

**RESOLUTION 2019 - 14**

**A RESOLUTION ESTABLISHING A POLICY AND PROCEDURES FOR MAKING  
NEIGHBORHOOD ASSOCIATION GRANTS**

**WHEREAS**, citizen involvement and neighborhood association involvement are priorities of the West Linn City Council;

**WHEREAS**, the City Council may allocate funds to West Linn's neighborhood association groups during the biennial budget process;

**WHEREAS**, these neighborhood association grants are intended to be used to support community identification, education, communication and participation in civic, land use, and legislative activities;

**WHEREAS**, neighborhood associations are required to operate in conformance with section 2.100 of the West Linn Municipal Code;

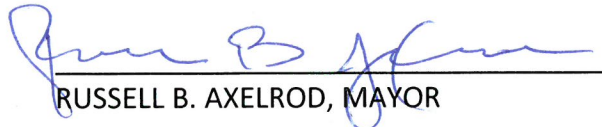
**WHEREAS**, an administrative policy on neighborhood association grants has been in effect since 1993 with amendments in 2008 and 2012; and

**WHEREAS**, Council desires to formally adopt a policy and procedures for making neighborhood association grants to provide clarity and ensure fiscal responsibility and accountability by neighborhood associations.


**NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:**

The City of West Linn Neighborhood Association Grant Policy, included as Attachment A to this Resolution, is hereby adopted.

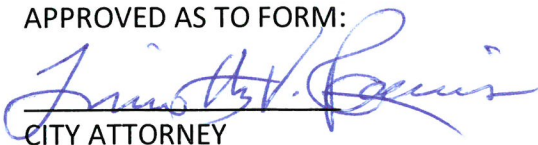
This resolution was PASSED and ADOPTED this 6<sup>th</sup> day of August, 2019, and takes effect upon passage.

  
\_\_\_\_\_  
RUSSELL B. AXELROD, MAYOR

ATTEST:

  
\_\_\_\_\_  
KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY

## ***Attachment A***

# **NEIGHBORHOOD ASSOCIATION GRANT POLICY**

### **1. PURPOSE**

- The City of West Linn provides grants to Neighborhood Associations (NAs), operating in conformance with Chapter 2.100 of the Municipal Code. These grants are intended to be used to enhance community identification, education, communication, and participation in civic, land use, and legislative 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.
- NA officers are accountable for using funds in accordance with city, state, and federal guidelines and laws. NA grant spending should be approved by the membership.
- 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, but are not limited to:
  - Holding an annual membership meeting or event (potluck, picnic, etc.);
  - Neighborhood improvement, clean-up day, or beautification projects;
  - Informing NA members of City and/or NA information and events (City Council may choose to additionally budget separately for other NA programs, such as one annual postcard mailing per NA);
  - Educational events; and/or
  - Emergency preparedness activities.

### **3. PROCEDURE**

- During the biennial budget process, the City shall determine the total amount of grant funding to be distributed among the NAs.
- Annually on July 1, each "active" NA will be distributed funds based on size. These funds will be distributed on a percentage basis of the total annual budgeted stipend for all NAs, as shown below. Percentage allocations will need to be readjusted if NAs have a change in size or combine as provided by the West Linn Municipal Code (WLMC).

Reserve: 5% of the annual budgeted stipend for all NAs will be held in reserve;

Small NA (0-5% of City population): 7.4% of the annual budgeted NA stipend;

Medium NA (6-10% of City pop.): 9.0% of the annual budgeted NA stipend;

Large NA (11-20% of City pop.): 10% of the annual budgeted NA stipend;

Extra Large NA (20% or higher of City pop.): 13.4%

- Active NA Definition:

- 1) The NA held at least one meeting during the past fiscal year 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; and
- 2) There was a budget item on the agenda for at least one of these meetings; and
- 3) There was an election meeting per the NA bylaws; and
- 4) The NA has an acting board of at least three officers; and
- 5) All requirements in this policy have been met, including submittal of an annual report and a detailed accounting of grant spending.

- A NA may choose not to receive funds. Funds not received by choice or not claimed due to NA inactivity will return to the NA reserve.
- Any NA, active or not, may request reserve funds by submitting a proposal to the City, which includes a description of the intended use. Two weeks prior to requesting reserve funds, the requesting NA must send an email to the Presidents of all NAs (via contact information on the City website), stating the intent to request reserve funds. The Presidents of the NAs have no responsibility in allocating this budget, but are given the opportunity to check with their membership and comment to the City about the release of funds. The primary purpose of reserve 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 July 1st, any remaining prior year NA reserve funds that have not been distributed are allocated to the active NAs using the same size-based percentages stated above.

#### **4. FINANCIAL/DEBIT CARDS**

- 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 a full accounting of expenditures including actual receipts/invoices with written stated purpose for any debit card transactions or expenditure of City funds. Receipts/invoices must be kept for a minimum of 3 years.
- Any equipment or materials purchased with the City debit card shall remain the property of the City or NA and shall not be converted to personal use or benefit.
- NAs are required to provide an annual report to the City Council in a format approved by Council, this format will include details on prior and planned spending of grant funding, and an update on NA goals and accomplishments. As part of annual reporting, all NA officers with access to City funds must sign an affidavit stating that all City funds have been spent in accordance with this policy. NAs failing to submit an annual report or signed affidavit will not receive funding in the next fiscal year.
- NAs may choose to carry a balance from prior years.
- Any NA person found to be using the debit cards in violation of law or this policy will be subject to investigation and will forfeit their right to use a City debit card.