



A place where families and businesses thrive

**Forest Grove Solid Waste
Community Enhancement Program Committee**

**SPECIAL CEPC Meeting
Webex Meeting Community Auditorium
6:30 PM**

**THURSDAY, MARCH 26, 2020
1915 Main Street
Forest Grove, OR 97116**

NOTICE: VIDEO CONFERENCE MEETING

The City will be using Cisco Webex Meetings to remotely host the Solid Waste Community Enhancement Program Advisory Committee (CEPC) Special Meeting. Due to circumstances resulting from COVID-19 (Coronavirus disease) and as a precaution, the Committee is limiting in-person contact and promoting social distancing. No oral public comments will be taken. The Committee is asking that anyone wishing to speak on an item not on the agenda to submit written comments by March 26, 2020, 5:00 p.m. via e-mail to: bmaughan@forestgrove-or.gov.

Timothy Rippe
Vacant
Elena Uhing

Juan Carlos Gonzalez, Co-Chair
Peter Truax, Co-Chair

Mariana Valenzuela
Adolph "Val" Valfre, Jr.
Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. All meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, 503-992-3235, at least 48 hours prior to the meeting.

A G E N D A

- 6:30** 1. **CALL TO ORDER:**
2. **CITIZEN COMMUNICATIONS:**
No oral public comments will be taken. As a precaution, the Committee is limiting in-person contact and promoting social distancing. The Committee is asking that anyone wishing to speak on an item not on the agenda to submit written comments by March 26, 2020, 5:00 p.m. via e-mail to: bmaughan@forestgrove-or.gov. Thank you.
3. **ADDITIONS/DELETIONS**
4. **DISCUSSION OF CEP PROGRAM**
- Timeline Review
 - Presentations
 - Financial Report
5. **DISCUSSION OF EMERGENCY COVID APPROPRIATION**
- 7:00** 6. **ADJOURNMENT**



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COMMUNITY ENHANCEMENT PROGRAM MEMO

TO: *Community Enhancement Program Committee (CEPC)*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Paul Downey, Director of Administrative Services*

DATE: *March 26, 2020*

SUBJECT: *CEPC Special Meeting*

Purpose: The special meeting is being called to discuss potential program changes resulting from the COVID-19 crisis, namely, timelines, presentations, and the potential for an emergency appropriation from existing funds.

Background: At the November 25th meeting, the CEPC opted to create a Community Impact Grant (CIG) Program and allocate up to \$40,000/year to one applicant for three years. The remaining Community Enhancement Program (CEP) monies would be allocated in accordance with the pre-existing process of up to \$10,000 per applicant for one year to qualifying non-profits, Boards, and Commissions.

Under the current timeline, CIG and CEP applications are due Friday, April 3, presentations are on Thursday, April 16, and the CEPC meeting to award grants is April 27. Please recall grants are awarded for programs between July 1, 2020 – June 30, 2021 and monies for those programs are accrued during the same fiscal year they are paid out. In other words, grants are paid for on a “pay as you go” system with revenues received during the same year as the grant, not revenues in the bank.

Committee Considerations: Due to the COVID crisis, staff asks the Committee to consider the following items:

- 1) **Waive Presentations:** in an effort to assure social distancing, staff proposes to waive applicant presentations for the April 16 meeting.
- 2) **Award CIG Grant First:** the CIG grant must be awarded prior to each member making CEP allocations to assure the amount of CEP monies are known and to whom they can be allocated. As a result, staff proposes the CEPC meet virtually on April 16 and award the CIG grant. Both the CIG and CEP applications will be sent to the CEPC on April 10.

- 3) **Emergency COVID Appropriation:** the CEP guidelines stipulate that CEP monies are not eligible to fund programs that were or are budgeted to be funded by federal, state, or local government. As a result, any emergency appropriation from local government cannot be reimbursed with CEP funds, and further, makes those expenditures ineligible for future CEP funds. However, the CEPC can spend unappropriated CEP funds resulting from higher revenues than anticipated, uncommitted, or leftover funds from the prior year. At present, there is approximately \$25,000 in unappropriated CEP funds the CEPC could allocate immediately to a qualifying non-profit. A more specific fiscal report will be given at the meeting.