



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Agenda Oregon City Civic Improvement Trust

Wednesday, October 10, 2012

5:30 PM

Pioneer Community Center, 615 5th St.

Joint Work Session of Oregon City Civic Improvement Trust and Metro Enhancement Committee

1. **Call to Order and Roll Call**
2. **Approval of the Minutes**
 - 2a. [12-152](#) Approval of the minutes from April 2, 2012 Oregon City Civic Improvement Trust
Staff: Finance Director Wyatt Parno
Attachments: [Minutes](#)
 - 2b. [12-156](#) Oregon City Metro Enhancement Committee Minutes of May 29, 2012
Staff: Finance Director Wyatt Parno
Attachments: [OC Metro Enhancement Minutes](#)
3. **Grant Timeline Information**
 - 3a. [12-157](#) Timeline for 2013-14 OCCIT & Metro Enhancement Grants
Staff: Finance Director Wyatt Parno
Attachments: [Grant Programs Timeline for 2013-14](#)
4. **Grant Funding Criteria Discussion**
 - 4a. [12-158](#) Oregon City Civic Improvement Trust Funding Criteria Discussion Items
Staff: Finance Director Wyatt Parno
Attachments: [OCCIT 12-13 Grant Information](#)
[OCCIT 12-13 Grant Application](#)
[OCCIT Trust Papers](#)
[Chapter 3.04 -TRANSIENT ROOM TAX](#)
[OCCIT Funding History](#)

4b. [12-159](#) Oregon City Metro Enhancement Grant Funding Criteria Discussion
Items

Staff: Finance Director Wyatt Parno

Attachments: [MEC 12-13 Grant Information](#)
[MEC 12-13 Grant Application](#)
[MEC 12-13 IGA and By-Laws](#)
[Metro Enhancement Funding History](#)

5. **Grant Ranking Discussion**

5a. [12-160](#) OCCIT Ranking Form

Staff: Finance Director Wyatt Parno

Attachments: [OCCIT Ranking Form](#)

5b. [12-161](#) Oregon City Metro Enhancement Grant Ranking

Staff: Finance Director Wyatt Parno

Attachments: [MEC 12-13 Ranking Form](#)

6. **OCCIT Discussion and Action (if needed)**

7. **Oregon City - Metro Discussion and Action (if needed)**

8. **Adjourn**

*Agenda Posted at City Hall, Pioneer Community Center, Library, and City Web site
(oregon-city.legistar.com).*

*Video Streaming: The meeting is being video-recorded and will be available on Oregon
City's Web site at www.orcity.org following the meeting.*

*ADA: The Pioneer Center is wheelchair accessible with entry ramps and handicapped
parking located on the east side of the building. Disabled 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.*



City of Oregon City

625 Center Street
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Staff Report

File Number: 12-152

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 2a.

From: Finance Director Wyatt Parno

File Type: Minutes

Approval of the minutes from April 2, 2012 Oregon City Civic Improvement Trust

DRAFT

Oregon City Civic Improvement Trust Minutes for April 2, 2012

Mayor Doug Neeley, Chair of the OCCIT called the meeting to order at 5:30 pm. Introductions were made, roll was called and a quorum was established.

Attendance:

Present: Jaime McKenzie, William Gifford, Commissioner Betty Mumm, Mayor Doug Neeley, Commissioner Carol Pauli, Anthony Moore, Commissioner Rocky Smith, Wendell Baskins and Commissioner Kathy Roth

Staff: David Wimmer and Michele Beneville

Others: 18

Approval of Minutes:

The minutes from March 30, 2011 were presented for approval. A motion was made by William Gifford to approve the minutes as presented, Betty Mumm seconded. There was unanimous approval of minutes.

Conflicts of Interest:

The mayor explained two kinds of conflict of interest: a) receives compensation; b) an individual sits on a board with interest. Trustees declared any direct or indirect conflicts of interest:

- Doug Neeley—Board member of the McLoughlin Memorial Association, board member on Main St. Oregon City and a business member of the Oregon City Chamber of Commerce.
- Wendell Baskins—Board Member of the McLoughlin Memorial Association and member Rose Farm management committee.
- Rocky Smith—coordinator of the Pioneer Family Festival, which runs in conjunction with the Teddy Bear Parade.
- William Gifford—multiple committee member of the Oregon City Chamber of Commerce and the land-use of Hillendale Neighborhood Association.

Financial Update:

Funding Forecast by David Wimmer—additional \$7,000 will be available over above the \$45,000 advertised. Last year there was a request for extension and that project will not go forth. This fund is from the hotel/motel tax of 4% and we have one hotel, the Rivershore Hotel, which brings in about \$47,000 to \$49,000

per year and another couple thousand dollars from the RV Park at Clackamette Park, for a total of \$51,000 to \$53,000 per year. In 2007, this fund had about \$77,000 available but each year we've been consistently spending more than what has been coming in. If you choose to fund all the grants you would end up with about \$1,000 to \$2,000 at the end of the year. A question about the Regional Visitor Center funding of \$5,000 was brought up. Since 2004-05 the OCCIT has provided \$5,000 a year to the center and 2013-14 will be the final payment.

Discussion Items:

Exit Report Template—reviewed the draft template as submitted and received committee consensus to put this into use beginning with this 2012-13 grant cycle.

Discuss and Review Grants:

Each committee member submitted their ranking score prior to the meeting and projects were ranked and sorted as follows:

| # | Grantee | Requests | Jaime | William | Anthony | Wendell | Kathy | Rocky | Carol | Betty | Doug | Avg |
|---|---|-----------------|-------|---------|---------|---------|-------|-------|-------|-------|------|------|
| 4 | OC Chamber of Commerce | \$7,000 | 5 | 5 | 4 | 3 | 5 | 5 | 5 | 5 | 5 | 4.67 |
| 2 | Main St Oregon City | \$9,275 | 5 | 4 | 5 | 3 | 5 | 5 | 5 | 4 | 5 | 4.56 |
| 8 | Trick 'n Racy Car Club | \$7,500 | 5 | 5 | 4 | 3 | 5 | 4 | 5 | 4 | 4 | 4.33 |
| 1 | Clackamas Heritage Partners | \$5,150 | 2 | 4.5 | 2 | 5 | 4 | 4 | 5 | 5 | 5 | 4.06 |
| 7 | Praxis Institute for Nonviolent Solutions | \$1,850 | 4 | 4 | 2 | 3 | 5 | 4 | 5 | 5 | 4.5 | 4.06 |
| 3 | McLoughlin Memorial Association | \$2,220 | 2 | 3 | 5 | 4 | 4 | 4.5 | 4 | 5 | 4 | 3.94 |
| 6 | OC Rotary Club Foundation | \$20,000 | 3 | 2.5 | 3 | 4 | 4 | 3.5 | 4 | 3 | 5 | 3.56 |
| 5 | OC Parks and Recreation | \$3,250 | 3 | 3.5 | 2 | 3 | 5 | 3 | 3 | 4 | 4 | 3.39 |
| | Totals | \$56,245 | | | | | | | | | | |

Determine Grant Award Allocations:

Grant applications were discussed and applicants answered questions of the committee. A representative from each grant application was present to answer questions.

Final Grant Award Allocations:

Following the question & answer period and discussion of the grants the tentative award amounts for each grant were added in the spreadsheet below:

| # | Grantee | Requests | Jaime | William | Anthony | Wendell | Kathy | Rocky | Carol | Betty | Doug | Avg | Running Total | Tentative Award | % Allocated |
|---|---|-----------------|-------|---------|---------|---------|-------|-------|-------|-------|------|------|-----------------|-----------------|-------------|
| 4 | OC Chamber of Commerce | \$7,000 | 5 | 5 | 4 | 3 | 5 | 5 | 5 | 5 | 5 | 4.67 | \$7,000 | \$7,000 | 100% |
| 2 | Main St Oregon City | \$9,275 | 5 | 4 | 5 | 3 | 5 | 5 | 5 | 4 | 5 | 4.56 | \$16,275 | \$9,275 | 100% |
| 8 | Trick 'n Racy Car Club | \$7,500 | 5 | 5 | 4 | 3 | 5 | 4 | 5 | 4 | 4 | 4.33 | \$23,775 | \$7,500 | 100% |
| 1 | Clackamas Heritage Partners | \$5,150 | 2 | 4.5 | 2 | 5 | 4 | 4 | 5 | 5 | 5 | 4.06 | \$28,925 | \$5,150 | 100% |
| 7 | Praxis Institute for Nonviolent Solutions | \$1,850 | 4 | 4 | 2 | 3 | 5 | 4 | 5 | 5 | 4.5 | 4.06 | \$30,775 | \$1,850 | 100% |
| 3 | McLoughlin Memorial Association | \$2,220 | 2 | 3 | 5 | 4 | 4 | 4.5 | 4 | 5 | 4 | 3.94 | \$32,995 | \$2,220 | 100% |
| 6 | OC Rotary Club Foundation | \$20,000 | 3 | 2.5 | 3 | 4 | 4 | 3.5 | 4 | 3 | 5 | 3.56 | \$49,995 | \$17,000 | 85% |
| 5 | OC Parks and Recreation | \$3,250 | 3 | 3.5 | 2 | 3 | 5 | 3 | 3 | 4 | 4 | 3.39 | \$52,245 | \$2,250 | 69% |
| | Totals | \$56,245 | | | | | | | | | | | | | |

A motion was made by William Gifford to fund the first six grants in full, but reduce the OC Rotary Club Foundation and OC Parks and Recreation by \$2,000; the motion was seconded by Betty Mumm. Discussion occurred and William Gifford amended his original motion to fund OC Rotary Club Foundation at \$17,000 and OC Parks and Recreation at \$2,250; Betty Mumm seconded. The total amount funded would be \$52,245. Wendell Baskins explained his decision to not support the amendment as put forth. The vote was as follows:

- Kathy Roth—No
- Carol Pauli—Yes
- William Gifford—Yes
- Betty Mumm—Yes
- Anthony Moore—No
- Rocky Smith—Yes
- Wendell Baskins—No
- Jaime McKenzie—Yes
- Doug Neeley—Yes

Motion passes with six (6) yes votes and three (3) no votes.

Next Meeting Dates:

The next grant award meeting date will be in either the third week of March 2013 or first week of April 2013 and be set by staff. Notification will be sent to committee members via email. The committee requests a mid-year meeting to review the procedural aspects of the ranking process, either in September or October. Potential meeting dates will be sent out the end of July 2013.

Meeting was adjourned at 7:12 p.m.

Written Minutes Respectfully Submitted by Michele Beneville

Video of the meeting can be found at http://oregon-city.granicus.com/MediaPlayer.php?view_id=6&clip_id=800



City of Oregon City

625 Center Street
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Staff Report

File Number: 12-156

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 2b.

From: Finance Director Wyatt Parno

File Type: Minutes

Oregon City Metro Enhancement Committee Minutes of May 29, 2012

DRAFT

Oregon City – Metro Enhancement Program Minutes for May 29, 2012

Mayor Neeley called the meeting to order at 5:30 p.m.

Attendance

Present: Lesley Woods, Phoebe O’Leary, Anthony Moore, Commissioner Carol Pauli, Mayor Doug Neeley, Metro Councilor Carlotta Collette, City Commissioner Betty Mumm, City Commissioner Rocky Smith and City Commissioner Kathy Roth. A quorum was established.

Absent: None

In Attendance: 36 others

Approval of Minutes

- a. Betty Mumm moved to approve the May 24, 2011 minutes.
- b. Seconded by Carlotta Collette.
- c. Approved 9-0.

Comments from the Mayor

The mayor explained two kinds of conflict of interest: a. receives compensation; b. an individual sits on a board with interest. Declared conflicts of interest included:

- a. Doug Neeley—member Clackamas Historical Society; on the executive board of Greater OC Watershed Council; member of McLoughlin NA; and alternate city representative to Willamette Falls Heritage Area Coalition.
- b. Carlotta Collette—councilor for METRO, which has partnerships with Greater OC Watershed Council and Main Street Oregon City.
- c. Carol Pauli—city representative for Main Street Oregon City.
- d. Rocky Smith—employee of Oregon City School District, an employee at OCHS but no direct contact/supervision of Construction Class or JROTC; member of McLoughlin NA.
- e. Kathy Roth—board member for OC Library Board; member of McLoughlin NA.

Financial Report

David Wimmer, Finance Director, the fund has been netting about \$75,000 per year which is trending down because of less refuse and more recycling. Prior to Mr. Wimmer coming to Oregon City as finance director, a predecessor calculated the taxes that were lost as a result of the transfer station being in Oregon City, and that figure was \$48,000 per year which was transferred to the general fund. This year Mr. Wimmer recalculated that amount to be \$27,000 per year. This frees up an extra \$21,000 per year, which brings the amount netted each

year up to about \$90,000 to \$95,000 per year. Additionally, the fund balance has been going down because the Committee over awarding published amounts each year.

Discussion Items

- a) Reviewed the letters submitted by withdrawal of funding for 1) 2011-12 Metro grant awarded to Main Street Oregon City/Earth Crusaders for \$10,500; and 2) 2005-06 Metro grant awarded to Natural Resources Committee Tree sub-committee for \$7,835.

There was a motion by Betty Mumm, seconded by Carlotta Collette to make this additional \$18,335 available for funding this grant cycle, which would bring the total available to grant to \$128,335. Motion passed unanimously.

- b) Reviewed the in-house application transmittal. This was used on a trial basis this grant cycle and no comments were received staff reviewers.

A motion was made by Betty Mumm, seconded by Carol Pauli to fully implement the staff review process of grant applications. Motion passed unanimously.

Discuss and Review Grants

Each committee member submitted their rankings for each of the projects prior to the meeting. The spreadsheet of rankings was presented at this time. The projects were then sorted from the highest to the lowest ranked projects and provided a starting point for general discussion about each grant request.

The committee then asked questions of specific projects and further discussion followed. After questions and discussion, Rocky Smith changed his ranking of Willamette Falls Heritage Area Coalition from 2 to 3. No other ranking changes were made. The final rankings were presented as follows:

Table 1:

| # | Grantee | Request | Anthony | Carol | Betty | Carlotta | Phoebe | Kathy | Lesley | Doug | Rocky | Avg. |
|----|--|----------|---------|-------|-------|----------|--------|-------|--------|------|-------|------|
| 9 | OC Farmers Market | \$11,418 | 4 | 5 | 3 | 5 | 5 | 4 | 5 | 5 | 4.5 | 4.50 |
| 10 | OCHS Construction Class | \$18,352 | 3 | 3 | 5 | 5 | 4 | 5 | 5 | 5 | 5 | 4.44 |
| 3 | Earth Crusaders /OCSD | \$9,825 | 5 | 4 | 5 | 4 | 4 | 3 | 5 | 3 | 5 | 4.22 |
| 14 | Parents of Murdered Children | \$15,000 | 2 | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4.11 |
| 4 | Greater OC Watershed Council | \$24,050 | 4 | 5 | 3 | 4 | 5 | 1 | 4 | 5 | 5 | 4.00 |
| 16 | Willamette Falls Heritage Area Coalition | \$15,000 | 4 | 5 | 3 | 5 | 5 | 3 | 4 | 4 | 3 | 4.00 |

| | | | | | | | | | | | | |
|----|-------------------------------------|------------------|---|---|---|---|---|---|---|---|-----|------|
| 2 | Clackamas County Historical Society | \$10,000 | 4 | 5 | 5 | 4 | 4 | 3 | 4 | 4 | 2.5 | 3.94 |
| 6 | Main Street Oregon City | \$15,000 | 5 | 3 | 5 | 4 | 4 | 5 | 4 | 4 | 1 | 3.89 |
| 8 | OC Code Enforcement | \$7,000 | 2 | 5 | 4 | 2 | 3 | 2 | 5 | 5 | 4 | 3.56 |
| 15 | We Love Clean Rivers | \$20,000 | 1 | 3 | 4 | 5 | 5 | 3 | 3 | 3 | 4 | 3.44 |
| 13 | OC Swim Team | \$25,000 | 2 | 5 | 3 | 3 | 4 | 4 | 3 | 3 | 1.5 | 3.17 |
| 5 | John McLoughlin Elementary PTSO | \$25,000 | 3 | 4 | 2 | 2 | 3 | 4 | 4 | 4 | 2 | 3.11 |
| 11 | OC Library Foundation | \$2,100 | 3 | 5 | 3 | 2 | 3 | 5 | 4 | 1 | 1 | 3.00 |
| 1 | Clackamas County Dog Services | \$18,350 | 5 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 2.89 |
| 12 | OC Lions Club | \$8,500 | 4 | 3 | 2 | 3 | 2 | 1 | 5 | 2 | 3.5 | 2.83 |
| 7 | McLoughlin Neighborhood Association | \$13,400 | 2 | 5 | 2 | 3 | 3 | 1 | 3 | 3 | 1.5 | 2.61 |
| | Totals | \$237,995 | | | | | | | | | | |

Grant Award Allocations Determined

Based on the Table 2 below a motion was made by Kathy Roth to approve the projects above the red line, highlighted in yellow—from OC Farmers Market thru OC Swim Team, except OC Code Enforcement—based on the amount in the Award column, for a total of \$128,335. The motion was seconded by Rocky Smith. Motion passed unanimously.

Table 2:

| # | Grantee | Request | Anthony | Carol | Betty | Carlotta | Phoebe | Kathy | Lesley | Doug | Rocky | Avg. | Running Total | Award |
|----|------------------------------|----------|---------|-------|-------|----------|--------|-------|--------|------|-------|------|---------------|----------|
| 9 | OC Farmers Market | \$11,418 | 4 | 5 | 3 | 5 | 5 | 4 | 5 | 5 | 4.5 | 4.50 | \$10,000 | \$10,000 |
| 10 | OCHS Construction Class | \$18,352 | 3 | 3 | 5 | 5 | 4 | 5 | 5 | 5 | 5 | 4.44 | \$25,000 | \$15,000 |
| 3 | Earth Crusaders /OCSD | \$9,825 | 5 | 4 | 5 | 4 | 4 | 3 | 5 | 3 | 5 | 4.22 | \$33,825 | \$8,825 |
| 14 | Parents of Murdered Children | \$15,000 | 2 | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4.11 | \$48,825 | \$15,000 |
| 4 | Greater OC Watershed Council | \$24,050 | 4 | 5 | 3 | 4 | 5 | 1 | 4 | 5 | 5 | 4.00 | \$68,825 | \$20,000 |

| | | | | | | | | | | | | | | |
|----|--|------------------|---|---|---|---|---|---|---|---|-----|------|-----------|----------|
| 16 | Willamette Falls Heritage Area Coalition | \$15,000 | 4 | 5 | 3 | 5 | 5 | 3 | 4 | 4 | 3 | 4.00 | \$80,825 | \$12,000 |
| 2 | Clackamas County Historical Society | \$10,000 | 4 | 5 | 5 | 4 | 4 | 3 | 4 | 4 | 2.5 | 3.94 | \$90,825 | \$10,000 |
| 6 | Main Street Oregon City | \$15,000 | 5 | 3 | 5 | 4 | 4 | 5 | 4 | 4 | 1 | 3.89 | \$100,825 | \$10,000 |
| 8 | OC Code Enforcement | \$7,000 | 2 | 5 | 4 | 2 | 3 | 2 | 5 | 5 | 4 | 3.56 | \$100,825 | \$0 |
| 15 | We Love Clean Rivers | \$20,000 | 1 | 3 | 4 | 5 | 5 | 3 | 3 | 3 | 4 | 3.44 | \$110,825 | \$10,000 |
| 13 | OC Swim Team | \$25,000 | 2 | 5 | 3 | 3 | 4 | 4 | 3 | 3 | 1.5 | 3.17 | \$128,335 | \$17,510 |
| 5 | John McLoughlin Elementary PTSO | \$25,000 | 3 | 4 | 2 | 2 | 3 | 4 | 4 | 4 | 2 | 3.11 | \$153,335 | \$25,000 |
| 11 | OC Library Foundation | \$2,100 | 3 | 5 | 3 | 2 | 3 | 5 | 4 | 1 | 1 | 3.00 | \$155,435 | \$2,100 |
| 1 | Clackamas County Dog Services | \$18,350 | 5 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 2.89 | \$173,785 | \$18,350 |
| 12 | OC Lions Club | \$8,500 | 4 | 3 | 2 | 3 | 2 | 1 | 5 | 2 | 3.5 | 2.83 | \$182,285 | \$8,500 |
| 7 | McLoughlin N.A. | \$13,400 | 2 | 5 | 2 | 3 | 3 | 1 | 3 | 3 | 1.5 | 2.61 | \$195,685 | \$13,400 |
| | Totals | \$237,995 | | | | | | | | | | | | |

Next Meeting Date

The committee will meet for a work session in October, 2012 to review program criteria, goals for funding and selection criteria.

The next grant award meeting date is to be determined for May, 2013.

Adjourn

Meeting adjourned at 7:41 p.m.

Respectfully Submitted by Michele Beneville

Meeting Video can be seen at:

http://oregon-city.granicus.com/MediaPlayer.php?view_id=6&clip_id=871



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 12-157

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 3a.

From: Finance Director Wyatt Parno

File Type: Report

SUBJECT:

Timeline for 2013-14 OCCIT & Metro Enhancement Grants

Grant Programs Timeline

(OCCIT dates are in [Blue](#), Metro Enhancement (OCMEC) dates are in [Red](#))

| | |
|--------------------------------------|--|
| October 10, 2012 | Joint Work Session |
| December 21, 2012 | Staff Determines grant amounts available and establishes meeting dates |
| January 25, 2013 | Press Releases to OC News and Oregonian for both Grant programs |
| January 21, 2013 | Applications and information available Online |
| February 1, 2013 | Press Release—OCCIT grant applications due date |
| March 1, 2013 | OCCIT applications due |
| April, 2013 (week 1) | OCCIT grant review meeting |
| April, 2013 | OCCIT Press release of grant recipients |
| April, 2013 | OCCIT agreements executed |
| April 19, 2013 | Press Release—OCMEC grant applications due date |
| May 1, 2013 | OCMEC applications due |
| May, 2013 (week 5) | OCMEC grant review meeting |
| June, 2013 | OCMEC press release of grant recipients |
| June, 2013 | OCMEC agreements executed |
| June – December, 2013 | Ongoing support for both Grant programs |
| December, 2013 | Staff Determines grant amounts available and establishes meeting dates for 2014-15 |



City of Oregon City

625 Center Street
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503-657-0891

Staff Report

File Number: 12-158

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 4a.

From: Finance Director Wyatt Parno

File Type: Report

SUBJECT:

Oregon City Civic Improvement Trust Funding Criteria Discussion Items



Oregon City Tourism Grant Application Information July 1, 2012 through June 30, 2013

The Oregon City Civic Improvement Trustees are soliciting proposals for projects that promote tourism in Oregon City. There is \$45,000 available for projects to be done April 1, 2012 through June 30, 2013. Please review this document for all pertinent grant information.

Purpose

The Oregon City Civic Improvement Trust (OCCIT) is a non-profit entity of the City of Oregon City, formed in 1982. By City ordinance, the hotel/motel tax is designated for tourism promotion.

Eligibility

- Only projects that promote tourism will be accepted.
- Project proposals are accepted from non-profit organizations such as a neighborhood association or charitable organization with a 501(C) (3) status under the Internal Revenue Code. Proposals will not be accepted from individuals or for profit businesses.
- One-time events will be considered if the visibility created, the impact on the community, and the visitation projects are strong.
 - Tourism is the business of traveler's hospitality. Visitors come to places to enjoy attractions, museums, heritage sites, recreation, shopping, dining, and entertainment. Tourism also includes the business traveler working outside of regular employment. A traveler is often defined as one who travels at least 50 miles from home. The highest value travelers are overnight and repeat visitors. Visitor destinations are those that have experiences that can create overnight visitations.
- Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.

Application Specifics

Applications for the 2012-13 grant cycle must be received no later than Friday, March 2, 2012 at 5:00 p.m. Applications submitted after the 5:00 p.m. deadline will not be accepted. Some proposals may require liability insurance.

An electronic copy of the application can be downloaded from the City of Oregon City website (www.oregoncity.org) or call Michele Beneville at 503-496-1542 for a hard-copy application.

Submit the original cover letter and application, along with an additional twelve (12) double-sided copies of the cover letter and application. Applications submitted without additional copies will be deemed incomplete.

Please try to limit your typed responses to the space provided on the application. Your packet should be hand-delivered or mailed to: The Oregon City Civic Improvement Trust Tourism Grant, c/o Michele Beneville, 625 Center Street, Oregon City, OR 97045.

The Oregon City Civic Improvement Trustees will meet to review applications on Tuesday, April 3, 2012 at 5:30 p.m. in the City Hall Commission Chambers, 625 Center Street. Please have a representative present at this meeting to be able to answer any questions, provide project clarification or additional information the committee may have of the proposal.

Criteria

The project must meet the following criteria:

1. Projects will be funded only within the boundaries of the City of Oregon City.
2. Funding is for projects to be done April 1, 2012 through June 30, 2013.
3. Projects/programs may be funded in part or in full.
4. **Applicants must submit a letter of support from affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).**
5. **Any neighborhood and/or business association must submit a letter of support from the local affected government entity, i.e. City of Oregon City.**
6. **Any local government applicant must submit a letter of support from a private or non-profit partnership.**
7. **An applicant must submit approval from an affected property owner or jurisdiction.**
8. An applicant must submit project plans to applicable City Departments to determine if permits are needed, the cost of those permits and if the project meets the code requirements set forth by the City. Documentation should be included in the application packet.
9. A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.
10. Applicants must meet due dates for any additional information requested by staff in order for the application to be deemed complete.
11. The OCCIT shall provide an open public process for project/program review and recommendation.
12. The OCCIT fund shall not substitute for projects/programs funded by other sources.

Exit Report

In order to receive final payment for the awarded grant, and be considered for future OC Tourism grants, the project coordinator must submit a two-page Exit Report within thirty (30) days of completing the grant project. The exit report must include:

- A brief description of the project/program.
- A description of the accomplishments.
- A final budget.
- Measures of performance (i.e. number of people served, effect of the project/program on the City).
- Narrative stating how the funds were spent.
- Listing of additional sponsors of the project/program.
- Before and after photos of the project.
- Any promotional material samples (advertisements, flyers, posters, etc...). Please mention the OC-Metro Enhancement Grant as a project/program sponsor on all promotional materials.

Selection Process and Basic Contracting Information

- Staff will review all applications. Those that do not promote tourism will be eliminated. Proposals deemed incomplete will be given a due date to provide missing items. If the due date is not met, the proposal will be rejected.
- Selection of projects/programs to fund will be based on the ranking of applications and the applicants' demonstrated ability to successfully implement the proposed project/program.
- Trustee recommendations will be made and the slate of awards will be announced at the grant funding meeting.
- All applicants will be notified of the Trustee's final action.
- Funds for projects/programs will only be available from April 1, 2012 to June 30, 2013. A request for extension must be submitted by February 22, 2013.
- Successful applicants will be required to enter into an Agreement which outlines the responsibilities of both parties.
- Funds will be available upon signing the agreement.
- Applicants should note that liability insurance may be required.
- The applicant agrees to hold Oregon City Civic Improvement Trust harmless from the applicant's actions.
- Neither the City, nor OCCIT is responsible for any costs which applicant may incur in preparing this application or proposal.

**OCCIT Tourism Grant
Application for Funds
July 1, 2012 through June 30, 2013**

Before filling out this form, please read the OCCIT Grant Application Information for complete submittal instructions and to be sure that your proposal qualifies for funding. Applications must be received by 5:00 pm on Friday, March 2, 2012 to be considered for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required. Limit answers to the space provided.

Project Title _____

Organization _____

Is this a Non-Profit Organization? Yes _____ No _____

Non-Profit Federal tax exempt ID Number _____

Address _____

City, State, Zip _____

Project Coordinator _____ Phone _____

Email _____

Chairperson of Governing Board (If Applicable) _____

Phone _____

Signature _____

(The person authorized to represent the organization must sign the application with a digital signature or actual signature on a hard copy.)

*****Complete the budget sheet on page 7 first.
Column totals from that sheet will auto fill into this table*****

Grant Amount Requested: \$ _____

+Matching Funds (Cash): \$ _____

+In-Kind Matching Funds: \$ _____

= Total Cost of Project: \$ _____

1. Is this your first grant application to the Oregon City Civic Improvement Trust (OCCIT)?

Yes ____ No ____

2. Have you received an OCCIT grant in the last 3 years?

Yes ____ No ____

If yes, please describe the projects/programs for which you received funding.

3. If you received an OCCIT grant last year, what is the status of the project?

4. Will this grant funding request be used for the first phase of a project, with possible grant requests for future phases?

Yes ____ No ____

If yes, please explain.

5. Project Description: a detailed description of the proposed event or project.

6. Project Objective: How would this project help promote tourism in Oregon City? Who is the target audience?

7. Organization Description: a detailed description of your organization.

8. Project Personnel: List the primary people involved, their positions and qualifications. Briefly describe prior experience managing similar projects.

9. Project Timeline: Describe the timeline for the project. List anticipated project milestones and dates (e.g. volunteer meetings, public meetings, planning activities and event activities).

10. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

11. An exit report will be included as part of the OCCIT agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of tourists; number of people served; number of volunteers attracted, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

12. List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer hours use \$21.36 (the value of volunteer labor time as of 1/10/12, according to the Independent Sector and The Bureau of Labor Statistics).

| Item | Source of Support | Estimated Value (\$) |
|------|-------------------|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

13. List all grants applied for in support of this project and commitments confirmed to date.

14. What is the percentage of OC Tourism Grant funds to be used for personnel services or administrative costs? _____%

15. Will the administrator be a paid position? Yes _____ No _____

16. Proposed Budget—on the following page please complete the proposed budget. Modify line items as needed to reflect proposed expenses.

- Column A: Show grant monies needed for the program/project.
- Column B: Show cash matching funds.
- Column C: Show donations or in-kind volunteer labor (from question 12).
- Column D: Totals for each category.

Proposed Budget

| Suggested List (not inclusive) | (A) OC Tourism Grant Dollars | (B) Matching Funds (Cash) | (C) In-Kind Matching | (D) Total |
|--|---|--|---------------------------------|----------------------|
| Personnel Services (salaries, administration) | \$ | \$ | \$ | \$ |
| Project Administration costs (clerical, advertising, graphics, printing, postage) | \$ | \$ | \$ | \$ |
| Materials | \$ | \$ | \$ | \$ |
| Equipment/Supplies | \$ | \$ | \$ | \$ |
| Construction Costs | \$ | \$ | \$ | \$ |
| Event Costs | \$ | \$ | \$ | \$ |
| Transportation Costs | \$ | \$ | \$ | \$ |
| Insurance Costs (if needed) | \$ | \$ | \$ | \$ |
| Additional Expenses (list) | \$ | \$ | \$ | \$ |
| Totals | \$ | \$ | \$ | \$ |

July 15, 1982

COMMISSION REPORT

Page 1 of 1

TO THE HONORABLE MAYOR AND COMMISSIONERS

Subject: Oregon City Civic Improvement Trust

Report No. 82-95

Attached is a copy of a "Declaration of Trust" which would establish an "Oregon City Civic Improvement Trust" for the purpose of accepting property, either real or personal, by way of gift.

Oregon City, like all other cities, will be losing considerable funds in the form of Federal assistance to perform elective functions. By creating the "Oregon City Civic Improvement Trust", it is hoped the City can gain personal, as well as corporate, donations for continuation of human service projects and further economic development. The "Oregon City Civic Improvement Trust" would accept donations and channel the money into the following areas:

1. Acquisition of and improvement to parks and open space.
2. Senior Center facilities and activities.
3. Library improvements.
4. Recreational facilities, including swimming pools and athletic facilities.
5. Increasing the significance of the historical heritage of the City.
6. Environmental improvements such as beautification and cleanup campaigns and the planting of trees and shrubs.
7. Cultural activities such as lectures, concerts, art shows and educational series.

The purpose for creating a separate trust is to assure contributors that the monies will be used as designated without the intervention of the budget process. Likewise, the trust provides a way for public/private partnership in maintaining City services.

This information is being submitted to the City Commission for possible implementation. If the City Commission wishes to implement the "Oregon City Civic Improvement Trust", it is recommended that "seed" money in the amount of \$100 be deposited in the trust fund so that the trust can formally be established and trustee appointments made.

Gerald Pecinovsky
GERALD PECINOVSKY
General Manager

GP:jkm
Attach.

cc: Bob Smith, Street Superintendent
Lynn Todd, Senior Center Director
Roger McClurg, City Librarian
Les Pakulak, Recreation Director
Cathy Galbraith, Planning Director
William J. Ruddy, Finance Director

ISSUED BY THE GENERAL MANAGER

Approved
7-15-82

DECLARATION OF TRUST
Establishing The
OREGON CITY CIVIC IMPROVEMENT TRUST

THIS DECLARATION OF TRUST is made this 15 day of
July 1982, by OREGON CITY, a municipal corporation of the
State of Oregon, by its Board of Commissioners, who by executing
this Declaration of Trust have agreed to serve as Trustees and to
accept this Trust.

NOW THEREFORE IT IS HEREBY DECLARED:

All funds and property designated to be subject to the Trust
shall be known as the Trust Fund and shall be administered as herein
provided by the Trustees, who declare and agree that they have
received this day the sum of One Hundred -----
Dollars (\$ 100.00), and that they will hold, manage and dispose
of the Trust Fund and any additions to it, IN TRUST, for the uses
and subject to the terms and conditions as follows:

ARTICLE 1

NAME OF THE TRUST

This Trust shall be called the OREGON CITY CIVIC
IMPROVEMENT TRUST.

ARTICLE 2

RECEIPT OF TRUST PROPERTY

The Trustees shall receive and accept property, real or

personal, by way of gift, bequest or devise, from any person, firm, trust or corporation, and shall hold, administer and dispose of such property in accordance with the purposes of and pursuant to the provisions of this Declaration of Trust. However, no gift, bequest or devise of any such property shall be received and accepted if it is conditioned or limited in such manner as to require the disposition of its income or principal to any person or organization other than the beneficiaries specified in Article 3 of this Declaration of Trust, or for other than the purposes stated in Article 3 of this Declaration of Trust.

ARTICLE 3

TRUST PURPOSES

Section 3.1 General Purposes; Named Beneficiaries.

This Trust is intended to qualify as a tax-exempt entity of the City. To this end and subject to Section 3.3, this Trust is established and at all times shall be operated exclusively for the benefit, to perform the functions, or to carry out the purposes of the City of Oregon City.

Section 3.2 Limitations.

(a) The purposes of the Trust as set forth in Section 3.1 shall be limited to and shall include only expenditures for projects not normally included in the routine budgeted operations of the City in the nature of the following, though not specifically confined thereto:

- (1) Acquisition of and improvements to parks and open space.
- (2) Senior Center facilities and activities.
- (3) Library improvements.
- (4) Recreational facilities, including swimming pools and athletic facilities.
- (5) Increasing the significance of the historical heritage of the City.
- (6) Environmental improvements such as beautification and cleanup campaigns and the planting of trees and shrubs.
- (7) Cultural activities such as lectures, concerts, art shows and educational series.

The Trustees shall have absolute discretion to determine whether a particular expenditure meets the aforestated purposes. All expenditures shall be limited, however, to municipal purposes of the City of Oregon City.

(b) No part of the net earnings of this Trust shall inure or be payable to or for the benefit of any private shareholder or individual.

(c) No part of the activities of this Trust shall be the carrying on of propaganda or otherwise attempting to influence legislation.

(d) No part of the activities of this Trust shall be the participation or intervention (including the publishing or

distributing of statements) in any political campaign on behalf of any candidate for public office.

ARTICLE 4

DISTRIBUTION UPON TERMINATION

This Trust shall continue unless and until the Trustees terminate it and distribute all of the principal and income of the Trust Fund, which action may be taken by the Trustees in their sole discretion at any time.

ARTICLE 5

TRUSTEES' POWERS

Section 5.1 General Powers. In the administration of this Trust, the Trustees in addition to all powers conferred by law, shall have the power and authority necessary to carry out the purpose of this Trust and, without limiting the generality of the foregoing, shall have the following powers and authority:

(a) Investments. To invest and reinvest the principal and so much of the income of the Trust as is not needed for expenditures under Article 3, in such property, real or personal, and in such manner as they shall deem proper, and from time to time to change investments as they shall deem advisable; to invest in or retain any stocks, shares, bonds, notes, obligations, or real or personal property. No principal or income, however, shall be used for loans, directly or indirectly, to any Trustee or anyone else,

corporate or otherwise, who has at any time made a contribution to this Trust, nor to anyone else except on the basis of an adequate interest charge and with adequate security.

(b) Sale. To sell, lease or exchange any real or personal property at public auction or by private contract, for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertakings relating to the Trust property, as they consider advisable, whether or not such leases or contracts may extend beyond the duration of the Trust.

(c) Borrow Money. To borrow money for such periods, at such rates of interest and upon such terms as the Trustees consider advisable, and as security for such loans to mortgage or pledge any real or personal property of the Trust with or without power of sale, and to acquire or hold any real or personal property, subject to any mortgage or pledge on or of property acquired or held by this Trust.

(d) Execution of Instruments. To execute and deliver deeds, assignments, transfers, mortgages, pledges, leases, covenants, contracts, promissory notes, releases, and other instruments incident to any transaction in which they engage under this Trust.

(e) Owner of Securities. To vote, to give proxies, to participate in the reorganization, merger or consolidation of any concern, or in the sale, lease, disposition, or distribution of that concern's assets; to join with other security holders in acting through

a committee, a depository, voting trustees, or otherwise, and in this connection to delegate authority to such committee, depository or trustees and to deposit securities with them or transfer securities to them; to pay assessments levied on securities or to exercise subscription rights in respect of securities.

(f) Hold Trust Property. To hold Trust property with or without indication of fiduciary capacity, but only in the name of a registered nominee, provided the Trust property is at all times identified as such on the books of the Trust; to keep any or all of the Trust property or funds in any place or places as they deem advisable in the United States of America.

(g) Employ Agents. To employ a bank or trust company as custodian of any funds or securities and to delegate to it such powers as they deem appropriate; to employ clerks, accountants, investment counsel, investment agents, and to engage any other special services, and to pay the reasonable compensation and expenses of all such services.

Section 5.2 Fiduciary Capacity. The Trustees' powers are exercisable solely in a fiduciary capacity consistent with and in furtherance of the purposes of this Trust as specified in Article 3, and subject to the condition that no power or authority shall be exercised by the Trustees in any manner or for any purpose which may not be exercised by an organization which is tax exempt or by an organization donations to which are deductible from taxable income to the extent allowed by the provisions of the Internal

Revenue Code of 1954 or any future United States Internal Revenue law.

ARTICLE 6

ACCOUNTINGS OF TRUSTEES

The Trustees shall render an annual accounting of their transactions which shall be available to any citizen as a public record.

ARTICLE 7

TRUSTEE LIABILITY

No Trustee shall be responsible or liable for the acts or omissions of any other of the Trustees or any predecessor, or of a custodian, agent, depositary or counsel selected with reasonable care.

ARTICLE 8

TRUSTEE BOND AND COMPENSATION

Section 8.1 Compensation. No Trustee shall receive any compensation for acting as Trustee.

Section 8.2 Waiver of Bond. No Trustee shall be required to furnish any bond or surety for the faithful performance of his or her duties as Trustee.

ARTICLE 9

ADDITIONAL AND SUCCESSOR TRUSTEES

Section 9.1 Powers, Rights and Duties. The Board of Commissioners of Oregon City shall serve as the Trustees of this Trust. Four additional Trustees shall be appointed by the five Commissioner-Trustees to serve terms of varying lengths not to exceed four years subject to reappointment. Any succeeding or additional Trustee shall have the same powers, rights and duties and the same title to the Trust Fund jointly with the original or successor Trustees as if he or she had originally executed this Declaration of Trust.

Section 9.2 Definition of Trustees. In this Declaration of Trust and in any amendment to it, references to "Trustees" means the original, additional or successor Trustees for the time they are in office.

ARTICLE 10

ACTION BY TRUSTEES

Section 10.1 Designation of Chairman. The duly elected Mayor of Oregon City shall serve as the Chairman of the Board of Trustees of this Trust for a term co-extensive with his or her term of office.

Section 10.2 Meetings. A meeting of the Trustees may be called at any time by the Chairman or any three of the Trustees by giving at least ten days written notice to the other Trustees.

Section 10.3 Voting Requirements, Action Without A Meeting.

Concurrence of a majority of the Trustees present shall be required for action taken at a meeting but said majority must include at least three of the five Commissioner-Trustees. No action shall be taken at a meeting unless there are at least five Trustees physically present at the meeting. Any action which may be taken at a meeting of the Trustees may be taken without a meeting if a consent in writing setting forth the action so taken is signed by all the Trustees.

Section 10.4 Execution of Instruments. The name of the Trust may be used to designate the Trustees collectively and all instruments may be executed by them in such name upon the signature of the Chairman or other person that the Trustees may designate for that purpose.

ARTICLE 11

RELIANCE BY THIRD PARTIES

No person dealing with the Trustees need inquire concerning the validity of anything the Trustees purport to do. No one dealing with the Trustees need see to the application of anything paid or transferred to or upon the order of the Trustees. Every instrument executed by the Trustees, whether signed by all of them or in the manner set forth in Section 10.4, may be relied upon as to any facts set forth therein and shall be conclusive that:

(a) At the time of delivery of such instrument the Trust was in full force and effect and, except where there has been notice of an amendment, was in the form set forth in this Declaration of

Trust as of its effective date;

(b) Such instrument was executed in accordance with the terms and provisions of this Declaration of Trust; and

(c) The execution and delivery of the instrument was duly authorized.

ARTICLE 12

AMENDMENTS TO TRUST

Section 12.1 General Power. This Declaration of Trust may be amended by the Trustees at any time and to the extent that such amendment is deemed necessary or advisable by the Trustees, but may not alter the general purposes set forth in Article 3.

Section 12.2 Evidence of Amendment. All instruments amending this Declaration of Trust shall be noted upon or kept attached to the executed original of this Declaration of Trust held by the Trustees.

ARTICLE 13

GOVERNING LAW

This Declaration of Trust, the Trust and the Trust Fund shall be construed, regulated and administered under the laws of the State of Oregon.

IN WITNESS WHEREOF, the undersigned hereby execute this
Declaration of Trust this 15 day of July, 1982.

Joan M Cartales

Ronald D. Sh

D

J. L. Sh

Thomas J. Jones

Comprising the City Commission of
Oregon City, Oregon

OCCIT Grant Funding History

| Applicant | Grant Year | Project | Amt. Received |
|---|------------|--------------------------------------|--------------------|
| Arts Action Alliance/OC Public Art Steering Committee | 2007-08 | Elevator Interpretive Panels | \$6,000.00 |
| Clackamas County Historical Society | 2011-12 | Ralph Eddy Exhibit | \$11,000.00 |
| | 2003-04 | Smithsonian Exhibition Sponsorship | <u>\$5,000.00</u> |
| | | | \$16,000.00 |
| Clackamas Heritage Partners | 2012-13 | OC Welcome Center | \$5,150.00 |
| | 2008-09 | Historic OC Brochure | \$8,300.00 |
| | 2005-06 | Trolley | \$10,416.00 |
| | 2004-05 | Start up Budget & Trolley | <u>\$9,500.00</u> |
| | | | \$33,366.00 |
| Code Enforcement | 2009-10 | Trolley | \$10,000.00 |
| Downtown Business Coalition | 2010-11 | Sounds of Downtown Music Series | \$6,000.00 |
| | 2009-10 | Liberty Plaza Concerts | \$20,000.00 |
| | 2008-09 | Liberty Plaza Concerts | \$22,500.00 |
| | 2008-09 | Bench Project | \$9,669.60 |
| | 2007-08 | Hot August Movie Nights | \$1,000.00 |
| | 2007-08 | Liberty Plaza Concerts | <u>\$10,000.00</u> |
| | | | \$69,169.60 |
| Main Street Oregon City | 2012-13 | First City Celebration | \$9,275.00 |
| | 2011-12 | First City Celebration | \$10,000.00 |
| | 2010-11 | First City Celebration | \$5,000.00 |
| | 2009-10 | Historic Walking Tour | <u>\$10,790.00</u> |
| | | | \$35,065.00 |
| McLoughlin Memorial Association | 2012-13 | Rose Farm Operations | \$2,220.00 |
| | 2011-12 | Rose Farm Operations | \$1,050.00 |
| | 2010-11 | Rose Farm Operations | \$760.00 |
| | 2009-10 | Rose Farm Operations | \$700.00 |
| | 2008-09 | Rose Farm Docent | \$850.00 |
| | 2008-09 | Rose Farm Historic Structures Report | <u>\$450.00</u> |
| | | | \$6,030.00 |
| McLoughlin Neighborhood Association | 2009-10 | Flower Baskets | \$5,216.00 |
| | 2009-10 | Historic District Sign | \$1,014.90 |
| | 2008-09 | Flower Baskets | \$8,924.00 |
| | 2007-08 | Flower Baskets | \$8,503.00 |
| | 2006-07 | Flower Baskets | \$11,858.00 |
| | 2006-07 | Celebrate 7th Street | \$8,000.00 |
| | 2005-06 | Flower Baskets | \$9,000.00 |
| | 2002-03 | Singer Hill Sign restoration | \$500.00 |
| | 2002-03 | Carnegie Center Sign | <u>\$2,250.00</u> |
| | | | \$55,265.90 |
| OC - Tatashina Sister City | 2004-05 | 30 year anniversary activities | \$1,500.00 |
| OC 150 Task Force | 2008-09 | State 150th Birthday | \$5,000.00 |
| OC Arts Commission | 2004-05 | Arts Faire Banners | \$500.00 |
| OC Arts Commission/McLoughlin Memorial Association | 2004-05 | McLoughlin Bust | <u>\$750.00</u> |
| | | | \$1,250.00 |
| OC Chamber of Commerce | 2012-13 | Antique Air | \$7,000.00 |
| | 2011-12 | Antique Air | \$7,000.00 |
| | 2010-11 | Antique Air | \$7,500.00 |
| | 2009-10 | Antique Air | \$9,000.00 |
| | 2008-09 | Antique Air | \$10,000.00 |
| | 2007-08 | Antique Air | <u>\$10,000.00</u> |
| | | | \$50,500.00 |

OCCIT Grant Funding History

| Applicant | Grant Year | Project | Amt. Received |
|--|------------|---|--------------------|
| OC Farmers Market | 2009-10 | Signage & Advertising | \$8,000.00 |
| OC Farmers Market/Clackamas County Friends of Extension | 2008-09 | Signage & Advertising | \$6,300.00 |
| | | | \$14,300.00 |
| OC Heritage Coordinating Committee | 2008-09 | Spirits of Oregon's Politics | \$3,880.00 |
| OC Optimist Club | 2006-07 | Family Fun Days | \$3,200.00 |
| OC Optimist Club | 2003-04 | Pioneer Family Festival | \$3,600.00 |
| OC Optimist Club | 2002-03 | Pioneer Family Festival | \$2,205.00 |
| OC Optimist Club/The Children's Center of Clackamas County | 2005-06 | Family Fun Days | \$3,400.00 |
| | | | \$12,405.00 |
| OC Parks & Recreation | 2012-13 | Movies in the Park | \$2,250.00 |
| OC Parks & Recreation | 2010-11 | Concerts in the Park | \$12,425.00 |
| OC Parks & Recreation | 2009-10 | Concerts in the Park | \$12,250.00 |
| OC Parks & Recreation | 2008-09 | Concerts in the Park | \$6,500.00 |
| OC Parks & Recreation | 2007-08 | Concerts in the Park | \$6,000.00 |
| OC Parks & Recreation | 2006-07 | Concerts in the Park | \$5,800.00 |
| OC Parks & Recreation | 2005-06 | Concerts in the Park & 4th of July | \$4,000.00 |
| OC Parks & Recreation | 2003-04 | Concerts in the Park | \$4,000.00 |
| OC Parks & Recreation | 2003-04 | Historic OC Maps | \$3,000.00 |
| OC Parks & Recreation | 2002-03 | Historic OC Maps | \$1,500.00 |
| OC Parks & Recreation/Ermatinger House | 2006-07 | Program & Promotional Materials | \$2,900.00 |
| | | | \$60,625.00 |
| OC Public Works | 2009-10 | Flower Baskets | \$5,216.00 |
| OC Rotary Club Foundation | 2012-13 | Singer Falls Lighting | \$17,000.00 |
| OR-CA Trails Association (OCTA) | 2004-05 | National Convention in OC | \$795.00 |
| Oregon Trail Foundation | 2004-05 | Regional Visitor Center | \$45,000.00 |
| | 2003-04 | Missouri Provisioner's Depot AV Upgrade | \$3,000.00 |
| | | | \$48,000.00 |
| Park Place NA | 2006-07 | EOT Street Sign Toppers | \$7,000.00 |
| Praxis Institute for Nonviolent Solutions | 2012-13 | Teddy Bear Parade | \$1,850.00 |
| Praxis Institute for Nonviolent Solutions | 2010-11 | Teddy Bear Parade | \$850.00 |
| Teddy Bear Parade | 2009-10 | Teddy Bear Parade | \$1,000.00 |
| The Children's Center of Clackamas County | 2004-05 | Teddy Bear Parade | \$1,000.00 |
| Willamette Falls Hospital Foundation | 2002-03 | Teddy Bear Parade | \$2,500.00 |
| | | | \$7,200.00 |
| Three Rivers Artist Guild | 2011-12 | First Friday Art Walk | \$8,500.00 |
| | 2010-11 | First Friday Art Walk | \$4,000.00 |
| | | | \$12,500.00 |
| Trick 'n Racy Car Club | 2012-13 | Mt. Pleasant & Downtown Car Shows | \$7,500.00 |
| | 2011-12 | Mt. Pleasant Car Show | \$2,000.00 |
| | 2011-12 | Downtown Car Show | \$7,400.00 |
| | 2010-11 | Downtown Car Show | \$4,000.00 |
| | | | \$20,900.00 |
| Willamette Falls Lock | 2007-08 | Trolley | \$11,500.00 |
| | 2006-07 | ODOT/Oregon Solutions Grant | \$2,000.00 |
| | | | \$13,500.00 |
| Willamette Falls Symphony | 2003-04 | Historic Concert for BiCentennial | \$3,140.00 |



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 12-159

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 4b.

From: Finance Director Wyatt Parno

File Type: Report

SUBJECT:

Oregon City Metro Enhancement Grant Funding Criteria Discussion Items



**OREGON
CITY**



Metro

Oregon City-Metro Enhancement Grant Application Information for July 1, 2012 through June 30, 2013

The Oregon City-Metro South Enhancement Committee (OC-MEC) is soliciting proposals for projects that will make community improvements in Oregon City neighborhoods. There is \$110,000 available, with \$25,000 being the maximum award, for projects to be done between July 1, 2012 and June 30, 2013.

Prior to applying for a Metro Enhancement Grant, an applicant is responsible for verifying where City fees and/or permits may be required for a project. City permit fees may have a major impact on the project budget. It is up to the applicant to determine what fees or permits are required prior to grant submission. Most importantly, if the project results in any changes or improvement to a property or building, contact a Community Development Division at 503-722-3789 to determine if a Planning or Building Permit is required for the project.

Purpose

The South Metro grant program compensates the community affected by the Metro South Transfer Station located in Oregon City at the corner of Highway 213 and Washington Street. The fund is generated by a 50-cent per ton surcharge collected on garbage disposed of at the station and funds must directly benefit projects within the funding area.

South Metro Funding Area

Projects submitted for funding must directly benefit the South Metro enhancement grant funding area and /or residents living within the boundary. This boundary encompasses the city limits of Oregon City.

Eligibility

Project proposals are accepted from non-profit organizations such as a neighborhood association or charitable organization with a 501(C) (3) status under the Internal Revenue Code. Proposals will not be accepted from individuals or for profit businesses. Priority is given to projects or programs that best meet the funding goals and benefit the area most directly

impacted by the South Metro Station. Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.

Application Deadline and Specifics

Applications for the 2012-13 grant cycle must be received no later than Friday, May 4, 2012 at 5:00 p.m. Applications submitted after the 5:00 p.m. deadline will not be accepted. Some proposals may require liability insurance. Projects will be reimbursed for expenses incurred only between July 1, 2012 and June 30, 2013.

An electronic copy of the application can be downloaded from the City of Oregon City website (www.oregoncity.org) or call Michele Beneville at 503-496-1542 for a hard-copy application.

Submit one completed original application form and a brief cover letter, along with an additional twelve (12) double-sided copies of the cover letter and application. Applications submitted without additional copies will be deemed incomplete.

Please try to limit your typed responses to the space provided on the application. Your packet should be hand-delivered or mailed to: The City of Oregon City-Metro Enhancement Committee, c/o Michele Beneville, 625 Center Street, Oregon City, OR 97045.

The OC-Metro Enhancement Committee will meet to review applications on Tuesday, May 29, 2012 at 5:30 at the City Hall in the Commission Chambers, 625 Center Street. Please have a representative present at this meeting to be able to answer any questions, provide project clarification or additional information the committee may have of the proposal.

Criteria and Goals for Funding

Projects submitted for funding must directly benefit the South Metro funding area and must be used to create real changes in Oregon City and its neighborhoods.

Criteria

The project must meet all the applicable criteria (use the following as your checklist):

1. The OC-MEC grant applications must fund projects/programs within the boundaries of the City of Oregon City.
2. Projects/programs may be funded in part or in full.
3. Applicants must submit a letter of support from affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).
4. Any neighborhood and/or business association must submit a letter of support from the local government entity, i.e. City of Oregon City.
5. Any local government applicant must submit a letter of support from a private or non-profit partnership.
6. An applicant must submit approval from an affected property owner or jurisdiction.

7. An applicant must submit project plans to applicable City Departments to determine if permits are needed, the cost of those permits and if the project meets the code requirements set forth by the City. Documentation should be included in the application packet.
8. A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.
9. Applicants must meet due dates for any additional information requested by staff in order for the application to be deemed complete.
10. The OC-MEC shall provide an open public process for project/program review and recommendation.
11. The enhancement fund shall not substitute for projects/programs funded by other sources.
12. Priority consideration will be given to projects/programs that best enhance or rehabilitate areas most severely impacted by the Metro South Transfer facility.
13. Projects/programs shall have the following requirements for an additional funding source, either in-kind or actual dollars, and prior to making application for an OC-Metro Enhancement grant. The additional funding source shall be documented within the application.

| Additional Funding % | Total Project Cost | Additional Funding |
|-----------------------------|---------------------------|---------------------------|
| • 10% | up to \$4,999 | (\$1 to \$500) |
| • 20% | from \$5,000 to \$9,999 | (\$1,000 to \$2,000) |
| • 30% | from \$10,000 to \$19,999 | (\$3,000 to \$6,000) |
| • 40% | from \$20,000 to \$39,999 | (\$8,000 to \$16,000) |
| • 50% | from \$40,000 to \$74,999 | (\$20,000 to \$37,500) |
| • 75% | from \$75,000 or more | (\$56,250 plus) |

Goals

Projects/programs must meet one or more of the following goals:

1. Increase the attractiveness or market value of residential, commercial or industrial areas.
2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.
3. Preserve or increase recreational areas and programs within the City.
4. Improve safety within the City.
5. Result in significant improvement in the cleanliness of the City.
6. Increase recycling efforts or provide a reduction in solid waste.
7. Increase employment or economic opportunities for City residents.
8. Provide work or training opportunities to benefit youth, seniors and low-income residents.
9. Enhance art and culture within the City.

Exit Report

In order to receive final payment for the awarded grant, and be considered for future OC-Metro Enhancement grants, the project coordinator must submit a two-page Exit Report within thirty (30) days of completing the grant project. The exit report must include:

- A brief description of the project/program.
- A description of the accomplishments.
- A final budget.
- Measures of performance (i.e. number of people served, effect of the project/program on the City).
- Narrative stating how the funds were spent.
- Listing of additional sponsors of the project/program.
- Before and after photos of the project.
- Any promotional material samples (advertisements, flyers, posters, etc...). Please mention the OC-Metro Enhancement Grant as a project/program sponsor on all promotional materials.

Selection Process and Basic Contracting Information

- Staff will review all applications. Those that don't meet the guidelines and/or goals will be eliminated. Proposals deemed incomplete will be given a due date to provide missing items. If the due date is not met, the proposal will be rejected.
- The OC-Metro Enhancement committee will rank the eligible applications against the funding goals.
- Selection of projects/programs to fund will be based on the ranking of applications against the goals for funding and applicants' demonstrated ability to successfully implement the proposed project/program.
- Committee recommendations will be made and the slate of awards will be announced at the grant funding meeting.
- All applicants will be notified of the OC-MEC committee's final action.
- Funds for projects/programs will only be available from July 1, 2012 to June 30, 2013. A request for extension must be submitted by April 12, 2013.
- Successful applicants will be required to enter into an Enhancement Agreement which outlines the responsibilities of both parties. Applicants should note that liability insurance may be required.
- The applicant agrees to hold OC-MEC harmless from the applicant's actions.
- Neither Metro nor the City of Oregon City is responsible for any costs incurred in preparing an application/proposal.



Oregon City-Metro Enhancement Grant Application for Funds July 1, 2012 through June 30, 2013

Before filling out this form, please read the Oregon City-Metro Enhancement Grant Application Information for complete submittal instructions and to be sure that your proposal qualifies for funding. Applications must be received by 5:00 pm on Friday, May 4, 2012 to be considered for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required. Limit answers to the space provided.

Title of Project _____

Organization _____

Is this a Non-Profit Organization? Yes _____ No _____

Non-Profit Federal tax exempt ID Number _____

Address _____

City, State, Zip _____

Project Coordinator _____ Phone _____

Email _____

Chairperson of Governing Board (If Applicable) _____

Phone _____

Signature _____

(The person authorized to represent the organization must sign the application with a digital signature or actual signature on a hard copy.)

*****Complete the budget sheet on page 7 first.**

Amount totals from that sheet will auto fill into this table***

| | | |
|---|-----------|--|
| Grant Amount Requested: | \$ | |
| + Matching Funds (Cash): | \$ | |
| + In-Kind Matching Funds (see question #15): | \$ | |
| = Total Cost of Project: | \$ | |

Proposal Information

1. Is this your first grant application to the Oregon City-Metro Enhancement Committee?

Yes _____ No _____

2. Have you received an Oregon City-Metro Enhancement Grant in the last 3 years?

Yes _____ No _____

If yes, please describe the projects/programs for which you received funding.

3. If you received an Oregon City-Metro Enhancement Grant last year, what is the status of the project?

4. Will this grant funding request be used for the first phase of a project, with possible grant requests for future phases?

Yes _____ No _____

If yes, please explain.

5. Briefly describe the project for which you are requesting funds.

6. Describe why this project was selected and the community need(s) to which it will respond.

7. Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply).

| | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | 1. Increase attractiveness/market value of residential, commercial or industrial areas. | <input type="checkbox"/> | 6. Increase recycling efforts to provide a reduction in solid waste. |
| <input type="checkbox"/> | 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input type="checkbox"/> | 7. Increase employment or economic opportunities for City residents. |
| <input type="checkbox"/> | 3. Preserve or increase recreational areas and programs within the City. | <input type="checkbox"/> | 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input type="checkbox"/> | 4. Improve safety within the City. | <input type="checkbox"/> | 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input type="checkbox"/> | 5. Result in significant improvement in the cleanliness of the City. | <input type="checkbox"/> | 10. Enhance art and culture within the City. |

8. Project Period: _____
(Number of months in duration)
Beginning Date: _____
Ending Date: _____

9. What is the geographic area of Oregon City where the project will take place?

10. How will the community benefit by your project? What is the estimated number of people affected and anticipated outcome(s)?

11. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

12. Briefly describe prior experience managing similar projects, including any past enhancement projects.

13. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

14. An exit report will be included as part of the OC-MEC agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

15. List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$21.36. (This is the value of volunteer labor time as of 1/10/12, according to the Independent Sector and The Bureau of Labor Statistics).

| Item | Source of Support | Estimated Value (\$) |
|------|-------------------|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

16. List all grants applied for in support of this project and commitments confirmed to date.

17. What is the percentage of OC-MEC funds to be used for personnel services or administrative costs? _____%

18. Will the administrator be a paid position? Yes _____ No _____

19. Proposed Budget—on the following page please complete the proposed budget. Modify line items as needed to reflect proposed expenses.

- Column A: Show grant monies needed for the program/project.
- Column B: Show cash matching funds.
- Column C: Show donations or in-kind volunteer labor (from question 15).
- Column D: Totals for each category.

These figures can be transferred to the table on the first page of this application.

Proposed Budget

| Suggested List (not inclusive) | (A) OC-MEC Grant Dollars | (B) Matching Funds(Cash) | (C) In-Kind Matching Support | (D) Total |
|--|---|---|---|----------------------|
| Personnel Services (salaries, administration) | \$ | \$ | \$ | \$ |
| Project Administration costs (clerical, advertising, graphics, printing, postage) | \$ | \$ | \$ | \$ |
| Materials | \$ | \$ | \$ | \$ |
| Equipment/Supplies | \$ | \$ | \$ | \$ |
| Construction Costs | \$ | \$ | \$ | \$ |
| Event Costs | \$ | \$ | \$ | \$ |
| Transportation Costs | \$ | \$ | \$ | \$ |
| Insurance Costs (if needed) | \$ | \$ | \$ | \$ |
| Additional Expenses (list) | \$ | \$ | \$ | \$ |
| Totals | \$ | \$ | \$ | \$ |

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement ("Agreement") is entered into by and between THE CITY OF OREGON CITY, OREGON ("City"), and Metro, a metropolitan service district organized under the constitution and laws of the State of Oregon and the Metro Charter. The parties agree as follows:

A. Metro Obligations:

1. Metro shall pay the City an amount equal to 50¢ per ton for all solid waste received at the facility known as the Metro South Station (the "Facility"), except for source-separated recyclable materials. This amount shall be referred to as the "Total Amount." Metro shall make payments to the City on a quarterly basis, which payments shall be deposited by the City directly to the City General Fund and be subject to dedicated expenditure for the purpose of rehabilitation and enhancement of the area within the City limits related to the Facility.
2. Metro shall deliver to the City monthly reports of activity at the Facility, including data on (1) the gross weight of solid waste received in vehicles that are weighed as they enter the Facility; (2) the number of other vehicles assessed fees on an estimated-volume basis; and (3) the tonnage of solid waste transferred from the Facility.

B. City Obligations:

1. The City agrees to appoint a Citizens' Advisory Committee to recommend to the City plans, programs, and projects for the rehabilitation and enhancement of the area around the Facility all in accordance with ORS 459.284. The Committee shall include as members the entire Oregon City Commission, four citizens of Oregon City appointed at large by the Mayor, and a Metro Council member representing the district that includes Oregon City. In lieu of appointment of such "Citizens' Advisory Committee," the Oregon City Commission may designate itself and the Metro Council member representing the district that includes Oregon City to perform the functions of such committee.
2. The City agrees that it will create a special fund and ensure that only plans, projects, and programs determined by the Citizens' Advisory Committee or the City Commission to be suitable for the rehabilitation and enhancement of the area within the City limits related to the Facility are authorized for funding from such special fund.

3. The City will dedicate expenditures from the funds paid by Metro pursuant to this Agreement for the purpose of rehabilitation and enhancement of the area within the City limits related to the Facility. City shall report annually to Metro on the expenditures of the special fund and fund balance by September 1 of each year.
4. The City agrees that if during the term of this Agreement it adopts a tax or charge that imposes a fee on haulers of commercial solid waste or other users of the Facility, Metro shall have no further obligation to pay the sums provided for in part A.1, above. This paragraph shall not apply to any tax duly adopted by City which is generally applicable to all persons doing business in Oregon City or any franchise fee collected by the City from haulers collecting solid waste within the City or its urban growth boundary.
- C. Metro and the City acknowledge that the Facility is now a permitted land use under the City's revised zoning code. Accordingly, Metro shall no longer be required to seek a conditional land use permit for the Facility from the City.
- D. The City has asked Metro to consider increasing the payment per ton set forth in this agreement and allow for annual adjustment based on Consumer Price Index (CPI), up to the limit set forth in ORS 459.284. Metro acknowledges the request of the City and will consider modifications to the Community Enhancement Fee Program on a region-wide basis including consideration of modifications of the Enhancement Fee without regard to any intergovernmental agreement concerning it.
- E. Term: This Agreement shall commence as set forth below (the "commencement date"), and shall be automatically renewed on each anniversary of the commencement date (the "anniversary date"), provided, however, that the Agreement shall expire of its own terms at the end of the second anniversary date. During the term of this Agreement, each party retains the right to terminate the Agreement as of any anniversary date by written notice delivered to the other party no later than 60 days prior to the anniversary date. The parties may terminate this agreement at any time for nonperformance of any material term thereof.
- F. Notice: Any notice required pursuant to this Agreement shall be delivered as follows:

If to City: City Manager
 City Hall
 625 Center Street
 Oregon City, OR 97045

 William Kabeiseman
 Garvey Schubert Barer
 121 SW Morrison St., 11th Floor
 Portland, OR 97204-3141

If to Metro: Chief Operating Officer
Metro
600 NE Grand Avenue
Portland, OR 97232

Copy to: Office of Metro Attorney
Metro
600 NE Grand Avenue
Portland, OR 97232

- G. Integration: This Agreement sets forth the entire obligation of the parties to each other in connection with the Facility herein described.
- H. Notice of Default: In the event a party determines that a default exists, that party shall give thirty days' written notice to the other party, which notice shall specify the nature of the default and shall give the other party an opportunity to cure the default before taking any further action.
- I. Effective and Commencement Date: This Agreement shall be dated as of the last signature date below and shall become effective upon execution by the parties after prior approval of the terms of this Agreement by the Metro Council and the Oregon City Commission. The Commencement Date of this Agreement shall be deemed to be January 1, 2012

OREGON CITY

METRO

By: David W. Frasher
Title: City Manager
Date: 1-7-12

By: [Signature]
Title: CHIEF OPERATING OFFICER
Date: DEC. 28, 2011

T:\Remfinal\contracts\931035 Oregon City - R&E IGA.doc

Oregon City-Metro Enhancement Committee

Sections:

- 1: Committee Purpose
- 2: Members and Term
- 3: Secretary; Meetings; Quorum; Staff
- 4: Rules
- 5: Powers; Functions; Duties

1: COMMITTEE PURPOSE:

The Oregon City-Metro Enhancement Committee has been created through an intergovernmental agreement between Oregon City and METRO, copy of which is attached, to recommend to the Oregon City-Metro Enhancement Committee plans, programs and projects for the rehabilitation and enhancement within the boundaries of the City of Oregon City.

2: MEMBERS AND TERM:

- A. The Committee shall consist of nine (9) members; the City Commission, one (1) METRO councilor and three (3) citizens at-large.
- B. The Mayor of Oregon City shall appoint three (3) of the non-Metro members. The Mayor will serve as committee chair. The METRO Council member shall be the representative of METRO District 2, which includes Oregon City. The Committee may elect from its membership any other officers it deems necessary.
- C. Effective January 1, 2007, each member shall serve a 4-year term with terms expiring as follow:
 - a. Mayor, Commission positions #1 and #4 expiring 12/31/2010
 - b. Commission positions #2 and #3 expiring 12/21/2008
 - c. Citizen at-large position #1 expiring 12/31/2007
 - d. Citizen at-large position #2 expiring 12/31/2008
 - e. Citizen at large position #3 expiring 12/31/2009
 - f. METRO Councilor position expiring 12/21/2010
- D. Prior to expiration, the Mayor shall appoint or reappoint members for the following term. Each subsequent term will be four (4) years.

3: SECRETARY; MEETINGS; QUORUM; STAFF:

The committee shall have a secretary who is a City staff member and is not a member of the Committee. Such secretary shall keep an accurate record of the proceedings of the Committee. Copies of all meeting minutes, correspondence and recommendations shall be provided to the Oregon City-Metro Enhancement Committee through the City Manager. The Committee shall hold a formal grant review meeting once a year. This date will be determined by the chair and City staff. Special meetings can be called, as may be needed, by the Chairperson. A quorum of any meeting shall consist of not less than four (4) members. The City Manager shall serve as advisor and the Finance Director shall serve as financial advisor to the Committee.

4: RULES:

The Committee shall establish and adopt its own rules of procedure consistent with the laws of the State of Oregon and the Ordinances of the City of Oregon City.

5: POWERS; FUNCTIONS; DUTIES:

- A. The Committee shall recommend the boundary of the area eligible for rehabilitation and enhancement.
- B. The Committee shall recommend plans, projects and programs for rehabilitation and enhancement within the eligible boundary. Such recommendations can be made at anytime, but shall at least be submitted annually to coincide with the City's budget process. Eligible projects include Planning, Engineering, Architectural and Marketing Services; sign, lighting and landscape construction; equipment acquisition; Public Works improvements, property acquisition, building construction, reconstruction or demolition; and other activities that are consistent with the Committee's purpose.
- C. The Committee shall not have budget or authority to make any expenditure on behalf of the City, or to obligate the City for payment of any sums of money, unless the City Commission has previously authorized such expenditure.
- D. The Committee shall have the power and authority to seek advice or testimony from any appropriate agency or individual to their purpose.
- ~~E. The City Commission shall have sole authority to approve, reject or modify any recommendation and to appropriate funding.~~

Metro Enhancement Grant Funding History

| Applicant | Grant Year | Project |
|---|---|--|
| Arts Action Alliance Foundation | 2007-08 | Art Work Plan |
| Bailey Estate HOA | 2011-12 | Park Improvements |
| Canemah NA | 2003-04 2001-02 2005-06 | Canemah Park Canemah Park Shelter Canemah Park Fence |
| Children's Center of Clackamas County | 2003-04 2002-03 | Renovation & Establishment Facility Renovation |
| Clackamas Community College | 2004-05 | ELC Site Master Plan |
| Clackamas County Friends of Extension/OC Farmers Market | 2007-08 2006-07 2005-06 | Farmers Market Farmers Market Farmers Market |
| Clackamas County Historical Society | 2012-13 2011-12 2002-03 | Stevens-Crawford Phase 2 Stevens-Crawford Phase 1 Sound System |
| Clackamas County Soil & Water Conservation District | 2003-04 | Formation of Watershed Council |
| Clackamas Heritage Partners | 2008-09 2007-08 2006-07 2005-06 2004-05 | Stevens Crawford Museums Restoration & Repair Marketing Historic OC Formation of Development Dept Development Director |
| Code Enforcement | 2011-12 2010-11 2009-10 2008-09 2007-08 | Clean Up Clean Up Clean Up Clean Up Clean up |
| Dan Tooze | 2002-03 | Pond Restoration |
| Downtown Business Coalition | 2011-12 2008-09 2007-08 | Clean Sweep Flower Baskets Flower Baskets |
| Earth Crusaders | 2001-02 2006-07 2005-06 2004-05 2003-04 | Museum & Attraction Crew Clean Up Clean Up Clean up Clean up |
| Earth Crusaders/OC School District | 2012-13 | Downtown Heritage Enhancements |
| Eastham Community Center | 2007-08 2006-07 2001-02 | Playground Renovation Playground Renovation Community Garden |

Metro Enhancement Grant Funding History

| Applicant | Grant Year | Project |
|---------------------------------------|------------|-----------------------------------|
| Environmental Learning Center | 2001-02 | Newell Creek Restoraton |
| Friends of OC Library | 2004-05 | Exterior Improvements |
| Friends of the Mt. View Cemetery | 2001-02 | Fence |
| Gabrielle & Thomas Chaves | 2008-09 | Bus Bench & Wall |
| Gaffney Lane NA | 2002-03 | Compost Bins |
| Greater Oregon City Watershed Council | 2012-13 | Newell Creek Enhancement |
| | 2010-11 | Abernethy Creek Phase 3 |
| | 2007-08 | Tooze Pond Repair |
| | 2007-08 | Abernethy Creek Phase 2 |
| | 2006-07 | Abernethy Creek Phase 1 |
| Hillendale NA | 2002-03 | Park Restroom & Picnic Shelter |
| Housing Authority of Clackamas County | 2003-04 | Beautificaton & Education Project |
| | 2001-02 | Neighborhood Signs & Clean up |
| Kangas Murals | 2007-08 | Antique Mall Mural |
| Main Street Oregon City | 2012-13 | In a Whole New Light |
| | 2011-12 | Walk This Way Art |
| | 2009-10 | Buildings, Baskets & Banners |
| McLoughlin NA | 2002-03 | Carnegie Signage |
| | 2001-02 | Flower Baskets |
| MNA, CNA and Downtown Business Assoc. | 2004-05 | Flower Baskets |
| | 2003-04 | Flower Baskets |
| OC 150 Task Force | 2008-09 | State 150th Birthday |
| OC Historic Review Board | 2009-10 | 50/50 Match Grant Program |
| | 2008-09 | 50/50 Match Grant Program |
| OC Mural Society | 2004-05 | Framing Murals |
| | 2002-03 | Blue Heron Mural |
| OC Optimist Club | 2003-04 | Pioneer Family Festival |
| | 2002-03 | Pioneer Family Festival |
| Oregon City Parks & Rec/PRAC | 2008-09 | Fireworks |
| | 2007-08 | Fireworks |
| | 2006-07 | Fireworks |
| | 2005-06 | Fireworks |
| | 2004-05 | Install Light Pole Banners |
| | 2003-04 | Carnegie/Library Park |
| | 2003-04 | 4th of July |
| | 2002-03 | 4th of July |
| | 2002-03 | Indoor Playground |

Metro Enhancement Grant Funding History

| Applicant | Grant Year | Project |
|--|------------|----------------------------------|
| OC Tateshina Sister City Committee | 2004-05 | 30th Anniv. Activities |
| | 2002-03 | Peace Garden |
| Oregon City Farmers Market | 2012-13 | Downtown Market |
| | 2011-12 | Downtown Market |
| | 2010-11 | Downtown Market |
| Oregon City HS Construction Class | 2012-13 | Clackamette/Wesley Lynn |
| | 2011-12 | Wesley Lynn/Chapin Dugouts |
| | 2010-11 | Wesley Lynn Restroom Bldg. |
| | 2009-10 | Wesley Lynn Phase 2 |
| | 2008-09 | Wesley Lynn Phase 1 |
| | 2007-08 | Wesley Lynn Path |
| Oregon City Swim Team | 2012-13 | Display Board |
| Oregon Trail Foundation | 2003-04 | Signage & Landscaping |
| | 2002-03 | Bound for Oregon Exhibit |
| | 2001-02 | Regional Visitor Center |
| Parents of Murdered Children | 2012-13 | Memorial Garden |
| | 2009-10 | Memorial Garden |
| Park Place NA | 2006-07 | Interpretive Signs |
| | 2005-06 | Neighborhood Entrance Signs |
| | 2003-04 | Park Lighting |
| | 2002-03 | Hiram Straight Cemetery Clean up |
| Phil & Vicki Yates | 2009-10 | Singer Hill Demo Garden |
| Public Works/Main Street OC | 2010-11 | Flower Baskets |
| Public Works/McLoughlin NA | 2010-11 | Flower Baskets |
| Research Foundation for Education Excellence | 2011-12 | Water Board Park |
| Rivercrest NA | 2005-06 | Park Improvements-Courts & Pool |
| | 2001-02 | Park Playground Equipment |
| Rivershore Hotel | 2002-03 | Waterfront Beautificaton |
| Rotary Club of Oregon City | 2010-11 | Singer Falls Art |
| | 2005-06 | Eel Fest |
| Social Services of Clackamas County | 2009-10 | Community Garden |
| | 2007-08 | Neighborhood Enhancement |
| | 2006-07 | Community Improvements |
| | 2004-05 | Clackamas Heights Beautification |
| | 2004-05 | OC View Manor Beautificaton |
| We Love Clean Rivers | 2012-13 | Art Sculpture |

Metro Enhancement Grant Funding History

Willamette Falls Heritage Area Coalition

2012-13

Heritage Tour

Metro Enhancement Grant Funding History

Amt. Received

\$18,650.00

\$10,000.00

\$2,150.00

\$21,000.00

\$8,707.00

\$31,857.00

\$7,500.00

\$10,000.00

\$17,500.00

\$25,000.00

\$4,500.00

\$10,400.00

\$8,950.00

\$23,850.00

\$10,000.00

\$25,000.00

\$14,000.00

\$49,000.00

\$10,000.00

\$9,730.00

\$13,000.00

\$17,300.00

\$10,000.00

\$25,000.00

\$75,030.00

\$12,100.00

\$10,000.00

\$11,000.00

\$23,700.00

\$25,000.00

\$81,800.00

\$7,800.00

\$3,000.00

\$6,641.25

\$7,000.00

\$16,641.25

\$8,500.00

\$24,500.00

\$25,000.00

\$28,372.00

\$40,000.00

\$126,372.00

\$8,825.00

\$5,000.00

\$25,000.00

\$6,389.00

\$36,389.00

Metro Enhancement Grant Funding History

| Amt. Received |
|----------------------|
| \$54,028.00 |
| \$1,450.00 |
| \$40,335.00 |
| \$4,500.00 |
| \$625.00 |
| \$20,000.00 |
| \$6,000.00 |
| \$3,500.00 |
| \$14,285.00 |
| \$6,650.00 |
| \$50,435.00 |
| \$10,000.00 |
| \$1,883.00 |
| \$1,168.00 |
| \$3,051.00 |
| \$4,680.00 |
| \$10,000.00 |
| \$14,000.00 |
| \$16,508.00 |
| \$40,508.00 |
| \$3,000.00 |
| \$11,500.00 |
| \$14,500.00 |
| \$8,884.00 |
| \$14,750.00 |
| \$23,634.00 |
| \$22,060.00 |
| \$10,000.00 |
| \$10,000.00 |
| \$20,000.00 |
| \$6,610.00 |
| \$5,000.00 |
| \$11,610.00 |
| \$3,207.00 |
| \$3,000.00 |
| \$6,207.00 |
| \$9,500.00 |
| \$9,500.00 |
| \$6,500.00 |
| \$13,000.00 |
| \$6,077.00 |
| \$10,150.00 |
| \$5,345.00 |
| \$4,605.00 |
| \$3,000.00 |

Metro Enhancement Grant Funding History

\$67,677.00

Amt. Received

\$1,545.00

\$4,925.00

\$6,470.00

\$10,000.00

\$13,250.00

\$6,000.00

\$29,250.00

\$15,000.00

\$14,000.00

\$24,770.00

\$22,500.00

\$24,500.00

\$20,000.00

\$120,770.00

\$17,510.00

\$14,080.00

\$5,000.00

\$65,000.00

\$84,080.00

\$15,000.00

\$16,000.00

\$31,000.00

\$12,000.00

\$6,300.00

\$14,392.00

\$1,120.00

\$33,812.00

\$22,500.00

\$15,950.00

\$8,832.00

\$24,782.00

\$8,000.00

\$23,074.00

\$28,800.00

\$51,874.00

\$9,475.00

\$25,000.00

\$4,800.00

\$29,800.00

\$8,250.00

\$1,210.00

\$2,790.00

\$723.00

\$2,288.00

\$15,261.00

\$10,000.00

Metro Enhancement Grant Funding History

\$12,000.00



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 12-160

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 5a.

From: Finance Director Wyatt Parno

File Type: Report

SUBJECT:

OCCIT Ranking Form

OREGON CITY CIVIC IMPROVEMENT TRUST
Ranking Form

Organization: _____

Project Name: _____

Grant #: _____

Reviewed By: _____

Criteria for Evaluation

1. Project promotes tourism.
2. Project has potential for bringing visitors to the community.
3. Project will benefit Oregon City.
4. Project creates or enhances partnerships in the community.

Rank grant from 5 to 1, with 5 meaning very strong

Total Score _____

In the original Declaration of Trust establishing the OCCIT, the purposes of the trust are stated to be (but not limited to) expenditures for projects in the following areas:

- Acquisition of and improvement to parks and open space.
- Senior Center facilities and activities.
- Recreational facilities, including swimming pools and athletic facilities.
- Increasing the significance of the historical heritage of the city.
- Environmental improvements such as beautification and cleanup campaigns and the planting of trees and shrubs.
- Cultural activities such as lectures, concerts, art shows, and educational series.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 12-161

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 5b.

From: Finance Director Wyatt Parno

File Type: Report

SUBJECT:

Oregon City Metro Enhancement Grant Ranking

Oregon City - Metro Enhancement Program Ranking Form

Organization/Proposed Idea: _____

Project Title: _____

Grant #: _____

Committee Member: _____

Metro Enhancement Goals:

_____ Increase the attractiveness or market value of residential, commercial or industrial areas.

_____ Enhance new or existing wildlife, riparian, wetlands, forests or river areas.

_____ Preserve or increase recreational areas and programs within the City.

_____ Improve safety within the City.

_____ Result in significant improvement in the cleanliness of the City.

_____ Increase recycling efforts or provide a reduction in solid waste.

_____ Increase employment or economic opportunities for City residents.

_____ Provide work or training opportunities to benefit youth, seniors and low-income residents.

_____ Enhance art and culture within the City.

- Rank grant from 5 to 1, with 5 meaning very strong

Score: _____



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Agenda Oregon City Civic Improvement Trust

Wednesday, October 10, 2012

5:30 PM

Pioneer Community Center, 615 5th St.

Joint Work Session of Oregon City Civic Improvement Trust and Metro Enhancement Committee

1. **Call to Order and Roll Call**
2. **Approval of the Minutes**
 - 2a. [12-152](#) Approval of the minutes from April 2, 2012 Oregon City Civic Improvement Trust
Staff: Finance Director Wyatt Parno
Attachments: [Minutes](#)
 - 2b. [12-156](#) Oregon City Metro Enhancement Committee Minutes of May 29, 2012
Staff: Finance Director Wyatt Parno
Attachments: [OC Metro Enhancement Minutes](#)
3. **Grant Timeline Information**
 - 3a. [12-157](#) Timeline for 2013-14 OCCIT & Metro Enhancement Grants
Staff: Finance Director Wyatt Parno
Attachments: [Grant Programs Timeline for 2013-14](#)
4. **Grant Funding Criteria Discussion**
 - 4a. [12-158](#) Oregon City Civic Improvement Trust Funding Criteria Discussion Items
Staff: Finance Director Wyatt Parno
Attachments: [OCCIT 12-13 Grant Information](#)
[OCCIT 12-13 Grant Application](#)
[OCCIT Trust Papers](#)
[Chapter 3.04 -TRANSIENT ROOM TAX](#)
[OCCIT Funding History](#)

4b. [12-159](#) Oregon City Metro Enhancement Grant Funding Criteria Discussion
Items

Staff: Finance Director Wyatt Parno

Attachments: [MEC 12-13 Grant Information](#)
[MEC 12-13 Grant Application](#)
[MEC 12-13 IGA and By-Laws](#)
[Metro Enhancement Funding History](#)

5. **Grant Ranking Discussion**

5a. [12-160](#) OCCIT Ranking Form

Staff: Finance Director Wyatt Parno

Attachments: [OCCIT Ranking Form](#)

5b. [12-161](#) Oregon City Metro Enhancement Grant Ranking

Staff: Finance Director Wyatt Parno

Attachments: [MEC 12-13 Ranking Form](#)

6. **OCCIT Discussion and Action (if needed)**

7. **Oregon City - Metro Discussion and Action (if needed)**

8. **Adjourn**

*Agenda Posted at City Hall, Pioneer Community Center, Library, and City Web site
(oregon-city.legistar.com).*

*Video Streaming: The meeting is being video-recorded and will be available on Oregon
City's Web site at www.orcity.org following the meeting.*

*ADA: The Pioneer Center is wheelchair accessible with entry ramps and handicapped
parking located on the east side of the building. Disabled 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.*



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 12-152

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 2a.

From: Finance Director Wyatt Parno

File Type: Minutes

Approval of the minutes from April 2, 2012 Oregon City Civic Improvement Trust

DRAFT

Oregon City Civic Improvement Trust Minutes for April 2, 2012

Mayor Doug Neeley, Chair of the OCCIT called the meeting to order at 5:30 pm. Introductions were made, roll was called and a quorum was established.

Attendance:

Present: Jaime McKenzie, William Gifford, Commissioner Betty Mumm, Mayor Doug Neeley, Commissioner Carol Pauli, Anthony Moore, Commissioner Rocky Smith, Wendell Baskins and Commissioner Kathy Roth

Staff: David Wimmer and Michele Beneville

Others: 18

Approval of Minutes:

The minutes from March 30, 2011 were presented for approval. A motion was made by William Gifford to approve the minutes as presented, Betty Mumm seconded. There was unanimous approval of minutes.

Conflicts of Interest:

The mayor explained two kinds of conflict of interest: a) receives compensation; b) an individual sits on a board with interest. Trustees declared any direct or indirect conflicts of interest:

- Doug Neeley—Board member of the McLoughlin Memorial Association, board member on Main St. Oregon City and a business member of the Oregon City Chamber of Commerce.
- Wendell Baskins—Board Member of the McLoughlin Memorial Association and member Rose Farm management committee.
- Rocky Smith—coordinator of the Pioneer Family Festival, which runs in conjunction with the Teddy Bear Parade.
- William Gifford—multiple committee member of the Oregon City Chamber of Commerce and the land-use of Hillendale Neighborhood Association.

Financial Update:

Funding Forecast by David Wimmer—additional \$7,000 will be available over above the \$45,000 advertised. Last year there was a request for extension and that project will not go forth. This fund is from the hotel/motel tax of 4% and we have one hotel, the Rivershore Hotel, which brings in about \$47,000 to \$49,000

per year and another couple thousand dollars from the RV Park at Clackamette Park, for a total of \$51,000 to \$53,000 per year. In 2007, this fund had about \$77,000 available but each year we've been consistently spending more than what has been coming in. If you choose to fund all the grants you would end up with about \$1,000 to \$2,000 at the end of the year. A question about the Regional Visitor Center funding of \$5,000 was brought up. Since 2004-05 the OCCIT has provided \$5,000 a year to the center and 2013-14 will be the final payment.

Discussion Items:

Exit Report Template—reviewed the draft template as submitted and received committee consensus to put this into use beginning with this 2012-13 grant cycle.

Discuss and Review Grants:

Each committee member submitted their ranking score prior to the meeting and projects were ranked and sorted as follows:

| # | Grantee | Requests | Jaime | William | Anthony | Wendell | Kathy | Rocky | Carol | Betty | Doug | Avg |
|---|---|-----------------|-------|---------|---------|---------|-------|-------|-------|-------|------|------|
| 4 | OC Chamber of Commerce | \$7,000 | 5 | 5 | 4 | 3 | 5 | 5 | 5 | 5 | 5 | 4.67 |
| 2 | Main St Oregon City | \$9,275 | 5 | 4 | 5 | 3 | 5 | 5 | 5 | 4 | 5 | 4.56 |
| 8 | Trick 'n Racy Car Club | \$7,500 | 5 | 5 | 4 | 3 | 5 | 4 | 5 | 4 | 4 | 4.33 |
| 1 | Clackamas Heritage Partners | \$5,150 | 2 | 4.5 | 2 | 5 | 4 | 4 | 5 | 5 | 5 | 4.06 |
| 7 | Praxis Institute for Nonviolent Solutions | \$1,850 | 4 | 4 | 2 | 3 | 5 | 4 | 5 | 5 | 4.5 | 4.06 |
| 3 | McLoughlin Memorial Association | \$2,220 | 2 | 3 | 5 | 4 | 4 | 4.5 | 4 | 5 | 4 | 3.94 |
| 6 | OC Rotary Club Foundation | \$20,000 | 3 | 2.5 | 3 | 4 | 4 | 3.5 | 4 | 3 | 5 | 3.56 |
| 5 | OC Parks and Recreation | \$3,250 | 3 | 3.5 | 2 | 3 | 5 | 3 | 3 | 4 | 4 | 3.39 |
| | Totals | \$56,245 | | | | | | | | | | |

Determine Grant Award Allocations:

Grant applications were discussed and applicants answered questions of the committee. A representative from each grant application was present to answer questions.

Final Grant Award Allocations:

Following the question & answer period and discussion of the grants the tentative award amounts for each grant were added in the spreadsheet below:

| # | Grantee | Requests | Jaime | William | Anthony | Wendell | Kathy | Rocky | Carol | Betty | Doug | Avg | Running Total | Tentative Award | % Allocated |
|---|---|-----------------|-------|---------|---------|---------|-------|-------|-------|-------|------|------|-----------------|-----------------|-------------|
| 4 | OC Chamber of Commerce | \$7,000 | 5 | 5 | 4 | 3 | 5 | 5 | 5 | 5 | 5 | 4.67 | \$7,000 | \$7,000 | 100% |
| 2 | Main St Oregon City | \$9,275 | 5 | 4 | 5 | 3 | 5 | 5 | 5 | 4 | 5 | 4.56 | \$16,275 | \$9,275 | 100% |
| 8 | Trick 'n Racy Car Club | \$7,500 | 5 | 5 | 4 | 3 | 5 | 4 | 5 | 4 | 4 | 4.33 | \$23,775 | \$7,500 | 100% |
| 1 | Clackamas Heritage Partners | \$5,150 | 2 | 4.5 | 2 | 5 | 4 | 4 | 5 | 5 | 5 | 4.06 | \$28,925 | \$5,150 | 100% |
| 7 | Praxis Institute for Nonviolent Solutions | \$1,850 | 4 | 4 | 2 | 3 | 5 | 4 | 5 | 5 | 4.5 | 4.06 | \$30,775 | \$1,850 | 100% |
| 3 | McLoughlin Memorial Association | \$2,220 | 2 | 3 | 5 | 4 | 4 | 4.5 | 4 | 5 | 4 | 3.94 | \$32,995 | \$2,220 | 100% |
| 6 | OC Rotary Club Foundation | \$20,000 | 3 | 2.5 | 3 | 4 | 4 | 3.5 | 4 | 3 | 5 | 3.56 | \$49,995 | \$17,000 | 85% |
| 5 | OC Parks and Recreation | \$3,250 | 3 | 3.5 | 2 | 3 | 5 | 3 | 3 | 4 | 4 | 3.39 | \$52,245 | \$2,250 | 69% |
| | Totals | \$56,245 | | | | | | | | | | | | | |

A motion was made by William Gifford to fund the first six grants in full, but reduce the OC Rotary Club Foundation and OC Parks and Recreation by \$2,000; the motion was seconded by Betty Mumm. Discussion occurred and William Gifford amended his original motion to fund OC Rotary Club Foundation at \$17,000 and OC Parks and Recreation at \$2,250; Betty Mumm seconded. The total amount funded would be \$52,245. Wendell Baskins explained his decision to not support the amendment as put forth. The vote was as follows:

- Kathy Roth—No
- Carol Pauli—Yes
- William Gifford—Yes
- Betty Mumm—Yes
- Anthony Moore—No
- Rocky Smith—Yes
- Wendell Baskins—No
- Jaime McKenzie—Yes
- Doug Neeley—Yes

Motion passes with six (6) yes votes and three (3) no votes.

Next Meeting Dates:

The next grant award meeting date will be in either the third week of March 2013 or first week of April 2013 and be set by staff. Notification will be sent to committee members via email. The committee requests a mid-year meeting to review the procedural aspects of the ranking process, either in September or October. Potential meeting dates will be sent out the end of July 2013.

Meeting was adjourned at 7:12 p.m.

Written Minutes Respectfully Submitted by Michele Beneville

Video of the meeting can be found at http://oregon-city.granicus.com/MediaPlayer.php?view_id=6&clip_id=800



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 12-156

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 2b.

From: Finance Director Wyatt Parno

File Type: Minutes

Oregon City Metro Enhancement Committee Minutes of May 29, 2012

DRAFT

Oregon City – Metro Enhancement Program Minutes for May 29, 2012

Mayor Neeley called the meeting to order at 5:30 p.m.

Attendance

Present: Lesley Woods, Phoebe O’Leary, Anthony Moore, Commissioner Carol Pauli, Mayor Doug Neeley, Metro Councilor Carlotta Collette, City Commissioner Betty Mumm, City Commissioner Rocky Smith and City Commissioner Kathy Roth. A quorum was established.

Absent: None

In Attendance: 36 others

Approval of Minutes

- a. Betty Mumm moved to approve the May 24, 2011 minutes.
- b. Seconded by Carlotta Collette.
- c. Approved 9-0.

Comments from the Mayor

The mayor explained two kinds of conflict of interest: a. receives compensation; b. an individual sits on a board with interest. Declared conflicts of interest included:

- a. Doug Neeley—member Clackamas Historical Society; on the executive board of Greater OC Watershed Council; member of McLoughlin NA; and alternate city representative to Willamette Falls Heritage Area Coalition.
- b. Carlotta Collette—councilor for METRO, which has partnerships with Greater OC Watershed Council and Main Street Oregon City.
- c. Carol Pauli—city representative for Main Street Oregon City.
- d. Rocky Smith—employee of Oregon City School District, an employee at OCHS but no direct contact/supervision of Construction Class or JROTC; member of McLoughlin NA.
- e. Kathy Roth—board member for OC Library Board; member of McLoughlin NA.

Financial Report

David Wimmer, Finance Director, the fund has been netting about \$75,000 per year which is trending down because of less refuse and more recycling. Prior to Mr. Wimmer coming to Oregon City as finance director, a predecessor calculated the taxes that were lost as a result of the transfer station being in Oregon City, and that figure was \$48,000 per year which was transferred to the general fund. This year Mr. Wimmer recalculated that amount to be \$27,000 per year. This frees up an extra \$21,000 per year, which brings the amount netted each

year up to about \$90,000 to \$95,000 per year. Additionally, the fund balance has been going down because the Committee over awarding published amounts each year.

Discussion Items

- a) Reviewed the letters submitted by withdrawal of funding for 1) 2011-12 Metro grant awarded to Main Street Oregon City/Earth Crusaders for \$10,500; and 2) 2005-06 Metro grant awarded to Natural Resources Committee Tree sub-committee for \$7,835.

There was a motion by Betty Mumm, seconded by Carlotta Collette to make this additional \$18,335 available for funding this grant cycle, which would bring the total available to grant to \$128,335. Motion passed unanimously.

- b) Reviewed the in-house application transmittal. This was used on a trial basis this grant cycle and no comments were received staff reviewers.

A motion was made by Betty Mumm, seconded by Carol Pauli to fully implement the staff review process of grant applications. Motion passed unanimously.

Discuss and Review Grants

Each committee member submitted their rankings for each of the projects prior to the meeting. The spreadsheet of rankings was presented at this time. The projects were then sorted from the highest to the lowest ranked projects and provided a starting point for general discussion about each grant request.

The committee then asked questions of specific projects and further discussion followed. After questions and discussion, Rocky Smith changed his ranking of Willamette Falls Heritage Area Coalition from 2 to 3. No other ranking changes were made. The final rankings were presented as follows:

Table 1:

| # | Grantee | Request | Anthony | Carol | Betty | Carlotta | Phoebe | Kathy | Lesley | Doug | Rocky | Avg. |
|----|--|----------|---------|-------|-------|----------|--------|-------|--------|------|-------|------|
| 9 | OC Farmers Market | \$11,418 | 4 | 5 | 3 | 5 | 5 | 4 | 5 | 5 | 4.5 | 4.50 |
| 10 | OCHS Construction Class | \$18,352 | 3 | 3 | 5 | 5 | 4 | 5 | 5 | 5 | 5 | 4.44 |
| 3 | Earth Crusaders /OCSD | \$9,825 | 5 | 4 | 5 | 4 | 4 | 3 | 5 | 3 | 5 | 4.22 |
| 14 | Parents of Murdered Children | \$15,000 | 2 | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4.11 |
| 4 | Greater OC Watershed Council | \$24,050 | 4 | 5 | 3 | 4 | 5 | 1 | 4 | 5 | 5 | 4.00 |
| 16 | Willamette Falls Heritage Area Coalition | \$15,000 | 4 | 5 | 3 | 5 | 5 | 3 | 4 | 4 | 3 | 4.00 |

| | | | | | | | | | | | | |
|----|-------------------------------------|------------------|---|---|---|---|---|---|---|---|-----|------|
| 2 | Clackamas County Historical Society | \$10,000 | 4 | 5 | 5 | 4 | 4 | 3 | 4 | 4 | 2.5 | 3.94 |
| 6 | Main Street Oregon City | \$15,000 | 5 | 3 | 5 | 4 | 4 | 5 | 4 | 4 | 1 | 3.89 |
| 8 | OC Code Enforcement | \$7,000 | 2 | 5 | 4 | 2 | 3 | 2 | 5 | 5 | 4 | 3.56 |
| 15 | We Love Clean Rivers | \$20,000 | 1 | 3 | 4 | 5 | 5 | 3 | 3 | 3 | 4 | 3.44 |
| 13 | OC Swim Team | \$25,000 | 2 | 5 | 3 | 3 | 4 | 4 | 3 | 3 | 1.5 | 3.17 |
| 5 | John McLoughlin Elementary PTSO | \$25,000 | 3 | 4 | 2 | 2 | 3 | 4 | 4 | 4 | 2 | 3.11 |
| 11 | OC Library Foundation | \$2,100 | 3 | 5 | 3 | 2 | 3 | 5 | 4 | 1 | 1 | 3.00 |
| 1 | Clackamas County Dog Services | \$18,350 | 5 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 2.89 |
| 12 | OC Lions Club | \$8,500 | 4 | 3 | 2 | 3 | 2 | 1 | 5 | 2 | 3.5 | 2.83 |
| 7 | McLoughlin Neighborhood Association | \$13,400 | 2 | 5 | 2 | 3 | 3 | 1 | 3 | 3 | 1.5 | 2.61 |
| | Totals | \$237,995 | | | | | | | | | | |

Grant Award Allocations Determined

Based on the Table 2 below a motion was made by Kathy Roth to approve the projects above the red line, highlighted in yellow—from OC Farmers Market thru OC Swim Team, except OC Code Enforcement—based on the amount in the Award column, for a total of \$128,335. The motion was seconded by Rocky Smith. Motion passed unanimously.

Table 2:

| # | Grantee | Request | Anthony | Carol | Betty | Carlotta | Phoebe | Kathy | Lesley | Doug | Rocky | Avg. | Running Total | Award |
|----|------------------------------|----------|---------|-------|-------|----------|--------|-------|--------|------|-------|------|---------------|----------|
| 9 | OC Farmers Market | \$11,418 | 4 | 5 | 3 | 5 | 5 | 4 | 5 | 5 | 4.5 | 4.50 | \$10,000 | \$10,000 |
| 10 | OCHS Construction Class | \$18,352 | 3 | 3 | 5 | 5 | 4 | 5 | 5 | 5 | 5 | 4.44 | \$25,000 | \$15,000 |
| 3 | Earth Crusaders /OCSD | \$9,825 | 5 | 4 | 5 | 4 | 4 | 3 | 5 | 3 | 5 | 4.22 | \$33,825 | \$8,825 |
| 14 | Parents of Murdered Children | \$15,000 | 2 | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4.11 | \$48,825 | \$15,000 |
| 4 | Greater OC Watershed Council | \$24,050 | 4 | 5 | 3 | 4 | 5 | 1 | 4 | 5 | 5 | 4.00 | \$68,825 | \$20,000 |

| | | | | | | | | | | | | | | |
|----|--|------------------|---|---|---|---|---|---|---|---|-----|------|-----------|----------|
| 16 | Willamette Falls Heritage Area Coalition | \$15,000 | 4 | 5 | 3 | 5 | 5 | 3 | 4 | 4 | 3 | 4.00 | \$80,825 | \$12,000 |
| 2 | Clackamas County Historical Society | \$10,000 | 4 | 5 | 5 | 4 | 4 | 3 | 4 | 4 | 2.5 | 3.94 | \$90,825 | \$10,000 |
| 6 | Main Street Oregon City | \$15,000 | 5 | 3 | 5 | 4 | 4 | 5 | 4 | 4 | 1 | 3.89 | \$100,825 | \$10,000 |
| 8 | OC Code Enforcement | \$7,000 | 2 | 5 | 4 | 2 | 3 | 2 | 5 | 5 | 4 | 3.56 | \$100,825 | \$0 |
| 15 | We Love Clean Rivers | \$20,000 | 1 | 3 | 4 | 5 | 5 | 3 | 3 | 3 | 4 | 3.44 | \$110,825 | \$10,000 |
| 13 | OC Swim Team | \$25,000 | 2 | 5 | 3 | 3 | 4 | 4 | 3 | 3 | 1.5 | 3.17 | \$128,335 | \$17,510 |
| 5 | John McLoughlin Elementary PTSO | \$25,000 | 3 | 4 | 2 | 2 | 3 | 4 | 4 | 4 | 2 | 3.11 | \$153,335 | \$25,000 |
| 11 | OC Library Foundation | \$2,100 | 3 | 5 | 3 | 2 | 3 | 5 | 4 | 1 | 1 | 3.00 | \$155,435 | \$2,100 |
| 1 | Clackamas County Dog Services | \$18,350 | 5 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 2.89 | \$173,785 | \$18,350 |
| 12 | OC Lions Club | \$8,500 | 4 | 3 | 2 | 3 | 2 | 1 | 5 | 2 | 3.5 | 2.83 | \$182,285 | \$8,500 |
| 7 | McLoughlin N.A. | \$13,400 | 2 | 5 | 2 | 3 | 3 | 1 | 3 | 3 | 1.5 | 2.61 | \$195,685 | \$13,400 |
| | Totals | \$237,995 | | | | | | | | | | | | |

Next Meeting Date

The committee will meet for a work session in October, 2012 to review program criteria, goals for funding and selection criteria.

The next grant award meeting date is to be determined for May, 2013.

Adjourn

Meeting adjourned at 7:41 p.m.

Respectfully Submitted by Michele Beneville

Meeting Video can be seen at:

http://oregon-city.granicus.com/MediaPlayer.php?view_id=6&clip_id=871



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 12-157

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 3a.

From: Finance Director Wyatt Parno

File Type: Report

SUBJECT:

Timeline for 2013-14 OCCIT & Metro Enhancement Grants

Grant Programs Timeline

(OCCIT dates are in [Blue](#), Metro Enhancement (OCMEC) dates are in [Red](#))

| | |
|--------------------------------------|--|
| October 10, 2012 | Joint Work Session |
| December 21, 2012 | Staff Determines grant amounts available and establishes meeting dates |
| January 25, 2013 | Press Releases to OC News and Oregonian for both Grant programs |
| January 21, 2013 | Applications and information available Online |
| February 1, 2013 | Press Release—OCCIT grant applications due date |
| March 1, 2013 | OCCIT applications due |
| April, 2013 (week 1) | OCCIT grant review meeting |
| April, 2013 | OCCIT Press release of grant recipients |
| April, 2013 | OCCIT agreements executed |
| April 19, 2013 | Press Release—OCMEC grant applications due date |
| May 1, 2013 | OCMEC applications due |
| May, 2013 (week 5) | OCMEC grant review meeting |
| June, 2013 | OCMEC press release of grant recipients |
| June, 2013 | OCMEC agreements executed |
| June – December, 2013 | Ongoing support for both Grant programs |
| December, 2013 | Staff Determines grant amounts available and establishes meeting dates for 2014-15 |



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 12-158

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 4a.

From: Finance Director Wyatt Parno

File Type: Report

SUBJECT:

Oregon City Civic Improvement Trust Funding Criteria Discussion Items



Oregon City Tourism Grant Application Information July 1, 2012 through June 30, 2013

The Oregon City Civic Improvement Trustees are soliciting proposals for projects that promote tourism in Oregon City. There is \$45,000 available for projects to be done April 1, 2012 through June 30, 2013. Please review this document for all pertinent grant information.

Purpose

The Oregon City Civic Improvement Trust (OCCIT) is a non-profit entity of the City of Oregon City, formed in 1982. By City ordinance, the hotel/motel tax is designated for tourism promotion.

Eligibility

- Only projects that promote tourism will be accepted.
- Project proposals are accepted from non-profit organizations such as a neighborhood association or charitable organization with a 501(C) (3) status under the Internal Revenue Code. Proposals will not be accepted from individuals or for profit businesses.
- One-time events will be considered if the visibility created, the impact on the community, and the visitation projects are strong.
 - Tourism is the business of traveler's hospitality. Visitors come to places to enjoy attractions, museums, heritage sites, recreation, shopping, dining, and entertainment. Tourism also includes the business traveler working outside of regular employment. A traveler is often defined as one who travels at least 50 miles from home. The highest value travelers are overnight and repeat visitors. Visitor destinations are those that have experiences that can create overnight visitations.
- Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.

Application Specifics

Applications for the 2012-13 grant cycle must be received no later than Friday, March 2, 2012 at 5:00 p.m. Applications submitted after the 5:00 p.m. deadline will not be accepted. Some proposals may require liability insurance.

An electronic copy of the application can be downloaded from the City of Oregon City website (www.oregoncity.org) or call Michele Beneville at 503-496-1542 for a hard-copy application.

Submit the original cover letter and application, along with an additional twelve (12) double-sided copies of the cover letter and application. Applications submitted without additional copies will be deemed incomplete.

Please try to limit your typed responses to the space provided on the application. Your packet should be hand-delivered or mailed to: The Oregon City Civic Improvement Trust Tourism Grant, c/o Michele Beneville, 625 Center Street, Oregon City, OR 97045.

The Oregon City Civic Improvement Trustees will meet to review applications on Tuesday, April 3, 2012 at 5:30 p.m. in the City Hall Commission Chambers, 625 Center Street. Please have a representative present at this meeting to be able to answer any questions, provide project clarification or additional information the committee may have of the proposal.

Criteria

The project must meet the following criteria:

1. Projects will be funded only within the boundaries of the City of Oregon City.
2. Funding is for projects to be done April 1, 2012 through June 30, 2013.
3. Projects/programs may be funded in part or in full.
4. **Applicants must submit a letter of support from affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).**
5. **Any neighborhood and/or business association must submit a letter of support from the local affected government entity, i.e. City of Oregon City.**
6. **Any local government applicant must submit a letter of support from a private or non-profit partnership.**
7. **An applicant must submit approval from an affected property owner or jurisdiction.**
8. An applicant must submit project plans to applicable City Departments to determine if permits are needed, the cost of those permits and if the project meets the code requirements set forth by the City. Documentation should be included in the application packet.
9. A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.
10. Applicants must meet due dates for any additional information requested by staff in order for the application to be deemed complete.
11. The OCCIT shall provide an open public process for project/program review and recommendation.
12. The OCCIT fund shall not substitute for projects/programs funded by other sources.

Exit Report

In order to receive final payment for the awarded grant, and be considered for future OC Tourism grants, the project coordinator must submit a two-page Exit Report within thirty (30) days of completing the grant project. The exit report must include:

- A brief description of the project/program.
- A description of the accomplishments.
- A final budget.
- Measures of performance (i.e. number of people served, effect of the project/program on the City).
- Narrative stating how the funds were spent.
- Listing of additional sponsors of the project/program.
- Before and after photos of the project.
- Any promotional material samples (advertisements, flyers, posters, etc...). Please mention the OC-Metro Enhancement Grant as a project/program sponsor on all promotional materials.

Selection Process and Basic Contracting Information

- Staff will review all applications. Those that do not promote tourism will be eliminated. Proposals deemed incomplete will be given a due date to provide missing items. If the due date is not met, the proposal will be rejected.
- Selection of projects/programs to fund will be based on the ranking of applications and the applicants' demonstrated ability to successfully implement the proposed project/program.
- Trustee recommendations will be made and the slate of awards will be announced at the grant funding meeting.
- All applicants will be notified of the Trustee's final action.
- Funds for projects/programs will only be available from April 1, 2012 to June 30, 2013. A request for extension must be submitted by February 22, 2013.
- Successful applicants will be required to enter into an Agreement which outlines the responsibilities of both parties.
- Funds will be available upon signing the agreement.
- Applicants should note that liability insurance may be required.
- The applicant agrees to hold Oregon City Civic Improvement Trust harmless from the applicant's actions.
- Neither the City, nor OCCIT is responsible for any costs which applicant may incur in preparing this application or proposal.

**OCCIT Tourism Grant
Application for Funds
July 1, 2012 through June 30, 2013**

Before filling out this form, please read the OCCIT Grant Application Information for complete submittal instructions and to be sure that your proposal qualifies for funding. Applications must be received by 5:00 pm on Friday, March 2, 2012 to be considered for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required. Limit answers to the space provided.

Project Title _____

Organization _____

Is this a Non-Profit Organization? Yes _____ No _____

Non-Profit Federal tax exempt ID Number _____

Address _____

City, State, Zip _____

Project Coordinator _____ Phone _____

Email _____

Chairperson of Governing Board (If Applicable) _____

Phone _____

Signature _____

(The person authorized to represent the organization must sign the application with a digital signature or actual signature on a hard copy.)

*****Complete the budget sheet on page 7 first.
Column totals from that sheet will auto fill into this table*****

Grant Amount Requested: \$ _____

+Matching Funds (Cash): \$ _____

+In-Kind Matching Funds: \$ _____

= Total Cost of Project: \$ _____

1. Is this your first grant application to the Oregon City Civic Improvement Trust (OCCIT)?

Yes ____ No ____

2. Have you received an OCCIT grant in the last 3 years?

Yes ____ No ____

If yes, please describe the projects/programs for which you received funding.

3. If you received an OCCIT grant last year, what is the status of the project?

4. Will this grant funding request be used for the first phase of a project, with possible grant requests for future phases?

Yes ____ No ____

If yes, please explain.

5. Project Description: a detailed description of the proposed event or project.

6. Project Objective: How would this project help promote tourism in Oregon City? Who is the target audience?

7. Organization Description: a detailed description of your organization.

8. Project Personnel: List the primary people involved, their positions and qualifications. Briefly describe prior experience managing similar projects.

9. Project Timeline: Describe the timeline for the project. List anticipated project milestones and dates (e.g. volunteer meetings, public meetings, planning activities and event activities).

10. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

11. An exit report will be included as part of the OCCIT agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of tourists; number of people served; number of volunteers attracted, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

12. List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer hours use \$21.36 (the value of volunteer labor time as of 1/10/12, according to the Independent Sector and The Bureau of Labor Statistics).

| Item | Source of Support | Estimated Value (\$) |
|------|-------------------|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

13. List all grants applied for in support of this project and commitments confirmed to date.

14. What is the percentage of OC Tourism Grant funds to be used for personnel services or administrative costs? _____%

15. Will the administrator be a paid position? Yes _____ No _____

16. Proposed Budget—on the following page please complete the proposed budget. Modify line items as needed to reflect proposed expenses.

- Column A: Show grant monies needed for the program/project.
- Column B: Show cash matching funds.
- Column C: Show donations or in-kind volunteer labor (from question 12).
- Column D: Totals for each category.

Proposed Budget

| Suggested List (not inclusive) | (A) OC Tourism Grant Dollars | (B) Matching Funds (Cash) | (C) In-Kind Matching | (D) Total |
|--|---|--|---------------------------------|----------------------|
| Personnel Services (salaries, administration) | \$ | \$ | \$ | \$ |
| Project Administration costs (clerical, advertising, graphics, printing, postage) | \$ | \$ | \$ | \$ |
| Materials | \$ | \$ | \$ | \$ |
| Equipment/Supplies | \$ | \$ | \$ | \$ |
| Construction Costs | \$ | \$ | \$ | \$ |
| Event Costs | \$ | \$ | \$ | \$ |
| Transportation Costs | \$ | \$ | \$ | \$ |
| Insurance Costs (if needed) | \$ | \$ | \$ | \$ |
| Additional Expenses (list) | \$ | \$ | \$ | \$ |
| Totals | \$ | \$ | \$ | \$ |

July 15, 1982

COMMISSION REPORT

Page 1 of 1

TO THE HONORABLE MAYOR AND COMMISSIONERS

Subject: Oregon City Civic Improvement Trust

Report No. 82-95

Attached is a copy of a "Declaration of Trust" which would establish an "Oregon City Civic Improvement Trust" for the purpose of accepting property, either real or personal, by way of gift.

Oregon City, like all other cities, will be losing considerable funds in the form of Federal assistance to perform elective functions. By creating the "Oregon City Civic Improvement Trust", it is hoped the City can gain personal, as well as corporate, donations for continuation of human service projects and further economic development. The "Oregon City Civic Improvement Trust" would accept donations and channel the money into the following areas:

1. Acquisition of and improvement to parks and open space.
2. Senior Center facilities and activities.
3. Library improvements.
4. Recreational facilities, including swimming pools and athletic facilities.
5. Increasing the significance of the historical heritage of the City.
6. Environmental improvements such as beautification and cleanup campaigns and the planting of trees and shrubs.
7. Cultural activities such as lectures, concerts, art shows and educational series.

The purpose for creating a separate trust is to assure contributors that the monies will be used as designated without the intervention of the budget process. Likewise, the trust provides a way for public/private partnership in maintaining City services.

This information is being submitted to the City Commission for possible implementation. If the City Commission wishes to implement the "Oregon City Civic Improvement Trust", it is recommended that "seed" money in the amount of \$100 be deposited in the trust fund so that the trust can formally be established and trustee appointments made.

Gerald Pecinovsky
GERALD PECINOVSKY
General Manager

GP:jkm
Attach.

cc: Bob Smith, Street Superintendent
Lynn Todd, Senior Center Director
Roger McClurg, City Librarian
Les Pakulak, Recreation Director
Cathy Galbraith, Planning Director
William J. Ruddy, Finance Director

ISSUED BY THE GENERAL MANAGER

Approved
7-15-82

DECLARATION OF TRUST
Establishing The
OREGON CITY CIVIC IMPROVEMENT TRUST

THIS DECLARATION OF TRUST is made this 15 day of
July 1982, by OREGON CITY, a municipal corporation of the
State of Oregon, by its Board of Commissioners, who by executing
this Declaration of Trust have agreed to serve as Trustees and to
accept this Trust.

NOW THEREFORE IT IS HEREBY DECLARED:

All funds and property designated to be subject to the Trust
shall be known as the Trust Fund and shall be administered as herein
provided by the Trustees, who declare and agree that they have
received this day the sum of One Hundred -----
Dollars (\$ 100.00), and that they will hold, manage and dispose
of the Trust Fund and any additions to it, IN TRUST, for the uses
and subject to the terms and conditions as follows:

ARTICLE 1

NAME OF THE TRUST

This Trust shall be called the OREGON CITY CIVIC
IMPROVEMENT TRUST.

ARTICLE 2

RECEIPT OF TRUST PROPERTY

The Trustees shall receive and accept property, real or

personal, by way of gift, bequest or devise, from any person, firm, trust or corporation, and shall hold, administer and dispose of such property in accordance with the purposes of and pursuant to the provisions of this Declaration of Trust. However, no gift, bequest or devise of any such property shall be received and accepted if it is conditioned or limited in such manner as to require the disposition of its income or principal to any person or organization other than the beneficiaries specified in Article 3 of this Declaration of Trust, or for other than the purposes stated in Article 3 of this Declaration of Trust.

ARTICLE 3

TRUST PURPOSES

Section 3.1 General Purposes; Named Beneficiaries.

This Trust is intended to qualify as a tax-exempt entity of the City. To this end and subject to Section 3.3, this Trust is established and at all times shall be operated exclusively for the benefit, to perform the functions, or to carry out the purposes of the City of Oregon City.

Section 3.2 Limitations.

(a) The purposes of the Trust as set forth in Section 3.1 shall be limited to and shall include only expenditures for projects not normally included in the routine budgeted operations of the City in the nature of the following, though not specifically confined thereto:

- (1) Acquisition of and improvements to parks and open space.
- (2) Senior Center facilities and activities.
- (3) Library improvements.
- (4) Recreational facilities, including swimming pools and athletic facilities.
- (5) Increasing the significance of the historical heritage of the City.
- (6) Environmental improvements such as beautification and cleanup campaigns and the planting of trees and shrubs.
- (7) Cultural activities such as lectures, concerts, art shows and educational series.

The Trustees shall have absolute discretion to determine whether a particular expenditure meets the aforestated purposes. All expenditures shall be limited, however, to municipal purposes of the City of Oregon City.

(b) No part of the net earnings of this Trust shall inure or be payable to or for the benefit of any private shareholder or individual.

(c) No part of the activities of this Trust shall be the carrying on of propaganda or otherwise attempting to influence legislation.

(d) No part of the activities of this Trust shall be the participation or intervention (including the publishing or

distributing of statements) in any political campaign on behalf of any candidate for public office.

ARTICLE 4

DISTRIBUTION UPON TERMINATION

This Trust shall continue unless and until the Trustees terminate it and distribute all of the principal and income of the Trust Fund, which action may be taken by the Trustees in their sole discretion at any time.

ARTICLE 5

TRUSTEES' POWERS

Section 5.1 General Powers. In the administration of this Trust, the Trustees in addition to all powers conferred by law, shall have the power and authority necessary to carry out the purpose of this Trust and, without limiting the generality of the foregoing, shall have the following powers and authority:

(a) Investments. To invest and reinvest the principal and so much of the income of the Trust as is not needed for expenditures under Article 3, in such property, real or personal, and in such manner as they shall deem proper, and from time to time to change investments as they shall deem advisable; to invest in or retain any stocks, shares, bonds, notes, obligations, or real or personal property. No principal or income, however, shall be used for loans, directly or indirectly, to any Trustee or anyone else,

corporate or otherwise, who has at any time made a contribution to this Trust, nor to anyone else except on the basis of an adequate interest charge and with adequate security.

(b) Sale. To sell, lease or exchange any real or personal property at public auction or by private contract, for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertakings relating to the Trust property, as they consider advisable, whether or not such leases or contracts may extend beyond the duration of the Trust.

(c) Borrow Money. To borrow money for such periods, at such rates of interest and upon such terms as the Trustees consider advisable, and as security for such loans to mortgage or pledge any real or personal property of the Trust with or without power of sale, and to acquire or hold any real or personal property, subject to any mortgage or pledge on or of property acquired or held by this Trust.

(d) Execution of Instruments. To execute and deliver deeds, assignments, transfers, mortgages, pledges, leases, covenants, contracts, promissory notes, releases, and other instruments incident to any transaction in which they engage under this Trust.

(e) Owner of Securities. To vote, to give proxies, to participate in the reorganization, merger or consolidation of any concern, or in the sale, lease, disposition, or distribution of that concern's assets; to join with other security holders in acting through

a committee, a depository, voting trustees, or otherwise, and in this connection to delegate authority to such committee, depository or trustees and to deposit securities with them or transfer securities to them; to pay assessments levied on securities or to exercise subscription rights in respect of securities.

(f) Hold Trust Property. To hold Trust property with or without indication of fiduciary capacity, but only in the name of a registered nominee, provided the Trust property is at all times identified as such on the books of the Trust; to keep any or all of the Trust property or funds in any place or places as they deem advisable in the United States of America.

(g) Employ Agents. To employ a bank or trust company as custodian of any funds or securities and to delegate to it such powers as they deem appropriate; to employ clerks, accountants, investment counsel, investment agents, and to engage any other special services, and to pay the reasonable compensation and expenses of all such services.

Section 5.2 Fiduciary Capacity. The Trustees' powers are exercisable solely in a fiduciary capacity consistent with and in furtherance of the purposes of this Trust as specified in Article 3, and subject to the condition that no power or authority shall be exercised by the Trustees in any manner or for any purpose which may not be exercised by an organization which is tax exempt or by an organization donations to which are deductible from taxable income to the extent allowed by the provisions of the Internal

Revenue Code of 1954 or any future United States Internal Revenue law.

ARTICLE 6

ACCOUNTINGS OF TRUSTEES

The Trustees shall render an annual accounting of their transactions which shall be available to any citizen as a public record.

ARTICLE 7

TRUSTEE LIABILITY

No Trustee shall be responsible or liable for the acts or omissions of any other of the Trustees or any predecessor, or of a custodian, agent, depositary or counsel selected with reasonable care.

ARTICLE 8

TRUSTEE BOND AND COMPENSATION

Section 8.1 Compensation. No Trustee shall receive any compensation for acting as Trustee.

Section 8.2 Waiver of Bond. No Trustee shall be required to furnish any bond or surety for the faithful performance of his or her duties as Trustee.

ARTICLE 9

ADDITIONAL AND SUCCESSOR TRUSTEES

Section 9.1 Powers, Rights and Duties. The Board of Commissioners of Oregon City shall serve as the Trustees of this Trust. Four additional Trustees shall be appointed by the five Commissioner-Trustees to serve terms of varying lengths not to exceed four years subject to reappointment. Any succeeding or additional Trustee shall have the same powers, rights and duties and the same title to the Trust Fund jointly with the original or successor Trustees as if he or she had originally executed this Declaration of Trust.

Section 9.2 Definition of Trustees. In this Declaration of Trust and in any amendment to it, references to "Trustees" means the original, additional or successor Trustees for the time they are in office.

ARTICLE 10

ACTION BY TRUSTEES

Section 10.1 Designation of Chairman. The duly elected Mayor of Oregon City shall serve as the Chairman of the Board of Trustees of this Trust for a term co-extensive with his or her term of office.

Section 10.2 Meetings. A meeting of the Trustees may be called at any time by the Chairman or any three of the Trustees by giving at least ten days written notice to the other Trustees.

Section 10.3 Voting Requirements, Action Without A Meeting.

Concurrence of a majority of the Trustees present shall be required for action taken at a meeting but said majority must include at least three of the five Commissioner-Trustees. No action shall be taken at a meeting unless there are at least five Trustees physically present at the meeting. Any action which may be taken at a meeting of the Trustees may be taken without a meeting if a consent in writing setting forth the action so taken is signed by all the Trustees.

Section 10.4 Execution of Instruments. The name of the Trust may be used to designate the Trustees collectively and all instruments may be executed by them in such name upon the signature of the Chairman or other person that the Trustees may designate for that purpose.

ARTICLE 11

RELIANCE BY THIRD PARTIES

No person dealing with the Trustees need inquire concerning the validity of anything the Trustees purport to do. No one dealing with the Trustees need see to the application of anything paid or transferred to or upon the order of the Trustees. Every instrument executed by the Trustees, whether signed by all of them or in the manner set forth in Section 10.4, may be relied upon as to any facts set forth therein and shall be conclusive that:

(a) At the time of delivery of such instrument the Trust was in full force and effect and, except where there has been notice of an amendment, was in the form set forth in this Declaration of

Trust as of its effective date;

(b) Such instrument was executed in accordance with the terms and provisions of this Declaration of Trust; and

(c) The execution and delivery of the instrument was duly authorized.

ARTICLE 12

AMENDMENTS TO TRUST

Section 12.1 General Power. This Declaration of Trust may be amended by the Trustees at any time and to the extent that such amendment is deemed necessary or advisable by the Trustees, but may not alter the general purposes set forth in Article 3.

Section 12.2 Evidence of Amendment. All instruments amending this Declaration of Trust shall be noted upon or kept attached to the executed original of this Declaration of Trust held by the Trustees.

ARTICLE 13

GOVERNING LAW

This Declaration of Trust, the Trust and the Trust Fund shall be construed, regulated and administered under the laws of the State of Oregon.

IN WITNESS WHEREOF, the undersigned hereby execute this
Declaration of Trust this 15 day of July, 1982.

Joan M Cartales

Ronald D. Sh

D

J. L. Sh

Thomas J. Jones

Comprising the City Commission of
Oregon City, Oregon

OCCIT Grant Funding History

| Applicant | Grant Year | Project | Amt. Received |
|---|------------|--------------------------------------|--------------------|
| Arts Action Alliance/OC Public Art Steering Committee | 2007-08 | Elevator Interpretive Panels | \$6,000.00 |
| Clackamas County Historical Society | 2011-12 | Ralph Eddy Exhibit | \$11,000.00 |
| | 2003-04 | Smithsonian Exhibition Sponsorship | \$5,000.00 |
| | | | \$16,000.00 |
| Clackamas Heritage Partners | 2012-13 | OC Welcome Center | \$5,150.00 |
| | 2008-09 | Historic OC Brochure | \$8,300.00 |
| | 2005-06 | Trolley | \$10,416.00 |
| | 2004-05 | Start up Budget & Trolley | \$9,500.00 |
| | | | \$33,366.00 |
| Code Enforcement | 2009-10 | Trolley | \$10,000.00 |
| Downtown Business Coalition | 2010-11 | Sounds of Downtown Music Series | \$6,000.00 |
| | 2009-10 | Liberty Plaza Concerts | \$20,000.00 |
| | 2008-09 | Liberty Plaza Concerts | \$22,500.00 |
| | 2008-09 | Bench Project | \$9,669.60 |
| | 2007-08 | Hot August Movie Nights | \$1,000.00 |
| | 2007-08 | Liberty Plaza Concerts | \$10,000.00 |
| | | | \$69,169.60 |
| Main Street Oregon City | 2012-13 | First City Celebration | \$9,275.00 |
| | 2011-12 | First City Celebration | \$10,000.00 |
| | 2010-11 | First City Celebration | \$5,000.00 |
| | 2009-10 | Historic Walking Tour | \$10,790.00 |
| | | | \$35,065.00 |
| McLoughlin Memorial Association | 2012-13 | Rose Farm Operations | \$2,220.00 |
| | 2011-12 | Rose Farm Operations | \$1,050.00 |
| | 2010-11 | Rose Farm Operations | \$760.00 |
| | 2009-10 | Rose Farm Operations | \$700.00 |
| | 2008-09 | Rose Farm Docent | \$850.00 |
| | 2008-09 | Rose Farm Historic Structures Report | \$450.00 |
| | | | \$6,030.00 |
| McLoughlin Neighborhood Association | 2009-10 | Flower Baskets | \$5,216.00 |
| | 2009-10 | Historic District Sign | \$1,014.90 |
| | 2008-09 | Flower Baskets | \$8,924.00 |
| | 2007-08 | Flower Baskets | \$8,503.00 |
| | 2006-07 | Flower Baskets | \$11,858.00 |
| | 2006-07 | Celebrate 7th Street | \$8,000.00 |
| | 2005-06 | Flower Baskets | \$9,000.00 |
| | 2002-03 | Singer Hill Sign restoration | \$500.00 |
| | 2002-03 | Carnegie Center Sign | \$2,250.00 |
| | | | \$55,265.90 |
| OC - Tatashina Sister City | 2004-05 | 30 year anniversary activities | \$1,500.00 |
| OC 150 Task Force | 2008-09 | State 150th Birthday | \$5,000.00 |
| OC Arts Commission | 2004-05 | Arts Faire Banners | \$500.00 |
| OC Arts Commission/McLoughlin Memorial Association | 2004-05 | McLoughlin Bust | \$750.00 |
| | | | \$1,250.00 |
| OC Chamber of Commerce | 2012-13 | Antique Air | \$7,000.00 |
| | 2011-12 | Antique Air | \$7,000.00 |
| | 2010-11 | Antique Air | \$7,500.00 |
| | 2009-10 | Antique Air | \$9,000.00 |
| | 2008-09 | Antique Air | \$10,000.00 |
| | 2007-08 | Antique Air | \$10,000.00 |
| | | | \$50,500.00 |

OCCIT Grant Funding History

| Applicant | Grant Year | Project | Amt. Received |
|--|------------|---|--------------------|
| OC Farmers Market | 2009-10 | Signage & Advertising | \$8,000.00 |
| OC Farmers Market/Clackamas County Friends of Extension | 2008-09 | Signage & Advertising | \$6,300.00 |
| | | | \$14,300.00 |
| OC Heritage Coordinating Committee | 2008-09 | Spirits of Oregon's Politics | \$3,880.00 |
| OC Optimist Club | 2006-07 | Family Fun Days | \$3,200.00 |
| OC Optimist Club | 2003-04 | Pioneer Family Festival | \$3,600.00 |
| OC Optimist Club | 2002-03 | Pioneer Family Festival | \$2,205.00 |
| OC Optimist Club/The Children's Center of Clackamas County | 2005-06 | Family Fun Days | \$3,400.00 |
| | | | \$12,405.00 |
| OC Parks & Recreation | 2012-13 | Movies in the Park | \$2,250.00 |
| OC Parks & Recreation | 2010-11 | Concerts in the Park | \$12,425.00 |
| OC Parks & Recreation | 2009-10 | Concerts in the Park | \$12,250.00 |
| OC Parks & Recreation | 2008-09 | Concerts in the Park | \$6,500.00 |
| OC Parks & Recreation | 2007-08 | Concerts in the Park | \$6,000.00 |
| OC Parks & Recreation | 2006-07 | Concerts in the Park | \$5,800.00 |
| OC Parks & Recreation | 2005-06 | Concerts in the Park & 4th of July | \$4,000.00 |
| OC Parks & Recreation | 2003-04 | Concerts in the Park | \$4,000.00 |
| OC Parks & Recreation | 2003-04 | Historic OC Maps | \$3,000.00 |
| OC Parks & Recreation | 2002-03 | Historic OC Maps | \$1,500.00 |
| OC Parks & Recreation/Ermatinger House | 2006-07 | Program & Promotional Materials | \$2,900.00 |
| | | | \$60,625.00 |
| OC Public Works | 2009-10 | Flower Baskets | \$5,216.00 |
| OC Rotary Club Foundation | 2012-13 | Singer Falls Lighting | \$17,000.00 |
| OR-CA Trails Association (OCTA) | 2004-05 | National Convention in OC | \$795.00 |
| Oregon Trail Foundation | 2004-05 | Regional Visitor Center | \$45,000.00 |
| | 2003-04 | Missouri Provisioner's Depot AV Upgrade | \$3,000.00 |
| | | | \$48,000.00 |
| Park Place NA | 2006-07 | EOT Street Sign Toppers | \$7,000.00 |
| Praxis Institute for Nonviolent Solutions | 2012-13 | Teddy Bear Parade | \$1,850.00 |
| Praxis Institute for Nonviolent Solutions | 2010-11 | Teddy Bear Parade | \$850.00 |
| Teddy Bear Parade | 2009-10 | Teddy Bear Parade | \$1,000.00 |
| The Children's Center of Clackamas County | 2004-05 | Teddy Bear Parade | \$1,000.00 |
| Willamette Falls Hospital Foundation | 2002-03 | Teddy Bear Parade | \$2,500.00 |
| | | | \$7,200.00 |
| Three Rivers Artist Guild | 2011-12 | First Friday Art Walk | \$8,500.00 |
| | 2010-11 | First Friday Art Walk | \$4,000.00 |
| | | | \$12,500.00 |
| Trick 'n Racy Car Club | 2012-13 | Mt. Pleasant & Downtown Car Shows | \$7,500.00 |
| | 2011-12 | Mt. Pleasant Car Show | \$2,000.00 |
| | 2011-12 | Downtown Car Show | \$7,400.00 |
| | 2010-11 | Downtown Car Show | \$4,000.00 |
| | | | \$20,900.00 |
| Willamette Falls Lock | 2007-08 | Trolley | \$11,500.00 |
| | 2006-07 | ODOT/Oregon Solutions Grant | \$2,000.00 |
| | | | \$13,500.00 |
| Willamette Falls Symphony | 2003-04 | Historic Concert for BiCentennial | \$3,140.00 |



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 12-159

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 4b.

From: Finance Director Wyatt Parno

File Type: Report

SUBJECT:

Oregon City Metro Enhancement Grant Funding Criteria Discussion Items



**OREGON
CITY**



Metro

Oregon City-Metro Enhancement Grant Application Information for July 1, 2012 through June 30, 2013

The Oregon City-Metro South Enhancement Committee (OC-MEC) is soliciting proposals for projects that will make community improvements in Oregon City neighborhoods. There is \$110,000 available, with \$25,000 being the maximum award, for projects to be done between July 1, 2012 and June 30, 2013.

Prior to applying for a Metro Enhancement Grant, an applicant is responsible for verifying where City fees and/or permits may be required for a project. City permit fees may have a major impact on the project budget. It is up to the applicant to determine what fees or permits are required prior to grant submission. Most importantly, if the project results in any changes or improvement to a property or building, contact a Community Development Division at 503-722-3789 to determine if a Planning or Building Permit is required for the project.

Purpose

The South Metro grant program compensates the community affected by the Metro South Transfer Station located in Oregon City at the corner of Highway 213 and Washington Street. The fund is generated by a 50-cent per ton surcharge collected on garbage disposed of at the station and funds must directly benefit projects within the funding area.

South Metro Funding Area

Projects submitted for funding must directly benefit the South Metro enhancement grant funding area and /or residents living within the boundary. This boundary encompasses the city limits of Oregon City.

Eligibility

Project proposals are accepted from non-profit organizations such as a neighborhood association or charitable organization with a 501(C) (3) status under the Internal Revenue Code. Proposals will not be accepted from individuals or for profit businesses. Priority is given to projects or programs that best meet the funding goals and benefit the area most directly

impacted by the South Metro Station. Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.

Application Deadline and Specifics

Applications for the 2012-13 grant cycle must be received no later than Friday, May 4, 2012 at 5:00 p.m. Applications submitted after the 5:00 p.m. deadline will not be accepted. Some proposals may require liability insurance. Projects will be reimbursed for expenses incurred only between July 1, 2012 and June 30, 2013.

An electronic copy of the application can be downloaded from the City of Oregon City website (www.orcity.org) or call Michele Beneville at 503-496-1542 for a hard-copy application.

Submit one completed original application form and a brief cover letter, along with an additional twelve (12) double-sided copies of the cover letter and application. Applications submitted without additional copies will be deemed incomplete.

Please try to limit your typed responses to the space provided on the application. Your packet should be hand-delivered or mailed to: The City of Oregon City-Metro Enhancement Committee, c/o Michele Beneville, 625 Center Street, Oregon City, OR 97045.

The OC-Metro Enhancement Committee will meet to review applications on Tuesday, May 29, 2012 at 5:30 at the City Hall in the Commission Chambers, 625 Center Street. Please have a representative present at this meeting to be able to answer any questions, provide project clarification or additional information the committee may have of the proposal.

Criteria and Goals for Funding

Projects submitted for funding must directly benefit the South Metro funding area and must be used to create real changes in Oregon City and its neighborhoods.

Criteria

The project must meet all the applicable criteria (use the following as your checklist):

1. The OC-MEC grant applications must fund projects/programs within the boundaries of the City of Oregon City.
2. Projects/programs may be funded in part or in full.
3. Applicants must submit a letter of support from affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).
4. Any neighborhood and/or business association must submit a letter of support from the local government entity, i.e. City of Oregon City.
5. Any local government applicant must submit a letter of support from a private or non-profit partnership.
6. An applicant must submit approval from an affected property owner or jurisdiction.

7. An applicant must submit project plans to applicable City Departments to determine if permits are needed, the cost of those permits and if the project meets the code requirements set forth by the City. Documentation should be included in the application packet.
8. A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.
9. Applicants must meet due dates for any additional information requested by staff in order for the application to be deemed complete.
10. The OC-MEC shall provide an open public process for project/program review and recommendation.
11. The enhancement fund shall not substitute for projects/programs funded by other sources.
12. Priority consideration will be given to projects/programs that best enhance or rehabilitate areas most severely impacted by the Metro South Transfer facility.
13. Projects/programs shall have the following requirements for an additional funding source, either in-kind or actual dollars, and prior to making application for an OC-Metro Enhancement grant. The additional funding source shall be documented within the application.

| Additional Funding % | Total Project Cost | Additional Funding |
|-----------------------------|---------------------------|---------------------------|
| • 10% | up to \$4,999 | (\$1 to \$500) |
| • 20% | from \$5,000 to \$9,999 | (\$1,000 to \$2,000) |
| • 30% | from \$10,000 to \$19,999 | (\$3,000 to \$6,000) |
| • 40% | from \$20,000 to \$39,999 | (\$8,000 to \$16,000) |
| • 50% | from \$40,000 to \$74,999 | (\$20,000 to \$37,500) |
| • 75% | from \$75,000 or more | (\$56,250 plus) |

Goals

Projects/programs must meet one or more of the following goals:

1. Increase the attractiveness or market value of residential, commercial or industrial areas.
2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.
3. Preserve or increase recreational areas and programs within the City.
4. Improve safety within the City.
5. Result in significant improvement in the cleanliness of the City.
6. Increase recycling efforts or provide a reduction in solid waste.
7. Increase employment or economic opportunities for City residents.
8. Provide work or training opportunities to benefit youth, seniors and low-income residents.
9. Enhance art and culture within the City.

Exit Report

In order to receive final payment for the awarded grant, and be considered for future OC-Metro Enhancement grants, the project coordinator must submit a two-page Exit Report within thirty (30) days of completing the grant project. The exit report must include:

- A brief description of the project/program.
- A description of the accomplishments.
- A final budget.
- Measures of performance (i.e. number of people served, effect of the project/program on the City).
- Narrative stating how the funds were spent.
- Listing of additional sponsors of the project/program.
- Before and after photos of the project.
- Any promotional material samples (advertisements, flyers, posters, etc...). Please mention the OC-Metro Enhancement Grant as a project/program sponsor on all promotional materials.

Selection Process and Basic Contracting Information

- Staff will review all applications. Those that don't meet the guidelines and/or goals will be eliminated. Proposals deemed incomplete will be given a due date to provide missing items. If the due date is not met, the proposal will be rejected.
- The OC-Metro Enhancement committee will rank the eligible applications against the funding goals.
- Selection of projects/programs to fund will be based on the ranking of applications against the goals for funding and applicants' demonstrated ability to successfully implement the proposed project/program.
- Committee recommendations will be made and the slate of awards will be announced at the grant funding meeting.
- All applicants will be notified of the OC-MEC committee's final action.
- Funds for projects/programs will only be available from July 1, 2012 to June 30, 2013. A request for extension must be submitted by April 12, 2013.
- Successful applicants will be required to enter into an Enhancement Agreement which outlines the responsibilities of both parties. Applicants should note that liability insurance may be required.
- The applicant agrees to hold OC-MEC harmless from the applicant's actions.
- Neither Metro nor the City of Oregon City is responsible for any costs incurred in preparing an application/proposal.



Oregon City-Metro Enhancement Grant Application for Funds July 1, 2012 through June 30, 2013

Before filling out this form, please read the Oregon City-Metro Enhancement Grant Application Information for complete submittal instructions and to be sure that your proposal qualifies for funding. Applications must be received by 5:00 pm on Friday, May 4, 2012 to be considered for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required. Limit answers to the space provided.

Title of Project _____

Organization _____

Is this a Non-Profit Organization? Yes _____ No _____

Non-Profit Federal tax exempt ID Number _____

Address _____

City, State, Zip _____

Project Coordinator _____ Phone _____

Email _____

Chairperson of Governing Board (If Applicable) _____

Phone _____

Signature _____

(The person authorized to represent the organization must sign the application with a digital signature or actual signature on a hard copy.)

*****Complete the budget sheet on page 7 first.**

Amount totals from that sheet will auto fill into this table***

| | | |
|---|-----------|--|
| Grant Amount Requested: | \$ | |
| + Matching Funds (Cash): | \$ | |
| + In-Kind Matching Funds (see question #15): | \$ | |
| = Total Cost of Project: | \$ | |

Proposal Information

1. Is this your first grant application to the Oregon City-Metro Enhancement Committee?

Yes _____ No _____

2. Have you received an Oregon City-Metro Enhancement Grant in the last 3 years?

Yes _____ No _____

If yes, please describe the projects/programs for which you received funding.

3. If you received an Oregon City-Metro Enhancement Grant last year, what is the status of the project?

4. Will this grant funding request be used for the first phase of a project, with possible grant requests for future phases?

Yes _____ No _____

If yes, please explain.

5. Briefly describe the project for which you are requesting funds.

6. Describe why this project was selected and the community need(s) to which it will respond.

7. Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply).

| | | | |
|--|---|--|--|
| | 1. Increase attractiveness/market value of residential, commercial or industrial areas. | | 6. Increase recycling efforts to provide a reduction in solid waste. |
| | 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | | 7. Increase employment or economic opportunities for City residents. |
| | 3. Preserve or increase recreational areas and programs within the City. | | 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| | 4. Improve safety within the City. | | 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| | 5. Result in significant improvement in the cleanliness of the City. | | 10. Enhance art and culture within the City. |

8. Project Period: _____
(Number of months in duration)
Beginning Date: _____
Ending Date: _____

9. What is the geographic area of Oregon City where the project will take place?

10. How will the community benefit by your project? What is the estimated number of people affected and anticipated outcome(s)?

11. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

12. Briefly describe prior experience managing similar projects, including any past enhancement projects.

13. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

14. An exit report will be included as part of the OC-MEC agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

15. List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$21.36. (This is the value of volunteer labor time as of 1/10/12, according to the Independent Sector and The Bureau of Labor Statistics).

| Item | Source of Support | Estimated Value (\$) |
|------|-------------------|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

16. List all grants applied for in support of this project and commitments confirmed to date.

17. What is the percentage of OC-MEC funds to be used for personnel services or administrative costs? _____%

18. Will the administrator be a paid position? Yes _____ No _____

19. Proposed Budget—on the following page please complete the proposed budget. Modify line items as needed to reflect proposed expenses.

- Column A: Show grant monies needed for the program/project.
- Column B: Show cash matching funds.
- Column C: Show donations or in-kind volunteer labor (from question 15).
- Column D: Totals for each category.

These figures can be transferred to the table on the first page of this application.

Proposed Budget

| Suggested List (not inclusive) | (A) OC-MEC Grant Dollars | (B) Matching Funds(Cash) | (C) In-Kind Matching Support | (D) Total |
|--|---|---|---|----------------------|
| Personnel Services (salaries, administration) | \$ | \$ | \$ | \$ |
| Project Administration costs (clerical, advertising, graphics, printing, postage) | \$ | \$ | \$ | \$ |
| Materials | \$ | \$ | \$ | \$ |
| Equipment/Supplies | \$ | \$ | \$ | \$ |
| Construction Costs | \$ | \$ | \$ | \$ |
| Event Costs | \$ | \$ | \$ | \$ |
| Transportation Costs | \$ | \$ | \$ | \$ |
| Insurance Costs (if needed) | \$ | \$ | \$ | \$ |
| Additional Expenses (list) | \$ | \$ | \$ | \$ |
| Totals | \$ | \$ | \$ | \$ |

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement ("Agreement") is entered into by and between THE CITY OF OREGON CITY, OREGON ("City"), and Metro, a metropolitan service district organized under the constitution and laws of the State of Oregon and the Metro Charter. The parties agree as follows:

A. Metro Obligations:

1. Metro shall pay the City an amount equal to 50¢ per ton for all solid waste received at the facility known as the Metro South Station (the "Facility"), except for source-separated recyclable materials. This amount shall be referred to as the "Total Amount." Metro shall make payments to the City on a quarterly basis, which payments shall be deposited by the City directly to the City General Fund and be subject to dedicated expenditure for the purpose of rehabilitation and enhancement of the area within the City limits related to the Facility.
2. Metro shall deliver to the City monthly reports of activity at the Facility, including data on (1) the gross weight of solid waste received in vehicles that are weighed as they enter the Facility; (2) the number of other vehicles assessed fees on an estimated-volume basis; and (3) the tonnage of solid waste transferred from the Facility.

B. City Obligations:

1. The City agrees to appoint a Citizens' Advisory Committee to recommend to the City plans, programs, and projects for the rehabilitation and enhancement of the area around the Facility all in accordance with ORS 459.284. The Committee shall include as members the entire Oregon City Commission, four citizens of Oregon City appointed at large by the Mayor, and a Metro Council member representing the district that includes Oregon City. In lieu of appointment of such "Citizens' Advisory Committee," the Oregon City Commission may designate itself and the Metro Council member representing the district that includes Oregon City to perform the functions of such committee.
2. The City agrees that it will create a special fund and ensure that only plans, projects, and programs determined by the Citizens' Advisory Committee or the City Commission to be suitable for the rehabilitation and enhancement of the area within the City limits related to the Facility are authorized for funding from such special fund.

3. The City will dedicate expenditures from the funds paid by Metro pursuant to this Agreement for the purpose of rehabilitation and enhancement of the area within the City limits related to the Facility. City shall report annually to Metro on the expenditures of the special fund and fund balance by September 1 of each year.
4. The City agrees that if during the term of this Agreement it adopts a tax or charge that imposes a fee on haulers of commercial solid waste or other users of the Facility, Metro shall have no further obligation to pay the sums provided for in part A.1, above. This paragraph shall not apply to any tax duly adopted by City which is generally applicable to all persons doing business in Oregon City or any franchise fee collected by the City from haulers collecting solid waste within the City or its urban growth boundary.
- C. Metro and the City acknowledge that the Facility is now a permitted land use under the City's revised zoning code. Accordingly, Metro shall no longer be required to seek a conditional land use permit for the Facility from the City.
- D. The City has asked Metro to consider increasing the payment per ton set forth in this agreement and allow for annual adjustment based on Consumer Price Index (CPI), up to the limit set forth in ORS 459.284. Metro acknowledges the request of the City and will consider modifications to the Community Enhancement Fee Program on a region-wide basis including consideration of modifications of the Enhancement Fee without regard to any intergovernmental agreement concerning it.
- E. Term: This Agreement shall commence as set forth below (the "commencement date"), and shall be automatically renewed on each anniversary of the commencement date (the "anniversary date"), provided, however, that the Agreement shall expire of its own terms at the end of the second anniversary date. During the term of this Agreement, each party retains the right to terminate the Agreement as of any anniversary date by written notice delivered to the other party no later than 60 days prior to the anniversary date. The parties may terminate this agreement at any time for nonperformance of any material term thereof.
- F. Notice: Any notice required pursuant to this Agreement shall be delivered as follows:

If to City: City Manager
 City Hall
 625 Center Street
 Oregon City, OR 97045

 William Kabeiseman
 Garvey Schubert Barer
 121 SW Morrison St., 11th Floor
 Portland, OR 97204-3141

If to Metro: Chief Operating Officer
Metro
600 NE Grand Avenue
Portland, OR 97232

Copy to: Office of Metro Attorney
Metro
600 NE Grand Avenue
Portland, OR 97232

- G. Integration: This Agreement sets forth the entire obligation of the parties to each other in connection with the Facility herein described.
- H. Notice of Default: In the event a party determines that a default exists, that party shall give thirty days' written notice to the other party, which notice shall specify the nature of the default and shall give the other party an opportunity to cure the default before taking any further action.
- I. Effective and Commencement Date: This Agreement shall be dated as of the last signature date below and shall become effective upon execution by the parties after prior approval of the terms of this Agreement by the Metro Council and the Oregon City Commission. The Commencement Date of this Agreement shall be deemed to be January 1, 2012

OREGON CITY

METRO

By: David W. Frasier
Title: City Manager
Date: 1-7-12

By: [Signature]
Title: CHIEF OPERATING OFFICER
Date: DEC. 28, 2011

T:\Remfinal\contracts\931035 Oregon City - R&E IGA.doc

Oregon City-Metro Enhancement Committee

Sections:

- 1: Committee Purpose
- 2: Members and Term
- 3: Secretary; Meetings; Quorum; Staff
- 4: Rules
- 5: Powers; Functions; Duties

1: COMMITTEE PURPOSE:

The Oregon City-Metro Enhancement Committee has been created through an intergovernmental agreement between Oregon City and METRO, copy of which is attached, to recommend to the Oregon City-Metro Enhancement Committee plans, programs and projects for the rehabilitation and enhancement within the boundaries of the City of Oregon City.

2: MEMBERS AND TERM:

- A. The Committee shall consist of nine (9) members; the City Commission, one (1) METRO councilor and three (3) citizens at-large.
- B. The Mayor of Oregon City shall appoint three (3) of the non-Metro members. The Mayor will serve as committee chair. The METRO Council member shall be the representative of METRO District 2, which includes Oregon City. The Committee may elect from its membership any other officers it deems necessary.
- C. Effective January 1, 2007, each member shall serve a 4-year term with terms expiring as follow:
 - a. Mayor, Commission positions #1 and #4 expiring 12/31/2010
 - b. Commission positions #2 and #3 expiring 12/21/2008
 - c. Citizen at-large position #1 expiring 12/31/2007
 - d. Citizen at-large position #2 expiring 12/31/2008
 - e. Citizen at large position #3 expiring 12/31/2009
 - f. METRO Councilor position expiring 12/21/2010
- D. Prior to expiration, the Mayor shall appoint or reappoint members for the following term. Each subsequent term will be four (4) years.

3: SECRETARY; MEETINGS; QUORUM; STAFF:

The committee shall have a secretary who is a City staff member and is not a member of the Committee. Such secretary shall keep an accurate record of the proceedings of the Committee. Copies of all meeting minutes, correspondence and recommendations shall be provided to the Oregon City-Metro Enhancement Committee through the City Manager. The Committee shall hold a formal grant review meeting once a year. This date will be determined by the chair and City staff. Special meetings can be called, as may be needed, by the Chairperson. A quorum of any meeting shall consist of not less than four (4) members. The City Manager shall serve as advisor and the Finance Director shall serve as financial advisor to the Committee.

4: RULES:

The Committee shall establish and adopt its own rules of procedure consistent with the laws of the State of Oregon and the Ordinances of the City of Oregon City.

5: POWERS; FUNCTIONS; DUTIES:

- A. The Committee shall recommend the boundary of the area eligible for rehabilitation and enhancement.
- B. The Committee shall recommend plans, projects and programs for rehabilitation and enhancement within the eligible boundary. Such recommendations can be made at anytime, but shall at least be submitted annually to coincide with the City's budget process. Eligible projects include Planning, Engineering, Architectural and Marketing Services; sign, lighting and landscape construction; equipment acquisition; Public Works improvements, property acquisition, building construction, reconstruction or demolition; and other activities that are consistent with the Committee's purpose.
- C. The Committee shall not have budget or authority to make any expenditure on behalf of the City, or to obligate the City for payment of any sums of money, unless the City Commission has previously authorized such expenditure.
- D. The Committee shall have the power and authority to seek advice or testimony from any appropriate agency or individual to their purpose.
- ~~E. The City Commission shall have sole authority to approve, reject or modify any recommendation and to appropriate funding.~~

Metro Enhancement Grant Funding History

| Applicant | Grant Year | Project |
|---|---|--|
| Arts Action Alliance Foundation | 2007-08 | Art Work Plan |
| Bailey Estate HOA | 2011-12 | Park Improvements |
| Canemah NA | 2003-04 2001-02 2005-06 | Canemah Park Canemah Park Shelter Canemah Park Fence |
| Children's Center of Clackamas County | 2003-04 2002-03 | Renovation & Establishment Facility Renovation |
| Clackamas Community College | 2004-05 | ELC Site Master Plan |
| Clackamas County Friends of Extension/OC Farmers Market | 2007-08 2006-07 2005-06 | Farmers Market Farmers Market Farmers Market |
| Clackamas County Historical Society | 2012-13 2011-12 2002-03 | Stevens-Crawford Phase 2 Stevens-Crawford Phase 1 Sound System |
| Clackamas County Soil & Water Conservation District | 2003-04 | Formation of Watershed Council |
| Clackamas Heritage Partners | 2008-09 2007-08 2006-07 2005-06 2004-05 | Stevens Crawford Museums Restoration & Repair Marketing Historic OC Formation of Development Dept Development Director |
| Code Enforcement | 2011-12 2010-11 2009-10 2008-09 2007-08 | Clean Up Clean Up Clean Up Clean Up Clean up |
| Dan Tooze | 2002-03 | Pond Restoration |
| Downtown Business Coalition | 2011-12 2008-09 2007-08 | Clean Sweep Flower Baskets Flower Baskets |
| Earth Crusaders | 2001-02 2006-07 2005-06 2004-05 2003-04 | Museum & Attraction Crew Clean Up Clean Up Clean up Clean up |
| Earth Crusaders/OC School District | 2012-13 | Downtown Heritage Enhancements |
| Eastham Community Center | 2007-08 2006-07 2001-02 | Playground Renovation Playground Renovation Community Garden |

Metro Enhancement Grant Funding History

| Applicant | Grant Year | Project |
|---------------------------------------|------------|-----------------------------------|
| Environmental Learning Center | 2001-02 | Newell Creek Restoraton |
| Friends of OC Library | 2004-05 | Exterior Improvements |
| Friends of the Mt. View Cemetery | 2001-02 | Fence |
| Gabrielle & Thomas Chaves | 2008-09 | Bus Bench & Wall |
| Gaffney Lane NA | 2002-03 | Compost Bins |
| Greater Oregon City Watershed Council | 2012-13 | Newell Creek Enhancement |
| | 2010-11 | Abernethy Creek Phase 3 |
| | 2007-08 | Tooze Pond Repair |
| | 2007-08 | Abernethy Creek Phase 2 |
| | 2006-07 | Abernethy Creek Phase 1 |
| Hillendale NA | 2002-03 | Park Restroom & Picnic Shelter |
| Housing Authority of Clackamas County | 2003-04 | Beautificaton & Education Project |
| | 2001-02 | Neighborhood Signs & Clean up |
| Kangas Murals | 2007-08 | Antique Mall Mural |
| Main Street Oregon City | 2012-13 | In a Whole New Light |
| | 2011-12 | Walk This Way Art |
| | 2009-10 | Buildings, Baskets & Banners |
| McLoughlin NA | 2002-03 | Carnegie Signage |
| | 2001-02 | Flower Baskets |
| MNA, CNA and Downtown Business Assoc. | 2004-05 | Flower Baskets |
| | 2003-04 | Flower Baskets |
| OC 150 Task Force | 2008-09 | State 150th Birthday |
| OC Historic Review Board | 2009-10 | 50/50 Match Grant Program |
| | 2008-09 | 50/50 Match Grant Program |
| OC Mural Society | 2004-05 | Framing Murals |
| | 2002-03 | Blue Heron Mural |
| OC Optimist Club | 2003-04 | Pioneer Family Festival |
| | 2002-03 | Pioneer Family Festival |
| Oregon City Parks & Rec/PRAC | 2008-09 | Fireworks |
| | 2007-08 | Fireworks |
| | 2006-07 | Fireworks |
| | 2005-06 | Fireworks |
| | 2004-05 | Install Light Pole Banners |
| | 2003-04 | Carnegie/Library Park |
| | 2003-04 | 4th of July |
| | 2002-03 | 4th of July |
| | 2002-03 | Indoor Playground |

Metro Enhancement Grant Funding History

| Applicant | Grant Year | Project |
|--|------------|----------------------------------|
| OC Tateshina Sister City Committee | 2004-05 | 30th Anniv. Activities |
| | 2002-03 | Peace Garden |
| Oregon City Farmers Market | 2012-13 | Downtown Market |
| | 2011-12 | Downtown Market |
| | 2010-11 | Downtown Market |
| Oregon City HS Construction Class | 2012-13 | Clackamette/Wesley Lynn |
| | 2011-12 | Wesley Lynn/Chapin Dugouts |
| | 2010-11 | Wesley Lynn Restroom Bldg. |
| | 2009-10 | Wesley Lynn Phase 2 |
| | 2008-09 | Wesley Lynn Phase 1 |
| | 2007-08 | Wesley Lynn Path |
| Oregon City Swim Team | 2012-13 | Display Board |
| Oregon Trail Foundation | 2003-04 | Signage & Landscaping |
| | 2002-03 | Bound for Oregon Exhibit |
| | 2001-02 | Regional Visitor Center |
| Parents of Murdered Children | 2012-13 | Memorial Garden |
| | 2009-10 | Memorial Garden |
| Park Place NA | 2006-07 | Interpretive Signs |
| | 2005-06 | Neighborhood Entrance Signs |
| | 2003-04 | Park Lighting |
| | 2002-03 | Hiram Straight Cemetery Clean up |
| Phil & Vicki Yates | 2009-10 | Singer Hill Demo Garden |
| Public Works/Main Street OC | 2010-11 | Flower Baskets |
| Public Works/McLoughlin NA | 2010-11 | Flower Baskets |
| Research Foundation for Education Excellence | 2011-12 | Water Board Park |
| Rivercrest NA | 2005-06 | Park Improvements-Courts & Pool |
| | 2001-02 | Park Playground Equipment |
| Rivershore Hotel | 2002-03 | Waterfront Beautificaton |
| Rotary Club of Oregon City | 2010-11 | Singer Falls Art |
| | 2005-06 | Eel Fest |
| Social Services of Clackamas County | 2009-10 | Community Garden |
| | 2007-08 | Neighborhood Enhancement |
| | 2006-07 | Community Improvements |
| | 2004-05 | Clackamas Heights Beautification |
| | 2004-05 | OC View Manor Beautificaton |
| We Love Clean Rivers | 2012-13 | Art Sculpture |

Metro Enhancement Grant Funding History

Willamette Falls Heritage Area Coalition

2012-13

Heritage Tour

Metro Enhancement Grant Funding History

Amt. Received

\$18,650.00

\$10,000.00

\$2,150.00

\$21,000.00

\$8,707.00

\$31,857.00

\$7,500.00

\$10,000.00

\$17,500.00

\$25,000.00

\$4,500.00

\$10,400.00

\$8,950.00

\$23,850.00

\$10,000.00

\$25,000.00

\$14,000.00

\$49,000.00

\$10,000.00

\$9,730.00

\$13,000.00

\$17,300.00

\$10,000.00

\$25,000.00

\$75,030.00

\$12,100.00

\$10,000.00

\$11,000.00

\$23,700.00

\$25,000.00

\$81,800.00

\$7,800.00

\$3,000.00

\$6,641.25

\$7,000.00

\$16,641.25

\$8,500.00

\$24,500.00

\$25,000.00

\$28,372.00

\$40,000.00

\$126,372.00

\$8,825.00

\$5,000.00

\$25,000.00

\$6,389.00

\$36,389.00

Metro Enhancement Grant Funding History

| Amt. Received |
|----------------------|
| \$54,028.00 |
| \$1,450.00 |
| \$40,335.00 |
| \$4,500.00 |
| \$625.00 |
| \$20,000.00 |
| \$6,000.00 |
| \$3,500.00 |
| \$14,285.00 |
| \$6,650.00 |
| \$50,435.00 |
| \$10,000.00 |
| \$1,883.00 |
| \$1,168.00 |
| \$3,051.00 |
| \$4,680.00 |
| \$10,000.00 |
| \$14,000.00 |
| \$16,508.00 |
| \$40,508.00 |
| \$3,000.00 |
| \$11,500.00 |
| \$14,500.00 |
| \$8,884.00 |
| \$14,750.00 |
| \$23,634.00 |
| \$22,060.00 |
| \$10,000.00 |
| \$10,000.00 |
| \$20,000.00 |
| \$6,610.00 |
| \$5,000.00 |
| \$11,610.00 |
| \$3,207.00 |
| \$3,000.00 |
| \$6,207.00 |
| \$9,500.00 |
| \$9,500.00 |
| \$6,500.00 |
| \$13,000.00 |
| \$6,077.00 |
| \$10,150.00 |
| \$5,345.00 |
| \$4,605.00 |
| \$3,000.00 |

Metro Enhancement Grant Funding History

\$67,677.00

Amt. Received

\$1,545.00

\$4,925.00

\$6,470.00

\$10,000.00

\$13,250.00

\$6,000.00

\$29,250.00

\$15,000.00

\$14,000.00

\$24,770.00

\$22,500.00

\$24,500.00

\$20,000.00

\$120,770.00

\$17,510.00

\$14,080.00

\$5,000.00

\$65,000.00

\$84,080.00

\$15,000.00

\$16,000.00

\$31,000.00

\$12,000.00

\$6,300.00

\$14,392.00

\$1,120.00

\$33,812.00

\$22,500.00

\$15,950.00

\$8,832.00

\$24,782.00

\$8,000.00

\$23,074.00

\$28,800.00

\$51,874.00

\$9,475.00

\$25,000.00

\$4,800.00

\$29,800.00

\$8,250.00

\$1,210.00

\$2,790.00

\$723.00

\$2,288.00

\$15,261.00

\$10,000.00

Metro Enhancement Grant Funding History

\$12,000.00



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 12-160

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 5a.

From: Finance Director Wyatt Parno

File Type: Report

SUBJECT:

OCCIT Ranking Form

OREGON CITY CIVIC IMPROVEMENT TRUST
Ranking Form

Organization: _____

Project Name: _____

Grant #: _____

Reviewed By: _____

Criteria for Evaluation

1. Project promotes tourism.
2. Project has potential for bringing visitors to the community.
3. Project will benefit Oregon City.
4. Project creates or enhances partnerships in the community.

Rank grant from 5 to 1, with 5 meaning very strong

Total Score _____

In the original Declaration of Trust establishing the OCCIT, the purposes of the trust are stated to be (but not limited to) expenditures for projects in the following areas:

- Acquisition of and improvement to parks and open space.
- Senior Center facilities and activities.
- Recreational facilities, including swimming pools and athletic facilities.
- Increasing the significance of the historical heritage of the city.
- Environmental improvements such as beautification and cleanup campaigns and the planting of trees and shrubs.
- Cultural activities such as lectures, concerts, art shows, and educational series.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 12-161

Agenda Date: 10/10/2012

Status: Agenda Ready

To: Oregon City Civic Improvement Trust

Agenda #: 5b.

From: Finance Director Wyatt Parno

File Type: Report

SUBJECT:

Oregon City Metro Enhancement Grant Ranking

Oregon City - Metro Enhancement Program Ranking Form

Organization/Proposed Idea: _____

Project Title: _____

Grant #: _____

Committee Member: _____

Metro Enhancement Goals:

_____ Increase the attractiveness or market value of residential, commercial or industrial areas.

_____ Enhance new or existing wildlife, riparian, wetlands, forests or river areas.

_____ Preserve or increase recreational areas and programs within the City.

_____ Improve safety within the City.

_____ Result in significant improvement in the cleanliness of the City.

_____ Increase recycling efforts or provide a reduction in solid waste.

_____ Increase employment or economic opportunities for City residents.

_____ Provide work or training opportunities to benefit youth, seniors and low-income residents.

_____ Enhance art and culture within the City.

- Rank grant from 5 to 1, with 5 meaning very strong

Score: _____