

**RESOLUTION NUMBER 7581**

**A RESOLUTION OF THE MISSOULA CITY COUNCIL REVISING THE COMMUNITY FORUM BUDGET GUIDELINES FOR NEIGHBORHOOD COUNCILS, REAFFIRMING THE USAGE OF SOME NEIGHBORHOOD PROJECT FUNDS FOR SMALL PROJECT GRANTS TO BE AWARDED BY THE COMMUNITY FORUM, AND PROVIDING THAT THE BALANCE OF CERTAIN FUNDS BE CARRIED FORWARD INTO THE SUBSEQUENT FISCAL YEAR.**

**WHEREAS**, the City Council allocates funds for Community Forum and Neighborhood Council operations and project grants; and

**WHEREAS**, in 2002, the Community Forum developed “Guidelines for Appropriate Uses of Neighborhood Council Operating Funds” and recommended that a portion of Neighborhood Project funds be used for small grants; and

**WHEREAS**, the City Council reviewed and approved the Guidelines for Appropriate Uses of Neighborhood Council Operating Funds” (hereafter referred to as “Guidelines”) in 2002 by adopting Resolution 6601; and

**WHEREAS**, in 2007, the Community Forum developed a “Neighborhood Council Annual Budget Reallocation Procedure” (hereafter referred to as “Reallocation Procedure”) and subsequently amended it in 2010 in order “to maximize productivity within the Neighborhood Council system at large by devising a new strategy to better utilize idle funds by fiscal year-end;” and

**WHEREAS**, in order to give neighborhood councils additional flexibility in their operations and projects, the Community Forum has reviewed both the Guidelines and the Reallocation Procedure at their meeting held on October 28, 2010 and is recommending the City Council:

1. Amend the Guidelines as outlined in Attachment A
2. Reaffirm the Council’s support of setting aside a portion of neighborhood project funds into a small project fund for small project grants to be reviewed by the Community Forum Leadership Team and awarded by the Community Forum as provided in Attachment B.
3. Authorize that funds allocated in the small project fund shall not expire at the end of the fiscal year, but shall carry over into subsequent fiscal years.
4. Authorize that funds reallocated pursuant to the Reallocation Procedures shall carry over into the subsequent fiscal year in an amount not to exceed a total of \$5,000 plus the regular appropriation set by the Council for the fiscal year.

**NOW THEREFORE BE IT RESOLVED** the City Council hereby approves the revised Guidelines for Appropriate Uses of Neighborhood Council Funds as outlined in Attachment A

**BE IT FURTHER RESOLVED**, the City Council reaffirms Community Forum’s ability to allocate a portion of Neighborhood Project Funds for small project grants to be reviewed by the Community Forum Leadership Team and awarded by the Community Forum as outlined in Attachment B and authorizes that any funds allocated to the small project fund shall not expire at the end of the fiscal year, but shall carry over into subsequent fiscal years.

**BE IT FURTHER RESOLVED** that funds reallocated pursuant to Reallocation Procedure shall carry over into the subsequent fiscal year in an amount not to exceed a total of \$5,000 plus the regular appropriation set by the Council for the fiscal year.

**BE IT FURTHER RESOLVED**, the provisions of Resolution 6601 are hereby repealed.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of November, 2010.

**ATTEST:**

/s/ Martha L. Rehbein  
Martha L. Rehbein, CMC  
City Clerk

(SEAL)

**APPROVED:**

/s/ John Engen  
John Engen  
Mayor

## Attachment A

### **Guidelines for Appropriate Uses of Neighborhood Council Operating Funds**

Items that can be funded with Neighborhood Council operating funds:

#### **1. Meeting Expenses**

- Meeting room rental
- Audio visual equipment use, easels, pens, etc.
- Signs to advertise the meetings
- All printing costs associated with the meeting
- Facilitators for the meeting
- Babysitting for meetings and leadership team meetings
- Refreshments at the meetings of the Councils and Committees
- Socials-Picnics, Ice Cream Socials etc. that are a secondary activity to the Neighborhood Council Meeting. Funds spent on the social component of the meeting should be an appropriate portion of the total budget for the meeting

#### **2. Information to Citizens**

- Printing of newsletters and notices of meetings
  - Newsletters that are not entirely Neighborhood Council business can be funded with proportionate amount of costs, i.e., 6 page newsletter with one page Neighborhood Council insert, Neighborhood Council pays 1/6th of the mailing cost.
- Delivery by mail or by person of the notice and agenda of the meeting
- Maps, City/County Plans that are purchased for neighborhood use
- Web assistance of a technical nature (help improving the web sites)
- Newspaper notices

#### **3. Miscellaneous**

- Accessory materials and refreshments for volunteer events
  - i.e. garbage bags for cleanup days but not permanent equipment like rakes, shovels
- Leadership Team training and travel expenses in Missoula
- Equipment, trees, playgrounds equipment, and other capital expenditures provided a Neighborhood Council has fulfilled its requirement to meet once during the fiscal year
  - The Neighborhood Council Leadership Team must coordinate with the Neighborhood Liaison to market or give recognition to the Neighborhood Council and/or Community Forum for capital expenditures.

#### **Items not appropriate for expenditures of Neighborhood Council Operating Funds.**

1. Socials that do not include a Neighborhood Council meeting.

The City Clerk is responsible to ensure that Neighborhood Council operating funds are spent in accordance with City policies and procedures.

## **Attachment B**

### **Neighborhood Small Projects Funds**

The Community Forum may allocate a portion of the appropriated Neighborhood Project Funds to be used for small project grants.

Small projects must:

- Be located or used within City limits and benefit City residents
- Be sponsored by a Neighborhood Council Leadership Team or the Community Forum Leadership Team
- Market or give recognition to Neighborhood Councils and/or Community Forum in some way

Small grants can be applied for on a monthly basis using a one page application form. The Community Forum Leadership Team will review the applications and make a recommendation to the Community Forum. The Forum will review and approve small project grant applications not to exceed \$500 each at their monthly meetings. Small project grants can be used for individual projects or combined with other matching funds (like Arbor Day grants). Applicants must work with the Neighborhood Liaison on marketing or giving recognition to Neighborhood Councils and/or Community Forum in some way. The City Clerk is responsible to ensure that small project grants are spent in accordance with City policies and procedures.