



CITY OF OREGON CITY ENHANCEMENT GRANT PROGRAM COMMITTEE AGENDA

Virtual Meeting
Monday, March 08, 2021 at 5:30 PM

VIRTUAL MEETING

This meeting will be held online via Zoom; please contact mweintraub@orcity.org to register to participate.

The public is strongly encouraged to relay comments to the Committee in one of three ways:

- *Email comments up until the day before the meeting to mweintraub@orcity.org.*
- *Phone call (Monday – Friday, 8 am – 5 pm) to 971-930-7613, all messages will be relayed and/or register for over-the-phone testimony.*
- *Mail to City of Oregon City, Attn: Economic Development Manager, P.O. Box 3040, Oregon City, OR 97045*

CALL TO ORDER

APPROVAL OF THE MINUTES

1. Meeting Minutes of February 11, 2021

PUBLIC COMMENTS

GENERAL BUSINESS

2. Enhancement Grant Committee Scoring Sheet and Procedures
3. Metro Community Grant Enhancement Goals

ECONOMIC DEVELOPMENT MANAGER'S REPORT

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.



CITY OF OREGON CITY ENHANCEMENT GRANT PROGRAM COMMITTEE MINUTES

Virtual Meeting
Thursday, February 11, 2021 at 5:30 PM

VIRTUAL MEETING

This meeting will be held online via Zoom; please contact mweintraub@orcity.org to register to participate.

The public is strongly encouraged to relay comments to the Committee in one of three ways:

- *Email comments up until the day before the meeting to mweintraub@orcity.org.*
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CALL TO ORDER

Chair Smith called the meeting to order at 5:35 PM

Present: 7- Rocky Smith Jr, Frank O'Donnell, William Gifford, Denyse McGriff, Rachel Lyles Smith, Cori Ellis, Christine Lewis

Staffers: 3 - James Graham, Matthew Weintraub, Matt Zook

DECLARATION OF A QUORUM

PUBLIC COMMENTS

There were no public comments

GENERAL BUSINESS

1. Community Enhancement Grant Reform Package

James Graham, Economic Development Manager, presented the staff report, by providing his perspective of the previous year's grant process. He provided a set of recommendations that he thought would improve the efficiency/effectiveness of the grant-making process. Further, he suggested that the Enhancement Grant Committee support the idea of utilizing the grant funding to focus on two or three challenges confronting the community instead of accepting grant

applications that fund a plethora of causes. He recommended that funds be used to address childcare issues, and workforce development initiatives because so few resources are available to address these two great challenges hampering the ability of the community to grow and improve its quality of life.

He suggested that instead of projecting what funds would be available for distribution, that the Committee rely on a cash basis approach to determining grant fund availability. Another change includes staff being in contact with grantees on a quarterly basis to assist grantees with program administration challenges and to help mitigate the need for extensions. And finally, targeting the grants for the upcoming grant-making period to fund only initiatives that address workforce development and childcare.

Committee member Gifford generally agreed with the reform package and suggested that the Committee add homelessness as another issue for the group to focus on. He questioned whether workforce development should be considered. Mr. Gifford inquired about the future of the Metro Transfer Station and it possibly moving out of Oregon City. Ms. Christine Lewis stated that the Metro is exploring a new location, but the new location may be for only for some of the services. Metro may not be moving everything. Mr. Gifford agreed to move to a cash basis scenario.

Councilor Lewis expressed concerns about changing the grant criteria from the 10 original criteria to focusing on workforce development and childcare. Councilor Lewis stated that within the existing 10 criteria, one can definitely find their way to economic development, childcare, and to homelessness. There was expressed support for the proposal to move quickly to a cash basis. Ms. Lewis inquired about the \$50,000 figure earmarked for staff administrative support, expressing that the amount seemed too high.

Commissioner Lyles Smith had questions about the program's criteria and whether we were abandoning the goals set by Metro to focus on childcare and workforce development instead. Mr. Graham replied that he had previously consulted with Metro staff as to whether the proposed program focus would be considered in compliance. Metro staff confirmed that the proposed approach would be in alignment with the existing agreement. He stated that the program criteria does not have to be abandoned just as long as one of the existing criteria is met. Commissioner Lyles expressed that she did like Mr. Gifford's idea of adding homelessness as a program focus and further agreed with moving to a cash basis model.

Commissioner McGriff expressed that she was against the proposal. She further stated that if staff wanted to have childcare and workforce development funded at higher than traditional levels, then staff should include their request to address such issues in the City's goals and budget requests rather than utilize the MEC program to fund such initiatives. She strongly suggested that community partners have an opportunity to be involved in a larger process and be consulted before any changes are adopted.

Commissioner O'Donnell shared that there should be discussion around the proposal amongst the Committee. He stated that there were some merits to the proposal from staff and he did not feel that the City was "putting a grab on this money for its own uses." Mr. O'Donnell stated that he had no problem with workforce development being a program focus in that there are jobs to

be had in the community. He further commented that he thought that the existing criteria already allowed organizations that worked with the homeless issue to apply. He agreed with a cash basis approach to determining funding availability. He questioned the \$50,000 administrative fee earmarked for staff support commenting that it was too high.

Chair Rocky Smith stated that he had some of the same concerns as expressed by other committee members. He commented that he understands where staff is going but the childcare and workforce development pieces still fit into the existing 10 criteria, so narrowing it down is unnecessary and supported accepting applications as in the past. He also questioned the \$50,000 administrative cost as being too high. He further stated that if we have departments in the city that have big picture items then those need to be budgeted. He also shared that the proposed changes seemed like general governmental purposes and believed those programs should be in the City budget rather than the MEC program.

Committee member Gifford felt a compromise should be reached on the proposal put forth by staff. Including heavier weighting when evaluating grant applications focusing on homelessness, workforce development and childcare.

Committee Member Ellis introduced herself and shared personal stories around her involvement in the community. She suggested that instead of changing the program's focus, why not promote and market for this year that the Committee is looking to accept applications that accentuate a particular focus rather than only accepting certain applications. She commented that we don't have to change anything.

Multiple committee members shared different opinions and ideas about the potential program priorities.

Staff provided answers to various questions raised by committee members, specifically about program funding uses for staff support and the program timelines.

Committee members continued to express opinions on the proposed changes.

Committee member Gifford proposed a compromise of a do-nothing option to the program criteria. There was discussion around this concept.

A motion was made by Commissioner McGriff to maintain the existing program qualifications, that the Committee needed a new version of the scoring sheet, that a right-sizing of the administrative costs of the program is needed and the applications would be scored only after hearing applicant presentations. Committee member Gifford Seconded the motion. The motion was carried by the following vote.

Aye: 7- Rocky Smith Jr, Frank O'Donnell, William Gifford, Denyse McGriff, Rachel Lyles Smith, Cori Ellis, Christine Lewis

ADJOURNMENT

Chair Smith adjourned the meeting at 7:00 PM

address childcare issues, and workforce development initiatives because so few resources are available to address these two great challenges hampering the ability of the community to grow and improve its quality of life.

Further, staff suggested that instead of projecting what funds would be available for distribution, that the Committee rely on a cash basis approach to determining grant fund availability. Another change includes staff being in contact with grantees on a quarterly basis to assist grantees with program administration challenges and to help mitigate the need for extensions. Staff suggested that the announced funding level for the upcoming funding cycle be set at the fiscal year 2021 level of \$200,000.

Most members of the committee agreed with utilizing a cash basis approach to determining available funds. Committee members discussed whether the existing Metro Transfer Station would be moving in its entirety. Metro Councilor Christine Lewis stated that Metro was exploring a new location, but the new location may be for only some of the services. Metro may not be moving everything.

Committee members thought that the administrative fee of \$50,000 was too high considering the funds available to distribute. After input from all committee members, a motion was made by Commissioner McGriff to maintain the existing program qualifications; obtain a new version of the scoring sheet; “right-size” the administrative fee of the program; and applications would be scored only after hearing the applicants’ presentations. Committee Member Gifford seconded the motion. The motion carried unanimously.

Note: On February 26, 2021, staff was informed that Metro is in the process of drafting new contract extensions. They project that the new contract extensions will be available for grant administrators on April 1st. Fortunately, existing agreements do not expire until June 30th and any changes Oregon City and Metro agree upon will not go into effect until your next grant cycle.

OPTIONS:

1. Approve the new version of the scoring sheet and accept the revised administrative fee.
2. Do not approve the new version of the scoring sheet and do not accept the revised administrative fee.

BUDGET IMPACT:

Amount: \$200,000
 FY(s): 2021-2022

Funding
Source(s):

Metro Community Enhancement Grant Program

**COMMUNITY ENHANCEMENT GRANT PROGRAM
MEMBER SCORING SHEET**

Each program applicant is found on a separate tab, shown at the bottom of this sheet.
Please score each application on that tab. The results will be automatically tabulated here.

#	Applicant	Request	William	Tentative Award	% Total Awarded
1	OC Food Agency	\$10,000	36	\$10,000	5%
2	Ecology Initiative	\$30,000	26	\$30,000	16%
3	Floral Team	\$15,000	23	\$15,000	8%
4	Scout's Honor	\$40,000	20	\$35,000	18%
5	Fish Club	\$10,000	20	\$10,000	5%
6	Willamette Conserv	\$50,000	15	\$50,000	26%
7	Girl Scouts	\$45,000	18	\$40,000	21%
8				\$0	
9				\$0	
10				\$0	
11				\$0	
12				\$0	
13				\$0	
14				\$0	
15				\$0	
16				\$0	
	Totals	\$200,000		\$190,000	

Maximum per grant	\$50,000
Maximum total grants	\$200,000

COMMUNITY ENHANCEMENT GRANT PROGRAM

PROJECT TITLE: SNAP PROGRAM
 ORGANIZATION : OC FOOD AGENCY
 GRANT REQUEST: \$ 10,000
 Matching Funds (Cash) \$ 8,000
 In-Kind Matching Funds \$ 12,000
Total Project Cost \$ 30,000

SCORES:	N/A	Poor	Fair	Good	Excellent
	0	1	2	3	5

SCORING
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- 1. Does the organization provide a clear narrative about its history or experience in supporting initiatives and/or issues related to the proposed project itself? >>>>>>
- 2. Does the project result in significant improvement in the cleanliness of the City? >>>>>>
- 3. Does the project increase reuse and recycling efforts or provide a reduction in solid waste? >>>>>>
- 4. Does the project increase the attractiveness or market value of residential, commercial or industrial areas? >>>>>>
- 5. Does the project result 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? >>>>>>
- 6. Does the project 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? >>>>>>
- 7. Does the project preserve or increase recreational areas and programs within the City? >>>>>>
- 8. Does the project improve safety within the City? >>>>>>
- 9. Does the project increase employment or economic opportunities for City residents? >>>>>>

**COMMUNITY ENHANCEMENT GRANT
FUNDING SCHEDULE**

March 15, 2021	Applications Publicly Available - (Online or Hardcopy)
June 1, 2021	Applications Due to City Hall
June 10, 2021	Enhancement Committee Meeting to Award Grants
June 16, 2021	City Commission Adopts Projects by Resolution
June 21-30, 2021	Contracts between City and Grantees Executed



Community Enhancement Program

GOALS

Projects/programs must meet one or more of the following 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. Result 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 or training opportunities to benefit youth, seniors and low-income persons or underserved population.
10. Enhance art and culture within the City.