



# MEMORANDUM

---

**To:** Mayor and City Councilors

**From:** Rich Olson, City Manager  
Bobbi White, Director, EC|PC Parks & Recreation  
Eddie Buffaloe, Chief, Police Department

**Date:** April 9, 2015

**Re:** Consideration - Albemarle Rural Planning Organization Mini Grant Program Application

---

***BACKGROUND:***

The mission of the Albemarle Rural Planning Organization, also known as the ARPO, is to serve as an intergovernmental organization of Local and State officials for the purpose of developing long-range local and regional multi-modal transportation plans and securing needed transportation improvements for the Albemarle region.

The primary purpose of the Mini Grant Program is to enable local governments, within the ARPO jurisdiction, to pay for the printing and purchase of local bicycle and/or pedestrian maps, and bicycle and/or pedestrian safety materials such as posters, pamphlets and handouts in support of local bicycle and pedestrian safety efforts. Projects should also support the Albemarle Regional Bicycle Plan. Non-allowable expenses include, but are not limited to, the following: bicycles, bicycle helmets, keychains, pencils, stickers, water bottles, or debts incurred prior to the grant request.

The Albemarle RPO has a total of \$16,000.00 available for the mini grant. To be eligible for the grant, the applying organization must be a local government located within ARPO jurisdiction (Camden, Currituck, Pasquotank, Perquimans, Chowan, Hyde, Dare, Gates, Washington or Tyrrell counties). Applications will be through early April 2015. The applying organization will be notified no later than April 27, 2015 regarding acceptance or rejection of the mini grant.

There is no match requirement for the mini grant funds and the Albemarle RPO must purchase the materials directly for the grant recipient. Awarded grant funds must be expended by June 8, 2015.

***ANALYSIS:***

City Police and Parks and Recreation departments have put together an application package for submittal to the Albemarle RPO. The amount requested is \$2,550. If awarded, the grant funds will be used to assist in educating elementary age students through a bicycle safety program. The program will include on-site demonstration of cycling rules and safety, proper helmet fit and wear, bicycle inspection, etc. City staff will also conduct an interactive session with students on the benefits of outdoor activity like bicycling. The requested expenses covered by the grant are:

Pedestrian Bicycle Maps	\$500.00
Advertising Posters	\$300.00
Pamphlets & Literature	\$500.00
Bumper Stickers	\$250.00
Banners	\$500.00
Bicycle Route Maps	\$500.00

***FINANCIAL:***

The Finance Committee discussed this matter during their meeting of April 9, 2015. Upon motion by Mayor Peel, seconded by Councilman Donnelly, the committee unanimously recommended approval by the full City Council during the meeting of April 13, 2015.

***STAFF RECOMMENDATION:***

By motion, authorize the Elizabeth City Police Department and Elizabeth City|Pasquotank County Parks & Recreation Department to submit an application for \$2,550.00 to the Albemarle Rural Planning Organization Mini Grant Program.



**Mini Grant Application**

1. Applying Organization: **ELIZABETH CITY PARKS & RECREATION AND ELIZABETH CITY POLICE**

**DEPARTMENTS**

2. Contact person: **MICHAEL "HIPPIE" BARCLIFT**

3. Mailing address: **200 EAST WARD STREET**

4. Phone **(252) 335-1424** Fax **(252) 337-6646**

5. Email: **HBARCLIFT@CITYOFEC.COM**

6. Amount of grant requested: **\$2,550.00**

a. List the requested expenses and amounts that will be covered by this grant

- i. **PEDESTRIAN BICYCLE MAPS** Amount **\$500.00**
- ii. **ADVERTISING POSTERS** Amount **\$300.00**
- iii. **PAMPHLETS** Amount **\$500.00**
- iv. **BUMPER STICKERS** Amount **\$250.00**
- v. **BANNERS** Amount **\$500.00**
- vi. **BICYCLE ROUTE MAPS** Amount **\$500.00**

Description of purpose, needs assessment and intended results of purchased materials. Attach additional sheets if necessary.

**THIS GRANT WILL BE USED TO ASSIST IN EDUCATING ELEMENTARY AGE STUDENTS WITH A BICYCLE SAFETY PROGRAM. THIS PROGRAM WILL BE A COLLABORATIVE EFFORT BETWEEN THE LOCAL RECREATION DEPARTMENT AND THE ELIZABETH CITY POLICE DEPARTMENT BICYCLE DIVISION. THE FOCUS OF THIS SAFETY PROGRAM WILL BE TO INCORPORATE INTO THE ELEMENTARY SCHOOLS A DAY TO GO OUT TO DEMONSTRATE AND TALK ABOUT THE IMPORTANCE OF BICYCLE SAFETY, AND USE HANDS-ON DEMONSTRATIONS BY ECPD LAW ENFORCEMENT BICYCLE DIVISION TO SHOW THE STUDENTS PROPER SAFETY AND HOW TO INSPECT BICYCLES FOR SAFETY ISSUES BEFORE RIDING.**

**ALSO, WE WILL AT THE CONCLUSION OF THE DEMONSTRATION AND LECTURES HAND OUT PAMPHLETS AND LITERATURE ABOUT BICYCLES SAFETY. THE MAIN PURPOSE OF THIS PROGRAM IS THREEFOLD: FIRST, TO BRING AWARENESS TO BICYCLE SAFETY; SECONDLY, TO BUILD STRONGER RELATIONSHIPS BETWEEN LOCAL LAW ENFORCEMENT AND THE YOUTH; AND THIRDLY, TO PROMOTE A HEALTHIER AND PHYSICALLY FIT YOUTH POPULATION.**

Return completed application to:

Angela Welsh  
Albemarle RPO Planning Director  
PO Box 646  
Hertford, NC 27944