

**TUMWATER BUDGET AND FINANCE COMMITTEE
MINUTES OF MEETING
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CONVENE: 5:37 p.m.

PRESENT: Mayor Pete Kmet and Councilmembers Joan Cathey, Nicole Hill, and Tom Oliva.

Staff: City Administrator John Doan, Assistant City Administrator Heidi Behrends Cerniwey, Volunteer Coordinator Monica Langford, and Recording Secretary Valerie Gow.

**NEIGHBORHOOD
PROJECT GRANT
FUNDING REVIEW
AND
RECOMMENDATIONS:**

Coordinator Langford reported \$8,500 is reserved for the 2017 Neighborhood Project Grant program. Grants up to \$1,000 may be awarded or 50% of the project cost. The application must include a match by the volunteer group with volunteer hours, in-kind donations, or cash resources. Project applications must include a volunteer component to be considered.

Applications were available January through March with submittals due by March 31, 2017. The City received seven applications.

The first application from Bridlewood Owners Association for \$1,000 would fund street tree removal and replacement. Funds would be used to purchase street trees and for contracted planting. Approximately 211 homes are located in the neighborhood. The volunteer match includes 53.5 volunteer hours (\$1,070) and \$6,250 in cash resources. Twenty volunteers would participate in planning and three volunteers would participate in the project.

Coordinator Langford addressed questions on the total number of trees to be replanted, the number of volunteers participating in the project, and initial planting of the trees by the developer as the City recently annexed the area.

Councilmember Cathey commented on the possibility of having existing trees that would be removed donated by the neighborhood. Staff was advised to follow up with Public Works staff on the possibility of exploring donation options for neighborhoods removing existing vegetation.

The second application is from Bush Mountain Neighbors for \$1,000 for a neighborhood entrance landscaping project. Funding would be used for project supplies and equipment. Fifteen parcels are included in the neighborhood. Volunteer match includes 220 volunteer hours (\$4,400) and \$1,000 in in-kind donations/cash resources. Six volunteers would participate in planning and 30-40 volunteers would participate in the project.

The committee discussed the scope of the project and the possibility of

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vandalism or theft of the bench.

The Bush Prairie Homeowners Association requested funds of \$1,000 for a neighborhood park play structure improvements. Funding would be used for new playground equipment. Approximately 44 parcels are located in the neighborhood. The volunteer match includes 145 volunteer hours (\$2,900) and \$1,730 in cash resources. Fifteen to 20 volunteers would participate in planning with 10 volunteers participating in the work party.

The Foster Place Homeowners Association requested \$1,000 for a protective mailbox cover and bulletin board. Funding would be used to purchase project supplies and refreshments. Approximately 42 parcels are located in the neighborhood. The volunteer match includes 84 volunteer hours (\$1,680) and \$100 in in-kind donations. Four volunteers would participate in planning with 12-15 volunteers participating in the project.

Gold Creek Homeowners Association requested \$754.62 for a neighborhood landscaping project. Funds would be used for supplies and reimbursement for plant and project costs. Approximately 160 parcels are located in the development. The volunteer match includes 44 volunteer hours (\$880) and \$594.62 in in-kind donations with eight volunteers participating in planning and eight volunteers participating in the project.

Irving Street Spur Neighbors requested \$599 for street repairs and landscaping. Funding would be used to purchase project supplies and equipment. Approximately five parcels are located in the neighborhood. The volunteer match includes 60 volunteer hours (\$1,200) and \$350 in in-kind donations with 12 volunteers participating in the planning and nine volunteers participating in the work party.

Coordinator Langford reported the neighborhood was previously awarded a grant in October 2015 for a similar project. Program policies indicate project funding is for one-time projects and grant funds may not be used for ongoing maintenance of previously funded projects. Staff requested additional clarification from the applicant on the differences between the new and previous projects. The proposed project includes some landscaping, as well as patching several sections of the road.

Mayor Kmet noted the sinkhole as noted in the application is more of a low point in the roadway where water accumulates.

The Mirasett and Black Lake Homeowners Association requested \$600 for a welcome sign and landscaping beautification project with funding to purchase paint and landscaping supplies. The neighborhood includes approximately 97 homes. The volunteer match is 38 volunteer hours (\$760) with four to five volunteers participating in planning and nine to

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ten volunteers participating in the work party.

Mayor Kmet reviewed the project requests and funding amounts totaling \$5,953.62.

The committee discussed the potential of neighborhoods submitting future applications for different phases of similar projects or increasing the grant award. Coordinator Langford reviewed the policies prohibiting funds for the same project in future grant cycles. Members discussed the possibility of establishing some policies and guidelines for project applications received for similar projects by the same neighborhood.

Coordinator Langford added that applicants could apply each year but the guidelines for acceptance of applications requires applicants who have been awarded a grant to have the project closed before receiving funds for a new project. The Irving Street Spur Neighbors' prior project has been completed and closed.

Councilmember Hill said she would be uncomfortable funding the street element of the Irving Street project.

Assistant City Administrator Behrends Cerniwey added that the policies speak specifically about maintenance and that projects would be funded one-time only. Staff requested additional clarification of the project from the project sponsor when the application was received because it was too similar to a previously funded project.

Members discussed the projects, benefits of each project, and how the purpose of the program was to promote community cooperation and working together on neighborhood projects of mutual benefit.

Assistant City Administrator Behrends Cerniwey reminded members that the goal of the program was to incentivize new connections in the community and encourage people to work together to build connections between neighbors.

Mayor Kmet commented on the need of some neighborhoods to complete multiple projects to build relationships within the neighborhood. The committee could consider funding every other year rather than each year to avoid determining whether the projects are too similar to previously funded projects.

Councilmember Oliva noted that it is likely the City would receive more funding requests in the future as the program grows. Mayor Kmet suggested it points to using a prioritization process where applicants are advised that if they have applied previously and received funding, the City would prioritize funding those projects that have never received funding.

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MOTION: Councilmember Hill moved, seconded by Councilmember Oliva, to recommend the City Council approve funding of the seven Neighborhood Project Grant applications as presented. Motion carried.

CONSENSUS: The Budget and Finance Committee agreed to add funding prioritization criteria for the Neighborhood Project Grant Program stating, "Funding preference is given to new projects and neighborhood groups."

Councilmember Hill supported Councilmember Cathey's recommendation to adjust Event Program Grant funding frequency to once every other year rather than once every three years.

Discussion followed on event grants and revising the policy to award event grants every other year rather than once every three years. Coordinator Langford added that in 2015 and 2016, the City only received three event applications each year.

Mayor Kmet suggested the proposal is a reasonable approach and could be adjusted when needed.

Coordinator Langford reviewed the policies for the Neighborhood Event Grant program which requires the event to occur in the same calendar year. The applications are funded on a first-come, first-serve basis. Event applications are not prioritized as the intent was to simplify the application process.

MOTION: Councilmember Hill moved, seconded by Councilmember Cathey, to award Neighborhood Event Grant Program (\$250) no more frequently than every other year. Motion carried.

ADJOURNMENT: With there being no further business, Mayor Kmet adjourned the meeting at 6:43 p.m.