

City of West Linn Administrative Policy  
No. 93-\_\_\_\_  
NEIGHBORHOOD ASSOCIATION GRANTS  
ADOPTED September 16, 1993  
AMENDED June 23, 2008  
Recommended amendment June 28, 2012

1. PURPOSE

- The City of West Linn provides grants to Neighborhood Associations (NAs), operating in conformance with Chapter 2.100 of the Municipal Code, that are intended to enhance community identification, communication, and participation in civic activities and to maintain and improve the quality of life by encouraging and supporting NA activities.

2. POLICY

- NAs are eligible for grants from the City of West Linn during each fiscal year, subject to the budget appropriation of funds.
- Grant funding which was budgeted and appropriated may be spent on a variety of neighborhood activities, events, or projects that conform with this policy's statement of purpose. Examples of eligible activities include:
  - Hold an annual membership meeting or event (potluck, picnic, etc.);
  - Carry out a neighborhood improvement or beautification project, such as a neighborhood clean-up day, or planting trees, shrubs or flowers;
  - Establish or augment a NA program or project.
  - This is not intended to be an exhaustive list.

3. PROCEDURE

- Prior to July 1 of each year, the City shall determine the sum amount of grant funding to be distributed among the NAs.
- On July 1, each “active” NA may claim \$300 from this allocation to establish the NA operational budget. This amount is referred to as the “fixed” amount and is to be credited to the NA debit card account. If there is insufficient budget for each NA to receive \$300, the allocation is divided equally among the active NAs. The Treasurer of the NA normally makes this request, though any officer may make the request. In doing so, the officer certifies that the NA meets the minimum requirements to be considered “active”:
  - The NA held at least two meetings during the past twelve months that conformed to Oregon Public Meeting Law, including sending agendas and minutes to the City by email or other means. In case there is insufficient attendance at any meeting for a quorum, it still counts toward the minimum requirements for an active NA. Minutes must be submitted even if quorum is not met.
  - There was a budget item on the agenda for at least one of these meetings
  - There was an election meeting per the NA by-laws
  - The NA has an acting board of at least three officers
- A NA may choose not to receive funds.
- On September 1, any available funds that have not been received by active NAs as described above are allocated as follows:
  - Ten percent is reserved as emergency funds
  - The remaining balance is distributed to the active NAs who requested funds. The

amount each active NA receives is proportional to the population in that NA as a fraction of the sum of population in all active NAs. This amount of the allocation is referred to as the “variable” amount.

- Any NA, active or not, may request emergency funds by submitting a proposal to the City, which includes a description of the intended use. Two weeks prior to requesting emergency funds, the requesting NA must send email to the Presidents of all NAs (via contact information on the City website), stating the intent to request emergency funds. The Presidents of the NAs have no responsibility in allocating this budget, but are given the opportunity to comment to the City about the release of funds. The primary purpose of emergency funds are to assist NAs to become or remain active or to help cover unexpected expense in line with their charter, though it is entirely up to the City whether or not to accept a proposal.
- On or after June 30, any remaining emergency funds are allocated to the active NAs per the same rules for the “variable” funds above.
- All purchases made using the debit card will be subject to online account tracking privileges, which will be granted to the City of West Linn and to the designated NA applicants.
- In no case shall the debit card be used for the following purposes:
  - Cash withdrawals or “cash back;”
  - Alcoholic beverages or tobacco products;
  - Donations; political advocacy, election campaign activities, or any related items;
  - Service or activity contrary to federal, state or local statute, ordinance or regulations.
- Upon request by the City of West Linn, NAs must provide actual receipts for any debit card transactions.
- Any equipment or materials purchased with the City debit card shall remain the property of the NA and shall not be converted to personal use or benefit.
- At the request of the City Council and at the annual meeting for boards, commissions, and advisory boards, the NA shall provide the City with a full accounting of costs, a report on use of grant proceeds, an update on NA goals, and copies of any written materials funded by the grant.
- NAs may choose to carry a balance from prior years. If the City is concerned that the balance is too large, the NA may be asked to explain, and the City may limit further balance growth. The NAs are not encouraged to carry a balance, but one reason to do so is to be able to plan for larger projects in the future.
- Any NA person found to be using the debit cards in violation of this policy will be subject to investigation and will forfeit their right to use a City debit card