



CITY OF OREGON CITY ENHANCEMENT GRANT PROGRAM COMMITTEE - REVISED AGENDA

Virtual
Monday, April 11, 2022 at 7:00 PM

CALL TO ORDER

APPROVAL OF THE MINUTES

1. Minutes of the June 10, 2021 EGPC Meeting

FINANCIAL STATUS OF THE PROGRAM

2. Metro Enhancement Grant Fund Balance

PROGRAM ADMINISTRATION OVERVIEW 2022-23

3. Required Letters of Support
4. Exclusion of Capital Projects
5. Pre-Application
6. Project Extensions
7. Committee Receipt of Materials

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments. Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

Enhancement Grant Program Committee Meeting Summary - June 10, 2021

Present:

Mayor Rachel Lyles Smith
Commissioner Adam Marl
Commissioner Denyse McGriff
Commissioner Rocky Smith
County Commissioner Christine Lewis
Corri Ellis
William Gifford
James Graham
Ann Griffin

Absent: Commissioner Frank O'Donnell and Lori Wilson

Video recording of Zoom meeting available at <https://www.orcity.org/bc-egpc/enhancement-grant-program-committee-revised>.

Grant applicants were also on the call. Mayor Lyles Smith asked the applicants to turn their camera and sound off until it their turn to present.

CALL TO ORDER

James Graham called the roll. Commissioner McGriff reminded the group that they had decided that Committee members could not vote if they are not present.

APPROVAL OF THE MINUTES

March 8, 2021 meeting. McGriff moved to approve the minutes. Commissioner Rocky Smith seconded.

CONFLICT OF INTEREST STATEMENT

Each Committee member shared relevant conflict of interest information as it pertained to any particular application.

FUNDING INFORMATION

Matt Zook, Finance Director, presented. As of June 1, 2021, Enhancement Grant program has approximately \$395,000. We are planning to award \$200,000 and there are approximately \$40,000 in program expenses.

REQUEST FOR EXTENSIONS

Three grant recipients requested an extension: Oregon City Public Works Dept., the McLoughlin

Neighborhood Association and the Oregon City Chamber of Commerce. Gifford made a motion to accept the three extension requests as proposed. County Commissioner Lewis seconded.

REVIEW AND DISCUSS GRANTS

Each applicant organization had 3-5 minutes to present to the Committee. The Committee watched Presentations from 15 applicant organizations (in alphabetical order):

Auto Tek – Two Interns by July

Bloomin Boutique – Bloomin Beyond Foster Care

Downtown Oregon City Association – Light Up Downtown

Financial Beginnings of Oregon - Creating Financial Education Opportunities for Oregon City Residents

Friends of Trees – Neighborhood Tree Care Program

Greater Oregon City Watershed Council - Watershed Wealth: Community-based Learning and Habitat Restoration in the Abernethy Creek Basin

Hannah Grace Family Foundation – Music Project

Oregon City Christin Church – Enhancement of Grounds with Construction New Building

Oregon City Farmers Market – SNAP Match

Oregon City Police Department – Homelessness Services and Camp Cleanup

Oregon City Youth Sports – Wesley Lynn Artificial Turf Project Phase One

Providence Willamette Falls Hospital – Cancer Center

Soulflags Art Center – South Art Corner

Three Rivers Artist Guild – Oregon City Mural Project

Unite Oregon – Immigrant, Refugee and BIPOC Leadership Development in Oregon City

Each grant application is available online at the above link.

DETERMINE GRANT ALLOCATIONS

Commissioner Smith observed that some of the sheets did not have a “4” category – he wondered if this would impact the overall rankings.

Zook stated that he could enter updates or changes directly and dynamically into the score sheets if Committee members needed any more time or had other concerns. The Committee took a 6-minute break.

Zook displayed a summary spread sheet showing the scores for each application by each Committee Member (except O’Donnell and Wilson). He demonstrated that the top 7 scored proposals would total \$216,889. He reiterated that the Committee has the ability to award above the \$200,000 level given the positive financial condition of the program.

Commissioner Lewis noted that there was a break in the proposal scores. This group looked at the ability to accept 11 applications or 12 applications. If we accepted 12 applications, the total cost would be \$252,480.

McGriff noted that as she reviewed applications, she looked for projects that met a minimum of 3 of the 10 program criteria.

Mayor Lyles Smith asked Finance for direction in terms of expending more than the \$200,000 originally assumed. Zook replied that the program could afford the

Gifford made a motion to fund up through item 12 (which was Hannah Grace Family). Ellis seconded.

Ellis: Yes

Smith: Yes

Marl: Yes

McGriff: Yes

Gifford: Yes

Lewis: Yes

Lyle Smith: Yes

Commissioner Lewis reminded the group that there were some conditions to be placed on the funding. Lewis proposed that OCYS is contingent upon an operating agreement being in place for the maintenance of the turf. Gifford seconded.

Ellis: Yes

Smith: Yes

Marl: Yes

McGriff: Yes

Gifford: Yes

Lewis: Yes

Lyle Smith: Yes

McGriff reiterated that some of the applicants requested letters of support late in the process, reminder to staff to reiterate the need to applicants to get their letters of support in order.

Lyle Smith stated that the two mural related projects need to be tied to the City's mural program. Group agreed that funds should only be disbursed after any required permits are obtained.

Smith reminded the group that applications need to include letters of support from any involved property owners and any involved city departments. Lyle Smith stated that staff will confirm all recipients have needed support documents and permitting in place.

SUPPORTING MATERIALS - Approval of 2022-2027 Intergovernmental Agreement (IGA) with Metro

The group then considered the IGA with Metro. Graham provided an overview: this is a 5-year program, and it allows the City to collect an administrative fee. McGriff made the motion to approve the 2022-2027 IGA with Metro. Seconded by Gifford.

Ellis: Yes
Smith: No
Marl: Yes
McGriff: Yes
Gifford: Yes
Lewis: Abstained
Lyle Smith: Yes

Lyle Smith asked for clarity and for staff to do a better job of screening the applicants. Lewis suggested that a pre-application be a part of the process. Gifford asked if a map could be included in the proposals showing specifically where in Oregon City the project impact would be. McGriff – also should confirm that any land use-related proposal or proposal that impacts a particular property owner, include a letter of support from that property owner.

Mayor Lyles Smith thanked everyone for their time. Meeting adjourned at 10:15 pm (after 3 hours and 43 minutes).

Enhancement Grant Program - Fund Balance

as of 04/07/2022

Fiscal Year 2022 (July 1, 2021 to June 30, 2022)

Beginning Balance \$ 413,194

Revenue

Metro Franchise Dumping Fee:

1st Quarter (July - Sept) 94,102

2nd Quarter (Oct - Dec) 82,966

Metro Franchise Dumping Fee 177,068

Expense (disbursement of grant fund)	Original Award	Paid in Prior Years	Paid in Current Year
Total Carryover Prior Years	71,475	(28,463)	(1,459)
Total Current Year	252,480	-	(59,479)
TOTAL Grants Paid in Current Year			<u>(60,938)</u>
Program Management			(39,352)
Ending Balance			<u><u>\$ 489,972</u></u>