

## **Agenda Report**

Date: July 30, 2015

To: Russ Axelrod, Mayor  
Members, West Linn City Council

From: Richard Seals, Chief Financial Officer

Through: Chris Jordan, City Manager KW

Subject: Adopting Community Grants for FY 2016

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### **Purpose**

To adopt community grants for the FY 2016 Community Grant program.

### **Question(s) for Council:**

Should the City Council adopt the citizen members of the Citizens' Budget Committee recommendations for the FY 2016 Community Grant Program?

**Public Hearing Required: None required.**

### **Background & Discussion:**

The citizen members of the Citizens' Budget Committee have reviewed the 20 grant requests totaling \$50,800 for the \$20,000 available grant funds budgeted in the first year of the BN 2017 biennium. The overall guiding principles in evaluating the request were as follows:

- Priority given to organizations or causes that directly benefit West Linn residents
- A complete, descriptive, and thorough application submitted
- Transparency as to exactly what funds would be used for and who benefits
- No funding allocated for advertising or promotion
- No funding allocated to Neighborhood Associations
- No funding for purely fundraising type of events or requests related to political advocacy

### **THE PROCESS:**

Phase I - Proposed and get approved funding through the budget process. This was completed with the historic \$20,000 approved for this program funding for each of the next two fiscal years, starting in July.

Phase II - Receive requests and develop recommendations to Council. Advertise window was opened in June 2015 and 20 applications were received totaling \$50,800 in requests. Each year, the challenge for the citizen members is to determine which group should get funding and by how much as the funding is limited. Typically, they focus on 501c3 status, "community-focused" groups and the social need.

Phase III - Citizen members of the budget committee meet and review each application, matching up with the required program criteria, reviewing the prior year's "report back", and develop their recommendations based upon the agreed-upon criteria eventually producing their group-agreed upon recommendation list for Council to review, consider, and adopt.

Phase IV - Council then reviews and adopts. In some years, the Council has made a few changes before approving. Then West Linn finance will issue checks shortly thereafter.

Phase V - Throughout the year, West Linn finance checks-in with each community grant recipient, responds to questions, and monitors their "report back" on how the funds were used.

**Budget Impact:**

- \$20,000 per fiscal year

**Summary:**

The citizen members of the Citizens' Budget Committee approved their group's recommendation list of FY 2016 Community Grant recipients and this listing is show as Attachment A to this memo. This completes Phase III of the process and is now ready for Council to review, discuss and/or adopt.

**Council Options:**

1. Approve the citizens' recommendations as is;
2. Approve the citizens' recommendations, but with certain stated changes; or
3. Do not approve and provide further direction.

**Staff Recommendation:** Staff recommends approval of the citizens' recommendations.

**Potential Motions:**

Proposed Motion

- *move to approve the citizens' Community Grant recommendations as illustrated in Attachment A.*

**Attachments:** Attachment A – the citizen members of the Citizens' Budget Committee recommendations for the recipients of the Community Grants for FY 2016

**City of West Linn**

Community Grant Requests for the first fiscal year (FY 2016) of the 2016-2017 Biennial Budget

COMMUNITY GRANT REQUESTS		FY 2016 REQUESTED AMOUNT	RECOMMENDED BY CITIZEN MEMBERS OF CITIZENS' BUDGET COMMITTEE	ADOPTED BY THE WEST LINN CITY COUNCIL			Did Applicant report back and meet guidelines?
Organizations requesting funding	General description of purpose/program	Requested	Recommended 7/13/2015	Scheduled for 8/10/2015	501(c)3?		
1 West Linn Historical Society	For costumes and other expenses at Tour event	\$ 2,000	\$ 1,500	\$ -	Yes		Yes
2 West Linn Community Chorus	For part of Director, sheet music, and posters	2,500	1,200	-	Yes		Yes
3 West Linn Community Task Force	For Text-a-Tip and other anti-drug programs	2,400	2,000	-	Yes		Yes
4 Friends of Maddax Woods	To continue existing path from house to barn area	1,000	500	-	Yes		Yes
5 Happy Trails Riding Center	For classes and camps serving disabled customers	2,000	1,500	-	Yes		Yes
6 July 4th Fireworks Event	For fireworks and expenses for 4th event	2,000	1,900	-	Pending		Yes
7 Clackamas Women's Services	For 110 response cards "clickers"	5,000	2,250	-	Yes		Yes
8 West Linn Lions: Screening Program	For health screening at schools (offset by carry over)	750	750	-	Yes		Yes
9 West Linn Lions: Shoes & Socks for Kids	For shoes and socks for approx. 140 kids	2,000	2,000	-	Yes		Yes
10 West Linn Food Pantry	For on-going food purchases	2,500	2,500	-	Yes		Yes
11 Substance Free Grad Night	For funding safe, supervised & substance free Grad P:	2,500	2,100	-	Yes		Yes
<i>Benefits community as it keeps kids safe and substance free and not on the roads.</i>							
12 Resiliency Organization of West Linn	For promoting sustainability & bringing comm together	1,200	-	-	Pending		Yes
<i>Increased amount requested. Not a 501c3. What is the use of the rain barrels? How is it benefiting the City residents?</i>							
13 Historic Willamette-A Main St Community	For designer to design planter strips b/w 10th & 14th	6,000	-	-	Yes		Yes
<i>Funding in the WL City Budget. Landscape seems okay in area and don't see incremental benefit of design of landscape.</i>							
14 Willamette Falls Heritage Foundation	For 2 interpretive signs at Grindstones Project site	3,100	-	-	Yes		Yes
<i>Financial statements show ability to self fund this project. Also funded through City Budget - \$55k for BN.</i>							
15 Eartherkeepers	For environmental educational school programs	3,000	400	-	Pending		n/a
<i>Fund the seeding \$400 for nonprofit status. \$1k for professional services considered fundraising, which is low priority. Operation cost should be more of a volunteer position. Once they are a nonprofit should have other funding sources.</i>							
16 West Linn Garden Club	Maintain gardens around Mclean House property	2,400	-	-	Yes		n/a
<i>City property and didn't have a budget in application. How many WL residents does it benefit? What is long term position to sustain costs.</i>							
17 Three Rivers Village	For promoting community involvement & awareness	5,570	1,400	-	Yes		n/a
<i>Not funding fundraising. What kind of outreach to WL community will be done? Funding given for computer and projector.</i>							
18 Cascade Summit PTO	For outdoor garden/natural improvement project	1,730	-	-	Yes		n/a
<i>Only helps the preschool and doesn't seem to benefit the rest of West Linn. This is a private preschool and there were no financials in the application.</i>							
19 Friends of the Adult Community Center	For monthly speakers and strategy retreat for Board	1,400	-	-	Yes		n/a
<i>Had a profit of \$19k last year. Retreat doesn't seem like something to benefit WL. Financials don't demonstrate the need for money.</i>							
20 Beaver Environ Advocacy Volunteers (BEAV)	For habitat rebuilding and beaver educational materi:	1,750	-	-	No		n/a
<i>No plan to register as a nonprofit and have a board of directors. Only benefits a limited number of residences.</i>							
<b>Total</b>		<u>\$ 50,800</u>	<u>\$ 20,000</u>	<u>\$ -</u>			

**ATTACHMENT A**