



**VILLAGE OF PINEHURST
STANDARD POLICY/PROCEDURE**

SUBJECT: Public Right-of-Way Beautification Program Policy	Effective Date: 07/08/08
Department: Administration	Policy No.: ADM - 116.1
Prepared by: Jeff Batton, Assistant Village Manager	# of Pages: 2

I. Establishment of Beautification Funding

The Village of Pinehurst Financial Services Department shall establish a non-departmental line item in the annual general fund budget entitled Public Right-of-Way Beautification Program. The Village Manager shall annually consider proposing funds for this line item in the annual budget subject to fund availability and Council approval.

II. Purpose

The purpose of the program is to provide for public right-of-way beautification enhancements within the Village of Pinehurst. This fund may only be used for projects located within a public right-of-way and should primarily be used in areas of high visibility such as well traveled roads and intersections.

The purpose of this policy is to provide Village personnel guidance in expending and disseminating funds for public right-of-way landscape enhancements from the Public Right-of-way Beautification Program.

III. Program Guidelines

Funds from this line item may be expended by the Village of Pinehurst directly for any landscape enhancement within a public right-of-way. Such landscape enhancements may include, but are not limited to, the planting of flowers, shrubbery, trees, sod and/or associated expenses related to landscape enhancements.

Community organizations, such as neighborhood associations, garden clubs, service clubs, etc. interested in performing enhancements within the public right-of-way within the Village of Pinehurst may apply for grants for up to \$2,000 from this line item.

A community organization is defined as meeting at least one of two criteria: a tax-exempt status and/or a verifiable membership roll along with a separate bank account. Proof of meeting this definition may be required by the Village. The Village reserves the right to require any additional supporting information it may deem appropriate to determine the organization's eligibility.

Community organizations interested in applying for funds should do so in the following manner:

- 1) Submit a written request detailing the project to the Assistant Village Manager of Operations;
- 2) Included in the plan should be the location of the project, details of what is to be added or removed, a sketch of the planting plan, itemized listing of landscape materials along with estimated costs and long term maintenance plans.

The Village may provide in-kind services for the enhancement in addition to, or in lieu of, funding. In-kind services is dependent on staff and equipment availability based on current workloads as determined by the Assistant Village Manager of Operations in consult with the Village Manager and Public Services Director.

The evaluation and approval of any community organization grant request will be made by a committee of at least three staff persons consisting of the Village Manager, the Assistant Village Manager of Operations and the Public Services Director. Other staff may be involved in the determination as deemed appropriate by the committee. Once approved, funds will be dispersed by Financial Services upon presentation of an approved check request form from the Assistant Village Manager of Operations.

The Village reserves the right to reject any and all requests for any reason, and approval is always subject to fund availability.

IV. Policy Considerations

This policy shall be reviewed on an annual basis in January. Any changes must be approved by the Village Manager.

Approved by:



Andrew M. Wilkison, Village Manager

7-8-08

Date

08-16

Village Council, Resolution

July 8, 2008

Date