



CITY OF OREGON CITY ENHANCEMENT GRANT PROGRAM COMMITTEE MINUTES

Virtual Meeting
Monday, March 8, 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

Chair Smith called the meeting to order at 5:33 PM

Present 8- Rocky Smith Jr, William Gifford, Denyse McGriff, Rachel Lyles Smith, Frank O'Donnell, Christine Lewis, Trieste Andrews, Liz Hannum.
Commissioner O'Donnell joined the meeting at xxxxx.

Staffers: 3 - James Graham, Ann Griffin, Matt Zook

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

Metro Commissioner Lewis made a motion to approve the minutes of the February 11, 2021, Enhancement Grant Program Committee meeting as presented. Commissioner Denyse McGriff seconded. The minutes were unanimously approved.

GENERAL BUSINESS

Metro Enhancement Grant Committee Scoring Sheet and Procedures

The Chair asked James Graham to continue with leading a discussion regarding the Grant Committee Scoring Sheet and Procedures. Graham displayed a prototype of the grant Scoring Sheet. William Gifford asked a question regarding the spreadsheet and Graham answered the question by showing the formula to calculate the percentage of total award funds granted.

Grant Review Criteria

McGriff asked a few questions about the grant criteria. She referenced the 12-point grant evaluation criteria provided by Metro. In particular, she asked about number 12, a review of the biographies of staff involved in the proposed project. She stated that proof of past experience and the ability to complete the project successfully could be documented in something other than a biography or resume. The group discussed what is typically found in a resume and what would be the best way to get the desired information. McGriff suggested changing “biographies” to resumes and expertise. Graham suggested the resume and expertise of the program manager. Commissioner Lyles Smith stated that what we really want to have is proof that they have a solid management plan and the expertise to manage the proposed project. Graham stated that he would rephrase the scoring sheet to reflect Committee input.

Scoring Sheet and Procedure

Graham stated that we will send the scoring sheet and all of the applications to the Committee before the award meeting. Applicants will be given 3 minutes to make a presentation at the award meeting. Committee members would then be allowed to change their vote if they wanted to after hearing the presentation.

Commissioner Lyles Smith asked about the scoring sheet showing a percent of the total award. Commissioners agreed that 5 minutes may be a more appropriate amount of time for presentations. They will be given 3-5 minutes. Matt Zook stated that the “total amount awarded” and “tentative award” columns could be removed from the scoring sheet. Graham asked the Committee if these two columns be eliminated. McGriff stated that they should not be eliminated entirely but be shown at the end. Gifford asked if everyone would see the columns or if the applicants would see them too.

Lyles Smith recognized that in the past the Committee has given more weight to projects that met more than one the evaluation criteria. Chair Smith acknowledged that this topic has been discussed multiple times before.

Discussion continued on the merits of showing the percentage of total grant amount to be awarded on the scoring sheet. O'Donnell stated that he didn't think it would be confusing. Graham stated that the format is flexible, and he will update the scoring sheet as the Committee agrees. Chair Smith asked if there was a consensus on the scoring sheet

format. O'Donnell suggested that a percentage of the total awarded be available as a useful tool. McGriff asked if that would happen as each individual application is viewed or only at the end. Graham replied that it would be shown at the end. Graham concluded that the scoring sheet will remain as it is.

METRO ENHANCEMENT GRANT ADMINISTRATIVE FEE

Zook stated that the administrative fee could be potentially lowered and he reviewed time required with staff. He recommended that the administrative fee be lowered from \$50,000 to \$40,000. The primary drivers of this cost is staff time. Zook has detailed calculations to demonstrate staff time costs associated with the administration of the grant. McGriff asked if he had more specific information that could document the fee allocation by department. Zook replied that he could do so.

Gifford made a motion that the administrative fee associated with the grant be amended to \$40,000. O'Donnell said that he did not have an issue with the amount of \$40,000, but that he would like to see additional detail as this is a high percentage of the total amount of funds available.

ADJOURNMENT

Chair Smith adjourned the meeting at 7:00 PM