

A RESOLUTION

ADOPTING REVISED FUNDING LEVELS, PROJECT REQUIREMENTS, SCHEDULE AND CRITERIA AND SCHEDULE FOR ADMINISTERING THE NEIGHBORHOOD PARTICIPATION PROGRAM IN THE CAPITAL IMPROVEMENT AND PRESERVATION PROGRAM (CIPP)

WHEREAS, the City of Lakewood has established the Neighborhood Participation Program; and

WHEREAS, the intent of the program is to encourage neighborhood organizations to identify needs in their respective neighborhoods and propose projects that qualify for City resources. The program will allow the funding of any improvement that the City is normally capable of constructing; and

WHEREAS, the program is funded at an amount set by City Council for the design and construction of projects; and

WHEREAS, the City Council desires to revise the existing funding levels, project policies, criteria and schedule for the program established by Resolution 94-74.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lakewood that:

SECTION 1: PROGRAM APPROACH

The following policies are hereby established to be used in administering this program.

- 1.1 Projects must be located on publicly owned property.
- 1.2 Organized groups that represent neighborhoods will be the vehicle to request these funds. These groups can encompass the entire range from a neighborhood organization registered with the City to neighbors who organize themselves to apply for a specific project. Groups must demonstrate that they are representative of the interests of the neighborhood area, and not just representing the special interests of a few individuals.
- 1.3 Projects will be funded primarily by the City, with cost and/or in-kind participation by neighborhoods encouraged.

- 1.4 Project management will be primarily administered by the City with neighborhood participation to the extent agreed upon by the City and the specific neighborhood group.
- 1.5 The program is intended to fund construction projects and not maintenance activities.
- 1.6 When an application is submitted for a project on public school property:
 - a. A letter must be provided by the school principal where the project is proposed stating the school supports both the project and the joint use of the site by the City and the District; and
 - b. A letter must be provided by the school district stating it will be responsible for the upkeep and maintenance of the project once it is constructed.

The program is not intended to fund projects on public school property that bring school facilities up to the school district's minimum standards. Projects on public school property shall be for projects that exceed the minimum standards of the school district only

Improvements shall be available to the general public during non-school hours.

- 1.7 The program is not intended to fund incremental project implementation unless the project is clearly part of a multifaceted project. Supporting documentation that demonstrates the project is part of a comprehensive plan must be submitted with the application.
- 1.8 The Neighborhood Participation Program may be used as a matching grant only if it is demonstrated that the additional matching grant(s) have been committed at the time the application is submitted to the City.

SECTION 2: ELIGIBLE PROJECTS

- 2.1 The program is intended for projects such as the following:
 - a. Connecting sidewalk installation
 - b. Recreational facilities
 - c. Improvements to existing public facilities that serve neighborhoods
 - d. Bike path and trail connections
 - e. Tree planting and removal

- f. Installation of play and picnic amenities in a park
- g. Entrance improvements to reinforce neighborhood identification
- h. Renovations that improve access by disabled persons

2.2 The program is not intended for projects such as the following:

- a. Sidewalk repair
- b. Traffic signals
- c. Street lights
- d. Street paving
- e. Speed humps
- f. Electric speed display signs
- g. Small drainage improvement projects

SECTION 3: PROJECT SELECTION COMMITTEE

A project selection committee has been established that consists of staff members from affected departments in the City with representation to assure efficient coordination with the 5-Year Capital Improvement and Preservation Program.

SECTION 4: PROJECT AND APPLICATION REQUIREMENTS

The types of projects proposed and the information supplied as part of the project application shall meet the following requirements:

Project Requirements:

- 4.1 The project must have a general benefit to an entire neighborhood rather than a benefit to only a limited number of properties.
- 4.2 The project must not significantly increase City maintenance requirements.
- 4.3 The funding level is not intended to exceed \$60,000 per project.
- 4.4 The project is not already in the 5-Year Capital Improvement and Preservation Program.

Application Requirements:

- 4.5 A neighborhood resident must be designated as a representative for each project application. This person will be the primary point of communication with the City.
- 4.6 The quality of the application, including completeness and clarity, will be considered in the selection process. The application must include:

- a. A detailed project description;
- b. A project cost estimate based on consultation with City staff;
- c. A discussion of the relationship to the Project Selection Criteria as appropriate;
- d. A minimum of five (5) signatures from neighborhood representatives in support of the project application. Additional demonstrated support may be submitted with the application through letters, petitions, or other means.

In addition to the required five (5) signatures identified above, signatures of approval from all affected property owners must be included in the application. Affected property owners will be determined by staff in consultation with the project representative.

SECTION 5: PROJECT SELECTION CRITERIA

The application criteria set forth in this section shall be used in evaluating projects and allocating funding. Applications for projects will compete directly with all others received for that year. Non-funded applications may re-apply the following year.

- 5.1 Benefit vs. cost. Project costs will be evaluated compared to the number of people benefitting from the project and will be ranked accordingly.
- 5.2 Health and safety. Projects related to health and safety will be given additional consideration.
- 5.3 Adopted citywide plans. Projects will be evaluated as to whether they specifically address needs identified in adopted plans, including the Comprehensive Plan, the Community Resources Master Plan, and specific site master plan(s).
- 5.4 Demonstrated neighborhood support. A minimum of five (5) signatures from neighborhood representatives in support of the project application must be submitted with the application.
- 5.5 Neighborhood funds and/or in-kind contributions. Neighborhood groups that make commitments for partial funding or in-kind contributions may be given additional consideration.
- 5.6 Maintenance requirements. Projects that will not substantially add to the City's maintenance responsibilities will be given additional consideration.

SECTION 6: SELECTION PROCESS

The selection process is to occur on an annual cycle in the following sequence:

- 6.1 Program publicity. The program shall be publicized extensively. Staff is available to meet with neighborhoods or neighborhood representatives individually to explain the program and assist with the application criteria.
- 6.2 All applications received meeting application requirements will be reviewed and ranked by the staff selection committee. Staff recommendations will be forwarded to the City Manager's office for review and approval prior to presenting the recommendations at a City Council study session.
- 6.3 Staff recommendations will be presented to City Council at a study session at which time the City Council may concur with the recommended projects and request that a resolution approving the recommended projects be brought before City Council at a public meeting, or request modifications to staff recommendations before City Council approval by resolution.
- 6.4 City Council approves the recommended projects by resolution.

SECTION 7: ANNUAL SCHEDULE

The following schedule is established, but may be revised as needed in future program years provided adequate time for publicizing the program has been allowed.

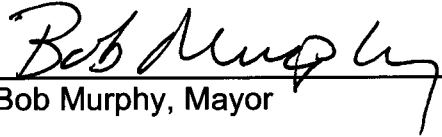
Period	Activity
Spring	Program advertisement
Early Fall	Deadline for receiving applications
Late Fall	Project recommendations developed by staff selection committee and forwarded to City Manager's Office
Winter	Projects submitted to City Council for endorsement

SECTION 8: RESOLUTION REVISIONS

The City Manager is hereby authorized to revise the procedures, requirements, schedule and criteria in this resolution when, in his or her sole discretion, such revisions are necessary.

INTRODUCED, READ AND ADOPTED by a vote of 10 for and 0 against at a regular meeting of the City Council on April 27, 2015, at 7 o'clock p.m. at Lakewood City Hall, 480 South Allison Parkway, Lakewood, Colorado.




Bob Murphy, Mayor

ATTEST:


Margy Greer, City Clerk

APPROVED AS TO FORM:


Tim Cox, City Attorney