

**CITY OF NEWBERG
CITIZENS' RATE REVIEW COMMITTEE
THURSDAY, JULY 27, 2017
6:00 PM MEETING
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)**

I. CALL MEETING TO ORDER

The meeting was called to order at 6:00 PM.

II. ROLL CALL

Members Present: Rick Rogers, Chair Nick Morace Marilynn Van Grunsven
Bill Rourke Holly Bradford

Staff Present: Caleb Lippard, Assistant Finance Director

Others Present: None

III. CONSENT CALENDAR

1. Approve minutes from the August 3, 2016 meeting

MOTION: Rourke/Bradford moved to approve the minutes from the August 3, 2016 meeting. Motion carried (5 Yes/ 0 No).
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IV. NEW BUSINESS

1. Review and approve the utility assistance grant applications to non-profits

Chair Rogers stated there were 11 applicants for the utility assistance grants. He was an active participant with one of the applicants.

Mr. Rourke was also an active participant with one of the applicants.

Chair Rogers said there was a staff recommendation to increase the amount of the grant fund from \$4,000 to \$4,500 which would mean \$409 per applicant.

Mr. Rourke said one applicant, Red Hills, was giving a contribution to Love, Inc. who was also an applicant. He thought it would be giving Love, Inc. two grants.

Chair Rogers said if they dropped it to 10 applicants, each could get \$450.

AFD Lippard clarified the change from \$4,000 to \$4,500 was a recommendation for next year. This year they would be allocating the \$4,000.

Mr. Rourke noted that many of the entities did not use all of the funds they received previously including Red Hills and Love, Inc.

Ms. Van Grunsven did not have a problem with Red Hills using the funds for Love, Inc.

Chair Rogers said if in the future they got more applicants, they might want to look at increasing the fund even more and keep track to see if the applicants were using the full amount.

Ms. Bradford asked if an entity ran out of money in the middle of the year, did they contact the City. AFD Lippard replied the City kept track of each organization's balance and would contact them when they ran out of funds. The funds that were not used were returned to the City.

There was discussion regarding the reasons the number of applicants fluctuated through the years.

Chair Rogers thought it was important to get a sense for what the demand was. AFD Lippard said a lot of the agencies limited how much they gave out to each person which might account for leftover funds each year. He suggested making it mandatory that these organizations come to a meeting as part of the application and approval process.

There was further discussion regarding the advertising that was done for the grants.

MOTION: Rogers/Van Grunsven moved to allocate \$363 to each of the 11 applicants for a total of \$4,000. Motion carried (5 Yes/ 0 No).

There was consensus to make an official recommendation to the Council for increasing this grant fund during a regular Committee meeting and to make it mandatory that the organizations come to a meeting as part of receiving the grant. There was also consensus for staff to provide a tally to the Committee of the funds, of what was spent and what wasn't for each organization.

V. PUBLIC COMMENT

None.

VI. ADJOURNMENT

The meeting adjourned at 6:21 PM.

Approved by the Citizen's Rate Review Committee on this ^{4th day of January, 2017} ~~5th day of October, 2017.~~


Citizens' Rate Review Committee Recording Secretary


Citizens' Rate Review Committee Chair