

A RESOLUTION

ADOPTING REVISED PROCEDURES, SCHEDULE AND CRITERIA 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 their needs in their respective areas and propose projects which qualify for City resources. The program will allow the funding of any improvement that the City is normally capable of constructing.";

WHEREAS, the program has been funded at \$120,000 per year for design and construction of projects; and

WHEREAS, the City Council of the City of Lakewood desires to revise the existing procedures, schedule and project selection criteria for the program established by Resolution 92-02.

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

SECTION 1. PROGRAM APPROACH

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

- 1.1 When funds are made available, they will be used for capital projects in residential neighborhoods on publicly owned property.
- 1.2 Organized groups which represent neighborhoods will be the vehicle to request these funds. These groups can encompass the entire range from neighborhood organizations 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.

Attachment A

- 1.5 This program is intended to fund construction projects and not maintenance.
- 1.6 When a project on school property is approved for funding, a letter from the principal of the school where the project is to be located must be received stating that the school will strongly support continued joint use of the building by the City and the District. The letter must be received prior to authorization to construct the project. If such a letter is not received within six months of funding approval, funding for such a project will be terminated. This letter will be kept on file with the City in order to assure future availability of the school facility.

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 (not facilities intended to serve the entire City such as a regional park).
 - d. bikeway/trail connections
 - e. tree planting and removal
 - f. installation of play/picnic amenities in a park
 - g. small drainage improvement projects
 - h. entrance improvements to reinforce neighborhood identification
 - i. 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

SECTION 3. PROJECT SELECTION COMMITTEE

A project selection committee has been established which 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 (CIPP).

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 responsibilities.
- 4.3 There is an annual funding level not to exceed \$50,000 per project.
- 4.4 The project is not already in the 5-Year C.I.P.P

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 in terms of completeness, clarity, etc. will be a consideration in the selection process. The application must include:
 - a. detailed project description
 - b. project cost estimate, if known
 - c. discussion of relationship to Project Selection Criteria, as appropriate
 - d. demonstrated support for the application through letters, petitions, or other means, and either a minimum of five (5) signatures of affected neighbors or a majority of affected property owners.

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. Projects will be ranked lower proportionally to the amount exceeding \$35,000 in estimated project costs.
- 5.2 Health and safety. Projects related to health and safety will be given additional consideration.

- 5.3 Comprehensive Plan and Parks Masterplan. Projects will be evaluated as to whether they specifically address needs identified in these plans. Those that do will be ranked higher than those that do not.
- 5.4 Demonstrated neighborhood support through signatures from at least five (5) affected neighbors and other means.
- 5.5 Neighborhood funds and/or in-kind contributions. Neighborhood groups that make commitments for partial funding or in-kind contributions (i.e., plant trees, maintain landscaping) 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 is to be publicized extensively. At the start of each program year, staff will hold a kick-off meeting to provide information and stimulate ideas for projects. Staff is also available to meet with neighborhoods individually to explain the program and assist neighborhoods in getting organized.
- 6.2 Applications received will be reviewed by the staff selection committee.
- 6.3 The staff selection committee will forward project recommendations to the City Manager's Office prior to presenting the recommendations at a City Council Study Session. City Council has the opportunity to modify the recommendations prior to final project selection at a public hearing.

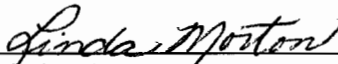
Staff will also be available to meet with neighborhoods individually to explain the program and/or attend one of their meetings.
- 6.2 Applications received and reviewed by staff team.
- 6.3 Projects are selected by the staff team. This is a recommended list until it is reviewed, with an opportunity for modification, and approved by the:
 - a. City Manager's Office
 - b. City Council

SECTION 7. ANNUAL SCHEDULE

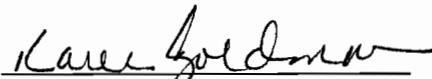
The following schedule is established and may be revised as needed in future program years provided adequate time be allowed for publicizing the program.

Date	Activity
August/September	Program advertisement
mid October	Deadline for receiving applications
mid November	Project recommendations developed by staff selection committee/endorsed by City Manager's Office
December	Projects submitted to Council for endorsement
January/February	Projects designed/contractor selected
June	Projects completed and neighborhood dedication ceremonies held, as appropriate

INTRODUCED, READ AND ADOPTED by a vote of 9 for and 2 against at a regular meeting of the City Council on May 9, 1994, at 7 o'clock p.m., at the Lakewood Municipal Center, 445 South Allison Parkway, Lakewood, Colorado.


Linda Morton, Mayor

ATTEST:


Karen Goldman, City Clerk