:**



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

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

<b>TITLE:</b>
Staff Guidance on a Memorandum Dated June 9, 2009 Concerning the Neighborhood Matching Grant Program

<b>SUPPORTING BACKGROUND:</b>
Staff will be seeking guidance on the attached memorandum.

<b>DESIRED OUTCOME:</b>
Provide guidance

MEMORANDUM TO: Mayor and City Council  
VIA: Angel L. Jones, City Manager   
FROM: Frederick J. Felton, Assistant City Manager   
DATE: June 9, 2009  
SUBJECT: Neighborhood Matching Grant Program

Based on guidance received during the November 24, 2008 work session, a staff team developed draft modifications to the criteria for the Neighborhood Matching Grant Program. The proposed new criteria was sent to all neighborhood associations and property managers for comment, and the proposed criteria was included in your April 27th package.

Managers and community leaders were asked to comment on the proposed criteria by May 15th. Staff received one comment and that comment only requested that the last word of the second sentence in paragraph C be changed from "events" to "programs". Staff has incorporated this change, and is recommending that the Mayor and City Council approve the attached draft criteria.

I will be seeking guidance on this matter during the June 15, 2009 Mayor and City Council meeting. In the meantime, please contact me if you have any questions or want to discuss.

FJF/ms  
Attachment



Neighborhood Matching Grant Program  
General Criteria  
June 9, 2009

- A. The program will be available to all Homeowners Associations, Condominium Associations, citizen associations, or any group that represents a majority of the residents in any given neighborhood.
- B. The maximum annual grant(s) to any community may not exceed a total of \$5,000 for any fiscal year. If a grant is approved, funds will be reimbursed to the community after the project or program is complete and is inspected by City staff. Approved grant funds not expended within 18 months of approval will be automatically recaptured and made available to other neighborhoods.
- 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 may be considered to assist in the cost of consulting or engineering studies for major community improvements or for the cost of community building programs. With the exception of community identification signs and fencing, grants will not be awarded for replacement of existing features or routine maintenance. Grants may not be awarded retroactively for projects that are underway or already completed.
- 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. Applications will be accepted between May 15<sup>th</sup> and July 15<sup>th</sup> of each year. If all budgeted funds are not awarded to communities who apply during this period, additional application periods will be announced and publicized.

- F. Grants will be recommended for approval on a competitive basis. A staff team with representatives from the City Manager's Office, Neighborhood Services Division, and the Department of Finance will rank the public benefit of each application. Priority will be given to the following:
1. Neighborhoods that have not received grants within the last two fiscal years.
  2. Projects that enhance public safety such as lighting, security systems, or sidewalks.
- G. After review and recommendations by staff, requests would be forwarded to the Mayor and City Council for final approval.