



CITY COUNCIL MEETING
Monday, February 12, 2024
Community Auditorium, 1915 Main Street

Malynda Wenzl, Mayor, Co-Chair
Timothy A. Rippe, Council President
Donna Gustafson, Councilor
Michael Marshall, Councilor
Karen Martinez, Councilor

Juan Carlos Gonzalez,
Metro Councilor District 4, Co-Chair
Leslie Nunez, Committee Member
Marissa Salgado, Committee Member
Elena Uhing, Councilor
Mariana Valenzuela, Councilor

[TVCTV Livestream](#)

[Zoom Webinar](#) -- Meeting ID: 850 7572 2488 -- Passcode: 97116

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A. 6:15 Call to Order; Roll Call

B. Public Comment Time provided for anyone wishing to speak to the Community Enhancement Program Committee on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. Zoom attendees may use the "Raise Hand" option to be called on.

C. Addition/Deletions

D. Discussion Item

1. Discuss and Approve 2024-25 CEP Grant Program

E. 6:55 Adjournment



COMMUNITY ENHANCEMENT PROGRAM (CEP) COMMITTEE MEETING

FY 2024-25 PROCESS

Paul Downey, ACM /
Finance Director

Monday, February 12, 2024

Purpose of Meeting

- Provide General Information about the CEP program and process
- Discuss process for the FY 2024-25 CEP Grants
 - Funding available
 - Program funding options
 - Discussion and approval to proceed with grant applications

General Information

- CEP Grant Program is funded by a \$1.00 per ton fee charged by Metro on waste disposed at the Forest Grove Transfer Station.
- The fee currently generates about \$65K per year for grants to non-profits.
- Metro sets the overall structure and rules for the Program. More to follow on this.

General Information

- In addition to the \$1.00 per ton fee, a facility may choose to collect an additional Solid Waste Community Investment Fee (CIF) of: (1) \$0.50 per ton of all putrescible solid waste received by the facility; or (2) a fee of \$1.00 per ton on all waste types received that are not subject to any Solid Waste Community Enhancement Fees.
- Waste Management is currently assessing the \$0.50 per ton fee.
- The CIF has generated \$24,495 to date and may generate an additional \$16,000 before June 30, 2024.
- For FY 2024-25, Metro has determined CIF funds can be included in the CEP grant process.
- Staff recommends only budgeting to spend what has been received to date for FY 24-25 grants.

CEP Advisory Committee

- Committee reviews grant applications per Metro eligibility criteria and goals.
- Committee can add more restrictive eligibility requirements and may adopt additional funding goals.

Metro Project Criteria Eligibility

A solid waste community enhancement project must meet the following criteria to be eligible for funding. A solid waste community enhancement committee may apply more restrictive eligibility criteria:

- The project must be located in the solid waste community enhancement area boundary as specified by the solid waste community enhancement committee
- OR
- The project must benefit individuals or programs located inside the solid waste community enhancement area boundary.

Metro Project Criteria Eligibility

- The project applicant must be:
 - A non-profit organization, including without limitation, a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or
 - A school or institution of higher learning; or
 - A local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer.

Metro Project Criteria Eligibility

- The project must not be used to replace any other readily available source of federal, state, local or regional funds.
- The project must not promote or inhibit religion.
- The project must not discriminate based on race ethnicity, age, gender, or sexual orientation.
- If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission.

Metro Goals for Projects

Projects shall meet one or more of the following goals and solid waste community enhancement committees shall give priority to projects that best meet the goals. A solid waste community enhancement committee may adopt additional funding goals.

The project will:

- Improve the appearance or environmental quality of the community.
- Reduce the amount or toxicity of waste.
- Increase reuse and recycling opportunities.
- Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status.

Metro Goals for Projects (cont.)

- Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- Result in improvement to, or an increase in, recreational areas and programs.
- Result in improvement in safety.
- Benefit youth, seniors, low-income persons or underserved populations.
- The City has added an additional goal that projects will be evaluated on how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals.

City FY 23-24 CEP Program

- The allocated funding was divided into two programs:
 - Community Impact Grant (CIG) for \$30,000 per year for three years. After reviewing the applications, a one-year \$30,000 CIG was awarded. To date, the grant recipient has not spent any of the funds and may not spend any of the funds before the grant expires on June 30, 2024. Unspent funds must be returned to the City and put back into the CEP.
 - Three one-year \$10,000 grants. Partial funding of grant requests, as had been done in prior years, was not allowed.
- The FY 22-23 grant awarded to fund recreation scholarships was carried over to FY 23-24. The initial amount was \$26,338, and as of December 31, 2023, \$2,235 in scholarships were funded.

FY 24-25 Funding Estimate

- Current CEP revenue estimate is approximately \$65,000 per year. The City charges a 6% overhead charge so there is \$60,000 in revenue available for grant awards for the coming fiscal year.
- There is an estimated \$3,400 in beginning CEP Fund Balance available.
- There is \$24,495 in CIF Funds available that can be spent as CEP for the coming fiscal year based on the CIF funds received through December 31, 2023. Staff understands that Metro is discussing how these funds can be spent but for the coming year, Metro will allow these funds to be spent as part of the CEP.

FY 24-25 Funding Estimate

- For the FY 24-25 CEP funding available, staff is assuming that the remaining \$23,883 in remaining scholarships funds available will be allowed to be carried over for that purpose.
- Staff estimates there is approximately \$88,708 in funding available for FY 24-25. This includes the \$3,400 in fund balances.
- Staff recommends allocating \$80,000 for FY 24-25 grant funding. This is \$20,000 more than the current fiscal year.
- This will leave approximately \$8,708 in unallocated funding to allow for a shortfall in projected revenue.
- Staff is recommending that the CIF funds be spent first.

Considerations – FY 24-25

- Staff met to discuss the CEP process and recommends that the Committee make the grant award process simpler by:
 - Awarding all grants for a one-year period.
 - Using the \$80,000 in funds available next year, do awards at different levels with one large grant, several mid-sized grants, and several smaller grants. For example:
 - One \$20,000 grant
 - Four \$10,000 grants; and
 - Four \$5,000 grants

Considerations (cont.)

- Does the Committee agree with carrying-over the recreation scholarship program to FY 2024-25?
- Does the Committee want to continue the three-year CIG program or award grants on a one year basis?
- Does the Committee want to continue the CEP process where there are a limited number of grants and the full amount requested is awarded?
- If so, how many grants and at what amount?

Considerations (cont.)

- In previous years, events such as the Chalk Art Festival received CEP funds. Recently, the City established funding for tourism-related events within the Transient Lodging Tax (TLT) Fund. Since events are now eligible for TLT funding, does the Committee want to exclude from CEP funding events that would be eligible for TLT funding?

FY 2024-25 Process

- Staff proposes the following timeline:
 - April 1 – April 30: Applications available and accepted.
 - May 13: CEPC meeting to hear applicant presentations. Time permitting approve allocations of grant funds and designate 2024-25 CEP projects.
 - May 28 (tentative): CEPC meeting to approve allocation of grant funds and designate 2024-25 CEP projects.
 - July 1: Contracts for designated projects distributed.

Next Steps

- Questions
- Discuss Program Elements
- Discuss Funding for Grants
- Discuss Other Considerations
- Motion and approval of FY 2024-25 Process