

The Budget Sub-Committee for Community Organizations was held at the above place at the hour of 2:00 P.M.

Sub Committee Members Present: Councilor Joan Herman, Committee member Andrea Mazzarella and Committee member Andy Davis participated via phone

Committee Members Excused: None

Staff Present: Finance and Administration Director Brooks

The meeting was called to order at 2:00 PM

Andy Davis indicated he may have a potential conflict with the Harbor but will depend on an application his wife has in with the Harbor.

The meeting began with discussion about how the review process has worked in the past through review of all applications and then coming back to make recommendations. Review of those organizations who best service the Astoria community, have good record keeping and use funds efficiently are of high consideration. It was noted the following operational definitions have been utilized by past committee members while reviewing the applications.

- One half percent of prior general fund budget is allocated for organizational grants. This is a convention which has been followed but is not part of the City code. This has been adopted by prior budget committees and followed since the 1990's. A total of \$ 60,420 is available to distribute for FY 19-20.
- Previous recipients are required to provide documentation of expenditures for prior year grant funds.
- Not-for-Profit Status – Is a 501(c)3 required: This is a requirement of the applicant and is listed in our summary of documentation. We have accepted applied for 501(c)3 status because IRS accepts the date as operational. Additional discussion about the recent processes IRS is undergoing to disenroll entities who are not meeting the requirements and the enrollment process does take longer than it has in the past.
- Social Service Organization: Provides a service or venue which serves the community needs in a non-profit status.
- Funds not available from other sources: Some overlap is expected but the intent is leveraging funds.
- Matching Funds: Matching grants are funds which are offered if the recipient organization can match the required amount stipulated. Non-matching grants may be used to meet the match requirement.
- Leveraging Funds: Leveraging is an advantageous condition utilizing a relatively small amount of cost yield to limited resources (or being very efficient with funds available).

Review of Each Applicant

A review of each application was conducted and committee members listed aspects of the application which were commendable and applications which committee felt could be enhanced.

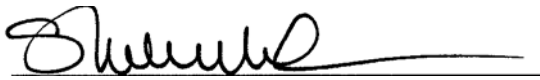
Director Brooks kept running totals and averages of recommendations in a spreadsheet to assist with committee consensus on recommendations. This method has been utilized in prior years.

Recommended Allocations

<u>Organization</u>	Requested	Recommended
Astoria Warming Center	\$ 8,000	\$ 5,500
Clatsop CASA Program	5,000	5,000
Clatsop Community Action – Food Program	18,000	9,000
The Harbor / Clatsop County Women's Resource Center	12,000	10,000
Helping Hands	25,000	15,000
Lower Columbia Hispanic Council	10,000	6,920
North Coast Food Web	4,000	1,000
Seaside Hall	1,000	-
Senior Citizens Services of Astoria	<u>8,000</u>	<u>8,000</u>
Total	\$ <u>91,000</u>	\$ <u>60,420</u>

The meeting concluded at 3:00 P.M.

ATTEST:



Director of Finance and Administrative Services