

Minutes are unofficial until approved by CEPC.

1. **ROLL CALL**

Co-Chair Peter Truax called the meeting of the Community Enhancement Program Committee (CEPC) to order at 5:30 pm. **ROLL CALL:** Co-Chair Kathryn Harrington, Thomas Johnston (left at 6:18 pm), Richard Kidd, Victoria Lowe, Ronald Thompson, Elena Uhing, Malynda Wenzl and Co-Chair Peter Truax. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

2. **CITIZEN COMMUNICATIONS:** None.

3. **APPROVE MINUTES FROM MEETING ON APRIL 13, 2016**

Wenzl moved, seconded by Harrington, to approve the minutes as presented. With all those present voting in favor, motion passed unanimously.

4. **DISCUSSION ON PROJECT APPLICATIONS for 2016-17**

Co-Chair Truax reviewed the process thus far noting there were 28 applications totaling \$207,357 requests for funds compared to \$114,084 CEP funds available and opened the floor for discussion.

Roundtable discussion ensued highlighting the large number of garden projects requesting funds and raised the question of possible City funding alternatives for the waterline at A.T. Smith House and the City budgeting for replacement of park signs in the future according to the Parks Master Plan.

In response to Wenzl's inquiry whether the FG Senior & Community Center was eligible for CEP funds since it had a line item in the budget, Downey clarified the City owns the building and is responsible for the exterior repairs and upkeep while the FGS&CC is responsible for programming and interior repairs. (Johnston left the meeting at 6:18 pm). In response to Wenzl's concern with the lack of protocol or policy regarding non-profits versus non-profits which receive City budget funds, Uhing requested that the City have a policy in place before next year's CEP process to eliminate further concerns and questions regarding non-profits. VanderZanden noted the City has attained more information than in the past on the FGSCC's financial acuity and the FGS&CC board has made a commitment to long-term financial goal setting. Co-Chair Harrington noted in her review of the applications for the referenced projects (AT Smith House, Park Signs, and FGS&CC) that they met the criteria and would not present a conflict in funding during this year's process.

In response to Uhing's inquiries, Downey confirmed the FGSD Athletic Director had given verbal support for the use of the Tom McCall Upper Elementary School by the

Junior Baseball Association and noted that, while the FGRC project did not have any partnership contributions, the CEP program guidelines listed the amount of matching funds as an additional factor for the committee members to use in evaluating the projects but it was not a requirement. Co-Chair Truax reiterated that the individual committee members distribute their funding allocations based on their personal evaluations and projects that receive contributions from five out of eight members are designated a project for the 2016-17 CEP. Co-Chair Harrington also noted her methodology was to fund the full allocation to quality projects versus spreading funds to as many projects as possible.

In response to Uhing's and Lowe's inquiry for a variance to allow FG School District projects to be completed in schools outside the Urban Growth Boundary, the committee concurred there are students attending Gales Creek, Dilley and Echo Shaw who live in Forest Grove and they would benefit from programs at their schools so this fits the project criteria.

In response to Kidd's inquiry, Downey explained that it is the prerogative of the individual committee members to not allocate their full funds in each category but any remaining funds from that committee member are not available to move to the other category unless a total project is deleted and the committee votes as a whole to move the funds to the other category. In response to Harrington's inquiry, Downey confirmed that a committee member's allocation to projects not funded by a majority will be available to that committee member to reallocate to another project in that category or returned to the funds available for next year.

Co-Chair Truax noted committee evaluation forms needed to be completed and submitted to staff by Thursday, May 12. The next meeting will be Monday, May 23, 2016, prior to the City Council meeting for the committee to discuss allocation of funds and designated CEP projects for 2016-17.

**5. ADJOURNMENT:** Meeting was adjourned at 6:58 pm

Respectfully Submitted by

Beverly Maughan, Executive Assistant