



Item No. 27

AGENDA ITEM REQUEST FORM

Town Commission

Department Submitting Request

Commissioner Scot Sasser

Dept Head's Signature

REG COMMISSION DEADLINE TO Meeting Dates 7:00PM Town Clerk

- Oct 12, 2010 Oct 1 (5:00 pm)
- Nov 9, 2010 Oct 29 (5:00 pm)
- Dec 7, 2010 Nov 23 (5:00 pm)
- Jan 11, 2011 Dec 31 (5:00 pm)
- Feb 8, 2011 Jan 28 (5:00 pm)
- Mar 8, 2011 Feb 25 (5:00 pm)

ROUNDTABLE DEADLINE TO Meeting Dates 7:00PM Town Clerk

- Oct 26, 2010 Oct 15 (5:00 pm)
- Nov 22, 2010 Nov 12 (5:00 pm)
- Dec 14, 2010 Nov 30 (5:00 pm)
- Jan 25, 2011 Jan 14 (5:00 pm)
- Feb 22, 2011 Feb 11 (5:00 pm)
- Mar 22, 2011 Mar 11 (5:00 pm)

*Subject to Change

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

SUBJECT TITLE: Neighborhood Projects Program

EXPLANATION: Discuss draft of program and how to get implemented as soon as possible.

RECOMMENDATION: Have draft process and procedures prepared by February Commission meeting.

TOWN MANAGER NOTE: Staff was in the final stages of drafting our recommendations for such a program when Commissioner's Sasser roundtable request came in, so we are able to provide a draft for your review with this item.

EXHIBITS: Town Manager Memo dated 2/3/2011 re: Neighborhood Improvement Grant Program

FISCAL IMPACT AND APPROPRIATION OF FUNDS: \$30,000 is budgeted in the 2011 CIP for this program.

Town Manager Initials CS

Town of Lauderdale-by-the-Sea

OFFICE OF THE TOWN MANAGER

Memorandum

Date: February 3, 2011

To: Mayor Roseann Minnet
Commissioner Stuart Dodd
Commissioner Birute Clotey
Commissioner Scot Sasser
Commissioner Chris Vincent

From: Connie Hoffmann, Town Manager *CH*

Subject: **Proposed Neighborhood Improvements Grant Program**

This memo outlines possible guidelines for a program under which the Town would make matching grants to neighborhoods for beautification projects, entryway signs, small sidewalk or landscaping projects, small-scale traffic calming projects, etc. In summary, those projects that the neighborhood desires but are beyond what the Town provides to all neighborhoods.

This type of program is not suitable for significant construction projects such as significant drainage or sidewalk projects, extensive streetscapes, street lighting, etc. Such large public improvement projects would have to be funded through assessments, bonds, or the Town's Five Year Capital Improvement Plan (CIP).

The funding for this program would also come from the CIP. It anticipates that an amount of funds would be budgeted each year and that neighborhoods would submit applications and pay for some portion of the project. For purposes of discussion, we have used a 50/50 match, but that is a policy decision for the Commission to determine to what degree neighborhoods are expected to participate in the funding of their project. Some matching requirement is crucial or the Town will be besieged by requests. And the match serves as a way to gauge how much support there really is for the project in the neighborhood.

You may recall that during preparation of the budget this past summer, we received a proposal from the Terra Mar Homeowners Association for an entryway project where an architect in the neighborhood estimated the costs to be \$12,000 plus an unidentified cost to install a scored road overlay. That estimate did not include the costs of surveys,

soil tests, preparation of construction drawings, etc. Chen & Associates reviewed the project and estimated the total cost of the project to be \$30,000 and noted utility locations could cause additional costs. The Commission asked us to review those prices and we had a landscape architect take a brief look at them. He indicated the costs were likely to be lower, but there was not sufficient specificity in the plans submitted by the neighborhood to carefully cost it out and some field work would need to be done to develop an accurate estimate. That points out a problem that has to be addressed in the Grant Program process – defining the true cost of the proposal versus dealing with rough estimates.

We learned in speaking to other cities that this is a major problem and leads to a lot of meetings between staff and the neighborhood, criticisms from people in the neighborhood who indicate an engineer, a contractor, and architect has told them that this should only cost x dollars, approving a project in concept only to find when its actually designed it will cost twice what was thought and has to be scaled back, etc.

Another policy consideration for the Commission to decide is whether the design costs and construction oversight costs the Town incurs in developing the project will be included in the Town's grant, or if that will be absorbed on top of the grant limits. In talking to other cities, we've been advised that, on small projects, those costs can be 50%+ of the total project.

Another issue is the cost of maintaining the project after it is completed. Some cities make the neighborhood bear the maintenance cost, others do not.

I do want to caution the Commission that similar programs in other cities have proven to be very time consuming for the cities' staffs and costly. I originally was the one that suggested we consider such a program early last summer, but I now worry that we simply have insufficient staff resources to manage such a program should the neighborhoods embrace it.

Nevertheless, on the pages that follow, we've laid out a draft of such a program for the Commission's review and discussion.

TOWN OF LAUDERDALE-OF-THE-SEA
Possible Neighborhood Capital Project Grant Program

PURPOSE

To enhance quality of life in our neighborhoods, the Lauderdale-By-The-Sea Town has established a Neighborhood Improvement Grant Program (NIGP) that awards neighborhoods matching grants of up to \$30,000 for projects in the public right of way or on public land that beautify neighborhoods, enhance neighborhood identity or safety, calms traffic, provides recreational opportunities, or otherwise enhances the quality of life of life in the neighborhood.

The NIGP is intended for relatively small projects, not major construction projects such as extensive sidewalks, road work, street lighting, or stormwater drainage. Examples of projects that might be funded by NIGP include street tree plantings, street furniture, or neighborhood entryway landscaping, lighting, signage, or architectural features.

NIGP PROGRAM GUIDELINES

I. PROGRAM ELIGIBILITY

Projects must be on public property (streets, swales, right-of-ways), be of benefit to the neighborhood as a whole, and have a high level of community involvement and support.

Applications will only be accepted from LBTS neighborhood associations or neighborhoods groups that can demonstrate widespread community involvement and support (e.g. by signed petitions). Examples of neighborhoods identified by their subdivision name are:

1. Bel-Air
2. Terra Mar
3. Silver Shores
4. Lauderdale Surf and Yacht Estates
5. Beverly Shores
6. Golden Shores

II. APPLICATION PROCESS

- A. NIGP applications per neighborhood or neighborhood association must be submitted to the Town between October 1 – January 31st of any given fiscal year. This gives the Town time to verify the costs and any potential issues (such as underground utilities) which could complicate the project or raise its cost, etc in time for the Town's budget consideration process.

- B. A neighborhood may only apply for one project per year, and a neighborhood that was awarded a grant must wait three years before they can apply for another grant.
- C. The application must contain a detailed description of the project and its location, digital photographs of the project site(s) and, in the case of any structure requested, an illustrative drawing or design of what is being requested.
- D. All pertinent data supporting the proposed project (i.e. cost estimates, neighborhood funding commitment, etc.) must accompany the application. Well-defined projects will be given higher consideration during the rating phase of the selection process than those that lack specificity
- E. Applications must include estimated costs of the project, broken down in some detail, and supplied by a contractor, landscape architect, engineer or architect.
- F. Applicants must submit current association minutes (no older than one year) detailing project approval by the general membership, or if no association exists, evidence of a community meeting on the project attended by at least 35% of households and signatures on a petition verifying project approval by 35% of households.
- G. Applicants must include letters of support from the current association directors and/or board members at the time of application.
- H. Applicants must provide letters of intent from all private or public people or organizations who have pledged financial support or in-kind services to the project.
- I. Applicants must include a letter of support and/or agreement to sign an easement deed from property owners located adjacent to the proposed project.

III. DESIGN

- A. Town staff will meet with the neighborhood's representatives to get an understanding of the project and ask for any clarification necessary.

IV. ELIGIBLE CAPITAL IMPROVEMENTS

- A. Associations may apply for funding for the following types of capital improvement projects.

1. Decorative posts (i.e. street signs, traffic signals or light posts)
2. Guardhouses
3. Entrance walls
4. Signs (i.e. entrance, security, traffic, directional)
5. Street furniture (i.e. bike racks, trash receptacles and benches)
6. Small drainage improvements (i.e. swale reclamation, installation of pervious pavers)
7. Painting projects (i.e. bridges)
8. Entrance monuments or columns
9. Decorative fences
10. sidewalks
11. Park improvements
12. Brick paver projects and/or stamped asphalt
13. Curbing
14. Landscaping
15. Decorative bollards
16. Swale or median island improvements, renovations, upgrades or new installations.
17. Street pole banners and brackets
18. Other improvements, as deemed appropriate by the Town Commission.

V. FUNDING

- A. The Town will match the funds raised by the neighborhood up to a maximum of \$30,000 per project. (The total project cost could exceed \$60,000 if the neighborhood paid for more than 50% of the project's cost.)
- B. The neighborhood association must agree to, and be able to, match dollar-to-dollar the grant amount requested. Matching funds may be met by the following methods or combination thereof:
 1. Cash -on-hand in the association's bank account as verified by a bank statement.
 2. If funds are not available for the project at the time of application, associations must submit a **fundraising plan** outlining how the necessary capital will be generated. The plan should include the type

of fundraiser, time frame, number of events and amount of funds expected to be raised.

3. **Written commitments of specific cash contribution** amounts will be acceptable to move the application through the selection process. (Proof of receipt of these contributions must be demonstrated before the project begins.)
 4. **In-kind contributions** from private corporations or public entities may be used towards no more than 40% of the match if associations provide a letter of intent outlining the specific donation of materials, equipment or professional services. Professional services rendered by licensed consultants for landscape, electrical, civil or detailed architectural designs must meet Town Engineering or CADD standards. The design consultant must provide design specifications and contract documents in order for the association to receive full credit for services.
 5. Please note: Credit will not be given for services rendered by an attorney and/or for preparation of application, documents, telephone calls, site exploration, obtaining project consensus, etc.
 6. **Sweat Equity.** Hours worked by volunteers on the construction or design of the project will be valued at the rate of \$10.00 per hour and must be documented in writing.
 7. **Materials/Equipment.** Credit will be given for trees, palms, ground cover, mulch, soil, community name plaques and other materials purchased by the association. Materials/equipment must be outlined in detail (i.e. type of material and equipment, quantity and cost).
- C. The NIGP is not a reimbursement program; therefore, any work conducted or funds expended prior to the award being granted may not be reimbursed. In addition, any funds expended or work executed by the association after notification of award, and without prior approval from the Program Coordinator, will not be reimbursed or credited.

VI. SELECTION PROCESS

- A. Prior to the selection process, staff will meet with the neighborhood's designated project manager(s) to discuss the conceptual scope of the proposed NIGP project.
- B. As part of the selection process, associations will be required to make a five-minute presentation of the proposed project. Presentations will be made to the NIGP Selection/Technical Review Committee. In addition, a site review for feasibility will by NIGP staff will be required prior to submittal of the application.

- C. A committee of Town staff from the Town Manager's Office, Department of Development Services and Department of Municipal Services will review and rate the applications. A summary report and recommendation will be submitted to the Town Commission for review and approval. Applicants will be notified of their grant status by mail after Commission approval.
- D. Ranking of NIGP project applications will include, but not be limited to, the following criteria:
1. Neighborhoods that have not previously received funding from the NIGP or had other significant improvements made by the Town to their neighborhood in the past five years will be given preference.
 2. How the project furthers Town and neighborhood goals and/or complements other public improvements.
 3. The degree to which the neighborhood's matching funds are in hand or solid written commitments are in hand from funders or in-kind service providers.
 4. The time necessary to design, bid and construct the project.
 5. The long-term maintenance cost of the project.
 6. Whether the project can be constructed without approval of regulatory or other governmental agencies.
 7. Estimated costs to have construction drawings or a detailed landscape plan prepared that are sufficient to pull a building permit (when necessary) and proceed to construction or installation.
- E. The Town Commission will determine early in the budget process how much money will be budgeted for NIGP grants the following year.
- F. The top-ranked applications will be reviewed by the Town Commission and they will make the decision on which neighborhoods will be tentatively earmarked to receive grant funds in the following fiscal year.
- G. Grant awards will not be finalized until final adoption of the Town's budget.
- H. The commencement date and timeline for projects will be designated by the Development Services Department. Associations must be ready to proceed with their match at the time indicated. A copy of the project schedule and anticipated commencement date will be provided to associations with their grant award notification.
- I. Required easements, affected neighbors' sign offs, etc. have to be submitted by the neighborhood association within 30 days of notification of the grant award.