



CITY OF OREGON CITY ENHANCEMENT GRANT PROGRAM COMMITTEE AGENDA

Commission Chambers, 625 Center Street, Oregon City
Monday, March 18, 2024 at 6:30 PM

CALL TO ORDER

APPROVAL OF THE MINUTES

1. Approve Minutes from June 14, 2023

PRESENTATIONS

2. Presentation from the Deputy Director of Finance

DISCUSSION ITEMS

3. 24-25 Program Implementation
4. Discussion of Grant Criteria
5. Other Business As Needed

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 - June 14, 2023
City Hall – 625 Center Street

Present:

Laurie Ariniello
Commissioner Rocky Smith
Commissioner Mike Mitchell
Commissioner Adam Marl
Mayor Denyse McGriff (Remote participation)
Metro Councilor Christine Lewis

I. Call to Order

All were present as noted above. Commissioner Frank O'Donnell had an excused absence. Metro Councilor Lewis arrived during the presentation from the Home Orchard Education Center.

II. Approval of the Minutes

Commissioner Mitchell moved to approve the May 18th minutes. Commissioner Smith seconded. The minutes were unanimously approved.

III. Requests for Extensions

A. Souflags Art Community Center. Presentation by Tima Carlson.

Souflags initially received their Enhancement Grant in the 2021-22 grant cycle. They are installing painted tiles on the exterior of their downtown building. They anticipate the project's completion in about 6 months. The Extension request was unanimously approved.

B. Friends of Ermatinger House. Presentation by Rae Gordon.

Rae Gordon described the video project that is currently underway at the Ermatinger House. The project will result in a documentary that discusses the history and resident spirits of the house. Commissioner Smith noted that he could not vote as he is on the Board of FEH and involved in the project. The Extension request was unanimously approved.

C. Downtown Oregon City Association (DOCA)

Kelli Upkes and Tima Carlson represented DOCA. DOCA received a \$50,000 Enhancement Grant for "Light Up Downtown" in 2021-22 and an additional \$50,000 Enhancement Grant for "Light Up Downtown II" in 2022-23. These proposals focused on the construction of a lighting canopy. Ms. Upkes described several obstacles encountered by DOCA, including rising costs and difficulties in securing a final, feasible plan with the Dept. of Public Works. DOCA then shared new lighting proposals from two companies.

Commissioner Smith objected and stated that neither of the proposals were an extension of the original lighting canopy project but were instead different projects. Commissioner Mitchell stated that he

believed the maintenance of this new project would be more expensive than the parameters of the grant.

The Extension request was denied.

Financial Report from Matt Zook – Enhancement Grant Cash Flow Projection

The projected balance for the beginning of fiscal year 2023-2024 was \$704,112. \$55,045 will be used for grant awards and extensions. \$100,000 has now been freed up from denied extension to return to available amount. The end of year surplus would then now total to \$309,067. Metro revenue was projected to be \$350,000. Zook stated that \$659,067 was the projected fiscal year-end balance of unawarded Metro Enhancement Grant funds.

IV. Enhancement Grant Proposal Presentations

A. Oregon City Arts Commission. Presentation by Commissioner Trieste Andrews.

The first part of the proposed project would be to hire an expert surveyor to measure the damage and restoration requirements of local art installations. Following this, the project would hire a knowledgeable repair person to carry out necessary restorations. The first sculpture to be repaired under this program would be the Center and 7th St. sculpture damaged by a car accident. Amount requested - \$15,900

B. Clackamas Art Alliance. Presentation by Clackamas Art Alliance Executive Director Dianne Alves.

The Clackamas Art Alliance has partnered with Washington and Multnomah counties to create the Tri-County Arts and Culture Plan. This responds to a post-Covid creative arts boom, supporting makers who desire to make their artwork part of their living. The proposed project would create community space for artists to display their work and receive support. The EGPC asked how the project would focus on Oregon City. The community space would only take place in Oregon City. Amount requested - \$50,000

C. Clackamas County Historical Society. Presentation by Clackamas County Historical Society Executive Director Stephen Greenwood

The proposed project would help develop Timeline Hall, a permanent interactive exhibit to display the history of Clackamas County. The grant request would cover materials, equipment and installation. The goal is to double general attendance, including 1,000 plus students to the museum by January 2025. The project has requested funds from other sources and is waiting to hear the results of those proposals. Amount requested - \$25,200

D. Clackamas River Basin Council – Presentation by Dakota Hufford and Eric Butler

The proposed project would remove invasive plants from along the waterfront, protecting the native tree cover that exists there. It would also develop an educational model with The Living Room that allows marginalized youth to learn about local ecology through six workshops.

Approval based on focusing work in Oregon City. Amount requested - \$43,526.

E. Clackamas Women’s Services – Presentation by Brenda Kinoshita and counseling and youth program director Katherine Kisiel

The proposed project would support young women who are currently experiencing or who have survived past domestic and and/or sexual violence survivors through an Oregon City school-based advocacy program. The programming would include safety planning, relationship skills development, resource awareness, staff training and support groups. Amount requested - \$50,000.

F. Clean Slate Clackamas, Clackamas Workforce Partnership. Presentation by Amanda Wall.

1.4 million have a criminal record in Oregon, but only 112,000 of those qualifying for record expungement have received it. Clean Slate Clackamas has served 837 people, with some 200 participants being Oregon City residents. The grant would help the program expand its services.

Approval based upon focused outreach in Oregon City and recording of number of Oregon City residents served. Amount requested \$50,000.

F. Friends of Trees. Presentation by Program Manager Aliesje King

The proposed project would serve to expand the Friends of Trees native plant plantings and restorations. The project would also support weather protection efforts for Oregon City native plants. Amount requested: \$50,000.

G. Home Orchard Education Center. Presentation by HOEC Executive Director Tonia Lordy.

Started in 2020, the Home Orchard Education Center (HOEC) operates on a property on the Clackamas Community College campus. The funding would upgrade and maintain the HOEC building and facilities, inside which the HOEC operates recreational and educational activities for the local community. Amount requested: \$27,875.

H. Mary Rose Foundation. Presentation by Heidi Blackwell, Director of Education for Mary Rose Foundation.

The organization's primary goal is support and prevention services for those impacted by eating disorders. The proposed project would expand an existing mentorship program between community members and Oregon City students. Amount requested: \$41,700.

I. McLoughlin Memorial Association. Presentation by Marsha Ard, member of the Rose Farm Committee.

The proposed project would support maintenance efforts of the historic Holmes house. The project would also make the Holmes house more accessible through the installation of an ADA compliant walkway through the Holmes house's gardens. Amount requested: \$14,960.

J. McLoughlin Neighborhood Association. Corrine Patel

The proposed project would support the development of an ADA compliant community garden on the right-of-way of 6th and Jackson streets. Desired funding would be used to hire necessary experts (such as arborists and architects) to create an installation plan. Amount requested: \$42,000.

K. Oregon City Farmer's Market. Presentation by Farmer's Market Director Jessica Land.

The proposed project would support the Oregon City Farmer's Market's efforts to make the market accessible to those using SNAP benefits. The project would provide a 10% match of SNAP

benefits in order to alleviate the obstacles of food insecurity. Question and discussion about confirming the number of SNAP participants who are Oregon City residents. Ms. Land replied that they will collect address information as well as zip code information for program participants moving forward. Approval based upon the collection of this additional address information. Amount requested: \$18,200.

- L. Oregon City Together. Presentation by outreach coordinator Anne Heines, coalition member Michelle Stroh, and Coalition Chair Maureen Palaoro

The proposed project would foster youth awareness about the dangers of fentanyl. This project responds to an increase of fentanyl found in Oregon City, especially near Oregon City High School. The effort would include outreach, education and youth engagement. Amount requested: \$13,000.

- M. Park Place Neighborhood Association. Presentation by Jackie Hammond Williams, Treasurer of the Park Place NA. Also present were Jerry Hermann from the Rivers of Life Center with Jackson Tolby and Riley Macallister.

The proposed project would add 800 feet of trail to the currently inaccessible woodland area in the Park Place area. The trail would connect to an existing playground that was created from a previous enhancement grant. Amount requested: \$33,850.

Commissioner Mitchell suggested that future iterations of the application have clearer language so that applicants would have a better understanding of what is an appropriate letter of support.

The Committee took a 15-minute break after all of the applicant presentations to tally votes and finalize results. Mayor McGriff asked members of the Enhancement Grant Program Committee to announce any relationships and/or potential conflicts of interest with any of the applicants. Commissioner Smith stated that he lived in the McLoughlin neighborhood, is a teacher at Oregon City High School, and has worked with some of the presenting organizations in the past but is not directly affiliated with any of them. Mayor McGriff chose to abstain from voting on the McLoughlin Memorial Association project due to being a board member for Rose Farm Management Committee and a trustee of the McLoughlin Memorial Association.

V. Enhancement Grant Awards

Based on scoring, Mayor McGriff suggested that the Committee fund every project because there is enough funding available to distribute. Commissioner Mitchell suggested that the McLoughlin Neighborhood Association's grant application not be funded as there would be limited physical outcomes given their plan. Mayor McGriff motioned to remove McLoughlin Neighborhood Association from the funding pool. Lori Ariniello seconded the motion. The Commission unanimously voted in support of this motion. Ariniello then motioned to allocate \$434,211 in total to the remaining applicants. Mayor McGriff seconded the motion.

Final Vote:

Lori Ariniello: Aye

Counselor Christine Lewis: Aye

Commissioner Rocky Smith: Aye

Commissioner Mike Mitchell: Aye

Commissioner Adam Marl: Aye
Mayor Denyse McGriff: Aye

Meeting adjourned at 8:21



CITY OF OREGON CITY

Staff Report

Item #3.

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Enhancement Grant Program Committee **Agenda Date:** March 18, 2024
From: Ann Griffin, Economic Development Coordinator

SUBJECT: EGPC Administration Meeting 2024

STAFF RECOMMENDATION:

Prepare for the 2024-2025 Enhancement Grant cycle by discussing available grant funding and program implementation.

EXECUTIVE SUMMARY:

At this meeting we will prepare for the 2024-25 Enhancement Grant cycle by hearing a presentation on the financial status of the program and reviewing certain program details. We will discuss a) the prohibition against “self-dealing,” which is defined as the purchasing of services or goods from oneself or a related organization; b) Program Goal #4, the rehabilitation of a property owned or operated by a nonprofit organization; and c) Oregon City resident benefit. While this Committee has considered items B and C before, staff recommends that we spend some additional time to clarify any remaining questions in anticipation of the current grant application cycle. Staff will also share a copy of the 2024-2025 grant application and proposal score sheet with the Committee.

BACKGROUND:

The Oregon City Enhancement Grant Program Committee typically meets twice each calendar year. One meeting, the “Administration meeting,” is dedicated to a review of the financial status of the program and provides time for the Committee to discuss program implementation. The second meeting is devoted to meeting with Enhancement Grant applicants and selecting the grant recipients for the following twelve-month grant period. The Grant Award meeting is scheduled for June 17, 2024 at 6:30 p.m.

OPTIONS:

1. Review and discuss the implementation of the Enhancement Grant Program for 2024-2025

BUDGET IMPACT:

Amount None

FY FY 24-25
Funding Sources 2021-2026 Community Enhancement Grant Program Agreement



Metro Enhancement Grant Program 2024-2025 Application

Thank you for your interest in the Metro Enhancement Grant Program. Before filling out the application, please read the Enhancement Grant 2024-25 Program Information for complete instructions and to be sure that your proposal qualifies for funding. Applications received after the deadline will not be accepted. Kindly limit your answers to the space provided.

Please note that your organization may need to apply for city building permits and/or liability insurance coverage to implement your proposed project. You may be able apply grant funds toward these costs.

If you have questions, please contact Ann Griffin at agriffin@orcite.org or 503-974-5517.

Title of Project _____

Applicant Organization _____

Is this a Non-Profit Organization? Yes No

Non-Profit Federal tax-exempt ID Number _____

Address _____

City, State, Zip _____

Project Manager responsible for the Enhancement Grant project

Phone _____ Email _____

Chairperson of Governing Board (If Applicable) _____

Phone _____ Email _____

Signature _____

(The person authorized to represent the organization must sign the application with a digital signature or actual signature on a hard copy.)

Proposal Information

1. Is this your first grant application to the Enhancement Grant Committee?

Yes No

2. Have you received an Enhancement Grant in the last 3 years?

Yes No

If yes, please describe the projects/programs for which you received funding.

3. Briefly describe the project for which you are requesting funds.

4. The proposed project must meet one or more of the following 10 goals. Please indicate which of the following outcomes your project will achieve by marking an "X" or a check mark.

- 1. Result in significant improvement in the cleanliness of the City.
- 2. Increase reuse and recycling efforts or provide a reduction in solid waste.
- 3. Increase the attractiveness or market value of residential, commercial or industrial areas.
- 4. Results in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
- 5. Enhance new or existing wildlife, riparian zones, wetlands, forest lands or marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- 6. Preserve or increase recreational areas and programs within the City.
- 7. Improve safety within the City.
- 8. Increase employment or economic opportunities for City residents.
- 9. Provide work, training opportunities, or other benefit to youth, seniors, and low income people or other under-served groups.
- 10. Enhance art and culture within Oregon City.

5. Describe how the project meets the selected goal(s).

6. Project Period

Beginning Date:

Ending Date:

7. How will the community benefit from your project? What is the estimated number of people affected and anticipated outcome(s)?

8. Briefly describe your organization's prior experience managing similar projects.

9. Describe the measurements you will use to assess the program/project effectiveness? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

Proposed Budget

Project Costs	(A) Grant Dollars Requested	(B) Matching Funds(Cash)	(C) In-Kind Matching Support	(D) Total
Personnel Services (salaries, administration)				0
Project Administration costs (clerical, advertising, graphics, printing, postage)				0
Materials				0
Equipment/Supplies				0
Construction Costs				0
Event Costs				0
Transportation Costs				0
Insurance Costs (if needed)				0
Consultants/trainers				0
Use the lines below to add any additional costs:				
				0
				0
				0
				0
				0
Totals	0	0	0	0

10. Proposed Budget. On the previous page, please describe the project’s proposed budget. Please note that matching resources ARE REQUIRED. The total match amount required depends upon the total project cost. Matching funds may be either cash or in-kind. An in-kind match is a form of support for the project that does not need to be directly paid for. For example, the value of volunteer service is considered a match. Volunteer labor may be valued at an estimated rate of \$27.20 per hour.

Total Project Cost	Additional Funding Requirement
\$0 to \$9,999	10% of total project cost
\$10,000 to \$19,999	20% of total project cost
\$20,000 to \$39,999	30% of total project cost
\$40,000 to \$50,000	40% of total project cost

Using your proposed budget from the previous page, please summarize the Grant Amount Requested, the amount of Cash Funds raised as a match, and the total estimated value of In-kind contributions to the project. The total project cost is the sum of these three amounts.

Grant Amount Requested:	0
+ Matching Funds (Cash):	0
+ In-Kind Matching Funds	0
= Total Cost of Project:	0

11. **Description of In-Kind Match.** List the sources of support for the project’s in-kind match (e.g., volunteer hours and donations). As described in the Enhancement Grant Program Information document, volunteer labor may be valued at an estimated rate of \$27.20 per hour.

Item	Source of Support	Estimated Value (\$)

12. List all grants applied for in support of this project and commitments confirmed to date.

13. Administrative costs are allowed as part of the project. What percent of Enhancement Grants funds will be used for personnel services or administrative costs? _____

**Community Enhancement Grant Program
2024-2025 Proposal Score Sheet**

Applicant: _____

Project: _____

- 1) The applicant stated that the proposed project would meet one or more of the following Metro Enhancement Grant Goals:
- 1) Result in significant improvement in the cleanliness of the City.
 - 2) Increase reuse and recycling efforts or provide a reduction in solid waste.
 - 3) Increase the attractiveness or market value of residential, commercial or industrial areas.
 - 4) Results in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
 - 5) Enhance new or existing wildlife, riparian zones, wetlands, forest lands or marine areas, and/or improve the public awareness of and the opportunities to enjoy them.
 - 6) Preserve or increase recreational areas and programs within the City.
 - 7) Improve safety within the City.
 - 8) Increase employment or economic opportunities for City residents.
 - 9) Provide work, training opportunities or other benefits to youth, seniors, and low-income people or other under-served groups.
 - 10) Enhance arts and culture within Oregon City.

Based on the applicant's description of their project, does the project respond to the selected Enhancement Grant goal(s)? (Select a score 1-5)

- 2) Describe why this project was selected and the community need(s) to which it will respond.

Does the applicant adequately explain why the project was selected and the community need? (Select a score 1-5)

- 3) How will the Oregon City community benefit by your project? What is the estimated number of people affected and anticipated outcome(s)?

Does the proposed project positively impact the Oregon City community based upon the applicant's description? (Select a score 1-5)

- 4) Briefly describe prior experience managing similar projects, including any past Enhancement Grant projects.

Has the applicant described the team's ability to successfully manage the proposed project? (Select a score 1-5)

- 5) Describe the measurements you will use to assess the program/project effectiveness? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

Do the proposed measures effectively gauge the project's impact? (Select a score 1-5)

- 6) Proposed Budget

Based on the proposed budget, does the applicant have sufficient resources to successfully implement the project within the required timeframe? (Select a score 1-5)

SCORE

0

COMMENTS - Add any comments below that you would like to share with the rest of the Enhancement Grant Program Committee.

[Redacted comment area]