



MEMORANDUM

To: Mayor and Members of the City Council

From: Rich Olson, City Manager
Angela Cole, Assistant City Manager

Date: September 22, 2016

Re: **Consideration** – Call for Special Meeting to Receive Community Support Grant Applicant Presentations

BACKGROUND:

Included in the FY2016-17 budget is \$50,000 for the Community Support Grant (CSG) program. Last month, the City Council authorized staff to begin the process for Community Support Grant (CSG) applications. The deadline for application was Friday, September 16th. A total of 13 applications were filed by 12 organizations serving the Elizabeth City community. A combined total of \$83,000 in grant funding is being requested.

The first step in the application process included staff review for completeness. The applications received were reviewed for completeness and evaluated by a 4-member panel using the Council-approved score sheet. The review panel included me, Assistant City Manager Angela Cole, Chief of Fire Larry Mackey, and Community Development Manager Wade Nichols. All applications were scored. An average of application scores – both categorical and composite – was figured. The averages for each application are listed in the attached matrix. Also included in the matrix is a list of staff's comments regarding application weaknesses, applicant's requested grant amount, and prior year (FY2015-16) grant award (for identical programming). A copy of the matrix is attached. The agenda and application submittals will be available on the City's website (www.cityofec.com).

ANALYSIS:

The second phase of the application process includes a formal presentation and question / answer period with the City Council. This format is slightly modified

from the past two grant funding cycles where the Finance Committee received the presentations and reported their recommendations to the full City Council.

Below is an updated Community Support Grant Application schedule. In order to adhere to the desired award deadline and to fulfill the Council's decision to receive the presentations as a full body, staff is recommending a Special Meeting of the City Council to be held at 10:00 a.m. on Monday, October 3, 2016. Receiving the presentations on this date will allow Councilors a week's time to consider their funding level for each petition, call for the public hearing on October 10, and conduct Council deliberation and decision at the next Regular Meeting on October 31, 2016. Award notices would immediately follow.

| Action Item | Date |
|--|-----------------------|
| Authorization to Open Application Process | August 22, 2016 |
| Pre-Application Workshop | August 30, 2016 |
| Pre-Application Workshop (Make Up Session) | TBD |
| Application Filing Deadline | September 16, 2016 |
| Staff Review & Evaluation | September 2016 |
| Presentation to City Council | October 3, 2016 |
| Call for Public Hearing | October 10, 2016 |
| Council Deliberation & Decision | October 31, 2016 |
| Award Notifications | To Immediately Follow |

STAFF RECOMMENDATION:

By motion, call for a Special Meeting to be held on Monday, October 3, 2016, at 10:00 a.m. in Council Chambers of the Municipal Administration Building, 306 E. Colonial Avenue to receive presentation from FY2016-2017 Community Support Grant applicants.

RCO/abc