



Item No. 166

AGENDA ITEM MEMORADUM

Town Manager

Connie Hoffmann & Bud Bentley

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input type="checkbox"/> Oct 11, 2011	Sept 30th
<input type="checkbox"/> Oct 25, 2011	Oct 14th
<input type="checkbox"/> Nov 8, 2011	Oct 28 th
<input type="checkbox"/> Nov 29, 2011	Nov 10 th
<input checked="" type="checkbox"/> Dec 13, 2011	Dec 2 nd

*Subject to Change

- Presentation Reports Consent Ordinance
 Resolution Quasi-Judicial Old Business New Business

FY2012 DESIGNATED HIGH PRIORITY ITEM – PRIORITY TOPIC-

SUBJECT TITLE: NEIGHBORHOOD IMPROVEMENT GRANT PROGRAM

EXPLANATION: Commission review of the program guidelines and application form that staff has drafted is requested.

EXHIBITS: Neighborhood Improvement Grant Program Guidelines & Application

Reviewed by Town Attorney
 Yes No

Town Manager Initials CH

TOWN OF LAUDERDALE BY THE SEA NEIGHBORHOOD IMPROVEMENTS GRANT PROGRAM



To enhance the quality of life in our neighborhoods and improve their appearance, the Town of Lauderdale-By-The-Sea has developed a Neighborhood Improvement Grant Program.

Types of eligible improvements include such items as:

1. signs,
2. pillars,
3. lighting,
4. enhanced landscaping,
5. road surface treatments,
6. street furniture,
7. public art,
8. shade structure at bus stops
9. non-secular holiday lighting displays.

Improvements such as cameras, gates, and guardhouses or other security-related improvements will be considered by the Town Commission on a case-by-case basis.

The Commission identified neighborhoods for the purpose of this program as follows:

- Lauderdale Surf & Yacht Estates (Codrington Drive, Imperial Lane, and Thomas Way)
- Tropic Drive, Hibiscus Avenue and Allenwood Drive
- South Seagrape (South Seagrape Drive, Garden Court, Lake Court, Marine Court, Shore Court)
- South Silver Shores (Tradewinds Drive south of Commercial Boulevard, Miramar Avenue, Capri Avenue)
- North Silver Shores (Commercial Boulevard to Pine Avenue, including North Seagrape Drive)
- North Bougainvillea Drive and North Poinciana Street
- South Bougainvillea Drive and South Poinciana Street
- Terra Mar
- Bel-Air

TOWN OF LAUDERDALE BY THE SEA

NEIGHBORHOOD IMPROVEMENTS GRANT PROGRAM

The Application Process

Applications per neighborhood or neighborhood association are to be submitted to the Town between October 1 and January 31st of any given fiscal year in order to allow time for the Town to verify the costs and identify any potential issues that would complicate the project or increase its cost. Projects will then be ranked and submitted to the Town Commission for funding consideration.

The Town will fund a maximum of \$30,000 for an approved project. Any hard costs (including design and permitting costs) the Town incurs for the project will be charged to the \$30,000 allocation. Town staff time shall not be charged to the project. The neighborhood is responsible for any cost over \$30,000.

Phasing of a single project over multiple years in order to receive multiple grants will not be approved. Smaller stand-alone projects that are envisioned as part of a larger project may be submitted, but funding for one project does not provide any guarantee that the remaining improvements will be funded in future years.

Maintenance Expense

The neighborhood is responsible for the ongoing maintenance expense of these projects, which depending on the improvements, may include liability insurance. The association will be required to execute a maintenance agreement prior to construction of the project. Failure on the part of the association to maintain the completed project may result in its removal by the Town.

Building the Project

GENERAL RULES AND GUIDELINES

1. Only those goods and services that have been approved by the Town will be paid for with Town funds.
2. Projects must be able to be completed within one year.
3. Projects must comply with all Town codes and requirements.
4. For projects greater than \$30,000, prior to the project being designed, the association must have their funds on deposit and provide written confirmation to the Town that those funds will be available for project expenses.



NEIGHBORHOOD IMPROVEMENTS GRANT PROGRAM
APPLICATION

Part A: Applicant

1. Neighborhood: _____
2. Number of households in your neighborhood? ____
3. Do you have a legally-constituted homeowners, civic or neighborhood association?
Yes ____ No ____
4. If yes, Name of homeowners, civic, or neighborhood association:

Number of households that are members in the neighborhood association: _____

Date of State of Florida incorporation: _____

5. Project contact person:

Name: _____

Address: _____

Telephone Number: (Day) _____ (Evening) _____

Email: _____

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Part B: Project Information

1. Title of the Project: _____
2. Project location (attach map).
3. Photographs of the proposed project area (attach).
4. Explain the purpose of the proposed project. Make sure you address the following questions:
What problem(s) will the project solve? What benefit will the neighborhood realize from this project?
5. Project specifics: Describe the project in detail. Give specific design information, including any renderings, plans or sketches. For the purposes of the application, renderings or sketches of proposed signs do not need to be professionally drawn or prepared.
6. To the extent the information is available, include quantities and types of materials. The more information you can provide will enable a full understanding of the project and allow the Town to develop more accurate cost estimates.

TOWN OF LAUDERDALE BY THE SEA NEIGHBORHOOD IMPROVEMENTS GRANT PROGRAM

Part C: Project Budget

Budget	Amount	Comments
Sources of Funding		
Town Funding (1)		
Association Cash		
Donated materials (2)		
Donated Professional Services		
Funding Total		
Expenses		
1.		
2.		
3.		
4.		
Expense Total		

(1) Town funding up to \$30,000

(2) Other sources may include donated materials or services such as landscaping, engineering, or surveying

Describe the sources of project funding. Include both Town funds and required matching funds to be supplied by the homeowners, civic or neighborhood association:

Part D: Project Maintenance

Depending on the type of improvement, the neighborhood may be responsible for the ongoing maintenance expense of an entryway project, which may include liability insurance. If maintenance is required, the Association will be required to execute a maintenance agreement prior to construction of the project. Failure on the part of the Association to maintain the completed project may result in its removal by the Town.

Describe the level of maintenance for the project that the Association will commit to provide.

Part E: Project Support

1. If an association is submitting this request
 - a. Submit association minutes, no older than one year, detailing project approval by the general membership.
 - b. Provide letters of support from the current association directors and/or board members at the time of application.

TOWN OF LAUDERDALE BY THE SEA NEIGHBORHOOD IMPROVEMENTS GRANT PROGRAM

2. If there is no association, or this is not a request from the association, please submit a petition in support of the project that contains the names, addresses and signatures of homeowners in the neighborhood.
3. Provide letters of intent from all people, organizations or companies who have pledged financial support or in-kind services to the project.
4. Include a letter of support/agreement or no objection from the property owner who directly abuts the right of way/swale where the proposed improvements are to be located. (If that homeowner objects to the project, please indicate that here.)

Ranking Criteria:

Projects will be ranked by staff utilizing the following criteria:

1. Neighborhoods that have not previously received funding will be given preference.
2. How the project furthers Town and neighborhood goals and/or complements other public improvements.
3. Immediate and long-term effects of the project on the neighborhood.
4. Neighborhood funding commitment for costs in excess of \$30,000.
5. Does the neighborhood have a realistic plan for maintaining the project upon completion?
6. Can the project be designed and constructed within one year?
7. Amount of staff time that will need to be devoted to project implementation. (Some projects will be more complex than others.)