



GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE
TUESDAY, JULY 26, 2022
9:30 A.M.
REMOTE AND IN PERSON ATTENDANCE

The General Government & Public Safety Committee meeting will be conducted remotely and in person.

The public may attend the meeting in person in the Council Chambers at Lacey City Hall, 420 College Street SE, Lacey, Washington, or you may view or listen to the meeting by using one of the following platforms:

Live through Zoom: <https://us02web.zoom.us/j/87668484899>

Live or as a recording on YouTube: https://youtu.be/fV7_NtF_leE

Listen via telephone: (888) 788-0099 or (877) 853-5247 (Webinar ID: 876 6848 4899)

AGENDA

NEIGHBORHOOD GRANT PROGRAM

*JENNY BAUERSFELD, COMMUNITY RELATIONS SPECIALIST
(STAFF REPORT)*

FIREARMS UPDATE

*ROBERT ALMADA, CHIEF OF POLICE
(PRESENTATION)*

2022 FIREWORKS CALL UPDATE

*ROBERT ALMADA, CHIEF OF POLICE
(PRESENTATION)*

IRRIGATION MAINTENANCE AND WATER CONSERVATION EFFORTS

*RICK HOOD, PARKS SENIOR MAINTENANCE TECHNICIAN
(BRIEFING)*



GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE

July 26, 2022

SUBJECT: Lacey Neighborhood Grant Program Overview and Potential Program Updates

RECOMMENDATION: Should this Committee want to expand the Neighborhood Grant Program beyond Homeowner Associations to include informal neighborhood groups, City staff recommends forwarding the Draft Updated 2023 Grant Program Overview & Guidelines (Attachment 2) to the full City Council for consideration.

STAFF CONTACT: Scott Spence, City Manager *SS*
Shannon Kelley-Fong, Assistant City Manager *SKF*
Jenny Bauersfeld, Community Relations Specialist *JMB*

ORIGINATED BY: Public Affairs Department

ATTACHMENTS:

1. [2022 Approved Grant Projects](#)
2. [Draft Updated 2023 Grant Program Overview & Guidelines](#)

FISCAL NOTE: None

PRIOR REVIEW:

BACKGROUND:

In 2017, the Lacey City Council (Council) approved a \$25,000 budget for the Lacey Neighborhood Grant Program (LNGP), to encourage neighborhood activities that foster community pride, engage community members, and beautify the City.

The community had a positive response to the LNGP and interest quickly grew. In response to this success, in 2019 the Council approved a program budget increase to \$60,000. The current LNGP budget remains the same at \$60,000.

2022 Neighborhood Grant Program

In 2022, the City accepted eligible applications from Homeowners Associations (HOAs) formally recognized within the City of Lacey. The application period for the 2022 LNGP closed on April 1. The City received twenty-seven (27) grant applications for the current calendar year, see **Attachment 1**. In total, HOAs requested \$60,599.23 in grant funds.

Representatives from Public Affairs, Community Development, and Parks Maintenance reviewed each application for compliance with program guidelines as well as City regulations, ordinances, and non-discrimination policies. All twenty-seven grant submittals were accepted and fall within the following project categories:

- Safe Neighborhoods
- Environmental Sustainability
- Neighborhood Beautification

With additional funding from the 2021 cycle, the City was able to approve all of the 2022 grant requests. Grant recipients must complete their project and submit all required paperwork by December 31, 2022, in order to receive their reimbursement grant. Neighborhood matching funds are anticipated to total \$89,563. With grant and matching funds, over \$150,162 will be invested into the safety, sustainability, and beautification of the community.

2023 Neighborhood Grant Program

This grant program has proven to be a successful and valued program in Lacey. Award recipients oftentimes share their heartfelt thanks to the City for investing back into the community in this way.

At the Community Relations Committee on February 7, 2022, Councilmembers expressed interest in potentially expanding this program to include informal neighborhood groups located in Lacey city limits.

Below, **Table A** provides an overview of similar Neighborhood Grant Programs across the United States.

Table A

City	HOA Requirement	Max Grant	Project Match %	Project Categories
Lacey, WA	Yes	\$2,500	50%	<ul style="list-style-type: none"> • Safe Neighborhoods • Environmental Sustainability • Neighborhood Beautification • Board Education • Organizational Development • Compassion
Tumwater, WA	No	\$1000 – Projects \$500 – Events	50%	<ul style="list-style-type: none"> • Project • Event
Kirkland, WA	Yes	TBD by grant committee	50%	<ul style="list-style-type: none"> • Community Building Events • Communications and Operations • Physical Improvement Projects • Neighborhood Identity Projects • Training and Education
Kent, WA	Yes	TBD by grant committee	50%	<ul style="list-style-type: none"> • Event Mini Grant • Project • Newsletter/Communication
Renton, WA	No	\$10,000 – Projects \$1,000 – Events \$500 – Communication	50%	<ul style="list-style-type: none"> • Projects • Events • Communication
Bellingham, WA	Yes	\$5,000	None	<ul style="list-style-type: none"> • Open
Tempe, AZ	Yes	\$20,000	25%	<ul style="list-style-type: none"> • Art • Landscape and Trees • Parks • Signage • Traffic Calming • Water Conservation
Mountain View, CA	No	\$2,500	None	Open
Livonia, MI	No	\$500	None	<ul style="list-style-type: none"> • Art • Community Events • Beautification / Landscaping • Stewardship of parks or common spaces • Youth Programs
Monterey County, CA	No	\$4,000	None	Open

In 2023 and future years of the LNGP, the City's program could, if so desired by the Council, expand to include informal neighborhood groups.

In addition, the program could also introduce some new project categories, such as:

- Neighborhood Art & Monument structures
- Expand National Night Out Events
- Encourage Community Emergency Response Team (CERT) organization
- Educate neighborhoods on xeriscaping and irrigation rebate programs for water saving efforts

Should this Committee want to expand the LNGP beyond Homeowner Associations to include informal neighborhood groups, Staff recommends forwarding the Draft Updated 2023 Grant Program Overview & Guidelines (**Attachment 2**) to the full City Council for consideration. Advantages and disadvantages listed below assume expansion of the LNGP.

Advantages

1. Positively impact more neighborhoods throughout the City of Lacey, including our newly annexed neighborhoods.
2. Provides the opportunity to engage and connect with more community members in un-reached areas of Lacey to foster a sense of community pride.

Disadvantages

1. Program oversight for informal neighborhoods may be more challenging, without the presence and structure of a HOA board or management company.
2. Depending on the community response, the City may receive more applications than available grant funding to award.

2022 Approved Neighborhood Grant Projects

	<u>HOA Name</u>	<u>Project Title</u>	<u>Grant Amount Requested</u>	<u>Total Proposed Matching Funds</u>	<u>City Approved Grant Amount</u>
1	Capitol City Golf Club Estates	Vehicle Speed Indicator Signage	\$2,500.00	\$6,500.00	\$2,500.00
2	Carpenter Hills HOA	Re-purpose old Tennis Court	\$2,500.00	\$8,000.00	\$2,500.00
3	Christa Heights HOA	Christa Heights Common Area Renewal	\$2,500.00	\$10,100.00	\$2,500.00
4	Continental Crest HOA	Community Mailbox Lighting	\$2,500.00	\$2,985.00	\$2,500.00
5	Emerald Heights HOA	Mail Box Replacement Project	\$2,500.00	\$6,703.35	\$2,500.00
6	Greenbriar HOA	Replace mailbox cluster	\$1,194.90	\$1,194.90	\$1,194.90
7	Hawks Glen Loop Neighborhood	Community Entry Sign	\$200.00	\$400.00	\$200.00
8	Hidden Oaks HOA	Restoration of Storm Drainage Ponds	\$2,500.00	\$2,500.00	\$2,500.00
9	Jackson Farm Association	Asphalt Repair Jackson Farm Loop and Pond Treatment	\$2,500.00	\$2,800.54	\$2,500.00
10	Le Village HOA	Tree work for beautification at LeVillage	\$1,735.00	\$1,787.00	\$1,735.00
11	Meadowlake HOA	Carpenter Road Entrance Beautification	\$2,500.00	\$2,500.00	\$2,500.00
12	Meridian Campus ROA	Blooming With Pride	\$2,500.00	\$2,500.00	\$2,500.00
13	Park Place HOA	Blackberry and Scotch Broom Control	\$2,500.00	\$2,500.00	\$2,500.00
14	Rainier Crossing CA	Stormwater system upgrade to lateral system pipes	\$2,500.00	\$2,500.00	\$2,500.00
15	Schilter Farm HOA	Repair side trail connecting to Chehalis Western Trail	\$2,500.00	\$2,500.00	\$2,500.00
16	Shadywood HOA	Phase 1 Stormwater Pond Clean-up and Remediation	\$2,500.00	\$2,500.00	\$2,500.00
17	Sorrento CA	Storm water dispersal trench retaining wall installation	\$2,500.00	\$4,000.00	\$2,500.00
18	Southlake HOA	Stormpond Refurbishment	\$2,174.33	\$2,174.33	\$2,174.33
19	Southwick Lake Estates	Tree trimming and Bio Swale fix	\$2,000.00	\$4,273.34	\$2,000.00
20	Stikes Woods HOA	Common Area Tree Work	\$2,500.00	\$3,331.02	\$2,500.00
21	Stonegate at Avonlea	Neighborhood Beautification	\$2,500.00	\$2,519.00	\$2,500.00
22	The Cottages HOA	Stormpond Refurbishment	\$1,400.00	\$1,400.00	\$1,400.00
23	The Links @ Indian Summer	Stormwater Enhancements and Erosion Mitigation	\$2,500.00	\$2,500.00	\$2,500.00
24	The Park HOA	Energy Efficiency for Community Clubhouse	\$2,500.00	\$3,000.00	\$2,500.00
25	The Pointe HOA	Common Area Beauty Bark	\$1,895.00	\$1,895.00	\$1,895.00
26	Vista Village HOA	Holding Tank Installation in common area	\$2,500.00	\$4,000.00	\$2,500.00
27	Wedgewood Manor	Entrance Maintenance; adding lights	\$2,500.00	\$2,500.00	\$2,500.00
			\$60,599.23	\$89,563	\$60,599.23



2023 Neighborhood Grant Program **OVERVIEW & GUIDELINES**



Program Goals

The Lacey City Council wishes to encourage neighborhood activities that foster community pride, expand citizen involvement, and beautify the city. To facilitate this initiative, the Council approved \$60,000 in the 2023 budget for the Lacey Neighborhood Grant Program (LNGP).

LNGP awards funds for projects that improve the livability of neighborhoods, encourage environmental stewardship, develop neighborhood leadership, or promote compassion within the community.

Eligibility

Requirements:

- 1) Proposals may be submitted by a HOA or informal neighborhood located within the city limits. Informal neighborhoods must have a project team of at least 5 individuals (non-family related) who live in one neighborhood and accept responsibility for the project.
- 2) Projects must have a lasting and/or direct benefit to the neighborhood.
- 3) Proposal must be non-profit in nature.
- 4) All projects must meet city regulations, ordinances, and non-discrimination policies.
- 5) Neighborhoods may submit only one grant proposal per year.
- 6) Projects must have documented support of the neighborhood and/or HOA, and have a measurable outcome that provides public benefit to the community. For informal neighborhoods, the project team must complete a Project Team Log (see **Attachment 1**) at the time of application.
- 7) Applications must be complete and submitted prior to the deadline.

The following are not eligible for the grant program:

- 1) Applications from individuals, for profit groups, religious, or political groups.
- 2) Projects that are for routine maintenance purposes or any maintenance of previously funded projects.
- 3) Projects that take place on an individual's private/personal property. For example, trimming trees or landscape beautification on a residential lot.
- 4) Projects outside of the City of Lacey.
- 5) Projects that seek to promote any public or private group, business or commercial enterprise, political or religious group.
- 6) Projects that utilize any form of hate speech, or exclude any group or subgroup of people.

Grant Categories

- Safe Neighborhoods & Community Emergency Response Team Organization
- Environmental Sustainability & Resiliency
- Neighborhood Beautification
- Board Education & Organization Development
- Compassion
- Neighborhood Art & Monument Structures
- National Night Out Events

Neighborhoods are encouraged to be creative within the categories.

General Program Guidelines

- 1) Award amount will not exceed 50% of the total project cost, up to a maximum amount of \$2,500.
- 2) Proposals require a dollar-for-dollar neighborhood match for City funds awarded.
 - a. Adult volunteer hours, donated materials, and in-kind professional services are eligible for meeting the match requirements provided they are essential components of the project.
 - b. The value of volunteer hours will be calculated using [Independent Sector's value of volunteer time from the preceding year](#). For 2023, the value of each volunteer hour will be calculated at \$29.95 per hour ([2022](#)).
 - c. Volunteer hours cannot include administrative services (e.g., fundraising, project planning, preparing proposal, acquiring bids).
 - d. Donated materials will be valued at their retail price.
 - e. Professional services will be estimated at current market rate.
 - f. Grantee must provide documentation to support all value calculations. Original receipts are required and must equal or exceed the requested grant match.
- 3) A panel of City staff representing Public Affairs, Community Development, and Parks Maintenance, will review proposals and make recommendations to the City Manager for final approval.
- 4) A signed, written agreement with the City will be required before funds are awarded.
 - a. Contract will include an approved scope of work, term, and reimbursement guidelines.
 - b. Proof of insurance is required as laid out in the grant program agreement
- 5) Probation for Incomplete Projects
 - a. If your HOA is unable to complete the project within the calendar year and does not use any portion of the allocated grant funds, you will be ineligible to participate in the grant program the following year.
 - b. Accommodations may be made to the above for extenuating circumstances at the discretion of the City.

2023 Grant Application Calendar

Application Deadline	March 31, 2023
Notice of Funding	Week of April 17-21, 2023
Late Applications	Late applications considered if grant program funds remain after deadline

For further details, contact City of Lacey Public Affairs Department
360-438-2621 | PublicAffairs@ci.lacey.wa.us.



Lacey Neighborhood Grant Program
PROJECT TEAM LOG



Informal neighborhoods within the City of Lacey must complete this Project Team Log. Please note, you must have a minimum of five (5) individuals (non-family related) who live in your neighborhood and accept responsibility for completion of the proposed project.

NEIGHBORHOOD LOCATION (Street and Cross Street): _____

PROJECT TEAM MEMBER #1 (Required)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

PROJECT TEAM MEMBER #2 (Required)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

PROJECT TEAM MEMBER #3 (Required)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

PROJECT TEAM MEMBER #4 (Required)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

PROJECT TEAM MEMBER #5 (Required)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

PROJECT TEAM MEMBER #6 (Optional)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

PROJECT TEAM MEMBER #7 (Optional)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

Please attach a separate sheet for additional Project Team Members. For questions, please contact Lacey Public Affairs Department, 360-438-2621 or publicaffairs@ci.lacey.wa.us.