

CITY COUNCIL MONTHLY MEETING CALENDAR

Nov-19						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FGS&CC 1st Friday	2 Mayor's Ball 6pm, FGS&CC
3 Planning Comm 7pm	4	5 CCI 5:30pm	6 Municipal Court Sister Cities Mtg 4:45pm Rural Fire Board Mtg 6pm	7 EDC Noon	8	9
10 CITY OFFICES CLOSED	11 CITY OFFICES CLOSED	12 CITY COUNCIL MEETINGS 5:30 PM - WORK SESSION (Police Station) 6:15 PM - WORK SESSION (Federal Grants) 6:45 PM - Council Holiday Greeting TVCTV 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM Library Comm 6:30pm	13 Red Cross Blood Drive 1pm-6pm, Comm Aud	14	15	16 <i>Rippe out</i>
17 Chamber Luncheon Planning Comm 7pm	18 Western WC Fire Task TBD	19	20 Municipal Court P&R 7am CFC 5:15pm	21 PAC 5pm Sustainability 6pm Police Open House 6pm	22	23
<i>Rippe out Nov 16 - 24</i>						
24 CITY COUNCIL MEETINGS 5:00 PM - SWCEP Work Session (CEP) 6:00 PM - WORK SESSION (B/C Reappts) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM <i>Rippe return</i>	25	26 HLB 6:30pm	27 PSAC moved to 12/4	28 CITY OFFICES CLOSED	29 CITY OFFICES CLOSED	30 Tree Lighting
Dec-19						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Planning Comm 7pm	2	3 CCI 5:30pm	4 Municipal Court PSAC 7:30am Rural Fire Board Mtg 6pm	5 LOC Training Municipal Fundamentals 1pm- 5pm, Comm Aud EDC Noon	6 FGS&CC 1st Friday	7 Holiday Parade 5pm
8 CITY COUNCIL MEETINGS 5:00 PM - WORK SESSION (Candidates) 6:00 PM - WORK SESSION (B/C Appts) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	9 Red Cross Blood Drive 1pm-6pm, Comm Aud Library Comm 6:30pm	10	11 Municipal Court	12 State Public Notary Seminar (Free) 1pm-4pm, Comm Aud Sustainability 6pm	13	14
15 Chamber Luncheon Planning Comm 7pm	16 Employee Luncheon, Comm Aud Western WC Fire Task TBD HLB 6:30pm	17	18 P&R 7am CFC 5:15pm	19 PAC 5pm	20	21
22 NO CITY COUNCIL MEETING	23 Red Cross Blood Drive 1pm-6pm, Comm Aud HLB moved to 12/17	24	25 CITY OFFICES CLOSED	26 Sustainability moved 12/12	27	28
29 JWC WTP Expansion Dedication 10:30am-2pm, Fernhill Rd	30 Library Closes at 5pm	31				
Jan-20						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 CITY OFFICES CLOSED	2 EDC Noon	3 FGS&CC 1st Friday	4
5 Planning Comm 7pm	6 CCI 5:30pm	7	8 Rural Fire Board Mtg 6pm	9	10	11
12 CITY COUNCIL 5:00 PM - Council Appointee Swearing-In 5:30 PM - WORK SESSION (B/C Appts) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	13 Library Comm 6:30pm	14	15 Municipal Court P&R 7am CFC 5:15pm	16 Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm B/C Annual Reception 5:30 pm TBD	17	18
19 CITY OFFICES CLOSED	20 Western WC Fire Task TBD Planning Comm 7pm	21	22 PSAC 7:30am	23 Sustainability 6pm	24	25 Annual Town Meeting
26 Chamber Luncheon	27 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	28 Tigard City Address 6pm HLB 6:30pm	29 Hillsboro City Address 5pm	30	31	
<i>Valfre out January 23 - February 4</i>						

This page is intentionally blank.



A place where families and businesses thrive.

CITY COUNCIL MEETING AGENDA

**TUESDAY, NOVEMBER 12, 2019
COMMUNITY AUDITORIUM
1915 MAIN STREET**

- 5:30 PM CITY COUNCIL WORK SESSIONS (Police Station; Federal Grant Services)**
- 6:45 PM City Council (TVCTV Holiday Greeting)**
- 7:00 PM CITY COUNCIL REGULAR MEETING**

Forest Grove City Council Meetings are televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming, Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-programming/government-meetings/forest-grove>.

PETER B. TRUAX, MAYOR

VACANCY
Timothy A. Rippe
Ronald C. Thompson

Elena Uhing
Adolph "Val" Valfre, Jr.
Malynda H. Wenzl

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

➔ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

➔ **Citizen Communications** – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

City Council 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, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

WORK SESSION(s):

The City Council will convene in the Community Auditorium – Conference Room to conduct the following work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).

- | | | |
|---|--------------------|--|
| (PowerPoint Presentations)
Paul Downey, Administrative Services Director
J. F. Schutz, Police Chief
Michael Hall, Police Captain
Jesse VanderZanden, City Manager | <u>5:30</u> | <ul style="list-style-type: none"> • <i>Police Station Update</i> |
| Paul Downey, Administrative Services Director
Jesse VanderZanden, City Manager | <u>6:15</u> | <ul style="list-style-type: none"> • <i>Federal Grant Consulting Services Request for Interest Review</i> |
| Peter Truax, Mayor | <u>6:45</u> | <ul style="list-style-type: none"> • <i>City Council Holiday Greeting</i> |

- | | | |
|---------------------------|--------------------|---|
| | <u>7:00</u> | 1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance |
| Peter Truax, Mayor | 7:05 | 1. A. <u>PROCLAMATION:</u> <ul style="list-style-type: none"> • <i>National Hunger and Homelessness Awareness Week, Presenting to Celeste Goulding, UCC Program Coordinator</i> |
| | 7:10 | 2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you. |
| | | 3. <u>CONSENT AGENDA:</u> See Page 4 |
| | | 4. <u>ADDITIONS/DELETIONS:</u> |
| | | 5. <u>PRESENTATIONS:</u> |
| (PowerPoint Presentation) | 7:20 | 5. A. <ul style="list-style-type: none"> • <i>2019 Homeless Assessment Report, Annette Evans, Homeless Program Manager, Washington County Department of Housing Services Chair, Housing and Supportive Services Network</i> |
| (PowerPoint Presentation) | 7:35 | 5. B. <ul style="list-style-type: none"> • <i>Community Connection Workgroup, Brian Schimmel, Community Connection</i> |
| (PowerPoint Presentation) | 7:50 | 5. C. <ul style="list-style-type: none"> • <i>Winter Shelter Forest Grove and Cornelius, Celeste Goulding, Shelter and Services Director</i> |

James Reitz, Senior Planner Bryan Pohl, Community Development Director Jesse VanderZanden, City Manager	8:05	6. <u>CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-13 AUTHORIZING TO RENAME A ROADWAY SEGMENT FROM 15TH AVENUE TO 15TH PLACE; APPLICANT: CITY OF FOREST GROVE; FILE NO. 311-19-000024-PLNG</u>
J. F. Schutz, Police Chief Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	8:15	7. <u>RESOLUTION NO. 2019-57 AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY AND CITY OF FOREST GROVE RELATING TO CONTRACT LAW ENFORCEMENT SERVICES</u>
Anna Ruggles, City Recorder Jesse VanderZanden, City Manager	8:30	8. <u>REVIEW APPLICATIONS AND MOTION TO APPROVE STUDENT MEMBERS TO ATTEND NATIONAL LEAGUE OF CITIES CONGRESSIONAL CITY CONFERENCE IN MARCH, 2020:</u> <ul style="list-style-type: none">• <i>Declan Lynch, Community Forestry Commission</i>• <i>Johanna Peeters Weem, Sustainability Commission</i>• <i>Ashley Terry, Committee for Community Involvement</i>
City Councilors	8:40	9. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	9:00	10. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	9:05	11. <u>MAYOR'S REPORT:</u>
	<u>9:10</u>	12. <u>ADJOURNMENT:</u>

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Approve City Council Work Session (Vision and Values, Sara Wilson, SSW Consulting, Facilitator) Meeting Minutes of October 14, 2019.
 - B. Approve City Council Joint Work Session (Cornelius City Council and Forest Grove School District Board of Directors Meeting) Minutes of October 28, 2019.
 - C. Approve City Council Regular Meeting Minutes of October 28, 2019.
 - D. Accept Historic Landmarks Board Meeting Minutes of September 24, 2019.
 - E. Community Development Department Monthly Building Activity Informational Report for October 2019.

This page is intentionally blank.

FISCAL IMPACT: The expense for federal grant consulting services would derive from the General Fund. The estimated expense for the RFI's noted above ranges from approximately \$58,000 to upwards of \$90,000 per year. Both responses also describe trip(s) during the year by City officials to Washington D.C. to meet with elected officials and/or their staff and various agencies staff which will require additional funding. Please recall there was a consensus at the last Work Session that if this service was utilized, it would require at least two to three years to allow it to be successful.

STAFF RECOMMENDATION: Staff recommends Council reads through the RFI's and consider the following aspects in preparation for the Work Session: 1) If the federal grant programs listed in the RFI's are applicable to Forest Grove, 2) If yes, if the City administers a program and therefore is eligible to receive federal funds; and 3) If there is a specific project or program the City would like to pursue that is not already occurring.

ATTACHMENTS:

- Request for Information (RFI).
- Two RFI proposals 1) CFM and 2) Summit Strategies.



REQUEST FOR INTEREST (RFI)

Federal Government Grant Consulting Services

Address Proposals to:

City of Forest Grove
Attn: Paul Downey, Administrative Services Director
1924 Council Street
Forest Grove, Oregon 97116-0326

Proposals due: October 16, 2019

Proposals must be sealed in an opaque envelope, plainly marked as follows: "Request for Interest – Federal Government Grant Consulting Services", and sent to the attention of Paul Downey, Administrative Services Director. Include the name and address of the Proposer.

Proposers must submit five (5) hard copy sets of the Proposal and one (1) digital, electronic-file version on a flash "thumb" drive in Microsoft compatible or Adobe PDF format. Electronically mailed or faxed Proposals will not be accepted. The City of Forest Grove reserves the right to reject any or all Proposals.

Table of Contents

Description	Page
I. Project Background	1
II. Summary of Services	1
III. Forest Grove Overview	2
IV. RFI Documents	2
A. Proposal Format and Administrative Requirements	2
B. Firm Qualifications and Experience	3
C. Proposed Work Plan	4
D. Project Approach and Understanding	4
E. Proposed Budget	4
F. Clients and Communication	5
G. Supporting Documentation	5
H. Signature Page and Attestation of Compliance with Tax Laws	5
V. Proposer's Special Instructions	5
A. Pre-Qualification of Proposers	5
B. Pre-Proposal Conference	5
C. Procurement Method	5
D. Procurement Timeline	6
E. Page Limit	6
F. Proposal Submission	6
G. Submission Deadline	6
H. Modification or Withdrawal of Proposal by Proposer	7
I. Duration of Proposal	7
J. Questions, Interpretations, and Addenda	7
K. Contract Negotiation and Term	8
L. Change Requests and RFI Protests	8
M. Proposals Opening	8
N. Confidentiality and Public Records	9
O. Proposer Certifications and Acknowledgements	9
P. General RFI Information	10
VI. Proposal Evaluation & Contract Award	11
A. Evaluation Committee	11
B. Requests for Clarification, Additional Research, and Revisions	11

C. Interview Evaluation	12
D. Successful Proposer Determination	12
E. Investigation of References	12
F. Contract Award and Related Procedures	12
G. Local and Federal Requirements	14

APPENDIX A - Scope of Services

APPENDIX B - Minimum Insurance Requirements

APPENDIX C - Form of Contract

APPENDIX D - Signature Page

APPENDIX E - Attestation of Compliance with Tax Laws

REQUEST FOR INTEREST
City of Forest Grove
Federal Government Grant Consulting Services

The City of Forest Grove is seeking sealed proposals from qualified firms to provide Federal Government Grant Consulting Services (“Project”). Firms are invited to submit a proposal outlining their experience and qualifications in providing federal government representation in advancing municipality objectives with the U.S. Congress and federal agencies. The City is seeking proposals from firms with demonstrated experience in Federal Government representation to assist the City in achieving its budget objectives. Firms with local government experience, expertise in human services, public safety, transportation, housing, economic development, federal budget, appropriations, and reauthorizations processes, and excellent relationships with the Oregon Congressional delegation are highly desirable.

Sealed proposals will be accepted until 4:00 p.m., October 16, 2019, at 1924 Council Street, Forest Grove, Oregon 97116-0326, Attention: Paul Downey, Administrative Services Director. Facsimile or email proposals will not be accepted. Proposals will not be accepted after the stated opening date and time. Late proposals will be returned to the firm unopened. No responsibility will be attached to any official of the City for the premature opening of, or the failure to open, a proposal not properly addressed and identified.

The complete Request for Interest is on file with and may be obtained from Paul Downey, Administrative Services Director, 1924 Council Street, Forest Grove, Oregon 97116-0326, (503) 992-3200, pdowney@forestgrove-or.gov, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Proposers are required to certify non-discrimination in employment practices in accordance with ORS 279A.110(4), and identify resident status as defined in ORS 279A.120(1). Pre-qualification of Proposers is not required. All Proposers are required to comply with the provisions of Oregon Revised Statutes.

The City of Forest Grove reserves the right to (1) reject any or all proposals not in compliance with solicitation procedures; (2) postpone award of the contract for a period not to exceed 180 days from the date of proposal opening; (3) waive informalities in the proposals; and (4) select the proposal that appears to be in the best interest of the City.

PUBLISHED:	Portland Daily Journal of Commerce
DATE:	September 6, 2019

REQUEST FOR INTEREST (RFI)

I. Project Background

The City of Forest Grove is a political subdivision of the State of Oregon and located in Washington County. The City is governed by a seven-member City Council and managed by a City Manager, who is assisted by a team of Directors. The City provides a wide range of services to its approximate 24,000 residents through the following departments: Administrative Services, Community Development, Police Department, Fire Department, Light and Power, Public Works (sewer, water, and roads), Library, and Parks/Recreation, including an aquatic center.

The City is seeking proposals from firms with demonstrated experience in Federal Government representation to assist it in achieving its budget objectives by obtaining federal grants. A strong presence during each legislative session and healthy relationships with federal legislators, public officials, industry organizations, and other local government agencies are necessary both to maintain this position and to further the City's goals for safe communities, healthy people, a resilient economy, effective asset management, and quality service delivery.

II. Summary of Services

The intent of this RFI is to seek a firm that will leverage federal resources for the City's programs and priorities. The selected firm will keep the City engaged in funding opportunities for projects through special appropriations, grants, and other means. Firms with local government experience, expertise in human services, public safety, transportation, housing and economic development and federal budget, appropriations and reauthorizations processes, and excellent relationships with the Oregon Congressional delegation are highly desirable.

Providing regular, accurate and timely information on current federal activities is essential. While it is not required for Proposers to have an office in the Portland, Oregon area, it is the City's desire to work with a firm that maintains an Oregon presence. It is important the firm understand the day-to-day issues in Oregon in order to represent the City well.

The City expects that the firm selected under this RFI process ("Contractor") to, at a minimum:

1. Be able to certify that, in performing the specified work, they will not discriminate against any person on the basis of race, color, religion, political affiliation, gender, sexual orientation, age, marital status, physical or mental disability, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by such a person.
2. Maintain an accounting and financial management system which complies with general accepted accounting principles and which is adequate to meet federal government requirements. The system must provide adequate documentation, monitoring, access, and reporting concerning the organization's financial position.

The complete scope of work for the services requested is described in Appendix A, attached.

III. Forest Grove Overview

The City of Forest Grove is located in Western Washington County in the Tualatin Valley. It has experienced significant growth in the past decade and established itself as a highly desirable place to live due to its proximity to outdoor activities, the Portland urban area, thoughtfully planned residential communities, a historic and vibrant downtown, historic neighborhoods, community events, and a strong local economy. Incorporated in 1872 – the first city in Washington County – Forest Grove offers something for everyone.

IV. RFI Documents

The complete Request for Interest is on file with and may be obtained from the Project Manager: Paul Downey, Administrative Services Director, 1924 Council Street, Forest Grove, Oregon 97116-0326, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The Project Manager shall be the sole point of contact for all questions, concerns, and protests. Proposals must address all submission requirements set forth in this RFI and must describe the firm's experience providing federal legislative representation and lobbying services.

Unless otherwise specified, no particular form is required. In an effort to promote greater use of recycled and environmentally preferred products and to minimize waste, the City encourages all proposals submitted in hard copy to be prepared simply and economically. The use of special bindings, unnecessary colored displays and irrelevant promotional materials is neither required nor desired. Double-sided printing on recycled paper and/or the use of reusable products is encouraged.

A. Proposal Format and Administrative Requirements

All proposals shall contain the heading "Request for Interest – Federal Government Grant Consulting Services" and be typewritten with a standard body text font (e.g., Arial, Calibri, Times New Roman, Garamond) of at least 12-point. Proposals shall include an introductory letter, a table of contents that provides a clear identification of the written material by section and by page number, and a cover page.

Cover Page

The cover page must be signed by an authorized signer and include the following information:

- a. The RFI Title;
- b. The name, title, address, telephone number, and e-mail address of the Proposer's primary contact person; and
- c. The date of submission.

Proposers may include other information on the cover page in addition to the required information provided above, but must not omit any of the above information.

Introductory Letter

The introductory letter shall address the Proposer's understanding of the work to be accomplished, its willingness and commitment, if selected, to provide the services

offered, a brief outline of Proposer's strengths in providing the required services, and a description of why Proposer believes its organization should be selected. The letter must also acknowledge agreement with stipulations and requirements of this RFI.

- a. The letter shall be addressed to the City's Project Manager and shall include the Proposer's name, as well as the printed name, title, telephone number, and email address of the officer authorized to represent Proposer in any correspondence, negotiations, and signing of any contract that may result.
- b. The letter shall include the address of the office that will be providing the service and the project manager's name, title, telephone number, and email address.
- c. Proposer's federal tax ID numbers and the state of incorporation, if applicable, shall also be included.
- d. The letter must be signed by the Proposer, if an individual, or by a legal representative of the Proposer authorized to bind the entity in contractual matters, and shall include a description of Proposer's current legal status (i.e., corporation, partnership, sole proprietor, joint venture, etc.).

B. Firm Qualifications and Experience

Please provide a brief description of your firm, including experience and accomplishments with appropriations and reauthorizations, subject matter expertise, professional relationships with key members of Congress including Oregon's congressional delegation, contracts comparable to City requirements, principal lobbyists, total number of lobbyists on staff, number of clients expected to be represented in Congress, location of offices, and contact person(s).

Identify by name and title the key staff members who will be assigned to work with the City. Key staff members are those people who provide substantive work for the City. Identify the location where the key staff member typically works (e.g. Washington, D.C.). The requested key staff member information may be provided in a resume-type format.

1. Provide a biography for each identified key staff person. Biography must include, but need not be limited to, a description of the education, qualifications, experience, and training of each key staff person. The description would likely include information about the key staff person's work history, range of duties, project management history, and key responsibilities on previous projects.
2. Describe how your firm has developed strong relationships with federal agency leaders.
3. Describe how your firm has the ability to conduct advocacy with federal officials and program staff that determine grant winners.
4. Provide a statement regarding whether you intend to use subcontractors to fulfill any part of the tasks described under the scope of work. To the extent you intend to use subcontractors to fulfill any of the required tasks, include the following information:
 - A list of the tasks the subcontractor will perform.
 - A resume for the subcontractor's key personnel, showing such education and experience as may be relevant to the task to be performed.

- A description of each subcontractor's key personnel and the proposed roles and responsibilities each of the subcontractor's key personnel would have on this project.

C. Proposed Work Plan

Please provide a detailed 2020 work plan that includes:

- A schedule of key Congressional activities/deadlines;
- Proposed grant consulting activities;
- A schedule of recommended activities for City representatives to participate in;
- Explanation of staff roles and responsibilities; and
- Proposed schedule for developing and adopting the City's grant priorities for FY2020.

D. Project Approach and Understanding

With the Scope of Work in mind, please provide the following:

1. A description from a project management and logistical perspective how the firm would carry out the scope of work specified in this RFI.
2. An explanation of how you plan to approach and provide the services described in the Scope of Work.
3. A description of how the firm will work with City staff to:
 - Introduce grant opportunities
 - Gauge the City's goals and connect those to funding opportunities
 - Provide updates and maintain contact with staff
 - Develop tools to market the City's proposals
 - Review grants and assist with grant writing
4. A summary of how you presently have, and in the future plan to maintain:
 - A positive, bi-partisan relationship with legislators and federal program staff
 - A history of substantive contact with federal offices of interest to the City
 - An effective working relationship with the federal and national organizations and interest groups that affect the City's interests (e.g. the League of Oregon Cities and the National League of Cities)
 - Coordination and effective working relationship with key staff of an organization

E. Proposed Budget

Please describe how your firm would provide the services described in this RFI. Identify fees and key cost elements, including hourly rate, materials, and other costs and expenses.

Submit a detailed budget for the full contractual period itemized in accordance with each of the responsibilities, tasks, and activities outlined in the scope of work as well as any additional elements proposed. The budget must be organized in such a way that each item is priced individually, allowing the City to select all or a portion of the services and negotiate a total contract price accordingly.

F. Clients and Communication

Please provide a list of clients that your firm expects to represent before Congress. Also, provide three samples or excerpts of written communications and/or reports that your firm has developed to brief clients and to lobby Congressional and Executive Branches. These communications should represent what the City may typically expect from your firm if contracted for this work. You may remove client names from the publications if necessary. Also, include a list of three (3) entities for whom you have provided similar services. Include details about the type and level of services you provided for each and briefly describe the result.

G. Supporting Documentation

Please attach the following supporting documents:

1. A list of clients from the 114th, 115th and 116th sessions of Congress;
2. A sample grant tracking report;
3. Three references, including a contact name and phone number, of agencies for which similar services have been performed; and
4. Any other information Proposer deems necessary. This may include alternative Proposals.

H. Signature Page and Attestation of Compliance with Tax Laws

The Proposer must sign and submit the Signature Page (see Appendix D of this RFI) and the Attestation of Compliance with Tax Laws (see Appendix E). The submission and signing of the signature page indicates the intention of the Proposer to adhere to the provisions described in this RFI.

V. Proposer's Special Instructions

A. Pre-Qualification of Proposers

Pre-qualification of proposers is not required for this procurement.

B. Pre-Proposal Conference

A pre-proposal conference will not be held in connection with this procurement.

C. Procurement Method

The City is conducting this RFI pursuant to ORS 279A.050. The City seeks proposals that will enable the City to determine which firm and solution will best meet the City's needs. The City is utilizing the RFI process to assist City Council in deciding whether to contract for grant consulting services. This RFI may result in a contract with a firm for the services and equipment requested, however, there is no guarantee City Council will decide to fund grant consulting services. After the proposals are received, a work session will be held with the City Council to discuss if the City Council wants to approve issuing a contract for this type of service. The specific responses will not be discussed at that work session. If the Council agrees to contract for this service, interviews with responders may be held at the option of the City. If a contract is secured, the required start date will be no sooner than January 1, 2020.

D. Procurement Timeline

The City reserves the right to modify this schedule at the City's discretion. Proper notification of changes will be made to all interested parties.

The following is the anticipated timeline for receiving and evaluating Proposals and, if approved in the budget, awarding a contract to the most qualified organization.

Advertise Request for Proposals	Friday, Sept. 6, 2019
RFI Questions Deadline	Wednesday, Sept. 18, 2019
RFI Protests/Change Requests Deadline	Wednesday, Sept. 25, 2019
Addenda Issuance Deadline	Wednesday, October 2, 2019
Proposals Due	4 pm, Wednesday, October 16, 2019
Opening of Proposals	4 pm, Wednesday, October 16, 2019
Location of Proposal Opening:	Forest Grove City Hall, 1924 Council Street, Forest Grove, Oregon 97116-0326
Interviews Scheduled (if applicable)	December 2019 (Date TBD)
Notice of Intent to Award	Date To Be Determined
End of Contract Award Protest Period	Seven Days after Notice

E. Page Limit

There is a 20-page limit on proposals submitted in response to this procurement, not including exhibits and appendices.

F. Proposal Submission

Submissions in response to the RFI must be sealed in an opaque envelope, plainly marked as follows: "Request for Proposals – Federal Government Grant Consulting Services." Proposals shall contain five (5) hard copy sets and one (1) digital flash "thumb" drive in Microsoft compatible or Adobe PDF format. The name and address of the Proposer must appear on the outside of the envelope. Proposals received after the designated time and date will be returned unopened. **The City does not accept any proposals delivered by e-mail or facsimile transmission.**

G. Submission Deadline

Sealed proposals are due no later than 4 pm, Wednesday, October 16, 2019. Late, faxed or electronically transmitted proposals will not be accepted. Delays due to mail and/or delivery handling, including, but not limited to, delays within the City's internal distribution systems, do not excuse the Proposer's responsibility for submitting the Proposal to the correct location by the Proposal due date.

H. Modification or Withdrawal of Proposal by Proposer

Any Proposer may modify its Proposal at any time, in writing, prior to the scheduled closing time for receipt of proposals, provided communication of such is received by the City prior to the closing time. Any modification of a proposal must include a statement that the modification amends and supersedes the prior offer. All such communication shall be so worded as not to reveal the contents of the original Proposal. Withdrawn Proposals may be resubmitted prior to the time and date the Proposals are due, provided that they are then fully in conformance with the RFI.

I. Duration of Proposal

Proposal prices, terms, and conditions shall be firm for a period of at least one-hundred eighty (180) days from the submission deadline. Proposals shall not be subject to future price escalation or changes of terms during that period.

J. Questions, Interpretations, and Addenda

1. Questions

All questions regarding this project and solicitation must be directed to Paul Downey, Administrative Services Director, at (503) 992-3200, pdowney@forestgrove-or.gov. If necessary, the City will issue an addendum to all prospective Proposers that responds to questions regarding interpretations or clarifications, and will issue the addendum within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposal closing. If an addendum is necessary after that time, the City will extend the closing date.

All questions shall include "Federal Government Grant Consulting Services – RFI Questions" in the subject line and must be received by Wednesday, September 18, 2019. Questions and answers will be provided by email to all prospective Proposers on the RFI holders list. Questions submitted after the deadline will not be addressed.

For the sake of fairness, Proposers are not to contact any City staff or official, other than the Project Manager, concerning this RFI. Contact with any other City staff or officials concerning this RFI will be grounds for disqualification.

Proposers are hereby notified that verbal communication may not be relied upon as official communication concerning the RFI. Only answers to those questions responded to by the City's Project Manager in writing may be relied upon.

In case of any doubt or differences of opinion as to the items or services to be furnished hereunder, or the interpretation of the provisions of the RFI, the decision of the City shall be final and binding upon all parties.

2. Addenda

The City reserves the right to make changes to the RFI by written addendum, which shall be issued by email to all those who have obtained the RFI documents by contacting the Project Manager.

All addenda shall have the same binding effect as though contained in the main body of the RFI documents.

No addenda will be issued later than Wednesday, October 2, 2019, except by an addendum, if necessary, postponing the date for receipt of Proposals or canceling the RFI altogether.

Each Proposer is responsible for obtaining all addenda prior to submitting a Proposal and shall acknowledge in the Proposal receipt of each addendum as part of the Proposal. Failure to acknowledge receipt of all addenda as part of the Proposal may result in rejection of the Proposal.

K. Contract Negotiation and Term

Response to this RFI indicates agreement by the Proposer with all stipulations and requirements of this RFI and is subject to subsequent contract negotiation. It is the intention of the City of Forest Grove to offer the successful Proposer to start work as soon as a contract is signed.

The contract awarded pursuant to this RFI will be for a term of three (3) years with the option of two (2) renewals of one (1) year each. Each continuation of the contract will be contingent upon an annual management and project review by the City and City budget approval.

L. Change Requests and RFI Protests

A prospective Proposer may protest anything contained in the RFI documents and request a corresponding change to any provision, specification, or contract term contained in the RFI documents by submitting a written request to:

City of Forest Grove
Attn: Paul Downey, Administrative Services Director
1924 Council Street
Forest Grove, OR 97116-0326

All such protests shall include "Federal Government Grant Consulting Services – RFI Protest" in the subject line or written on the front of the envelope and be submitted, in writing, by Wednesday, September 25, 2019. Any such protest must include the information required by ORS 279B.405(4) and a statement of the desired change(s) to the procurement process or solicitation document(s) that the prospective proposer believes will remedy the conditions upon which the protest is based. The City will not consider any solicitation protest submitted after the deadline or any protest that does not include the required information.

The City will review the protest and respond in writing in accordance with ORS 279B.405. If the City determines it is necessary in order to consider and respond to a protest, the City may extend closing. If the City upholds a protest, in whole or in part, the City may, in its sole discretion, either issue an addendum reflecting its disposition or cancel the solicitation. Before seeking judicial review, a Proposer must file a written protest with the City and exhaust all administrative remedies.

M. Proposals Opening

In accordance with ORS 279B.060(6)(a), only the names of the proposers shall be disclosed at the opening.

N. Confidentiality and Public Records

All information submitted by a Proposer shall become and remain the property of the City and is considered public information and subject to disclosure pursuant to the Oregon Public Records Law, except such portions of the proposal, which are exempt from disclosure consistent with Oregon law. If a Proposal contains any information that the Proposer believes is exempt from disclosure under the various grounds specified in the Oregon Public Records Law, the Proposer must clearly designate each such portion of its proposal as exempt at the time of proposal submission, along with a justification and citation to the legal authority relied upon. Identifying the proposal, in whole, as exempt from disclosure is not acceptable. Failure to identify specific portions of the proposal as exempt shall be deemed a waiver of any future claim of that information as exempt.

The City will make available to any person requesting information, through the City processes for disclosure of public records, any and all information submitted as a result of this RFI not exempted from disclosure without obtaining permission from any Proposer to do so. City may also, in its sole discretion, elect to publish all such information at any time, regardless of whether or not a public records request has been received. However, if a public records request is made for material marked by the Proposer as exempt, the City will attempt to notify the impacted Proposer prior to any release of the material. Application of the Oregon Public Records Law by the City will determine whether any information is actually exempt from disclosure. The City accepts no liability for the release of any information submitted.

O. Proposer Certifications and Acknowledgements

By the act of submitting a Proposal in response to this RFI, the Proposer certifies that Proposer has carefully examined all RFI documents, all addenda, and all other attachments, fully understands the RFI intent, is able to perform all tasks as described in the Scope of Services (Appendix A), and its Proposal is made in accordance therewith. Except as otherwise noted as part of the Proposal, Proposer certifies as follows:

1. Proposer is familiar with Oregon laws, municipal government, and the local conditions under which the work will be performed.
2. The Proposal is based upon the requirements described in the RFI, without exception, unless clearly stated in the Proposal.
3. Proposer will fully meet all of the City minimum insurance requirements (attached as Appendix B).
4. To the best of Proposer's knowledge and belief, and in the case of sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that no elected official, employee, or person whose salary is payable in whole or part by the City has a direct or indirect financial interest in the Proposal, or in the services to which it relates, or in any of the profits thereof, other than as fully described in the Proposal.
5. Proposer has examined all parts (including addenda) of the RFI, including all requirements and contract terms and conditions thereof (attached as Appendix C), and if its Proposal is accepted, Proposer shall accept contract documents conforming thereto.

6. Proposer, if an individual, is of lawful age, is the only one interested in this Proposal, and no person, firm, or corporation other than that named has any interest in the Proposal, or in the proposed contract.
7. Proposer has quality experience providing the types of services and duties as described within the Scope of Services of this RFI.
8. Proposer shall also certify whether Proposer is an Oregon Proposer or a non-resident Proposer.

The Proposer must acknowledge in its response the following:

1. The Proposer agrees with all stipulations and requirements, as presented in this RFI.
2. The Proposer acknowledges that, if selected as the successful proposer, the provision of the services described herein is contingent upon successful negotiation of a contract with the City of Forest Grove.

P. General RFI Information

1. Nondiscrimination

By the act of submitting a Proposal in response to this RFI, Proposer certifies, under penalty of perjury, that Proposer has not discriminated against minorities, women, or emerging small business enterprises in obtaining any required subcontracts.

2. Competition

Prospective Proposers are encouraged to comment, in writing, on any specification or requirement within this RFI that the Proposer believes will inordinately limit competition. City will consider all Proposals equally and shall not favor any particular Proposer over another in analyzing the Proposals to encourage fair competition.

3. Proposal Costs

Proposers responding to this RFI do so solely at their expense, and the City is not responsible for any Proposer expenses associated with responding to the RFI. Finalists invited to participate in interview evaluations are responsible for scheduling and paying for their own travel arrangements. The City is not liable for any cost incurred by a Proposer in protesting any portion of the RFI documents or the City's selection decision.

4. Rejection of Proposals

The City reserves the right to waive any or all irregularities in Proposals submitted in response to this RFI. Furthermore, the City reserves the right to reject any or all Proposals, or portions thereof, submitted in response to this RFI. Proposals may be rejected for reasons including, but not limited to:

- a. Failure of the Proposer to adhere to one or more of the provisions established in the RFI;
- b. Failure of the Proposer to submit a Proposal in the format specified herein;

- c. Failure of the Proposer to submit a Proposal within the time requirements established herein;
- d. Failure of the Proposer to adhere to ethical and professional standards before, during, or following the Proposal process; and
- e. Failure to provide information that is specifically requested in this RFI.

The City may reject any Proposal not in compliance with all prescribed public procurement procedures and requirements, and may reject any or all Proposals upon a finding by the City that it is in the public interest to do so.

VI. Proposal Evaluation & Contract Award

A. Evaluation Committee

A Selection Review Committee of City staff with relevant expertise in the subject matter of this solicitation will review submitted proposals. Committee members will evaluate proposals to determine which one best meets the needs of the City. Proposals will be evaluated in accordance with the following:

- | | |
|--|-----------|
| 1. Completed Proposal submitted on time | Pass/Fail |
| 2. Original copies plus electronic copy of complete proposal | Pass/Fail |
| 3. Transmittal Letter | Pass/Fail |
| 4. Firm and team qualifications | 40 points |
| 5. Project Understanding and Approach | 30 points |
| 6. Cost Structure | 30 points |

Total Evaluation Points – 100 points

B. Requests for Clarification, Additional Research, and Revisions

The City reserves the right to obtain clarification of any portion of a Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Proposer to timely respond to such a request for additional information or clarification may result in a finding that the Proposer is non-responsive and consequent rejection of the Proposal.

The City may obtain information from any legal source for clarification of any Proposal. The City need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

The City may perform, at its sole option, investigations of any Proposer. Information obtained may include, but shall not be limited to, current litigation and contracting references. All such information, if requested by the City, will become part of the public record and may be disclosed accordingly.

The City reserves the right to request revisions of any Proposal after the date and time due and before award for the purpose of obtaining best and final offers.

C. Interview Evaluation

At the option of the City, finalists from the written evaluation may be invited to participate in an additional interview evaluation process. The number of finalists will be determined by the Selection Review Committee. The interview evaluation process would provide an opportunity for Proposers to make a presentation to clarify their Proposals and for the Selection Review Committee to ask additional questions related to the Proposal and Scope of Services. If applicable, the City will notify finalists of the interview evaluation time and location and allow for a reasonable period of time for finalists to prepare presentations.

If an interview is scheduled, 25 additional points will be assigned to the process and will be added to the participating Proposers' total points for determination of the successful Proposer. The criteria to be used as part of the interview evaluation process will be determined by the Selection Review Committee and provided to each finalist in advance.

D. Successful Proposer Determination

The Selection Review Committee shall determine the final ranking of Proposers, and the Committee's decision is final. Upon determination of the successful Proposer, the City will issue a Notice of Intent to Award letter notifying all Proposers of the RFI process having concluded, the Selection Review Committee's selection of the successful Proposer, and protest procedures.

After the Selection Review Committee has selected a preferred Proposer, the City will negotiate a contract. The City reserves the right to negotiate a final contract that is in the best interest of the City. The City will attempt to reach a final agreement with the successful Proposer but may, in its sole discretion, terminate negotiations and reject the Proposal in the event additional information becomes available which affects the Selection Review Committee's evaluation, or agreement on a final contract cannot be reached within a reasonable time. The City may then attempt to reach final agreement with the next ranked Proposer, and so on with the remaining Proposers, until an agreement is reached. In the alternative, the City may at any time elect to reject all Proposals and may begin the process over.

E. Investigation of References

The City may investigate the qualifications of a Proposer, including but not limited to: successful performance of similar services; compliance with specifications and contractual obligations; its completion or delivery of services on schedule; and its lawful payment of suppliers, subcontractors, and workers. The City may request references in addition to those provided by the Proposer, may investigate any references whether or not furnished by the Proposer, and may investigate the past performance of any Proposer.

Reference checks may be done by any reasonable method, including in-person interview, telephone interview, or written questionnaire. Reference checks will be used in and may affect the evaluation of the scored criteria.

F. Contract Award and Related Procedures

The City intends to announce its intent to award prior to Contract award by letter or email to Proposers. The notice shall serve as notice to all Proposers that the City intends to negotiate and to make an award. The City generally issues a notice of intent to award in advance of the actual

award of a contract procured through a request for proposals. The period between the publication of the intent to award and the award of the contract varies, but typically is about 14 days.

1. Award Protest

A Proposer believing itself to have been adversely affected or aggrieved by the selection of the Successful Proposer may submit a protest to the City in accordance with OAR 137-047-0740. The protest must be in writing and submitted to:

City of Forest Grove
Attn: Paul Downey, Administrative Services Director
1924 Council Street
Forest Grove, OR 97116-0326

Award protests shall include "Federal Government Grant Consulting Services - Award Protest" in the subject line or written on the front of the envelope. The written protest must be received by the City no later than seven (7) calendar days after the date the Notice of Intent to Award letter was issued. A protest must specify the grounds for the protest, include evidence or supporting documentation, and specify the relief sought. The City shall not consider any written protest not received by the deadline or which does not contain the required information. The City will issue a written disposition of the protest in a timely manner in accordance with ORS 279B.410. If the City upholds the protest, in whole or in part, the City may, in its sole discretion, either issue an addendum reflecting its disposition or cancel the solicitation. Before seeking judicial review, a proposer must file a written protest with the City and exhaust all administrative remedies. After expiration of the seven (7) calendar-day intent-to-award protest period and resolution of all protests, the City intends to proceed with negotiations and, where appropriate, the final award.

2. Form of Contract

A copy of the standard Professional Service contract, which the City expects the successful Proposer to execute, is included as Appendix C. The contract will incorporate the terms and conditions from this RFI document and the submitted proposal. **Proposers taking exception to any of the contract terms or conditions must submit a request for a change to standard contract terms and conditions WITH THEIR PROPOSAL or the exceptions will be deemed waived.** The City Attorney will review all requests for changes and may or may not accept the requested exceptions.

The City will negotiate with the preferred Proposer to enter into a contract that is acceptable to both parties, based on the Proposal and the goals and objectives of the City. The contract will contain, among other provisions, the scope of services, the duration of the contract, insurance and indemnity requirements, and a variety of other legal provisions, including those required by public contracting laws.

City is not obligated because of the submission of a proposal to enter into a contract with any Proposer, and has no financial obligation to any Proposer arising from this RFI.

3. Insurance Certification

The apparent successful Proposer shall provide all required proofs of insurance to the City within fourteen (14) calendar days of the issuance of the Notice of Intent to Award. Failure to present the required documents within the fourteen calendar-day period may result in proposal rejection or delay of award of contract. Proposers are encouraged to consult their insurance agent(s) about the insurance requirements contained in the RFI prior to proposal submission.

G. Local and Federal Requirements

The City of Forest Grove intends to select a Proposer in accordance with OAR 137-047-0255 and the City's municipal code. Selection of a Proposer under this process is not a guarantee of a contract award, nor is the award of a contract for any portion of the work a guarantee of award of a contract for any subsequent work. All work is subject to budgetary and funding constraints of the City of Forest Grove.

The selected organization shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the work under this contract, including, without limitation, the provisions of: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659.425; (iv) all applicable state and federal wage and hour laws; (v) all regulations and administrative rules established pursuant to the foregoing laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

Proposer is subject to the Oregon Workers Compensation Law and shall comply with ORS 656.017. The City of Forest Grove's programs, services, employment opportunities, and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability, or political affiliation.

APPENDIX A

SCOPE OF SERVICES

The City is seeking sealed proposals from qualified firms for the provision of the following deliverables:

1. Providing strategic and tactical advice and counsel relative to federal government grant issues affecting the City. Common issue areas include, but are not limited to, transportation, housing, land use, urban development and redevelopment, public safety, environment, tax credits, economic development, parks and recreation, arts, and federal funding. (Ongoing throughout Contract)
2. Assisting the City in prioritizing federal grant projects and pursuing and securing federal governmental program and discretionary funding for those projects. (Ongoing throughout Contract)
3. Providing oral reports to City staff and City Council in Forest Grove. (Once per year)
4. Providing a written end of annual Congressional session report. (Due December 15th of each calendar year)
5. Submitting written update reports every other month to provide project manager with updates on relevant federal legislation, availability of appropriations and grants relevant to the City's needs and other relevant federal activities impacting local government. (Due on the last Friday of every other month)
6. Assisting the City in developing and sustaining long-term substantive relationships with federal elected and appointed officials. (Ongoing throughout Contract)

The Scope of Services will be further negotiated and refined between the City and the selected Proposer.

APPENDIX B

MINIMUM INSURANCE REQUIREMENTS

Indemnity - Standard of Care

Contractor acknowledges responsibility for liability arising out of the performance of this Contract and shall defend, indemnify, and hold harmless City and its officers, agents, volunteers, and employees against any and all liability, settlements, loss, damage, costs, and expenses arising from or in connection with any action, suit, demand, or claim resulting or allegedly resulting from, attributable in whole or in part to, or in any way connected with Contractor's and Contractor's officers', agents', volunteers', and employees' acts, omissions, activities, or services in the course of performing this Contract. Contractor's activities are deemed to include those of Contractor's subcontractors. This section will survive the termination or revocation of this Contract, regardless of cause.

Insurance

Contractor shall obtain at its expense, and maintain for the term of this contract, occurrence form commercial general liability and commercial automobile liability insurance, including coverage for all owned, hired, and non-owned automobiles, for the protection of Contractor, the City, its Councilors, officers, agents, volunteers, and employees. Such coverage shall be primary and non-contributory. Coverage shall include personal injury, bodily injury, including death, and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Contractor's operations, in an amount not less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate. Such insurance shall name the City as an additional insured. Contractor, its subcontractors, if any, and all employers providing work, labor, or materials under this Contract, who are subject employers under the Oregon Workers' Compensation Law, shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide workers' compensation coverage for their workers that complies with ORS 656.126. Employers' Liability Insurance with coverage limits of not less than \$1,000,000 each accident shall be included. All policies will provide for not less than thirty (30) calendar days' written notice to the City before they may be canceled. Prior to commencing work under this Contract, and thereafter upon request, Contractor shall furnish the City certificates of insurance and necessary endorsements evidencing the effective dates, amounts, and types of insurance required by this Contract

APPENDIX C
PROFESSIONAL SERVICES AGREEMENT

This Agreement made on the ____ day of _____, 20____, between:

THE CITY OF FOREST GROVE

1924 Council Street

P.O. Box 326

Forest Grove, Oregon 97116

("City")

and

[Consultant]

[Address]

[Telephone]

[Fax]

("Consultant")

Consultant agrees to provide professional services (a.k.a. “personal” services) to the City pursuant to this Agreement. Such services are authorized by and subject to the terms and conditions of this Agreement.

The “Project”:

[Describe Project]

[Include nature of project and budget/time parameters.]

Consultant has reviewed the City’s description of the Project and conducted initial inquiries with the City and other local regulatory agencies regarding the Project. Consultant represents that Consultant is competent and willing to undertake professional services in connection with the Project and is capable of performing such professional services within the time allotted herein.

1. Consultant's Responsibilities

1.1. Consultant will provide professional services for the City during all phases of the Project to which this Agreement applies; serve as the City's representative for the Project as set forth below and give professional consultation to the City during the performance of services hereunder.

1.2. Consultant will provide all professional services customarily furnished and reasonably necessary within the Scope of Services set out at Exhibit A, attached. Time is of the essence of this Agreement. The City and Consultant will develop a Project Schedule consistent with requirements of the Scope of Services and Consultant will complete each phase of the services in accord with that Schedule. Subconsultants, if any, may only be used with the City's prior written consent. Consultant will contract directly with and will pay such subconsultants. City has no obligation to pay any subconsultants.

1.3. Consultant will pay all royalties and license fees which may be due by reason of materials or methods employed by Consultant or its subconsultants or by reason of the necessary inclusion of protected materials or methods in the Project as designed except to the extent such materials or methods are included with the informed consent or at the direction of the City. Consultant will defend all suits or claims for infringement of patent, trademark, or copyright for which Consultant is responsible pursuant to this paragraph, which may be brought against the City, and Consultant will be liable to the City for all losses arising therefrom, including costs, expenses, and attorney fees.

1.4. Consultant will not be relieved of responsibility for errors or omissions or other defects in plans and specifications or any other documents prepared by Consultant for the City's review and approval.

1.5. Consultant will keep any real property involved in the Project free from all liens by reason of its services and will defend, indemnify and hold harmless the City from the operation and effect of any such lien or encumbrance that may be claimed by any person by reason of Consultant's services. If Consultant fails to remove any lien or adjust any other claim relating to Consultant's services, the City may without recourse by Consultant, pay the lien or claim and charge such payments, with any resulting costs incurred by the City deducted from any monies owed Consultant by City. (ORS 279A.220)

1.6. All services provided by Consultant (and any of their sub-consultants) will be performed in a prompt manner consistent with the professional standards of care and diligence applicable to those services performed by recognized firms in the Portland metropolitan region on the type of project being done. Consultant is and will be responsible for all services provided regardless of whether the services are provided directly by Consultant or by sub-consultants used by Consultant. Consultant will make all decisions called for promptly and without unreasonable delay.

1.7. Consultant will perform only the services authorized. Additional services will be compensated only if and as authorized in writing by the City. To the extent services are made necessary by fault or error of Consultant or their sub-consultants in the performance of their respective duties, responsibilities or obligations, the services will not be compensated.

1.8. Consultant will maintain all documents, books, papers, recordings and all other records, including any in digital format, arising out of or related to this Agreement for a period of three (3) years after completion or abandonment of the Project. Such records will be made available, in full, to the City upon reasonable notice.

1.9. If applicable, Consultant will designate a representative fully knowledgeable about the Project with the authority to carry out Consultant's duties under this Agreement.

1.10. Consultant will furnish City with either its IRS-designated employer identification number or social security number whichever is appropriate.

1.11. Consultant will not provide any comments, information, press releases or opinions to representatives of newspapers, magazines, television and radio stations, weblogs or any other news medium without the City's prior written consent.

1.12. Consultant will give prompt written notice to City if Consultant becomes aware of, or forms a belief regarding, actual or potential problems, faults or defects in the Project, any nonconformity with the Agreement or with any federal, state or local law, regulation or ordinance, or has any objection to any decision or order made by City with respect to Consultant's duties under this Agreement. Any delay or failure on the City's part to provide a written response to Consultant will not be deemed or construed to be an endorsement of Consultant's notice and will not constitute a waiver of any of City's rights.

1.13. Any employee of Consultant or any sub-consultant will be paid at least time and a half for all time worked in excess of 40 hours in any one week, other than a person excluded from overtime pursuant to ORS Chapter 653 or United States Code Title 29.

1.14. Consultant will promptly pay, as due, all persons supplying labor or material for the performance of its work under this Agreement. (ORS 279B.220)

1.15. Consultant will pay all contributions or amounts due the Industrial Accident Fund incurred in the performance of its work under this Agreement, and shall ensure subcontractors pay those amounts due from the subcontractors. (ORS 279B.220)

1.16. Consultant will pay to the Department of Revenue all sums withheld from employees under ORS 316.167.

1.17. Consultant will promptly pay, as due, all persons or entities furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to Consultant's employees, those sums that Consultant agrees to pay for those services and all moneys and sums that Consultant collected or deducted from its employees' wages under

any law, contract or agreement for the purpose of providing or paying for the services. (ORS 279B.230)

1.18 Consultant is a subject employer that will comply with ORS 656.017. Consultant warrants that all persons engaged in contract work and subject to the Oregon Workers' Compensation law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Consultant shall indemnify City for any liability incurred by City as a result of Consultant's breach of the warranty under this Paragraph. (ORS 279B.230)

2. The City's Responsibilities

2.1. The City will designate a representative fully knowledgeable about the Project and with the authority to review and approve all Project work.

2.2. The City will furnish Consultant with information regarding requirements for the Project, including programs setting forth the City's objectives, schedules, constraints and criteria.

2.3. The City will render its decisions in a timely manner to avoid unreasonable delay in the orderly and sequential progress of Consultant's services.

2.4. The City will furnish Consultant with all information in its possession regarding the Project.

3. Drawings and Specifications

3.1. Construction or Project drawings and specifications, if any, or other construction documents submitted by Consultant to the City, or to any trade contractors or others for bidding or negotiation, will be complete and unambiguous and in compliance with all applicable codes, ordinances, statutes, regulations and laws except to the extent expressly and specifically otherwise stated in detail in writing by Consultant at the time of such submission. By submitting such documents for construction or bidding purposes, Consultant represents that Consultant has informed the City of any tests, studies, analyses or reports which are necessary or advisable to be performed by or for the City at that time.

3.2. Consultant will assign all original designs, drawings, specifications and other construction documents, if any, to the City upon completion or termination of services under this Agreement.

3.3. All copies of drawings, specifications or other Construction Documents, if any, provided the City become the property of the City which may use them without Consultant's permission for any proper purpose relating to the Project, including, but not limited to, additions to or completion of the Project.

3.4. If applicable, Consultant will provide one set of reproducible record drawings, which are the revised construction drawings reflecting the construction as completed. The revisions will be based on observations of Consultant made verifying actual construction.

4. Payments to the Consultant

4.1. For the period of this Agreement, Consultant agrees to provide services at the rates set forth in Exhibit B (attached).

4.2. For authorized reimbursable expenses, the City will pay Consultant at the rate specified. For unscheduled reimbursement items, Consultant will be reimbursed at Consultant's direct cost without markup.

4.3. Consultant will not be entitled to or be paid for services provided in excess of any guaranteed maximum price or fixed price that has been established for such services unless authorized by a written scope change.

4.4. Consultant will provide the City with monthly statement(s) of services rendered and authorized reimbursable expenses incurred for the preceding month. Consultant expressly waives any right to payment for services rendered if such services are not billed within sixty (60) days following their rendition.

4.5. In addition to the monthly statement described in 4.4, Consultant's invoices will include a summary of services provided; a summary of reimbursable expenses; and a summary of authorized additional services, all in accordance with the compensation provisions of this Agreement, as well as an estimate of the percent of services completed as of the invoice date.

4.6. Invoices for reimbursable expenses will be accompanied by supporting documentation.

4.7. Invoices for authorized additional services will outline and identify the services performed and by whom, the number of hours each person worked and applicable pay rates.

4.8. Payments will be made monthly for services performed and invoiced.

4.9. Consultant shall keep its billing records, including timesheets, rate schedules and invoices necessary to support invoices for time and materials, additional services and expenses current consistent with generally recognized accounting principles and procedures and maintained for a period of two (2) years following completion or abandonment of the Project. Such records will be available to the City for inspection, copying and/or audit during normal business hours.

5. Termination

5.1. The City may terminate this Agreement for convenience and without cause by giving written notice of such termination to Consultant. Upon receipt of such notice, Consultant will immediately cease further performance except that Consultant may perform such services and incur such reimbursable expenses as reasonably necessary to preserve work that has been completed or is in progress and to achieve an orderly termination or transition. Upon such termination, the City will pay Consultant, pursuant to the payment provisions of this Agreement for all authorized services or reimbursable expenses up to the date established in the notice of

termination. Authorized reimbursements include those costs necessarily and reasonably incurred by Consultant for organizing and carrying out the termination. The City will not be obligated to reimburse Consultant for any continuing contractual commitments to others or for penalties or damages arising from the cancellation of such contractual commitments.

5.2. Within a reasonable time after termination of this Agreement or of any Exhibit A work, Consultant will deliver to the City all materials and equipment and documentation, including raw or tabulated data and work in progress upon payment pursuant to paragraph 5.1 above.

5.3. Termination of this agreement by the City does not constitute a waiver or termination of any rights, claims, or causes of action the City may have against Consultant under this Agreement.

5.4. Upon a determination by a court or an arbitrator that any termination of Consultant or its successor in interest by the City was wrongful, such termination will be deemed converted to a termination for convenience as set forth above and Consultant's remedy will be so limited.

6. Insurance

6.1. Consultant will maintain throughout the period of this Agreement, as extended from time to time, and for a period of two (2) years after completion of the Project, the following minimum levels of insurance:

- (a) Workers' compensation coverage as required by law.
- (b) Employer's liability with limits of not less than \$2 million per occurrence.
- (c) Comprehensive general liability for damages as a result of death or bodily injury to any persons or destruction or damage to any property with limits of not less than \$2 million per occurrence including completed operations.
- (d) Comprehensive automobile liability insurance for at least \$2 million per occurrence.
- (e) Errors and omissions insurance with limits of not less than \$2 million.

Consultant will require that any subconsultants engaged or employed by Consultant carry and maintain similar insurance as listed above with the same limits and coverage requirements.

6.2. Consultant's insurance will be primary and any insurance carried by the City will be excess and noncontributing. The general liability coverage will name the City, its officers, employees, agents and insurers as additional insureds and will contain a severability of interest clause. Additional insured coverage shall be for both on-going operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Workers' compensation coverage will contain a waiver of subrogation in favor of the City. All required coverage will be with companies rated A-/V or better by A.M. Bests Rating Service and will provide the City with thirty (30) days notice of material change, expiration, or cancellation.

6.3. Prior to commencement of any services under this Agreement, Consultant will furnish the City with evidence of insurance coverage and provisions as described under 6.1. In the event Consultant fails to maintain insurance as required, the City

will have the option, but not the obligation, to obtain such coverage with costs to be the responsibility of and reimbursable by Consultant.

7. Force Majeure Delay

Neither party will be responsible to the other for its failure to perform on time when such failure is due to causes beyond the party's reasonable control such as acts of God, fire, theft, war, riot, embargoes, or acts of civil or military authorities. If Consultant's services are delayed by such contingencies, Consultant will immediately notify the City in writing and the City may either (1) extend time of performance, or (2) terminate the uncompleted portion of Consultant's services at no cost to the City.

8. Independent Contractor

Consultant is an independent contractor and is entitled to no compensation other than the compensation expressly provided by this Agreement. Nothing in this Agreement will be construed as forming a partnership, agency or joint venture between the parties. As an independent contractor, Consultant is not entitled to indemnification by the City or the provision of a defense by the City under the terms of ORS 30.285. This acknowledgement does not affect Consultant's independent ability (or the ability of its insurer) to assert the monetary limitations, immunities or other limitations affecting a claim made under the Oregon Tort Claims Act.

9. Notices

Any notice required under this Agreement will be deemed properly given if directed by prepaid mail, certified return receipt requested, or delivered in hand to the parties at the address as specified on the face page of this Agreement.

10. Work is Property of City

All work, including but not limited to documents, drawings, papers, computer programs, and photographs, performed or produced by Consultant under this Agreement shall be the property of City.

11. Indemnity

Consultant acknowledges responsibility for any and all liability arising out of Consultant's performance under this Agreement. Consultant will indemnify, defend (with counsel acceptable to City) and hold City, its councilors, officers, employees, agents and insurers (collectively "City") harmless from and against any and all liability, losses, costs, settlements and expenses in connection with any action, suit or claim resulting or allegedly resulting from Consultant's acts, omissions, activities or services in the course of performing under this Agreement.

12. Successors and Assignments

12.1. Both City and Consultant bind themselves and any partner, successor, executor, administrator, or assign to this Agreement.

12.2. Neither City nor Consultant shall assign or transfer their interest or obligation hereunder in this Agreement without the prior written consent of the other. Consultant must seek and obtain City's written consent before subcontracting any part of the work required of Consultant under this Agreement.

12.3. Any assignment, transfer or subcontract attempted in violation of this subparagraph shall be void.

13. Records

13.1. Consultant shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three (3) years after City makes final payment on this Agreement and all other pending matters are closed.

13.2. Consultant shall allow City (or any of its authorized representatives) to audit, examine, copy, take excerpts from or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.

14. Intellectual Property

The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this Agreement shall vest in City. Consultant shall execute any assignment or other documents necessary to effect this paragraph. Consultant may retain a nonexclusive right to use any intellectual property that is subject to this paragraph. Consultant shall transfer to City any data or other tangible property generated by Consultant under this Agreement and necessary for the beneficial use of intellectual property covered by this paragraph.

15. Mediation/Litigation

If any dispute arises between the parties to this Agreement, the dispute will be submitted to mediation prior to any litigation. No claim or dispute arising under this Agreement may proceed to litigation if the parties have not first mediated that claim or dispute. Mediation will be conducted in Forest Grove, Oregon. The parties will attempt to select a mediator within 30 days of a party's request for mediation. If the parties fail to agree on a mediator, a mediator will be appointed by the presiding judge of the Washington County Circuit Court upon a party's request. The mediator's fees and expenses will be shared equally by the parties. Each party will bear its own attorney fees.

Any litigation arising out of or related to this Agreement will be tried to the court without a jury. Each party will bear its own fees, costs and expenses related to any litigation, including attorney fees.

16. Governing Law

This Agreement and all services performed hereunder will be interpreted under the laws of the State of Oregon without respect to conflict of laws principles. The exclusive venue for any lawsuit or action will be in Washington County, Oregon.

17. Assignment

Consultant cannot assign any rights nor delegate any responsibilities it has under this Agreement without the City's prior written approval.

18. Severability

If any term, condition or provision of this Agreement or the application thereof to any circumstance is determined to be invalid or unenforceable to any extent, the remaining provisions of this Agreement will not be affected but will instead remain valid and fully enforceable.

19. Article Headings

All article headings are inserted for convenience only and will not affect any construction or interpretation of this Agreement.

20. Waiver

No waiver of satisfaction of a condition or nonperformance of an obligation under this Agreement will be effective unless it is in writing and signed by the party granting the waiver.

21. No Third-Party Beneficiaries

This Agreement confers no rights or benefits on any third party.

22. Entire Agreement

This Agreement signed by both parties and so initialed by both parties in the margin opposite this paragraph constitutes a final written expression of all the terms of this Agreement and is a complete and exclusive statement of those terms. Any and all representations, promises, warranties, or statements by the City or the City’s agents that differ in any way from the terms of this written Agreement will be given no force and effect. This Contract will be changed, amended, or modified only by written instrument signed by both the City and Consultant. This Agreement will not be modified or altered by any course of performance by either party.

CITY

CONS

CITY OF FOREST GROVE
MICHAEL JESSE VANDERZANDEN

CONSULTANT
[CONSULTANT NAME]

By: _____

By: _____

Title: City Manager _____

Title: _____

EXHIBIT A

[Scope of Work]

{00607647; 1 }

EXHIBIT A – Scope of Work

EXHIBIT B

[Cost Schedule]

{00607647; 1 }

EXHIBIT B – Cost Schedule

APPENDIX D SIGNATURE PAGE

[Fill out and submit this page with your Proposal]

This page must be signed with the full name and address of the Proposer submitting the response; if a partnership, by a member of the firm with the name and address of each member; if a corporation, by an authorized officer thereof in the corporate name.

The undersigned verifies that he/she is a duly authorized officer of the company, and that his/her signature attests that information provided in response to this Request for Proposal is accurate.

The undersigned certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition.

The undersigned certifies that all addenda to the specifications have been received and duly considered and that all cost adjustments associated with the addenda are reflected in this proposal.

Addendum No(s)._____Acknowledged? YES / NO

Resident Proposer as defined in ORS 279A.120(1)? YES / NO

Proposers certify non-discrimination in accordance with ORS 279A.110(4) YES / NO

Proposer hereby makes this proposal to furnish goods and/or services at the price(s) indicated herein in fulfillment of the requirements and specifications of the City as stated in the Request for Proposal.

Signature of Authorized Official

Date

Printed Name

Telephone Number (with area code)

Title

E-mail Address

Firm Name

Address

City, State, Zip Code

APPENDIX E

ATTESTATION OF COMPLIANCE WITH TAX LAWS

[Complete and submit this page with your Proposal]

I, _____, representing _____ (Proposer),
(Insert printed name) (Insert name of Firm)

hereby attest that:

1. I am an authorized agent of Proposer, and I have full authority from Proposer to submit this attestation and accept the responsibilities stated herein.
2. I have knowledge regarding payment of taxes of Proposer, and to the best of my knowledge, Proposer is not in violation of any Oregon tax laws, including, without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.
3. Proposer will provide written notice to City within two business days of any change to its compliance with tax laws.

Authorized Agent Signature

Date

Title

This page is intentionally blank.



strategic communications, inc.

research marketing public relations public affairs federal lobbying state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

Request for Interest – Federal Government Grant Consulting Services

October 15, 2019



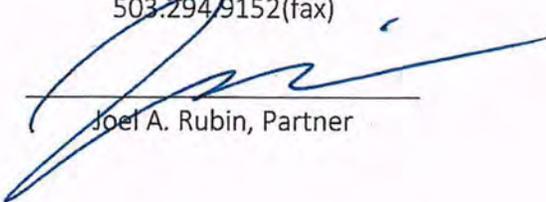
Submitted by:
CFM Strategic Communications (CFM), Inc.
An Oregon Corporation



strategic communications, inc.

CFM Contact:

Joel Rubin, Partner Federal Affairs
820 First Street NE, Suite 710
Washington, DC 20002
joelr@cfmdc.com
202.347.9171
503.294.9152(fax)


Joel A. Rubin, Partner



strategic communications, inc.

▶ research ▶ marketing public relations ▶ public affairs ▶ federal lobbying ▶ state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

October 15, 2019

City of Forest Grove
Paul Downey, Administrative Services Director
1924 Council Street
Forest Grove, Oregon 97116-0326

Re: RFI for Federal Government Grant Consulting Services

Dear Mr. Downey:

Thank you for the opportunity to submit a proposal to represent the City of Forest Grove in Washington, DC. On behalf of the CFM federal team, it would be an honor and a privilege to share your unique story and develop an innovative federal agenda to build on the advocacy efforts you have employed over the years.

The CFM team we have selected for you has deep ties to each member of the Oregon delegation and proven, reliable contacts at the highest levels of government. As such, we can provide immediate added value to your government affairs operation and quickly implement a strategic agenda in a thoughtful and collaborative manner.

With respect to the projects and priorities of Forest Grove, we know your issues and have a proven track record of succeeding in the areas that are important to you. We have a strong record of securing federal funds for community projects in a number of areas, including transportation, water infrastructure, economic development, police, fire and housing. In addition to securing federal funds, we have passed legislation, protected critical programs and built coalitions to ensure the objectives of our Oregon municipal clients are met.

We know you have developed a vision to improve the quality of life and livability for your residents and are engaged with your federal delegation. We want to add a comprehensive component to your lobby effort that will expand your reach into the Oregon delegation and the federal agencies that present opportunities for your city.

We work every angle for our clients. We will work closely with you to generate grassroots support and regional coordination to make your agenda more appealing to key officials. Members of Congress like to get involved with projects that have broad support and deliver real results. At CFM, we are experts in generating these coordinated ventures and know how important this approach is to achieving results.

CFM Strategic Communications, Inc.
820 First Street, NE Suite 710
Washington, DC 20002
(202) 347-9170



▶ research ▶ marketing public relations ▶ public affairs ▶ federal lobbying ▶ state lobbying

strategic communications, inc.

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

Thank you for your time and consideration. We look forward to hearing from you in the near future. As you consider our application, please direct all correspondence to:

Joel Rubin – Proposed Project Manager
Partner, Federal Affairs
CFM Strategic Communication, Inc.
820 First Street, NE Suite 710
Washington, DC 20002
joelr@cfmdc.com
(202) 347-9171

Federal Tax ID: 93-1036843
State of Incorporation: Oregon
Legal Status: CFM is a C Corporation

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Joel Rubin', is written over a light blue horizontal line.

Joel Rubin
Partner, Federal Affairs

CFM Strategic Communications, Inc.
820 First Street, NE Suite 710
Washington, DC 20002
(202) 347-9170



strategic communications, inc.

» research » marketing public relations » public affairs » federal lobbying » state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

TABLE OF CONTENTS

PAGE

COVER PAGE

INTRODUCTORY LETTER

B. FIRM QUALIFICATIONS AND EXPERIENCE

1

C. PROPOSED WORK PLAN

12

D. PROJECT APPROACH AND UNDERSTANDING

14

E. PROPOSED BUDGET

19

F. CLIENTS AND COMMUNICATIONS

19

G. SUPPORTING DOCUMENTATION

H. SIGNATURE PAGE AND ATTESTATION OF COMPLIANCE WITH TAX LAWS



research marketing public relations public affairs federal lobbying state lobbying

strategic communications, inc.

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

B. FIRM QUALIFICATIONS AND EXPERIENCE

Description of the Firm – An Oregon Company

CFM Strategic Communications (CFM) is a fully integrated consulting firm with practice areas in federal and state lobbying, public relations, research and marketing communications. We are based in Oregon and have a full-time staff in Portland and Washington, DC. We have a team of experienced lobbyists who represent clients in Salem and the nation’s capital. Our public affairs professionals have strong communications backgrounds and are backed up by communications specialists.

For more than 29 years, we have successfully represented clients in Oregon and Washington State helping them navigate the federal process, advocate for or against legislation and secure grants, appropriation projects and program plus-ups (adding money to existing accounts in order to fund more programs and projects). We have secured significant funds for our clients by crafting winnable projects and implementing targeted funding strategies. We have developed comprehensive legislative agendas to give our clients the full breadth of federal representation. We have drafted, introduced and passed legislation, built and supported coalitions to advocate for policy changes and engaged the legislative and executive branches to ensure our clients’ objectives are met.

CFM has maintained a physical presence in Washington, DC for the entire twenty-nine years of the firm’s existence. As a result, we have forged longstanding relationships with the Oregon delegation as well as key members and staff outside of the Northwest. Our deep network of contacts includes members on Appropriations, Transportation and Infrastructure, Environment and Public Works, Energy and Commerce and Resources Committees. In addition, we have close ties with congressional leadership, as well as the Departments of Transportation, Justice, Commerce, Health, Education, Agriculture, Defense, Energy, Labor, Army Corps of Engineers and Trump Administration.

As your federal advocate, CFM will promote your interests in our nation’s capital and arm you with the tools necessary to be successful in a constantly changing political environment. We will help you establish and maintain strong ties to key members of Congress and the Executive Branch. We will assist you in understanding and participating in the federal governmental process and guide you through the grant and appropriations processes.

CFM will provide you with expert advice from a highly-regarded team with decades of experience. CFM’s lobbyists have strong connections on Capitol Hill, access to influential policy makers and a comprehensive understanding of the issues facing the Pacific Northwest. We work with Oregon delegation members and staff on a daily basis. CFM partners and staff have known most members of the delegation for decades. We have been their political supporters and, in some cases, their political advisors.

We work with our clients to successfully influence legislation and guide complex initiatives through challenging obstacles. Our experienced professional team, network of contacts, expertise in working with federal, state and local governments and record of achievement make us uniquely qualified to represent the City of Forest Grove.



▶ research ▶ marketing public relations ▶ public affairs ▶ federal lobbying ▶ state lobbying

strategic communications, inc.

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

When you choose CFM, you get a team of experts dedicated to fulfilling your needs. We are respected for our integrity, honesty and hard work in representing our clients. Moreover, we are respected for our outstanding record of achievements.

Experience and Accomplishments – Federal Funding and Appropriations

CFM has delivered real results to Oregon and Washington municipal clients for decades. With CFM, you will have a trusted partner that can hit the ground running to implement and achieve your legislative objectives. We have secured tens of millions of federal dollars for transportation, housing, economic development, public safety, water, health, energy and Army Corps of Engineer projects across the Pacific Northwest.

Our grant work is point of pride for CFM. In 2018 alone, CFM secured more than \$45 million in federal grants and resources, including two grants in the amount of \$19.4 million and \$8.1 million from DOT’s highly competitive BUILD grant program. CFM is proud to have been part of two of the last three successful BUILD awards announced in the state of Oregon. As a result of this collaborative approach, our clients averaged a 45:1 return on investment.

As the earmark environment has shifted, CFM has relied on its comprehensive approach to ensure that clients have unique access to federal funds through a variety of grant funding opportunities. We are only one of a handful of firms that keeps a dedicated Grant Specialist on staff to meet the changing needs of the federal funding environment. CFM’s innovative and tireless strategy in this new reality includes aggressively pursuing grant funding, drafting and editing grant applications, inserting report language in appropriations bills and advocating for program "plus ups" that help our clients compete.

CFM conducts daily reviews of grant opportunities to locate programs that best address client needs. We have been developing relationships with federal agencies for years. Thus, we are often aware of funding streams before programs are announced enabling our clients to be fully prepared for otherwise short application timelines. We put clients in touch with agency grant specialists who are experts in how to prepare a well-crafted grant request and provide guidance on how to proceed. Clients meet with these individuals face to face or via conference call and are able to learn ways to enhance their proposal, thereby increasing its competitiveness. CFM covers all aspects of the grant process from start to finish, including working with the congressional delegation and other stakeholders to secure letters of support and targeted, timely phone calls on behalf of the project.

Our record of success speaks for itself. In 2018, CFM landed two TIGER/BUILD grants totaling over \$27.5 million for Marion County and the Port of Morrow. On behalf of Marion County, CFM worked with Linn County and Mill City to secure an \$8.1 million TIGER grant to repair and renovate the North Santiam River Bridge, a critical component of the Mill City Downtown Restoration and Revitalization Project. This was the only TIGER grant awarded in Oregon that round and just one of 41 granted nationwide.

In December 2018, CFM secured a \$19.4 million DOT BUILD grant for the Port of Morrow. Despite competition against 850 applications requesting over \$11 billion in funding, the Port of Morrow was awarded



strategic communications, inc.

research marketing public relations public affairs federal lobbying state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

for its Columbia River Barge Terminal Rail Access project. The Port of Morrow award was just one of two awards made to Oregon in the U.S. DOT's most recent round of funding.

DOT's BUILD/TIGER grants require exhaustingly complex 30+ page applications with benefit cost analysis and a variety of technical and narrative requirements. Since these applications can be daunting for small communities, CFM stepped up to draft, edit and help submit the application to DOT. Once submitted, CFM worked in lockstep with the congressional delegation on a coordinated advocacy campaign to support the application. Congressman Walden had the following to say when announcing the Port of Morrow's award:

"This grant is vital for the completion of a project that will help reduce transportation costs, relieve rail congestion, create jobs, and facilitate the movement of U.S. exports," said Congressman Greg Walden (R-Hood River). "I am proud to have worked with Secretary Chao and the Port of Morrow team to secure this grant funding, and look forward to the Port's successful completion to this project that will boost job growth and the local economy in our district and state."

These are just two examples of how CFM works closely with our clients to shepherd a project through the federal process. Our comprehensive approach has yielded positive results for our clients across the Pacific Northwest. Other recent grant successes include:

- Port of Morrow, Oregon (new client)
 - \$19.41 million Department of Transportation, BUILD: *Columbia River Barge Terminal Rail Access Project*
- Marion County, Oregon
 - \$8.1 million Department of Transportation, TIGER: *Mill City Downtown Restoration and Revitalization Project*
 - \$7.3 million Department of Transportation, Federal Lands Access Program: *North Fork Road*
 - \$3 million Department of Transportation, Interstate Maintenance: *Woodburn Interchange*
 - \$899,562 Department of Justice, Office of Justice Programs: *Comprehensive Opioid Abuse Site-based Program*
 - \$460,806 Department of Justice, Office of Justice Programs: *Comprehensive Opioid Abuse Site-based Program*
 - \$600,000 Department of Justice, Bureau of Justice Assistance: *Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders*
 - \$268,779 Department of Justice, Community Oriented Policing Services (COPS): *One Police Officer*
 - \$296,200 Department of Justice, Office of Justice Programs: *Second Chance Act Adult Mentoring Grants to Nonprofit Organizations* (Mid Valley Mentors, lead applicant)
- City of Vancouver, Washington
 - \$937,000 Department of Homeland Security, Federal Emergency Management Agency (FEMA): *Firefighter Equipment and Hazardous Materials Training*
 - \$213,758 Department of Homeland Security, Federal Emergency Management Agency (FEMA): *Fire Prevention and Safety*
 - \$1.8 million Department of Transportation, Federal Lands Access Program: *5th Street Road and Parking Improvements*
 - \$1.25 million Department of Justice, COPS Hiring: *10 New Police Positions*
 - \$198,148 Department of Homeland Security, Assistance to Firefighters: *Firefighter Training*
 - \$500,000 Department of Transportation, Federal Lands Access Program: *Waterfront Trail Connection*
 - \$349,928 Department of Homeland Security, Assistance to Firefighters: *Fire Personal Protective Equipment*
 - \$493,000 Department of Justice, Community Oriented Policing Services (COPS): *COPS Child Sexual Predators Program*
 - \$750,000 Department of Transportation, Federal Highway Administration: *Waterfront Trail*



- \$1 million Department of Housing, Brownfields Economic Development Initiative: *Downtown Waterfront Redevelopment Project*
- \$2.3 million Department of Homeland Security, Federal Emergency Management Agency (FEMA): *Staffing for Adequate Fire and Emergency Response Grants (SAFER)*
- \$2.58 million Department of Justice, Community Oriented Policing Services (COPS): *COPS Hiring Grant Program*
- \$2.9 million Department of Commerce, Economic Development Administration: *Downtown Waterfront Redevelopment Project*
- City of Longview, Washington
 - \$1.9 million Department of Commerce, Economic Development Administration: *Beech Street Project*
 - \$500,000 Department of Justice, Violence Against Women (VAWA): *Domestic Violence Prevention Program*
 - \$578,976 Department of Homeland Security, FEMA: *Staffing for Adequate Fire and Emergency Response Grants*
 - \$2.8 million Department of Transportation, Federal Transit Administration: *Downtown Transit Center Expansion*
 - \$832,000 Department of Transportation, Federal Transit Administration: *Biodiesel Buses*
 - \$750,000 Department of Transportation, Federal Highway Administration TAP Program: *Downtown Streetscape*
 - \$800,000 Department of Homeland Security, Assistance to Firefighters: *Computer Aided Dispatch*
 - \$450,000 Department of Justice, Community Oriented Policing Service (COPS): *COPS Meth Initiative*
 - \$663,984 Department of Justice, Community Oriented Policing Services (COPS): *Three Police Officers*
 - \$1.4 million Department of Transportation, Federal Transit Administration: *Biodiesel Buses*
 - \$1.3 million Department of Commerce, Economic Development Administration: *Industrial Park Access Project*
- City of Tigard, Oregon
 - \$2.1 million Economic Development Administration: *Hunziker Industrial Area*
 - \$75,000 National Endowment for the Arts (NEA) Our Town: *Tigard Outdoor Museum*
 - \$400,000 Environmental Protection Agency, Brownfields Cleanup: *Downtown Redevelopment Project*
 - \$400,000 Environmental Protection Agency, Brownfields Assessment: *Downtown Redevelopment Project*
 - \$80,000 Department of Agriculture, Farmers Market Promotion: *Farmers Market Outreach Program*
- City of Medford, Oregon
 - \$1.2 million Economic Development Administration: *Rogue Community College Facility Expansion*
 - \$600,000 Environmental Protection Agency, Brownfields Assessment: *Community Assessment*
- City of Battle Ground, Washington
 - \$408,560 Department of Homeland Security, Federal Emergency Management Agency (FEMA): *Firefighter Equipment*
 - \$422,000 Department of Transportation, Federal Highway TAP: *Chelatchie Prairie Rail to Trail*
 - \$1.9 million (savings) Department of Transportation, Recovery Bonds: *Scotton Way*
 - \$500,000 Department of Transportation, Federal Highway: *North Parkway Construction*
 - \$7 million Department of Agriculture Rural Development: *Lagoon Decommissioning*
- Salem-Keizer Transit
 - \$2.4 million Department of Transportation, Federal Transit Administration: *Six Bus Replacement Vehicles*
 - \$2.8 million Department of Transportation, Federal Transit Administration: *Keizer Transit Center with Sustainable Geothermal and Solar Components*
 - \$589,300 Department of Transportation, Federal Transit Agency: *Paratransit Buses*
- City of Ridgefield, Washington
 - \$8.6 million USFW Refuge Construction: *Ridgefield Wildlife Visitors Center*
 - \$138,000 Corps of Engineers: *Lake River Dredging Sediment Analysis*
 - \$100,000 Department of Transportation, Transportation Alternatives: *Gee Creek Trail Construction*
 - \$90,000 Private Foundation Grant: *Ridgefield Outdoor Recreation Complex*
- Rogue Valley Transit District (new client)
 - \$3.02 million Department of Transportation, Federal Transit Administration: *Seven Bus Replacement Vehicles*
 - \$1.02 million Department of Transportation, Federal Transit Administration: *Signal Prioritization Technology*
- City of Beaverton, Oregon (new client)
 - \$52 million Environmental Protection Agency, WIFIA: *Water Supply Improvement Program*



strategic communications, inc.

research marketing public relations public affairs federal lobbying state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

- o \$500,000 Department of Justice, Bureau of Justice Assistance: *B-SOBR Drug and Alcohol Court Expansion*
- o \$300,000 EPA Community-Wide Brownfield Assessment: *Downtown Creekside District*
- o \$400,000 EPA Brownfield Cleanup: *Public Safety Center Rehabilitation Project*
- City of Pendleton, Oregon (new client)
 - o \$3 million Economic Development Administration: *Unmanned Aerial Systems (UAS) Test Range*
 - o \$298,800 Department of Homeland Security, FEMA: *Staffing for Adequate Fire and Emergency Response Grants*
 - o \$36,364 Department of Homeland Security, Assistance to Firefighter Grants: *Fire Station Improvements*

This sampling of grant successes illustrates the broad range of funding accounts we track and the network of contacts we have within the federal government. Our clients receive the following comprehensive service when it comes to grants:

1. Monitor, track and notify clients of upcoming grants.
2. Meet with federal agency grant specialists to discuss grant criteria.
3. Review, draft and edit grant applications.
4. Coordinate grassroots support, secure congressional letters of support and other stakeholder support for grant requests.
5. Provide additional advocacy through direct engagement from the Congressional delegation.

Relationships with the Oregon Delegation

Other lobbying operations will boast of large Washington, DC offices and connections to “movers and shakers” in our nation’s capital. There is no substitute for commitment, hard work and loyalty. But most important is a firm’s credibility, and having CFM on your side provides an advantage to our Pacific Northwest clients. Unlike big DC firms, your delegation knows us and knows we are an Oregon firm that relies on our reputation. We are not putting forward projects that meet short-term objectives, hide complications and create longer-term challenges. In a funding environment facing public scrutiny, CFM representation means something to the Oregon delegation. This reliability is critical in the appropriations and legislative process.

CFM has strong relationships with key Members of the Oregon delegation. Our relationships include:

Senator Ron Wyden, Oregon’s senior Senator and lead Democrat on the Finance Committee, plays a pivotal role in shaping legislation important to the Pacific Northwest. CFM has worked closely with Senator Wyden and his staff for decades. CFM’s president, Gary Conkling, served as Wyden’s first Chief of Staff during his time in the House of Representatives and remains a close counselor. Gary helped Wyden land a coveted spot on the House Energy and Commerce Committee as a freshman House member and was responsible for hiring and training Wyden’s staff. CFM has great relationships with numerous Wyden staffers, including Jayme White, the Senator’s lead international trade staffer on the Finance Committee, Sarah Bittleman (Natural Resources), Dave Berick (Energy), Isaiah Akin (Special Projects), Micki Alapati (Transportation), and Ree Armitage (Washington County Field Representative).

Senator Jeff Merkley, a member of the powerful Appropriations Committee, is the Ranking Member on the Agriculture Subcommittee and secured slots on the Energy and Water, Labor, Health and Human Services and Interior and Environment Subcommittees. CFM has close ties with Senator Merkley and his staff. CFM’s



state team worked closely with Merkley during his years as an Oregon state legislator. CFM’s federal team enjoys a good working relationship with Merkley, Michael Zamore (Chief of Staff), Ben Ward (Appropriations) and Logan Hollers (Transportation) as well as a number of the Senator’s in-state staff.

Congresswoman Suzanne Bonamici, a rising leader in the Democratic Party, continues to serve on the House Education and Workforce Committee and influence policy decisions through her position on the Subcommittee on Higher Education and Workforce Training. CFM has strong ties to Bonamici going back to her days in the state legislature. In DC, we work with Bonamici and her team on a regular basis. We have great relationships with her top staff Rachael Bornstein (Chief of Staff), Allison Smith (Legislative Director) and Maxine Sugarman (Transportation).

Congressman Peter DeFazio is the powerful Chairman of the Transportation and Infrastructure Committee. The Committee has a successful track record for moving projects along with a divided Congress and will be at the center of any push for the next transportation reauthorization bill and a possible infrastructure package. CFM has a good relationship with the Congressman and members of his personal and committee staff including Kathy Dedrick (Staff Director), Kris Pratt (Legislative Director) and Edward McGlone (Northwest Policy Director).

Congressman Greg Walden is a powerful member of the House Republican leadership. Walden has retained his seat as the lead Republican Ranking Member of the Energy and Commerce Committee. CFM has worked with Walden for decades and has a good relationship with the Republican leader. CFM’s Kirby Garrett worked for Walden for four years and has close relationships with the entire Walden team.

Congressman Kurt Schrader is a member of the powerful Energy and Commerce Committee. CFM has strong ties to the Congressman and his staff, including Paul Gage (Chief of Staff), Chris Huckleberry (Deputy Chief of Staff), Zach Stokes (Transportation) and Julia Stafford (Environment).

Congressman Earl Blumenauer is the Oregon delegation’s primary advocate for alternative transportation and could be a key partner on sustainability projects. Currently a senior Democrat on the powerful House Ways and Means Committee, Blumenauer will be pushing hard for sustainability programs in the upcoming transportation reauthorization bill. CFM has a good relationship with Congressman Blumenauer and David Skillman (Deputy Chief of Staff).

Contracts Comparable to City Requirements

When it comes to representing municipal governments in the Pacific Northwest, nobody has the expertise, record of success and broad policy experience CFM brings to the table. CFM represents twelve municipal governments, two transit agencies and one port in Oregon and Washington. See list of comparable clients below:

Battle Ground, WA	Beaverton, OR	Cowlitz County, WA
Lacey, WA	Longview, WA	Marion County, OR



research marketing public relations public affairs federal lobbying state lobbying

strategic communications, inc.

503.294.9120 www.cfm-online.com 1050 SW 6th Avenue, Suite 1100 Portland, Oregon 97204

Medford, OR	Pendleton, OR	Port of Morrow, OR
Ridgefield, WA	Rogue Valley Transit	Salem Keizer Transit
Sherwood, OR	Tigard, OR	Vancouver, WA

Principal Lobbyists on Staff

CFM retains four full-time, registered federal lobbyists on staff in Washington, D.C and Portland. They are Joel Rubin, Partner; Kirby Garrett, Manager; Michael Skipper, Associate; and David Hodges, Director of Public Affairs.

Number of Clients Expected to be represented in Congress

CFM currently represents 17 federal clients. In addition to our municipal, port and transit clients mentioned above, we also represent United Grain Corporation – a leading grain exporter – and The Bus Coalition – a transit advocacy organization with 160 members nationwide.

CFM Office Locations:

Washington, DC Office
820 First Street, NE
Suite 710
Washington, DC 20002

Portland, OR Office
1050 SW 6th Avenue
Suite 1100
Portland, OR 97204

Contact: Joel Rubin (202.347.9171)

Contact: Gary Conkling (503.294.9120)

1. Biography of Key Personnel

Members of Team Forest Grove (resumes attached)

CFM will dedicate a comprehensive team to the Forest Grove account, including three federal lobbyists, a grant specialist and a strategic advisor. Our team understands the needs of your city, has years of experience with your Congressional delegation and has close ties to key agency officials, staff and Members of Congress. Team Forest Grove includes:

Joel Rubin, CFM Federal Affairs Partner, has over 18 years of experience working on federal issues in the Pacific Northwest. Joel will serve as the Project Manager and main point of contact for Team Forest Grove. Joel knows the Oregon delegation well. Each Oregon Member has his/her unique areas of expertise and can be called on to champion particular projects or policy items important to Forest Grove. Joel will work with you to craft your federal agenda, sync your priorities with the congressional delegation and provide a strategic roadmap to accomplishing your key objectives.

Based in DC, Joel will work on a daily basis with Oregon staffers to ensure your priorities are top of mind and receive the attention they deserve. He will monitor and advocate for and against important legislation moving through Congress and regularly report back to City officials. Joel will coordinate with other national and regional organizations in DC to leverage broader support for City priorities and align interests for broader policy initiatives.



Through his various municipal and public sector clients, Joel works closely with staff from DC and regional offices of the Departments of Transportation (FAA, FTA, FHWA), Justice, Energy, Agriculture, Commerce, National Parks Service, Corps of Engineers, NMFS and Environmental Protection Agency.

Joel served as Legislative Director to Congressman Brian Baird (D-WA), where he worked on a wide range of issues including transportation, taxes, trade, defense, energy, economics and budget. Joel was responsible for Baird's Transportation and Budget Committee assignments, managing the legislative agenda and coordinating the appropriations process. Joel leads the DC office and has been a registered lobbyist since 2005. Joel has strong contacts in the Washington and Oregon delegations, the House Appropriations and Transportation Committees, the Senate Appropriations and Environment and Public Works Committees, Corps of Engineers and Departments of Justice, Transportation, Commerce, Labor, Housing, Homeland Security, Energy and Veterans Affairs.

Michael Skipper, CFM Federal Affairs Associate and Grant Specialist, will assist Joel on a day-to-day basis in DC and serve as the full-time grant specialist for the Forest Grove account. He maintains close working relationships with dozens of grant program staff at multiple federal agencies. As such, Michael will monitor daily grant announcements, prepare grant summaries, draft and edit grant applications as needed and secure letters of support for project submissions. Michael will coordinate DC trips for City officials to meet with the Congressional delegation, key committee staff and top federal agency officials.

Raised in Oregon's Willamette Valley, Michael brings over five years of valuable Pacific Northwest-focused policy and political experience to CFM's Washington, DC office. Prior to his current post, Michael was a part of CFM's State Affairs team during two annual legislative sessions in Oregon. Between legislative sessions, he pivoted from policy to politics and worked on both candidate and local levy campaigns throughout the state.

Kirby Garrett will provide support on a day-to-day basis for the Forest Grove account. Kirby is CFM Manager of Federal Affairs, based in Washington, DC.

Since 2011, Kirby worked for Oregon Congressman Greg Walden before joining the CFM Federal Affairs team two years ago. Kirby brings extensive Capitol Hill experience and knowledge of Pacific Northwest policy issues. A Bend native, Kirby worked his way up in the Walden office, starting as an intern before graduating to Field Representative in La Grande and moving to Washington, DC to become Walden's Legislative Assistant. In the latter role, Kirby managed Walden's work on transportation, infrastructure, education, financial services, taxation, labor and housing issues. His achievements include helping Walden advance legislation to return commercial air service to Klamath Falls and ensuring bridges in the Columbia River Gorge National Scenic Area were eligible for vital federal transportation funding.

David Hodges, CFM's Public Affairs Director, will serve as your on-the-ground contact. David works out of CFM's Portland office. Prior to joining CFM, David served nearly ten years on the staff of U.S. Senator Patty Murray. In his role as the Senator's Southwest Washington Director, David served as the Senator's chief advisor to regionally significant issues and was responsible for a broad portfolio including transportation,



strategic communications, inc.

research marketing public relations public affairs federal lobbying state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

economic development, trade impacts on the region, Army Corps of Engineers and matters related to the Lower Columbia River. Before joining the Senator’s staff, David served as a Legislative Assistant in Olympia and guided a successful re-election campaign of a state legislator. A Vancouver-native, he has a deep network of contacts and relationships with federal agency staff, elected officials at all levels of government and interest groups throughout the region.

Norm Eder, CFM Partner, has extensive experience working with all levels of government. Norm, based in CFM’s Portland office, will serve as a strategic advisor. He spent 17 years as Vice President of Public Affairs for Oregon Graduate Institute. During that time, he led all public affairs and communications for OGI. This included extensive federal and state advocacy that lead to funding economic development, research, and infrastructure projects. He was involved in many of the major land use and transportation issues that shaped the Sunset Corridor. Since joining CFM in 1999, Eder has specialized in managing large complex client projects, in particular water infrastructure work for Clean Water Services and the Tualatin Water Supply Partners, as well as Clackamas County. Eder has been a long-time member of the Westside Economic Alliance Board. In the past, he has served on the Boards of the Beaverton Arts Commission and the Washington County Commission on Children and Families.

Gary Conkling will serve as a strategic advisor and primarily oversee state and local coordination on behalf of the Forest Grove account. Gary is CFM’s president, based in Portland. Gary co-founded CFM in 1990. Before starting CFM, Gary was director of public affairs for Tektronix, served as president of Beaverton Area Chamber of Commerce and worked in Washington, DC as Staff Director for Congressmen Les AuCoin and Ron Wyden, who is now Oregon’s senior senator. He has more than 30 years’ experience lobbying on the federal and state levels. He has been involved in many of Oregon’s high-profile public policy debates and serves in many civic roles. Gary is an executive faculty member at Willamette University’s Atkinson Graduate School of Management, teaching about communications and leadership.

2. Relationships with Federal Agency Leaders

CFM works closely with dozens of agencies within the federal government, including the Departments of Transportation, Housing, Environmental Protection Agency, Commerce, Homeland Security, Army Corps of Engineers, Bureau of Reclamation, Health and Human Services, Justice, Agriculture, Veterans Affairs and others. Our close relationships allow us to offer our clients up-to-the-minute information on trends and funding streams. CFM regularly communicates with the Washington, DC and regional offices of multiple federal agencies. Many issues can be resolved favorably for our clients at the local level where the needs and options for success are readily understood. If a visit to Washington is necessary, we will get you in to see those people who can make a difference.

Our intimate knowledge of the respective agencies allows us to steer many plans through the layers of bureaucracy that can thwart the best laid out projects. With multiple municipal clients, we have a strong perspective of how other metropolitan areas deal with shepherding projects through the federal process.



Within dozens of federal programs, CFM has personal contacts and relationships with department heads and Grant Specialists. Specifically, we meet and communicate on a regular basis with agency staff from the following grant programs that have particular importance to Forest Grove:

- *Transportation:* BUILD, INFRA, Bus and Bus Facilities, Low No Emissions, Capital Investment Grants (New Starts), Federal Lands Access Program, University Transportation Centers
- *Commerce:* Economic Development Administration
- *Justice:* Byrne JAG, Second Chance Act, COPS, Body-Worn Camera
- *Housing:* CDBG, HOME, Choice Neighborhoods, Continuum of Care
- *Environmental Protection Agency:* Brownfields Assessment and Cleanup, Urban Waters, WIFIA
- *Labor:* Trade Adjustment Assistance and Veterans Workforce Programs
- *Bureau of Reclamation:* WaterSmart
- *FEMA:* Assistance to Firefighters, SAFER, Predisaster Mitigation, and Hazard Mitigation
- *Agriculture:* Rural Community Facilities, Farmers Market Promotion and SNAP, Farm to School
- *National Endowment for the Arts and Humanities:* Art Works, Our Town, Capacity Building
- *Institute of Museum and Library Services:* Museums for America

These relationships, along with our team's experience and expertise, have helped our clients secure the tens of millions of dollars in grant funding.

3. Advocacy with Federal Officials and Program Staff that Determine Grant Winners

CFM has a strong record of accomplishment working with agencies. Many times, our clients face complex challenges imposed on them by federal agencies. Complex issues typically involve numerous parties, stakeholders and bureaucratic roadblocks and we have a strong record in working with federal agencies to ensure our client objectives are met. Below, we have outlined some of our recent successes in working with our clients and federal agencies to secure grant funds.

Transportation: In 2018, CFM landed two U.S. Department of Transportation TIGER/BUILD grants totaling over \$27.5 million for Marion County, Oregon and the Port of Morrow. Thus, CFM was involved in two out of the last three TIGER/BUILD awards made in Oregon.

CFM teamed up with Marion County, Linn County and Mill City to win a highly competitive \$8.1 million Transportation Investment Generating Economic Recovery (TIGER) grant to repair and renovate the North Santiam River Bridge, a critical component of the Mill City Downtown Restoration and Revitalization Project. This was the only TIGER grant awarded in Oregon and just one of 41 granted nationwide. TIGER grant applications require exhaustingly complex 30+ page applications with benefit cost analysis and a variety of technical and narrative requirements. These applications can be daunting for small communities, so CFM stepped up to draft, edit and help submit the application to DOT.

In December 2018, CFM secured a \$19.4 million DOT BUILD (formerly TIGER) grant for the Port of Morrow. Despite competition against 850 applications requesting over \$11 billion in funding, the Port of Morrow was



strategic communications, inc.

research marketing public relations public affairs federal lobbying state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

awarded for its River Barge Terminal Rail Access project. The Port of Morrow award was just one of two awards made to Oregon in the U.S. DOT's most recent round of funding.

In 2018, CFM's efforts also contributed to capturing \$6.5 million for two Oregon transit agencies from the extremely competitive federal Bus and Bus Facility grant program administered by the Federal Transit Administration. Salem-Keizer Transit will be able to purchase six replacement buses for its fleet and Rogue Valley Transit District will buy seven replacement buses and create a Transit Signal Priority system to enhance bus operation efficiency.

Economic Development: In 2016, CFM helped Tigard secure a \$2.1 million Department of Commerce Economic Development Administration (EDA) grant, one of the largest EDA grants in the region, to spur economic development in its 138-acre commercial/industrial area called the Hunziker Core. CFM worked with the City of Tigard and Congressional delegation for nearly two years to build support for the project. Efforts included scheduling site tours with Members of Congress, EDA officials and state elected officials and staff.

We strategically utilized key City staff, the Mayor of Tigard and other local business stakeholders to effectively tell the full story of the project. As such, we prepared talking points, one pagers, maps and other information to complement on-the-ground tours. Because CFM has offices in Portland and DC, we coordinated multiple contacts with both regional and national EDA decision makers. After CFM's state lobby team secured \$1.5 million from the Oregon Legislature, we worked directly with City staff to draft and edit its EDA grant application, seek out information from other successful applications and submit the proposal to EDA with strong Congressional support and buy-in. We also had multiple congressional offices weigh in at key times in the review process. Ultimately, EDA announced the \$2.1 million award in September 2016. The project is anticipated to create 150 to 300 high skill, high wage jobs and spur more than \$32 million in private sector investment.

Criminal Justice: CFM has a strong track record of securing funds for public safety programs. Marion County's Kids First Initiative was a comprehensive advocacy strategy developed by CFM that paid dividends for our client. After several years of bringing projects to the Oregon delegation to combat the county's methamphetamine problem, CFM recognized an opportunity to position the project strategically for greater success, creating the Kids First and subsequent Kids First II Initiatives. Through this creative packaging, the Oregon delegation has come to know and respect the Kids First initiative as an all-encompassing approach to breaking the intergeneration cycle of violence that is predicated by meth-addicted parents. The project has enjoyed broad support from the delegation. To date, Marion County has received over \$6 million to fund the Kids First initiative and other anti-meth programs.

Parks and Recreation: For Vancouver, CFM helped secure a \$750,000 grant to fund trail access to the city's downtown waterfront park. The nationally competitive DOT grant program received 600 applications and only awarded 83 projects. The trail was the final link needed to complete access to the waterfront redevelopment project.



CFM and Tigard worked together with the Tigard Chamber of Commerce to secure \$80,000 in funding from the Farmers Market Promotion Program. CFM extensively researched the program, summarized key criteria for a successful grant application, worked in depth with city and Chamber staff on the grant application and followed up with letters and calls of support. The farmers market grant has been a tremendous success for Tigard and has led to a significant increase in vendors and shoppers downtown.

Disaster Response/Emergency Preparedness: CFM has secured multiple awards for emergency preparedness, including millions of dollars in the Assistance to Firefighter and SAFER grant programs. CFM was also instrumental in getting Vancouver Fire Chief Molina appointed to the National Response Act Subcommittee which is researching crude-by-rail safety issues and will ultimately make recommendations to Congress.

The projects above are just a few examples of successful initiatives and there is a longer list of grant successes in the Accomplishments section above.

4. Subcontractors

Because of CFM's deep bench of talent and assets on the ground in both DC and Oregon, we do not intend to use subcontractors to fulfill any part of the tasks described under the scope of work.

C. PROPOSED WORK PLAN

While the annual legislative cycle is fluid and dynamic, the "rough" timeline of services below describes some of the major action items we will complete for Forest Grove:

January 2020 – Upon award, CFM will immediately send a team to Forest Grove to spend time with City officials and staff to gather and exchange information to better understand your needs, interests and desires; together we will develop a draft, prioritized federal agenda which will be the basis of your 2020 funding requests and legislative action items. We will identify federal programs and grants that meet your needs. After the visit, we will schedule meetings with Oregon delegation staff to review your priorities. After consultation, we will begin working with you to prepare your final agenda, seek out grassroots supporters and create the materials necessary to promote your legislative agenda; identify the most appropriate accounts in the various appropriations and authorization bills where city proposals have the best chance for success.

February - March 2020 – CFM will coordinate with the City, the Oregon congressional delegation and community leaders to garner support for various projects and lay the groundwork for the next transportation reauthorization bill; if earmarks are allowed in a transportation reauthorization bill, CFM will work with city staff to craft project requests and submit to congressional offices; produce communication materials on grant projects; conduct briefings with relevant Capitol Hill staff and Members of Congress; collect letters of support from third-party groups and community advocates; work with the Oregon congressional delegation, administration and staff to advocate for the City's agenda; work with City staff and officials to develop short and long-term grant strategies; shore up support from members of the Oregon congressional delegation and



strategic communications, inc.

research marketing public relations public affairs federal lobbying state lobbying

503.294.9120 www.cfm-online.com 1050 SW 6th Avenue, Suite 1100 Portland, Oregon 97204

community stakeholders for the City's priorities; submit FY21 appropriations programmatic funding requests to Oregon delegation.

April 2020 – CFM will organize a DC trip for Forest Grove officials to meet with Oregon Congressional delegation, relevant House and Senate Committee staff, Departments of Transportation, Justice, Commerce, EPA, Housing, and others. As part of the trip, CFM will coordinate the DC trip schedule, trip memo, background information on political and legislative environment, provide biographical information on meeting participants, prepare lobby documents and pre-brief offices on meeting "asks" to ensure productive use of time; act to shore up support from members of the Oregon delegation and stakeholders for federal agenda; highlight key grant announcements and help the City draft and submit grant applications with active participation from the Congressional delegation.

May - July 2020 – Work with the Congressional delegation to secure federal grants; advocate for federal programs included on the federal agenda; continue to monitor grant announcements and coordinate support letters for projects; coordinate grassroots support campaign for regional projects; monitor, advocate for or oppose legislation included on the City's legislative agenda.

August - September 2020 – CFM will work closely with Congress through the budget and appropriations process to protect important funding streams for the City. As August is a month-long congressional recess, CFM will coordinate tours and briefings in Forest Grove for relevant congressional staff; update DC and district staff on the status of your legislative agenda and projects. Rubin and Skipper will visit to meet with City staff and review status of projects, the transportation reauthorization bill and begin planning for the upcoming fiscal year.

October 2020 – Work with the Congressional delegation to secure federal grants; monitor 12 appropriations bills moving through congress and conference committees; advocate for federal programs included on the federal agenda; continue to monitor grant announcements and coordinate support letters for projects; coordinate grassroots support campaign for regional projects; monitor, advocate for or oppose legislation included on the City's legislative agenda.

November - December 2020 – The CFM team will visit Forest Grove to spend time with City staff to exchange information regarding the status of the 2020 agenda and start planning 2021; together we will develop a draft federal agenda which will be the basis of your 2021 project and policy requests and legislative action items; identify federal programs and grants that meet your needs; Rubin and Skipper will make a year-end, in-person presentation to Council.

In addition to the timeline above, CFM would perform the following functions throughout the year:

- Provide frequent updates to City officials and staff on status of grant projects;
- Closely coordinate with the City staff and other officials, perhaps even on a daily basis, to ensure timelines and tasks are being adequately met;



- Coordinate with other regional entities, including state and local elected officials, to help develop region-wide support for existing and new City projects;
- Research new funding opportunities for the City that may arise, including grants, loans and infrastructure package dollars; and
- Provide frequent legislative and political updates and analysis to City officials and staff.

D. PROJECT APPROACH AND UNDERSTANDING

1. How CFM will Carry Out Scope of Services

CFM is dedicated to a multi-faceted strategy for success. Sometimes lobbyists want to talk first. We set out to listen first. While CFM understands the scope of Forest Grove's priorities, we know your continued and constant input is crucial to a successful outcome. We will work in a collaborative way with you and your team to craft a comprehensive federal agenda.

If we are selected to represent Forest Grove, our first step would be to spend time with Forest Grove officials and focus on the issues the City hopes to accomplish in Washington, DC. This is a fundamental principle for us – conducting research is a critical first step in representing any client. We suggest initiating interviews with City officials and staff to examine the variety of projects and legislative objectives available to you. We often follow these internal sessions with interviews with key policymakers and staff – interviews that focus on their desires and perceptions, which include a universe of competing priorities. This is a key step, especially now that our focus has shifted from earmarks to grants and policy items.

Your CFM federal team of professionals will work daily on the City's behalf in the following areas:

- Developing a strategic federal agenda and political outreach plan;
- Tracking, researching and communicating with federal agencies to identify grant opportunities;
- Coalition building on the local and national level;
- Coordinating advocacy with the Oregon Association of Counties and the National League of Cities;
- Developing policy through the legislative (via Congress) and regulatory (via the administration) process;
- Providing access to key decision makers and leaders in Washington, DC;
- Providing opportunity for testimony before Congressional committees;
- Securing grant awards, authorizations, and report language; and,
- Drafting legislation.

2. Project Approach

CFM is more than a lobbying firm with great connections. We develop the right strategies, messages and presentations to position our clients' objectives in the best light possible. CFM's trademark is strategic communications to help our clients say the right things to the right people at the right time to obtain the desired results.

We strongly believe in a comprehensive approach to representing our clients. We leave no rock unturned. We are very familiar with traditional funding streams and processes for securing federal funding, but we also



strategic communications, inc.

research marketing public relations public affairs federal lobbying state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

approach each project with a fresh perspective. We continually ask ourselves what are the potential non-traditional funding streams? What other types of programs have not yet been considered? Are there collaborative efforts that would improve the chances of success? This type of creative approach has familiarized us with unique funding streams that have produced millions of dollars for our clients when traditional resources have come up dry.

It goes without saying that your initiatives will be competing with other entities in the Northwest and throughout the nation. With the current earmark moratorium in place, it is necessary to have clearly defined projects that pinpoint deliverables and meet the strict grant criteria that are more detailed in nature than the earmark process. It is more critical than ever to understand the important role members of Congress can play in influencing the process at the agency level and the key agency officials that can help guide your project successfully through the federal bureaucracy. We are experts at coordinating this comprehensive approach, and our record of success is clear.

Working with you, we will develop a set of policy, grant and appropriation priorities that will serve as your federal platform. These priorities will reflect the needs of your community and will be strategically interwoven with the pressing issues facing the federal government. We will help you communicate your platform to key Members of Congress and agency officials in a direct, concise and compelling manner. It is necessary to refine messages carefully and produce clear communication tools that will elevate the profile of Forest Grove's requests over the many other justifiable requests competing for federal dollars. This is our specialty.

3. Description of how the firm will work with City Staff to:

Introduce Grant Opportunities

Our grant work is point of pride for CFM. CFM's grant specialist will conduct daily, extensive reviews of grant funding opportunities and identify programs that best address Forest Grove's projects. The grant specialist will regularly notify City staff of grant opportunities and provide a detailed analysis of each grant program. Because CFM maintains such close relationships with federal agency staff who draft grant guidelines, Forest Grove will often be aware of funding streams before a program is officially announced, and thus avoid short timelines.

Upon award of the contract, CFM will also prepare a targeted list of approximately two dozen grant programs that municipal governments of Forest Grove's size and economic demographic could utilize. We will review this targeted list with your Executive Team and prioritize a list of projects to pursue.

Gauge Forest Grove's goals and connect those to funding opportunities; Provide updates and maintain contact with staff

One of the key advantages of a relationship with CFM is that we know Washington, DC and Oregon and have full-time, highly experienced staff on the ground in both places. Our local presence means we will be "just down the street" when needed. More important, our reservoir of knowledge about issues and grants



important to municipal governments will give Forest Grove leaders access to a team that can help shape and earn local and national support for your policy initiatives.

Working collaboratively with Forest Grove leaders, we will develop a set of grant and policy priorities that serve as your federal policy platform. These priorities will be interwoven strategically with pressing issues facing the federal government.

As outlined in the schedule of work above, we will take time to meet with Forest Grove’s Executive Team and elected officials to learn about the City’s projects, opportunities, challenges and long-term objectives. CFM will marry these priorities with our list of “targeted grant opportunities” that we will prepare before our first meeting. The targeted grant list will include approximately two dozen likely grant programs within federal departments that Forest Grove could tap. This includes the full range of programs, including water infrastructure, transportation, arts, police and fire, sustainability, brownfields, economic development, farmers’ markets, library services and much more. CFM will work closely with Forest Grove to refine the list of project and policy items that are of most importance and target our energies appropriately.

CFM’s trademark is strategic communications. CFM will provide frequent oral and written updates on a range of legislative and political issues important to Forest Grove. Communications will include regular calls, written updates and activity reports, written congressional session reports and oral reports to City staff and Council. CFM will also regularly visit Forest Grove (roughly every two months) to brief the Executive Team and City leaders, tour projects and coordinate Congressional and agency tours.

Develop tools to market Forest Grove’s proposals; Review grants and assist with grant writing

CFM will work closely with Forest Grove staff throughout the application process, from before a grant opportunity opens to organizing a ribbon cutting event after a project is dedicated. This comprehensive strategy includes meeting directly with federal agency staff to receive specific guidance, contacting previous successful applicants for additional suggestions, drafting grant applications and providing strategic edits to grant proposals.

CFM will create “lobby documents” that clearly and concisely tell the project’s story and lay out the challenges and benefits of a project. In addition, CFM will work with the congressional delegation and other stakeholders to secure letters of support on behalf of the project and ask Members of Congress to place timely phone calls to key agency officials in support of your grant (sometimes called phone-marking).

One recent success illustrates how CFM would work with Forest Grove staff and elected officials in taking grant services to the next level. RiverCities Transit is owned and operated by our client, the City of Longview Washington. In 2016, we were proud to secure two grants for RiverCities Transit, including \$2.8 million to expand a Downtown Transit Center and \$832,000 to replace two biodiesel buses in Longview. The grant program was oversubscribed 8:1 and only 61 projects were awarded nationwide. Despite the long odds and immense nationwide competition, RiverCities Transit was the only entity in the country to secure two grants in the 2016 round.



strategic communications, inc.

▶ research ▶ marketing public relations ▶ public affairs ▶ federal lobbying ▶ state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

RiverCities Transit is a small operation with only 16 buses and few administrative staff. CFM took on the responsibility to draft the grant proposal from scratch, schedule meetings with the Federal Transit Administration, provide tours and secure letters of support from the congressional delegation, strategically target phone calls in support of the grant and ultimately work with the congressional delegation and City on press releases announcing the award. The \$3.6 million total award was a shot in the arm to the Longview economy and transit system and CFM was proud to play a role in the effort.

4. A summary of how you presently have, and in the future plan to maintain:

A positive, bipartisan relationship with legislators and program staff

Relationships are important when it comes to a sophisticated advocacy program. Because we are an Oregon firm with a full-time office in Washington, DC, we work on a daily basis with the Oregon delegation and its staff, as well as other key players on Capitol Hill and in numerous agencies. The Oregon delegation knows and trusts us.

We pride ourselves on being a bipartisan firm. Our CFM team includes Democrats, Republicans and Independents. Regardless of party affiliation, our staff is able to work both sides of the aisle when working with elected officials. We work hard to maintain the bipartisan relationships we have spent years cultivating. In our view, the best way to keep our relationships fresh is to stay in constant contact with those who have influence. Our team of lobbyists stays in regular contact with those who will be Forest Grove's best allies and with those who will have influence over its federal priorities. In addition, we maintain deep relationships with those outside of the Oregon delegation, including key Congressional leaders, committee members and influential Congressional and agency staff.

A history of substantive contact with federal offices of interest to the City

CFM has a strong record of accomplishment working with agencies. As the earmark environment has shifted, CFM has relied on its comprehensive approach to ensure clients have unique access to federal programs through a variety of grant funding opportunities. We are only one of a handful of firms that keeps a dedicated Grant Specialist on staff to meet the changing needs of the federal funding environment. CFM's innovative and tireless strategy in this new reality includes aggressively pursuing grant funding, drafting and editing grant applications, inserting report language in appropriations bills and advocating for program "plus ups" that help our clients compete.

A big part of this advocacy approach is having our clients meet directly with various federal agency decision makers. In addition to setting up meetings with agency leadership, we put clients in touch with federal agency grant specialists who are experts in how to prepare a well-crafted grant request and provide guidance on how to proceed. Clients meet with these individuals face-to-face or via conference call in order to learn how to enhance their proposal, thereby increasing its competitiveness.

Our close relationships within dozens of federal agencies allow us to offer our clients up-to-the-minute information on trends and funding streams. CFM regularly communicates with the Washington, DC and the regional offices of multiple federal agencies. Then, when grant decisions are about to be finalized, we reach out directly to agency leaders through various communications, including congressional outreach. Having



strategic communications, inc.

▶ research ▶ marketing public relations ▶ public affairs ▶ federal lobbying ▶ state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

multiple municipal clients, we have a good perspective on how other metropolitan areas deal with shepherding projects through the federal process.

Within dozens of federal programs, CFM has good personal contacts and relationships with department heads and Grant Specialists. Specifically, we meet and communicate on a regular basis with agency staff from the Departments of Transportation, Commerce, Justice, Housing, Labor, Agriculture, Energy, Corps of Engineers, EPA, Bureau of Reclamation, FEMA, Administration for Children and Families, National Endowment for the Arts and Humanities and the Institute of Museum and Library Services.

These relationships, along with our team's experience and expertise, have helped our clients secure the tens of millions of dollars in grant funding listed in the grants section above.

Relationship with the state and national organizations and interest groups

In addition to agency contacts, we have spent time working with coalitions and associations important to Forest Grove. Because we represent other municipal clients at the federal level, we have relationships with staff of the National League of Cities (NLC), Conference of Mayors (COM), Association of Oregon Counties, the National Association of Counties (NACo), the National Conference of State Legislatures, the National Association of Clean Water Agencies (NACWA) and Coalition for America's Gateways and Trade Corridors (CAGTC).

We attend monthly NACo Washington Representative briefings in Washington, DC and interact closely with NACo staff on a broad spectrum of issues, including transportation, housing, criminal justice and natural resources. We coordinate with AOC on Secure Rural Schools and PILT funding. We team up with the COM and NLC in support of CDBG, HOME, COPS and Byrne funding and protecting municipal bonds. We also work with CAGTC in support of BUILD and FASTLANE funding. We worked closely with NACWA to pass stormwater fee legislation important to Vancouver and Longview. We know that collaboration on some issues is important, and we develop strategies for clients to align with associations to leverage broader support.



strategic communications, inc.

research marketing public relations public affairs federal lobbying state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

E. PROPOSED BUDGET

CFM is prepared to provide a 35% discount from our normal hourly billing rates. As an Oregon company, we would be proud to represent you in our nation’s capital. Our bottom line isn’t our top priority. We get enormous satisfaction serving our community and working on issues that improve our state. We propose a retainer contract in the amount of **\$4,856** per month (\$58,275 per year), beginning with the award of the contract. To make things simple and eliminate the need for time consuming and burdensome reimbursement procedures, the contract includes all out-of-pocket expenses incurred by CFM.

CFM Team	Hourly Rate	Estimated Monthly Hours	Estimated Annual Hours	Estimated Annual Staffing Cost
Joel Rubin	\$ 350	10	120	\$ 42,000
Michael Skipper	\$ 250	9	108	\$ 27,000
Kirby Garrett	\$ 250	1	12	\$ 3,000
David Hodges	\$ 250	2	24	\$ 6,000
Norm Eder	\$ 350	1	12	\$ 4,200
Gary Conkling	\$ 350	1	12	\$ 4,200
Totals		24	288	\$ 86,400
<i>(35% discount applied to total annual staff cost)</i>				\$30,240
Staffing subtotal				\$ 56,160
Estimated annual expenses				
CFM staff travel & travel expenses				\$1,500
Telecommunications charges (i.e.; telephone, PDA's, internet)				\$310
Business expenses (i.e. insurance, materials)				\$250
Mail, overnight delivery & courier expenses				\$55
Expense Subtotal				\$2,115
Total annual staffing & expenses				\$ 58,275
Proposed Monthly Retainer				\$ 4,856

F. Clients and Communications

List of Clients CFM expects to represent in Congress

Battle Ground, WA	Beaverton, OR	Cowlitz County, WA
Lacey, WA	Longview, WA	Marion County, OR
Medford, OR	Pendleton, OR	Port of Morrow
Ridgefield, WA	Rogue Valley Transit	Salem Keizer Transit
Sherwood, OR	The Bus Coalition	Tigard, OR
United Grain Corporation	Vancouver, WA	



Three samples of written communications or reports (attached in Supporting Documents section):

1. The Bus Coalition Talking Points for FY20 Appropriations Plus-Up
2. Vancouver DC Trip Memo – September 2019
3. Beaverton 2019 Federal Agenda

Three (3) entities for whom you have provided similar services. Include details about the type and level of services you provided for each and briefly describe the result.

Tigard, Oregon – CFM has provided federal lobbying services for Tigard since 2011. CFM works with Tigard on all aspects of the federal legislative and grant process from start to finish, including working with the congressional delegation and other stakeholders on behalf of the project. Michael Skipper is the lead lobbyist on the contract and Joel Rubin, Kirby Garrett, and Dale Penn provide support. Here are some recent successes:

- \$2.1 million Economic Development Administration: *Hunziker Industrial Area*
- \$400,000 Environmental Protection Agency, Brownfields Cleanup: *Downtown Redevelopment Project*
- \$400,000 Environmental Protection Agency, Brownfields Assessment: *Downtown Redevelopment Project*
- \$80,000 Department of Agriculture, Farmers Market Promotion: *Farmers Market Outreach Program*
- \$75,000 NEA Our Town: *Tigard Outdoor Museum*

Marion County, Oregon – CFM has provided federal lobbying services for Marion County in Oregon since 2000. Michael Skipper and Kirby Garrett are the lead lobbyists on the contract and Joel Rubin provide support. Here are some recent successes:

- \$8.1 million Department of Transportation, TIGER: *Mill City Downtown Restoration and Revitalization*
- \$7.3 million Department of Transportation, Federal Lands Access Program: *North Fork Road*
- \$1,360,368 Department of Justice, Office of Justice Programs: *Comprehensive Opioid Abuse Program*
- \$3 million Department of Transportation, Interstate Maintenance: *Woodburn Interchange*

Vancouver, Washington – CFM has been working on the federal legislative agenda and grant process with the City of Vancouver since 2007. Joel Rubin is the lead lobbyist on the contract and Michael Skipper and Kirby Garrett provide support. Here are some recent successes:

- \$937,000 Department of Homeland Security, Federal Emergency Management Agency (FEMA): *Firefighter Equipment and Hazardous Materials Training*
- \$213,758 Department of Homeland Security, Federal Emergency Management Agency (FEMA): *Fire Prevention and Safety*
- \$1.8 million Department of Transportation, Federal Lands Access Program: *5th Street Road and Parking Improvements*
- \$1.25 million Department of Justice, COPS Hiring: *10 New Police Positions*
- \$134,771 Department of Homeland Security, Assistance to Firefighters: *Firefighter Training*
- \$500,000 Department of Transportation, Federal Lands Access Program: *Waterfront Trail Connection*

G.
SUPPORTING
DOCUMENTATION



strategic communications, inc.

research marketing public relations public affairs federal lobbying state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

G. Supporting Documentation (Exhibits and Appendices)

1. A list of clients from the 114th, 115th and 116th sessions of Congress:

- | | |
|--|--|
| Marion County, Oregon (114 th , 115 th and 116 th) | Longview, Washington (114 th , 115 th and 116 th) |
| Tigard, Oregon (114 th , 115 th and 116 th) | Vancouver, Washington (145 th , 115 th and 116 th) |
| Medford, Oregon (115 th and 116 th) | Ridgefield, Washington (115 th and 116 th) |
| Pendleton, Oregon (115 th and 116 th) | Battle Ground, Washington (114 th , 115 th and 116 th) |
| Salem-Keizer Transit (114 th , 115 th and 116 th) | Port of Morrow, Oregon (115 th and 116 th) |
| Beaverton, Oregon (115 th and 116 th) | Rogue Community College, Oregon (115 th) |
| Lacey, Washington (114 th , 115 th and 116 th) | Rogue Valley Transit, Oregon (115 th and 116 th) |
| Sherwood, Oregon (115 th and 116 th) | Holt International (114 th) |
| Providence Health and Services (114 th) | The Bus Coalition (115 th and 116 th) |
| Manufacturing 21 (114 th) | United Grain Corporation (116 th) |
| Cowlitz County, Washington (116 th) | |

2. Sample grant tracking report:

Below is a grant tracking report prepared for the City of Beaverton in May 2018. The blue portions summarize the status of each grant project.

Public Safety Center Brownfield Redevelopment

\$ 400,000

The City is seeking \$400,000 in grant funds to cleanup and redevelop the Beaverton Activities Center (BAC) site which is contaminated with petroleum on site and is imposing health risks by penetrating groundwater and local streams. The BAC, located in an economically distressed community, has been identified as the future site of the Beaverton Public Safety Center (PSC), an earthquake resistant police and emergency management building. Beaverton residents passed a \$35 million bond in 2016 to fund the new PSC. The PSC will be a community asset that is intended to spur additional development in the surrounding blighted area. Planning and design for the PSC building are underway and construction is expected to begin in 2019.

This project focuses on one of Beaverton’s most distressed areas in need of revitalization, part of Beaverton’s Allen Boulevard Corridor. The Allen Corridor suffers from higher unemployment and lower per capita income than the city as a whole. The PSC will improve the safety and stability of the target area, and increase visits to local businesses from 200 police and city staff that will work at the PSC. On the corner of two high traffic routes, the development will become an anchor around which property owners and businesses can rally to revitalize their community. By creating a more attractive area for new industry and entrepreneurial ventures, brownfield redevelopment will reduce commercial vacancy rates and improve properties in the distressed Allen Corridor. *Account: EPA Brownfields Cleanup*

Update: The City, CFM and Maul Foster drafted, edited and submitted a 30-page application to the EPA Brownfield Cleanup program in November 2017. The Mayor met with EPA DC staff in January to advocate for



research marketing public relations public affairs federal lobbying state lobbying

strategic communications, inc.

503.294.9120 www.cfm-online.com 1050 SW 6th Avenue, Suite 1100 Portland, Oregon 97204

the project. Congressional delegation tours were conducted, support letters were written, and delegation calls were made to HQ. The \$400,000 application was awarded in April 2018.

Beaverton Center for the Arts (BCA) – Construction

\$750,000

The BCA will be a state-of-the-art, world class interdisciplinary performing and visual arts center located in the heart of downtown Beaverton’s vibrant Central District, mere steps from public light rail transportation. Making the arts accessible to all, fostering creativity through educational programs and support of local artists, while showcasing the best in local, regional and national performers, the BCA will provide a long-desired and much needed community cultural hub in Beaverton. With innovative offerings in the performing arts – theater, music, dance – along with experiential workshops and classes in dedicated studios, the BCA will be a beacon for civic engagement, creative learning, and greater social cohesion. The BCA facility will include a 550-seat multipurpose theater, classrooms, meeting and conference rooms, rehearsal and workshop space, art gallery, outdoor plaza, garage structure, café, lobby and informal gathering areas. *Account: National Endowment for the Humanities Challenge Grant*

Update: The City and CFM drafted, edited and submitted an application to the NEH Challenge Program in February 2018. CFM organized congressional tours, letters of support and has asked for phone calls from the delegation. Awards are expected to be announced in August 2018.

Digital Health Collaborative Equipment

\$1.5 million

The City of Beaverton is partnering with the Digital Health Collaborative (DHC) to seek grant funding for equipment to facilitate technology growth and entrepreneurship in the tech and health marketplace. In the last three years, the confluence of digital health and the “Internet of Things” (IoT) technology markets have simultaneously reached a fevered pitch. As with many new technology markets, however, this new sector’s success depends on the ability of emerging companies to leverage a well-developed ecosystem. One key component of such an ecosystem is often the existence of a “nexus point facility” dedicated to helping people trying to design, build and collaborate to create future products.

In the Portland metro area, the digital health and Internet of Things sectors have attracted growing investor and stakeholder interest. Before the DHC, there was no facility equipped and managed to provide the design, production, testing, and support services infrastructure to support this growing sector. The DHC, working with other partners, has created an innovation hub and makers space for digital health and IoT markets. The logic of locating such a facility in Beaverton stems for this region’s unique geographic position including close proximity to light rail, OHSU, Welch Allyn, BIOTRONIK, Nike and Intel. The location leverages Beaverton’s long history of supporting the microelectronics and software industries—key ingredients for successful digital health collaborations. *Account: Economic Development Administration*

Update: CFM has participated in multiple briefings with DHC and City staff to put together a viable grant application for EDA consideration. To date, we have worked with DHC staff to compile of list of eligible equipment for the DHC to further its mission and propel innovation to the next level. CFM helped the City



strategic communications, inc.

research marketing public relations public affairs federal lobbying state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

coordinate with EDA's regional and DC staff and we are working with the City to prepare a pre-application for the EDA program. We anticipate submitting a grant application in August or September 2018.

B-SOBR Outpatient Court \$ 325,000

The Beaverton Sobriety Opportunity for Beginning Recovery (B-SOBR) program is an intensive Multidisciplinary Team (MDT) outpatient court program for repeat DUI offenders. The B-SOBR program started in Beaverton Oregon in 2013 and handles approximately 600 DUI cases each year. The program combines a number of resources for alcoholics, including: weekly meetings with a case worker, regular court appearances, random urinalysis, unscheduled police visits at home, detection bracelets, required Alcoholics Anonymous attendance and documentation of recovery progress.

Beaverton received a three-year \$324,750 SAMHSA award in 2015 for the B-SOBR program and federal funds will run out in September 2018. New grant funds will assist participants in receiving more treatment with appropriate and effective curriculum, a more sophisticated and higher frequency of sobriety monitoring, housing, employment resources, and better access to mental health care. The B-SOBR program was awarded a NCDCC Community Transformation Award in 2016. Account: DOJ Adult Drug Court Program

Update: The City and CFM drafted, edited and submitted an application to the DOJ Adult Drug Court Program in April 2018. CFM coordinated multiple calls with DOJ staff to ensure we fully understood the grant criteria. CFM worked with city staff to compile background and data on the success of the B-SOBR program to fit program needs. We anticipate DOJ will announce awards in September 2018.

Water Efficiency and Irrigation Project \$ 1,000,000

The City of Beaverton is seeking federal funds to construct a sustainable water infrastructure project that would reduce water usage and protect the environment. The project would develop a non-potable (purple pipe) water system in a green field development area of Beaverton with the ability to use an existing Aquifer Storage Recovery (ASR) well as a groundwater supply source for the non-potable water system. The ASR well system can also be used to supplement native groundwater by partially recharging the well with treated stormwater complying with State of Oregon permitting requirements. Account: Bureau of Reclamation Watersmart

Update: CFM and City staff reviewed the Bureau of Reclamation Drought Resiliency grant program and determined the Water Efficiency and Irrigation project wasn't far along enough to submit an application in Spring 2018, when the program closed. The City will consider applying in Spring 2019.

Beaverton Cultural Arts Master Plan \$ 200,000

The City of Beaverton, in partnership with the Beaverton Arts and Culture Organization, is seeking NEA Our Town funding to support the creation of a cultural arts master plan in preparation for the Beaverton Center for the Arts. The Beaverton Center for the Arts will be a catalyst in the City and region for increased arts participation and economic development. The plan will map the current cultural resources and needs of the City of Beaverton by engaging broadly with the community, and will provide recommended actions to foster



growth of Beaverton’s thriving arts community. Recommendations will guide the siting, selection, installation, and maintenance of public art in the City. *Account: NEA Our Town*

Update: CFM and City staff are working on a grant application to integrate virtual reality features into the Beaverton Center for the Arts. The plan is still coming together, so we haven’t updated the grant description at this time. The grant is due August 21 and we are working with staff to put together a competitive application.

Beaverton Quiet Zone Project

\$2 million

The City of Beaverton is undertaking a comprehensive project to improve 11 at-grade crossings to institute a quiet zone through Beaverton’s core. The project, which is being coordinated with the Federal Rail Administration, ODOT, Union Pacific and Portland & Western, will significantly improve safety throughout the rail corridor by preventing accidents and creating safe barriers between rail, auto and pedestrian traffic. The Quiet Zone will also eliminate noise pollution for our communities and businesses.

Update: CFM has been monitoring announcement of the new CRISI grant program that provides federal funds for freight and intercity rail improvements, including quiet zone infrastructure. The \$318 million NOFA was released in July and closes on September 17. While the City was hoping to pursue construction funds, one of the grant criteria requires completed design, engineering and environmental work before applying for construction dollars. Therefore, it’s likely the City will pursue these soft costs in the current round and infrastructure/construction in 2019.

Support with Non-Federal Competitions – *This item is not on the City’s federal agenda, but CFM has offered help and guidance:*

All American Cities Application – Restorative Justice

In February 2018, CFM and City staff drafted an eight-page application to the All American Cities competition to highlight Restorative Justice programs within Beaverton. Beaverton was one of only 20 applicants selected to attend the finals in Denver.

3. *Three references, including a contact name and phone number:*

*City of Tigard
Marty Wine, City Manager
13125 SW Hall Boulevard
Tigard, OR 97223
(503) 718-2486
marty@tigard-or.gov*



Background and Talking Points for Congressional Meetings – September 2019

The Elevator Speech:

- Bus transit systems continue to struggle with the impacts from the reduction of funding in the Bus and Bus Facility program.
- Between 2009 and 2017, the percentage of **transit buses operating past useful life (12-years) increased 47%**.
- The percentage of **buses operating more than 15 years increased a staggering 97%**.
- At the same time, total **bus fleets contracted by 13,294 buses, an 18% reduction**.
- This 18% reduction in fleet size directly corresponds to the 19% reduction in service hours and 12% reduction in ridership.
- With 13,294 fewer buses on the road and a significantly aging fleet, transit systems have eliminated and reduced service, increased headways on routes, increased maintenance costs and diminished the overall experience for riders.
- All of these factors have taken a toll on declining bus ridership across the country.
- To address this crisis in bus transit, we support The Bus Coalition's 2019 funding requests for FY20 Appropriations, an Infrastructure Package and Reauthorization.

There are four main "asks" for your meetings on the Hill:

1. **FY 2020 Appropriations Request:** The House included \$485 million in additional investments for the Bus and Bus Facility competitive grant programs included in the FY20 House Transportation Appropriations bill (\$383m for 5339b and \$102m for 5339c). The Senate FY20 bill added \$470 million for bus programs (see chart at end of page 2 detailing the breakdown of funds). We are very pleased to see such strong support in the House and Senate.

In any final conference bill, we strongly support the higher House allocation and the focus on plus-ing up the competitive grant programs.

Compared to the formula program, competitive grants are a better tool to help transit systems address larger, lumpy purchases of buses and make facility improvements.

The formula is heavily weighed to the top 10 urbanized areas in the country as these 10 areas see nearly 50% of the formula funds. The top 20 urbanized areas get 60% of all the formula funds. The bus capital program used to be entirely competitive grants available for the entire country to compete.

2. **Reauthorization:** TBC endorses APTA's funding recommendations for the 5339 Bus and Bus Facility Program approved at the June 23rd Legislative Committee Meeting.

Bus Coalition members have worked within the APTA structure to ensure bus funds are restored to their historic levels of 20% of all transit capital investment.



TBC supports the current APTA recommendations which include: Reestablish a 40-40-20 capital investment ratio among Capital Investment Grants (§5309), State of Good Repair (§ 5337), and Buses and Bus Facilities (§ 5339) programs. To reestablish this ratio, overall funding must be sufficient to ensure that each program receives significant funding increases.

3. **Infrastructure Package:** We strongly support a robust Infrastructure Package that includes **\$7.42 billion** in funding for bus transit programs.

This level of funding will simply replace the approximately 15,500 large transit buses operating past useful life.

4. Finally, please consider joining the **Bipartisan Congressional Bus Caucus** Co-Chaired by Representatives Rick Larsen (D-WA) and Darin LaHood (R-IL).

Here is the breakdown of the House and Senate Plus-Ups, along with what the final numbers would be when added to the FY20 FAST Act funding levels.

FY20 Plus-Up	FY20 House THUD	FY20 Senate THUD	Projections with FY20 FAST as Baseline		
			FY20 FAST Act	FY20 w/House Plus-Up	FY20 w/Senate Plus-Up
5339 Competitive Grant	\$ 383,000,000	\$ 195,000,000	\$ 289,000,000.00	\$ 672,000,000	\$ 484,000,000.00
5339 Formula		\$ 195,000,000	\$ 464,600,000.00	\$ 464,600,000	\$ 659,600,000.00
Low/No Grants	\$ 102,000,000	\$ 40,000,000	\$ 55,000,000.00	\$ 157,000,000	\$ 95,000,000.00
5307 Urbanized Formula					
5311 Rural Formula		\$ 40,000,000			
Total	\$ 485,000,000	\$ 470,000,000	\$ 808,600,000.00	\$ 1,293,600,000	\$ 1,238,600,000



strategic communications, inc.

▶ research ▶ marketing public relations ▶ public affairs ▶ federal lobbying ▶ state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

TO: Mayor Anne McEnerny-Ogle and Rebecca Kennedy, City of Vancouver
FROM: David Hodges and Joel Rubin, CFM Strategic Communications
DATE: September 3, 2019
RE: September 12th to 13th Washington, D.C. Visit

Thank you for taking time out of your schedules to travel to Washington, D.C. to advocate for the City of Vancouver. We're looking forward to a successful and productive visit.

As always, this memorandum provides background information that we hope is helpful for you Capitol Hill meetings. Feel free to ask any questions or ask for clarification. We want to make sure you're comfortable, prepared and excited about this opportunity to advocate for the City's agenda.

The objectives of this visit include:

- Advocating for the City's BUILD and AFG grant applications with Senators Murray, Cantwell and Representative Herrera Beutler.
- Meeting with U.S. DOT staff to check-in on your BUILD grant application.
- Connecting with Washington and Oregon Members of Congress to provide an update from the City's perspective on the I-5 Bridge Replacement Project.
- Meeting with FEMA AFG to discuss the City's three pending AFG grant applications – ladder truck, SCBAs and hazmat training.

Capitol Hill Update

Returning from their five-week August recess, there's no shortage of challenges facing Congress in the months ahead with the most pressing item being the FY20 federal budget.

Shortly before departing for the Congressional recess, a two-year budget agreement was reached, which suspended the government's \$22 trillion debt limit until July 31, 2021 and significantly increased discretionary spending caps for FY20 and FY21. The agreement allows an additional \$321 billion in discretionary spending over the next two years, compared to strict limits imposed under a 2011 deficit reduction law. While the additional spending will certainly be welcome news for a number of programs the City could access, it ensures that the deficit and national debt will continue to grow.

The budget deal reached shortly before the recess only gave Congressional appropriators the top line numbers and now the House and Senate Appropriations Committee will need to work to individually pass their 12 appropriations bill and reconcile any differences. Doing so before



the September 30th deadline, when the government runs out of funding, is nearly impossible. As a result, Congressional leaders and the White House will move to pass a Continuing Resolution to continue current funding past the September 30th deadline that will allow time to complete the appropriations process and for the House and Senate to reconcile any differences.

We also continue to keep a close eye on surface transportation re-authorization. Four Senate committees have jurisdiction over the re-authorization and two House committees. Shortly before the Congressional recess, the Senate EPW Committee released their highway portion of the bill—dubbed the “American Transportation and Infrastructure Act” (ATIA)—and unanimously passed it out of the committee. While the bill included many positive elements—including generally moving towards more local control when it comes to funding—of particular interest is a brand new \$6.6 billion “Bridge Investment Program” aimed at addressing our nation’s most problematic bridge needs. For large projects—those over \$100 million—the bill creates a multi-year funding process similar to FTA’s New Starts Program. The structure of the program would allow a project like the I-5 Bridge Replacement to compete for funding up to 50% of the total project—significantly higher than the traditional 80/20 split. The program is very similar to legislation Senator Wyden introduced and his office touched on with us during your January trip. The new Bridge program builds upon the INFRA (freight) and BUILD grant programs and could present a number of additional funding options for the new I-5 Bridge.

While the Senate EPW Committee’s recent action is certainly a positive development, it should be noted this is just the first step in a long process to reauthorize transportation programs set to expire September 30, 2020. The hardest part is the “pay for” as it’s really difficult to see how Congress would increase revenue more than \$100+ billion necessary to fund the bill—especially during an election year. However, this is a good marker and gives us plenty of opportunities to lobby for your interests as the process works its way through multiple Senate and House Committees.

Finally, we would be remiss not to mention the ongoing gun control debate. Mass shootings in El Paso and Dayton during the Congressional recess is likely to inject the gun control debate back into the spotlight this Fall. Gun control advocates are pushing for the Senate to move on background check legislation passed by the House earlier this year. The House Judiciary Committee returned to the Capitol a week early to begin work on so called “red flag” legislation aimed at providing an avenue for police or family members to petition a court to order the temporary removal of firearms from a person who may present a danger to others or themselves. By in large, Republican lawmakers and the President continue to resist gun control measures and have instead called for addressing issues related to mental health to prevent future mass shootings. While there was some early indication the President and Senate would move on background or “red flag” legislation, the chances are still unlikely.



strategic communications, inc.

▶ research ▶ marketing public relations ▶ public affairs ▶ federal lobbying ▶ state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

There are surely many more challenges and issues to face in the months ahead. Your visit is timely as Congress is getting back from their long recess and refocusing on the work ahead.

Meeting Structure

We generally schedule meetings with Members of Congress, however it is important flexible in case those members are called away from scheduled meetings for floor votes, committee action, leadership meetings or other land minute scheduling changes. Given that most Members rely heavily on staff for counsel, meeting with staff is generally a sufficient alternative.

We must make the most of our opportunities with members and their staff. We should expect to have no more than 20 minutes with each member, although we anticipate in many cases it will be longer. We need to assume the meetings could be short; therefore, it is imperative to get our key messages delivered in a clear and concise way.

Below we have provided some talking points that should serve as a guide for your congressional and agency meetings, but feel free to elaborate on any of these issues. Depending on who we meet with, we'll likely want to spend more time on certain issues. For example, we will focus solely on the bridge project with Members from the Oregon delegation.

Please keep in mind there is a lot of information to cover. Don't worry if you don't get to every point. We can always follow up on items we may not have had time to get to. Basically, don't feel like you need to rush through all your priorities. It's more important to ensure you have a quality encounter and don't overwhelm Members and staff with too many talking points.

Key Talking Points

Project FIRST/SE 1st Street Improvement Project—In July the City submitted a BUILD grant application for the 1st Street Improvement Project, called Project Fast-Tracking Improvements to Reach Strategic Targets (FIRST) for the purposes of the application. DOT is mandated by Congress to announce the awards by November 12th of this year but we're hearing they're hoping to do so by the end of October. These grants are highly competitive, and Members of Congress have a greater degree of influence on them compared to other grant programs. As such, we'll want to ensure we ask Members to call DOT to reiterate their support for your application.

- Thank you for your support of the City's BUILD grant application for Project FIRST (Murray, Cantwell and JHB all wrote letters of support).



strategic communications, inc.

▶ research ▶ marketing public relations ▶ public affairs ▶ federal lobbying ▶ state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

- A \$10 million BUILD grant would allow the City to leverage over \$14 million in public and private infrastructure investments to complete needed upgrades on the SE 1st Street Corridor in East Vancouver.
- The project will open 533 acres of land—referred to as Section 30—to development that at full build out we estimate will support 9,400 jobs. Over 25 years, Section 30 is estimated to bring in an additional \$272 million in tax revenue.
- The City is already in discussions with a major employer seeking to construct a new corporate campus that will bring 1,000 high-wage jobs to Vancouver. This won't be possible without completion of Project FIRST.
- Project FIRST builds on over \$68 million in strategic infrastructure investments in East Vancouver the City has made since 1998.
- Would you be willing to call Secretary Chao to express your support for our BUILD grant application?

I-5 Bridge Replacement—Over the August recess many key staff members were able to visit the region to get an update on the bridge replacement efforts. There was also welcome news from Oregon, who put up \$9 million towards the project office and formally appointed members to a bi-state committee. While all positive news, it's critical that we convey cooperation across political and state lines, and also acknowledge many difficult decisions in the years ahead that will require compromise from all stakeholders.

- The City continues to strongly support efforts to replace the I-5 Bridge over the Columbia River.
- Washington and Oregon have now made significant investments to open a joint project office and appoint members of a bi-state committee to formally re-start replacement efforts.
- We're encouraged by these bi-state and bi-partisan efforts and will continue to work to support them in any way that we can.
- The Mayor continues her outreach efforts to build support with her counterparts in Oregon and Southwest Washington. She recently led a joint letter with her colleagues in the Portland-Vancouver Metro area supporting replacement efforts.



strategic communications, inc.

▶ research ▶ marketing public relations ▶ public affairs ▶ federal lobbying ▶ state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

- We recognize many difficult discussions and decisions are coming in the years ahead, but the City leadership has an open mind as we begin this new effort.
- With regards to high capacity transit, the City believes it must be part of the project. We're urging the project office to complete an in-depth study that explores both bus rapid transit and light rail to help project sponsors make an informed decision on mode of transit that will meet current and future mobility needs.
- As you know, the Federal government is a key partner in this renewed effort particularly when it comes to funding. While we're looking at established funding pots, such as FTA's New Starts, we're supportive of fully funding the INFRA and BUILD program and also very interested in the bridge program in the Senate Environment and Public Works surface transportation re-authorization bill.
- In the Washington Legislature, discussion of a new transportation funding package continues, and our legislative delegation is conveying one could materialize by 2021 that will serve as a vehicle for our state's share of project construction.
- Thank you for your continued interest in these efforts and know the City is ready to support your efforts in Congress in any way we can.

FEMA—Assistance to Firefighter Grant (AFG) Program—We will want to discuss your pending AFG applications. This is a great opportunity to highlight the need for these requests with your congressional delegation and agency staff. Awards have just started to roll out. Of the \$340 million, approximately \$45 million has been awarded. We've been told all awards will be announced by September 30.

- Vancouver is rapidly growing; the population has tripled since 1990 and we see an average increase in emergency call volume of 3% per year. The City's recently opened Waterfront Development alone will add 3,300 residential units, 1 million square feet of office and retail space, and provides new public access to the Columbia River.
- VFD is seeking \$738,000 to replace its 22-year-old aerial **ladder truck** that has traveled over 100,000 miles and been in use for 11,080 responses. It was rebuilt to extend its useful life and delay the cost of full replacement but a second rebuild is not recommended due to safety and reliability concerns.
- After conducting a risk assessment, we found our firefighters are at a high risk of relying on obsolete equipment that no longer provides the respiratory protection they need to



strategic communications, inc.

▶ research ▶ marketing public relations ▶ public affairs ▶ federal lobbying ▶ state lobbying

503.294.9120 | www.cfm-online.com | 1050 SW 6th Avenue, Suite 1100 | Portland, Oregon 97204

perform their jobs and protect the public. VFD is requesting \$799,000 to replace 107 obsolete and outdated **SCBA units** that were manufactured in 2003.

- Vancouver is a transportation hub for unit trains transporting crude oil through the region—on average 8 to 10 unit trains of crude oil pass through downtown Vancouver each week. VFD is seeking \$209,000 to support sending department staff to specialized **training in hazardous materials** response and incident management. VFD will use the training to create response plans for addressing these types of risks.

Contact Information

- Joel Rubin—301.461.1532 (cell)
- David Hodges—360.521.1476 (cell)



2019 FEDERAL LEGISLATIVE AGENDA

GRANT REQUESTS

PROJECT DESCRIPTION

FEDERAL REQUEST

Water Supply Improvement Program (WSIP)

\$52,523,100

The City of Beaverton's drinking water system is facing significant challenges, including aging and seismically vulnerable transmission lines and related infrastructure. In addition, its historic water supply sources cannot meet the future demand of its rapidly growing urban population and customer base. Its customer base is predicted to grow by 20% over the next 10 years and 50% in the next 20 years. To address these challenges, the city is embarking on this \$107,190,000 project that will significantly increase the seismic resiliency and reliability of the water system and provide water supply and service necessary to meet the needs of the rapidly growing urban area. Other benefits include better quality drinking water, reduced customer cost and environmental impact, stream restoration, and improved sensitive habitat. *Account: EPA WIFIA*

Mental Health Court Implementation

\$487,313

In partnership with Washington County, Oregon, the City of Beaverton is requesting funding to plan and implement a Behavioral Health Court program within the Beaverton Municipal Court. The Court plans to serve 30 individuals over the course of the grant. The City of Beaverton Municipal Court handles approximately 2,500 to 3,000 criminal cases each year. Since 2016, Beaverton Municipal Court has experienced a 50% increase in defendants with a mental illness. Washington County Jail has seen a 100% increase in the number of inmates classified as high-risk to themselves or others, with a majority of those being diagnosed with a co-occurring mental illness and substance abuse (CMISA) disorder. The City of Beaverton has identified that there is a clear need to provide special assistance, including a special court track for Beaverton residents with MI or CMISA needs who are engaged in the criminal justice system. In addition to providing services to participants with MI or CMISA, the City of Beaverton will provide additional resources to female offenders, and will work with NPC Research to provide data collections, performance measurement, and local evaluation. *Account: Justice and Mental Health Collaboration Program*

Patricia Reser Center for the Arts (PRCA) – Construction

\$750,000

The PRCA will be a state-of-the-art, world class interdisciplinary performing and visual arts center located in the heart of downtown Beaverton's vibrant Central District, mere steps from public light rail transportation. Making the arts accessible to all, fostering creativity through educational programs and support of local artists, while showcasing the best in local, regional and national performers, the PRCA will provide a long-desired and much needed community cultural hub in Beaverton.

With innovative offerings in the performing arts – theater, music, dance – along with experiential workshops and classes in dedicated studios, the PRCA will be a beacon for civic engagement, creative learning, and greater social cohesion. The PRCA facility will include a 550-seat multipurpose theater, classrooms, meeting and conference rooms, rehearsal and workshop space, art gallery, outdoor plaza, garage structure, café, lobby and informal gathering areas. *Account: National Endowment for the Humanities Challenge Grant*

Beaverton Quiet Zone Project

\$2 million
\$320,000 (design)

The City of Beaverton is undertaking a comprehensive project to improve eight at-grade crossings and establish a designated Quiet Zone through Beaverton's core. The project, which is being coordinated with the Federal Rail Administration, ODOT, Union Pacific and Portland & Western, will significantly improve safety throughout the rail corridor by preventing accidents and creating safe barriers between rail, auto and pedestrian traffic. The Quiet Zone will also eliminate noise pollution for our communities and businesses. *Account: Federal Rail Administration CRISI Grant Program*

Water Efficiency and Irrigation Project

\$ 1,000,000

The City of Beaverton is seeking federal funding to construct a sustainable water infrastructure project that would reduce water usage and better protect the environment. The project would develop a non-potable (purple pipe) water system in a green field development area of Beaverton with the ability to use an existing Aquifer Storage Recovery (ASR) well as a groundwater supply source for the non-potable water system. The ASR well system can also be used to supplement native groundwater by partially recharging the well with treated stormwater complying with State of Oregon permitting requirements. *Account: Bureau of Reclamation Watersmart*

Digital Health Collaborative Equipment

\$500,000

The City of Beaverton is partnering with the Digital Health Collaborative (DHC) to seek grant funding for equipment to facilitate technology growth and entrepreneurship in the tech and health marketplace. In the last three years, the confluence of digital health and the "Internet of Things" (IoT) technology markets have simultaneously reached a fevered pitch. As with many new technology markets, however, this new sector's success depends on the ability of emerging companies to leverage a well-developed ecosystem. One key component of such an ecosystem is often the existence of a "nexus point facility" dedicated to helping people trying to design, build and collaborate to create future products.

In the Portland metro area, the digital health and Internet of Things sectors have attracted growing investor and stakeholder interest. Before the DHC, there was no facility equipped and managed to provide the design, production, testing, and support services infrastructure to support this growing sector. The DHC, working with other partners, has created an innovation hub and makers space for digital health and IoT markets. The logic of locating such a facility in Beaverton stems from this region's unique geographic position including its close proximity to light rail, OHSU, Welch Allyn, BIOTRONIK, Nike and Intel. The location leverages Beaverton's long history of supporting the microelectronics and software industries—key ingredients for successful digital health collaborations. *Account: Economic Development Administration*

POLICY AGENDA

Infrastructure Package

Beaverton supports a robust federal infrastructure investment package that will address the growing transportation, water and housing infrastructure backlog in our community and communities around the country.

Restore SALT Deduction and Advanced Refunding

The City is concerned about the impact on lower and middle-income families of the \$10,000 cap on deductions for property, state and local taxes. The City supports full restoration of the SALT deduction. The tax bill also eliminated the ability of municipal government to refinance bond debt. Refinancing bonds lowers the debt service for local governments and is a financing tool that reduces the tax burden on local residents. The City supports restoration of the Advanced Refunding provision eliminated in the tax reform bill.

FCC Preemption of Local Control

Small Cell Deployment: While we share the FCC's goal of ensuring the growth of cutting-edge broadband services for all Americans, we remain deeply concerned about several provisions of the Commissions September 2018 ruling. The City is supportive of efforts in Congress to overturn this ruling, in particular H.R. 530, the Accelerating Wireless Broadband Development by Empowering Local Communities Act of 2019. The City has the following concerns that would be addressed by H.R. 530:

- **The FCC's new collocation shot clock category is too extreme.** The ruling designates any preexisting structure, regardless of its design or suitability for attaching wireless equipment, as eligible for a new expedited 60 day shot clock.
- **The FCC's proposed recurring fee structure is an unreasonable overreach that will harm local policy innovation.** We disagree with the FCC's interpretation of "fair and reasonable compensation" as meaning approximately \$270 per small cell site. Local governments share the federal government's goal of ensuring affordable broadband access for every American, regardless of their income level or address. That is why many cities have worked to negotiate fair deals with wireless providers, which may exceed that number or provide additional benefits to the community.

Franchise Fees: The City strongly opposes the conclusions in the FCC proposed ruling that cable-related in-kind contributions are franchise fees and that local governments have no authority regarding cable operators' use of the rights of way to provide non-cable services.

With a potential reduction in franchise fees, Beaverton will likely be forced to cut public services such as those handled by our Police, Library, and Public Works departments. Beaverton will also have to take a serious look at whether maintaining its Public, Educational and Government Access channels is financially feasible.

FY 2020 Program Levels

In the FY 2020 Appropriations bills, the City strongly supports maintaining adequate funding levels for CDBG, BUILD, BYRNE Justice Assistance, Economic Development Administration, EPA Brownfields Assessment and Cleanup and SAMHSA/DOJ Drug Court funding.

Increase the Low-Income Housing Tax Credit by 50%

The City of Beaverton supports legislation to increase the Low-Income Housing Tax Credit by 50%. The Housing Credit is our nation's most successful tool for encouraging private investment in the production

and preservation of affordable rental housing production. It has financed nearly 3 million affordable apartments since 1986, providing homes to roughly 6.5 million low-income households since then, while transferring risk from the government to the private sector.

Regulatory Concerns and Unfunded Mandates

Waters of the U.S.: The potential impacts of the proposed rule released by the EPA and the U.S. Army Corps of Engineers that would amend the definition of “waters of the U.S.” and expand the range of waters that fall under federal jurisdiction. Beaverton is supportive of efforts to implement a rule that protects water resources without inhibiting infrastructure and economic development.

FEMA and Endangered Species: A recent National Marine Fisheries Service (NMFS) Biological Opinion concluded that FEMA must change its implementation of the National Flood Insurance Program to better protect endangered species within floodplains. NMFS’s recommendations, as written, would require FEMA to go above and beyond its legal authority, amending and issuing new regulations that would subject communities to excessively restrictive floodplain development standards.

Americans with Disabilities Act: The City supports the objective of ADA to prohibit discrimination against people with disabilities. However, the strict nature in which the regulations are applied can be costly and provide little to no benefit. The City supports common sense implementation of ADA regulations with room for flexibility when dealing with unique circumstances.

Beaverton Federal Contact:

Joel Rubin
CFM Strategic Communications
202-347-9171
joelr@cfmdc.com

JOEL A. RUBIN

2724 Blaine Drive

Chevy Chase, MD 20815

Cell: (301) 461-1532, E-mail: Rubin24@yahoo.com

WORK EXPERIENCE

CFM STRATEGIC COMMUNICATIONS, Washington, DC

Partner Federal Affairs, Lobbyist

Jun06 – present

- Work with fifteen Pacific Northwest municipal, transportation, education and trade clients to secure federal funds and pursue legislative objectives as prescribed through a deliberate, strategic legislative agenda
- Develop and maintain relationships with Members of Congress, key Congressional staff and Executive Branch officials
- Advocate for, monitor and track legislation pertinent to client objectives and prepare frequent briefings
- Research various federal spending programs, funding levels and program requirements to position client projects and strategic legislative initiatives
- Initiate client development leads and responsible for signing up seven new federal clients
- Author the firm's federal legislative updates, newsletters and client summaries
- File all relevant FEC, ethics and lobby disclosure documents

DAVID TURCH AND ASSOCIATES, Washington, DC

Lobbyist

Jan05 – Jun06

- Worked with twelve private and public sector clients to secure federal appropriations and advance their legislative objectives
- Performed tasks similar to CFM Partner of Federal Affairs described above

CONGRESSMAN BRIAN BAIRD (D-WA), Washington, DC

Legislative Director

Apr03 – Jan05

- Supervised and trained legislative staff, including four Legislative Assistants
- Developed and implemented a legislative strategy that reflected the needs of the district
- Responsible for three major Committee assignments – Transportation and Infrastructure, Small Business and Budget
- Monitored and tracked votes, floor procedures and schedule
- Coordinated legislative activities with press secretary to publicize accomplishments

Senior Legislative Assistant

May02 – Apr03

- Assisted the Legislative Director with supervision of legislative staff
- Worked directly with Legislative Director, Chief of Staff and Member to devise legislative strategy
- Continued all Legislative Assistant duties listed below

Legislative Assistant

Sep00 – May02

Emphasis: Taxes, Budget, Banking, Trade, Defense, Labor, Small Business and related Appropriations

- Directly advised the Congressman on legislation pertaining to areas of emphasis
- Researched, developed, introduced and tracked legislation
- Prepared speeches, talking points and briefing materials
- Drafted correspondence to constituents and government officials
- Consulted with lobbyists, met with constituents and represented the Congressman at various functions

Legislative Correspondent/Systems Administrator

Mar00 – Sep00

- Corresponded with constituents through letters and by telephone
- Maintained the office database and computer network

PERKINS COIE LLP, Washington, DC

FEC Compliance Specialist

Feb99 – Mar00

- Responsible for all aspects of financial reporting and compliance for a variety of federally and non-federally regulated entities:
 - Prepared FEC reports for two Members of Congress and three political action committees with cumulative contributions over three million dollars
 - Prepared non-federal reports for the DCCC, DSCC and three other non-federal committees in over twenty five states
- Tracked and summarized campaign finance laws in all fifty states
- Automated the firm's reporting and filing process by creating and integrating data templates with Excel spreadsheets
- Complied with all federal and state laws and weekly reporting deadlines for the clients of the firm
- Maintained daily contact with campaign staff to coordinate committee activities

MARYLAND DEMOCRATIC PARTY, Annapolis, MD

Office Manager and Assistant Comptroller

Sep98 – Feb99

- Assisted in coordination of statewide Get-Out-The-Vote activities during the 1998 election season, including a seven county bus tour, mass mail marketing and statewide central committee meetings
- Acted as a liaison for ten Maryland federal and state election campaigns as a part of the statewide coordinated campaign
- Responsible for production and compliance of federal and state reports of receipts and disbursements
- Paid and recorded all monthly bills
- Scheduled, managed and coordinated campaign activities for over 15 volunteer workers
- Administered the offices Novell LAN network, Maryland Party web page, office supplies and campaign database software

GOLDKLANG, CAVANAUGH, AND ASSOCIATES P.C., Fairfax, VA

Staff Accountant

Feb97 – Sep98

- Continually coordinated and managed over 300 audit engagements
- Trained and Supervised staff accountants for a variety of audit and tax assignments
- Scheduled audit engagements to meet client and tax deadlines
- Worked directly with accountants, managers, and controllers in order to successfully communicate and meet the demands of clients
- Planned detailed audits in accordance with generally accepted auditing standards
- Prepared federal and state (MD, VA and DC) income tax returns and extensions utilizing 'Pro Series' tax package software
- Provided financial planning suggestions to ensure fiscally prudent operations

EDUCATION AND ACTIVITIES

- B.S. in Accounting, Frostburg State University, 1996
- Dual minor, Political Science and Business Administration
- Staff writer for the Frostburg State University newspaper, "The Bottom Line"
- President of the Interfraternal Council and member of the school 'President's Advisory Board'

COMPUTER SKILLS

- Proficient in Microsoft Office, WordPerfect, Quickbooks, Quicken, CapCorr and other database software, PageMaker and researching the Internet

Michael Skipper

820 1st Street NE Suite 710, Washington, DC 20002 • (503) 435-9054 • michaels@cfmdc.com

EXPERIENCE

Federal Affairs Associate & Grant Specialist

CFM Strategic Communications, Washington, DC

April 2016 – Present

- Monitor congressional appropriations and legislation and provide detailed analysis to clients.
- Coordinate closely with congressional and key federal agency staff to resolve client issues and advocate for their federal priorities.
- Monitor and analyze daily grant announcements, prepare grant summaries and secure congressional support for project submissions.
- Work closely with the Partner of Federal Affairs to prepare clients' federal agendas, develop communications material and talking points and conduct research assignments.

State Affairs Assistant

CFM Strategic Communications, Portland, OR

December 2015 - April 2016

- Monitored legislation for more than 20 clients of widely varying interests and industries.
- Composed client correspondence, including weekly reports detailing policy developments.
- Researched state and federal public policy issues.
- Updated and maintained status of legislation important to clients.
- Planned and executed client events.
- Identified and cultivated business development opportunities.

Field Director

Yes for Sherwood Campaign, Sherwood, OR

September 2015 – November 2015

- Analyzed data and statistical trends to create, track, and refine a comprehensive engagement plan for over 9,000 voters.
- Coordinated outreach to targeted voters by mail and phone.
- Hired, trained, and organized a voter outreach team of eight paid canvassers.
- Crafted campaign correspondence and voter engagement material.
- Engaged with hundreds of voters each week regarding land-use policy.

State Affairs Intern

CFM Strategic Communications, Portland, OR

February 2015 – July 2015

- Drafted and edited correspondence to clients and legislators.
- Tracked legislation and monitored legislative hearings for over 20 clients.
- Managed multiple tasks on short deadlines during fast-paced legislative session.

State Senate Campaign Intern

Sara Gelser for State Senate, Corvallis, OR

September 2014 – November 2014

- Trained interns and volunteers of a variety of ages and backgrounds on voter outreach.
- Engaged with over 1500 voters regarding the candidate's platform and public issues.
- Composed letters to the editor, campaign correspondence and collateral material.

EDUCATION

Bachelor of Science in Political Science

Concentration in Environmental Politics and Policy
Oregon State University

March 2015

KIRBY J. GARRETT

820 1st Street NE, Suite 710 | Washington, DC 20002 | (541) 480-0938 | kirbyg@cfmdc.com

EXPERIENCE

CFM Strategic Communications, Inc.

- **Manager, Federal Affairs, Washington, D.C., January 2017 – present**
 - Manages federal affairs for Pacific Northwest-based clients to attain successful legislative, appropriation, and grant funding outcomes
 - Maintains relationships with Members of Congress and their staffs to provide principled and strategic advocacy for client priorities
 - Advances client initiatives through carefully crafted agendas and coordination with local, state, and federal partners
 - Identifies grant and funding opportunities of interest to clients and assists with application writing and strategies to successfully achieve funding

Office of U.S. Representative Greg Walden (OR-02)

- **Legislative Assistant, Washington, D.C., June 2015 – January 2017**
 - Managed and developed strategy for the Member's legislative portfolio for transportation, infrastructure, interior, education, financial services, tax, labor, housing, firearms, and Postal Service policy
 - Successfully coordinated the introduction, passage, and inclusion of an amendment to the 2016 comprehensive surface transportation bill (H.R. 22, Fixing America's Surface Transportation Act, Public Law No. 114-94)
 - Drafted and advanced legislation (H.R. 4549, Treating Small Airports with Fairness Act of 2016) to unanimous passage through the House that would return needed Transportation Security Administration screening services to small airports, including one in the Member's district
 - Provided policy recommendations directly to the Member on votes, bills, and letters including significant legislation such as the Surface Transportation Reauthorization and Reform Act (H.R. 3763), Every Student Succeeds Act (H.R. 5), and appropriation bills for fiscal years 2016 and 2017
 - Established a network of policy area contacts for industry leaders in Washington, D.C. and Oregon's 2nd district, maintaining close communication on the Member's legislative efforts and priorities
 - Simultaneously coordinated and scheduled the Member's district travel for meetings and events, providing recommendations and coordinating commitments in Oregon
- **Field Representative, La Grande, OR, January 2014 – June 2015**
 - Managed the Member's eastern Oregon field office as his only local staff member
 - Traveled extensively with the Member throughout the district while individually staffing town halls, meetings, and other events
 - Arranged all logistical details for local events attended by the Member
 - Maintained and expanded the office's network among community leaders and constituents by participating and speaking on behalf of the Member at meetings and events
 - Assisted constituents with casework for the U.S. Forest Service, Bureau of Land Management, U.S. Department of Agriculture, U.S. Army Corps of Engineers, and related agencies
- **Intern, Washington, D.C., June 2013 – August 2013**
- **Intern (Central Oregon District Office), Bend, OR, May 2011 - August 2011**

EDUCATION

- **BA, Baylor University, Waco, TX, December 2013, Summa cum laude (3.97 GPA)**
 - Political Science, Environmental Studies minor
 - Recipient of Baylor's *President's Gold Scholarship* and *Outstanding Political Science Senior Award*
 - Elected Member of the Baylor University Student Senate

David M. Hodges

1050 SW 6th Avenue, Suite 1100, Portland, OR 97204 • (360) 521-1476 • davidh@cfmpdx.com

RELEVANT EXPERIENCE:

Director of Public Affairs

CFM Strategic Communications, Inc.

January 2019 to Present

Portland, OR and Washington, DC

- Represent Pacific Northwest based municipal, county, public port and international trade clients to the Legislative and Executive Branches of the federal government; and local stakeholders.
- Maintain and develop relationships with Executive Branch officials and key Members of Congress and their staffs.
- Track, research, analyze and develop federal legislative and policy proposals on behalf of client objectives.
- Develop and implement strategic messaging and legislative strategies on behalf of clients.
- Provide strategic advice on local, state and federal politics, and policies.
- Write issue-specific briefing memos, federal grants and talking points.

Southwest Washington Director, United States Senate

United States Senator Patty Murray

December 2009 to January 2019

Vancouver, WA

- Managed, identified and developed Senator's regional priorities in a six-county region: Clark, Cowlitz, Skamania, Klickitat, Wahkiakum and Pacific.
- Tracked, analyzed and interpreted relevant federal, state and local legislation; and advised on regional policy and political positions.
- Represented Senator Murray at public events, meetings and other forums.
- Worked with local elected officials, interest groups, businesses and other stakeholders to advance regional priorities.
- Developed talking points, press releases and other public messaging.
- Planned all elements of the Senator's official events in region including speech writing, logistics, briefing memos and media messaging.
- *Previous position*: Southwest Washington Representative
 - Provided assistance to the general public with navigating federal agencies.
 - Completed casework inquiries to Federal agencies.
 - Managed office and intern program in Senator's Vancouver office.
 - Worked directly with Southwest Washington Director to determine regional priorities on issues pertaining to rural communities, veterans and infrastructure.

Legislative Assistant, Washington State House of Representatives

State Representative Deb Wallace

December 2008 to December 2009

Olympia, WA

- Assisted in the development and passage of legislation sponsored by Representative Wallace.
- Tracked the status and progress of pending legislation and advised on strategy for passage.
- Attended meetings and public events on behalf of Representative Wallace.
- Managed all incoming correspondence and developed outgoing responses.

Campaign Manager, Re-Elect Deb Wallace
Candidate for the Washington State House of Representatives

March to November 2008
Vancouver, WA

- Managed development of all campaign material including literature, press releases, and candidate statements.
- Managed campaign's daily operation including Representative Wallace's schedule and public events.
- Fundraised, developed, and executed campaign budget.
- Organized, recruited, and trained volunteers and interns in voter contact procedures.

Policy Intern, Washington State House of Representatives
Office of Program Research

January to March 2008
Olympia, WA

- Daily tracking of member legislation.
- Researched for proposed legislation and constituent requests.
- Drafted correspondence to constituents and Washington State officials.

EDUCATION:

BA in Communications with emphasis in Public Relations
Minor in Psychology and Political Science
Washington State University, Pullman, WA

May 2008

Norman R. Eder

1050 SW 6th Avenue, Suite 1100, Portland, Oregon 97204 • (503) 720-1859 • norme@cfmpdx.com

PROFESSIONAL STATEMENT

I have worked in Oregon and Southwest Washington beginning in 1980 when I joined the staff of former Multnomah County Executive Donald Clark. In the seventeen years I served as a senior manager at Oregon Graduate Institute (now part of Oregon Health Sciences University) I represented OGI in Washington D.C., Salem and before local governments in the Portland metropolitan area. In 1999 I joined CFM as an equity partner.

During the past 15 years, my practice has focused on large and complex projects in education and workforce, land use, industrial development and public infrastructure projects. I have led large-scale multi-year client work for the Oregon University System, Clackamas County Water Environment Services, Clean Water Services, Manufacturing 21 Coalition, Portland State University, University of Oregon, Clackamas Community College and local governments across the region.

My community volunteer activities have mirrored my professional interests. I have served as a member of the board of the West side Economic Alliance for more than 20 years and for the past three years as its President.

EXPERIENCE

Partner and Equity Shareholder CFM Strategic Communications	1999 – Present
Vice President of Public Affairs, Executive Assistant to the President Oregon Graduate Institute of Science and Technology	1982 – 1999
Professional staff Multnomah County Executive Don Clark	1981 – 1982

EDUCATION

Ph. D. of History University of Illinois at Chicago Chicago, Illinois	1980
Masters of History Portland State University Portland, Oregon	1973
Bachelors of History University of Puget Sound Portland, Oregon	1973

CURRENT VOLUNTEER COMMUNITY BOARDS

President Westside Economic Alliance	2012 – Present
Board Member Wind & Oar Boat School	2013 – Present
Board Member Oregon Food Bank	

Norman R. Eder

1050 SW 6th Avenue, Suite 1100, Portland, Oregon 97204 • (503) 720-1859 • norme@cfmpdx.com

SELECTED PREVIOUS COMMUNITY BOARDS

Washington County Commission on Children and Families

Board of Governors, National Coastal Resources Research & Development Institute

Member Oregon Governor's Science Council,

Board of Directors, Oregon Biotechnology Association

Board Member, Council on Research and Technology, Washington, D.C.

ACADEMIC AFFILIATIONS

Senior Fulbright Research Scholar, Seoul Korea (Hanyang University)

1993 –1994

Adjunct Professor, Environmental Engineering and Policy, Oregon Graduate Institute 1

1992 – 1999

Associate Professor, Pacific Northwest College of Art,

1981-2014

ACADEMIC AFFILIATIONS

Photography

Gardening

Sailing

Gary Conkling

1050 SW 6th Ave., Suite 1100, Portland, Oregon 97204 • 503-544-8997 • garvc@cfmpdx.com

SKILLS

- **Strategic communicator** – writing, presentations, visual communications.
- **Public affairs expert** – has worked at the federal, state and local levels on public policy.
- **Organized and detail-oriented** – understands delegation and deadlines.
- **Results-driven** – sees the big picture and executes toward goals.

EXPERIENCE

Co-founder and President

CFM Strategic Communications

1990 – Present

- Executed friendly spinout from Tektronix in 1990.
- Developed CFM Strategic Communications into a \$3 million annual practice.
- Won national, regional and local awards for quality communications and best practices.
- Has been a successful federal and state lobbyist.
- Now manages the firm's public relations practice that includes public affairs and marketing PR.

Director of Public Affairs

Tektronix

1982 – 1990

- Opened lobby and communications offices in Washington, DC, Salem and Olympia.
- Personally handled international trade, taxation, environmental law and employee benefits issues.
- Collaborated in Oregon with OSPIRG to pass innovative toxic use reduction and community right to know legislation.
- Represented different coalitions to pass anti-hostile takeover, renewable energy, engineering education and major transportation funding legislation.

Chief of Staff (Washington, D.C.)

Oregon Congressman Ron Wyden

1980 – 1982

- Hired Wyden's initial legislative and district staff.
- Set up his Portland and DC offices and established constituent outreach processes.
- Oversaw Wyden's legislative agenda, which included Medicare reimbursement reform.
- Handled major projects including approval of a new lock at Bonneville Dam.

Chief of Staff (Washington, D.C.)

Oregon Congressman Les AuCoin

1977 – 1980

- Reshaped AuCoin's legislative team to reflect district's interests and needs.
- Improved AuCoin's constituent outreach program.
- Handled international trade and finance issues, including first bill after World War II seeking to normalize commercial relations with the People's Republic of China.
- Managed legislation dealing with affordable housing and urban community redevelopment.
- Oversaw the two most successful re-election campaigns in AuCoin's congressional tenure.

Gary Conkling

News Editor

The Daily Astorian

1972 – 1977

- Managed the daily newspaper's newsroom staff.
- Covered the Oregon legislature and politics.

Reporter

The Daily News of Port Angeles

1969 – 1972

- Covered a wide range of beats including county government, courts, a school district, a community college district, a public utility district and a public hospital district.
- Won a regional award for coverage of hunger issues on Indian reservations on the Olympic Peninsula.

EDUCATION

B.A. in English Literature, Seattle Pacific University

Seattle, WA

1965 – 1969

Executive Faculty, Atkinson Graduate School of Management, Willamette University

Salem and Portland, Oregon

1993 - Present

- Teach courses in strategic communications, public sector marketing and reputation management.

CIVIC ACTIVITIES

Metropolitan Exposition-Recreation Commission

Portland, Oregon

1997 – 2011

- Longest serving member of commission that oversees the Oregon Convention Center, Oregon Expo and the Portland Center for the Performing Arts (and formerly Civic Stadium).
- Helped spearhead collaborative public-private funding to bring a major Smithsonian Institution exhibit to Portland in a newly built facility at Oregon Expo.

Tri-Met Board of Directors

Portland, Oregon

1987 – 1992

- Played key role in westside extension of light rail to Hillsboro with a stop at the Oregon Zoo.

Business Education Compact

Beaverton, Oregon

1983 – 2003

- Co-founded innovative public-private nonprofit to promote education transformation within individual school classrooms.
- Programs extended from preschool through graduate schools.
- The Compact is now the region's largest trainer of skill proficiency curricula.

H.
SIGNATURE PAGE
AND ATTESTATION
OF COMPLIANCE
WITH TAX LAWS

**APPENDIX D
SIGNATURE PAGE**

[Fill out and submit this page with your Proposal]

This page must be signed with the full name and address of the Proposer submitting the response; if a partnership, by a member of the firm with the name and address of each member; if a corporation, by an authorized officer thereof in the corporate name.

The undersigned verifies that he/she is a duly authorized officer of the company, and that his/her signature attests that information provided in response to this Request for Proposal is accurate.

The undersigned certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition.

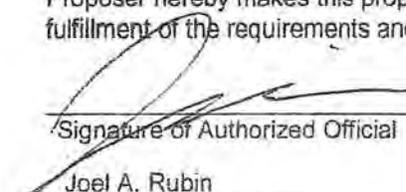
The undersigned certifies that all addenda to the specifications have been received and duly considered and that all cost adjustments associated with the addenda are reflected in this proposal.

Addendum No(s) _____ Acknowledged? YES / NO

Resident Proposer as defined in ORS 279A.120(1)? YES / NO

Proposers certify non-discrimination in accordance with ORS 279A.110(4) YES / NO

Proposer hereby makes this proposal to furnish goods and/or services at the price(s) indicated herein in fulfillment of the requirements and specifications of the City as stated in the Request for Proposal.



Signature of Authorized Official

Joel A. Rubin

Printed Name

Partner

Title

CFM Strategic Communications, Inc.

Firm Name

10/15/19

Date

(202) 347-9171

Telephone Number (with area code)

joelr@cfmdc.com

E-mail Address

820 1st Street NE, Suite 710

Address

Washington, DC 20002

City, State, Zip Code

APPENDIX E

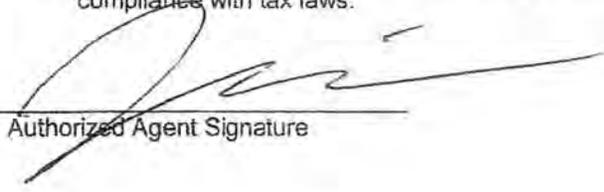
ATTESTATION OF COMPLIANCE WITH TAX LAWS

[Complete and submit this page with your Proposal]

I, Joel A. Rubin, representing CFM (Proposer),
(Insert printed name) (Insert name of Firm)

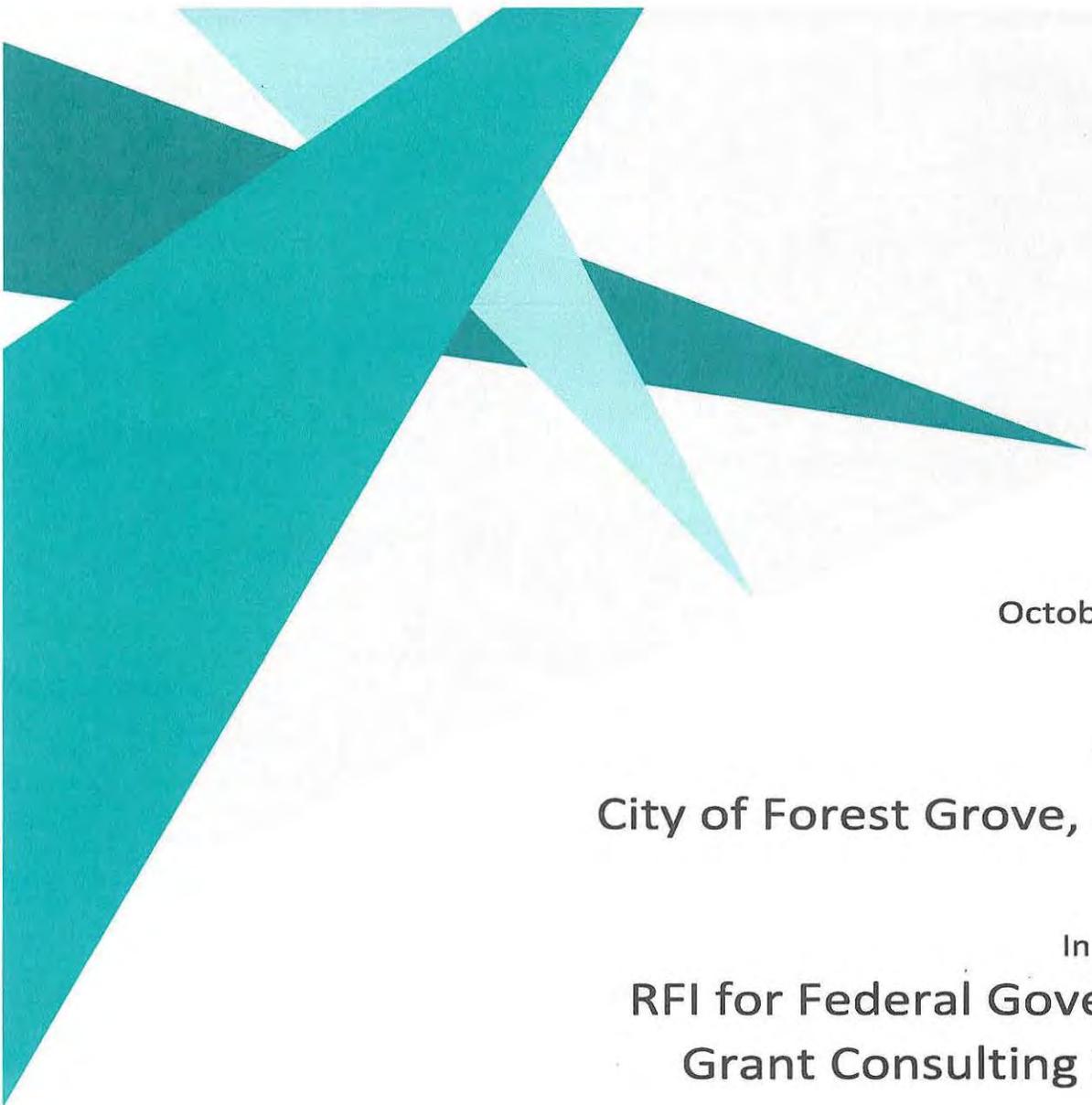
hereby attest that:

1. I am an authorized agent of Proposer, and I have full authority from Proposer to submit this attestation and accept the responsibilities stated herein.
2. I have knowledge regarding payment of taxes of Proposer, and to the best of my knowledge, Proposer is not in violation of any Oregon tax laws, including, without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.
3. Proposer will provide written notice to City within two business days of any change to its compliance with tax laws.


Authorized Agent Signature

10/15/19
Date

Partner
Title



October 16, 2019

Prepared for
City of Forest Grove, Oregon

In Response to
RFI for Federal Government
Grant Consulting Services

Submitted By:



Hal Hiemstra, Partner
440 1st Street, NW
Suite 440
Washington, DC 20001
(202) 638-3307
HalH@summitstrategies.us



SUMMIT
STRATEGIES
GOVERNMENT AFFAIRS



SUMMIT STRATEGIES

Hal Hiemstra
Partner

440 1st Street, NW, Suite 440
Washington, DC 20001
(202) 638-3307
HalH@summitstrategies.us

5331 SW Macadam Ave, Suite 356
Portland, OR 97239

October 15, 2019

City of Forest Grove
Attn: Paul Downey, Administrative Services Director
1924 Council Street
Forest Grove, Oregon 97116-0326

Delivered via Federal Express

Re: Request for Interest – Federal Government Grant Consulting Services

Dear Mr. Downey,

Summit Strategies Government Affairs LLC (the “Firm” or “Summit”) is pleased to respond to the City of Forest Grove’s Request for Interest for Federal Government Grant Consulting Services. We have deep roots in Oregon, and due to our experience working with local governments, transit providers, and other entities with similar interests, we believe Summit is well qualified to represent the City of Forest Grove. Our offices in Portland, Oregon and Washington, D.C., give us capacity to assist the City federally and locally.

Summit is a national government affairs firm representing a variety of public and private sector clients. Founded in 2015, by partners who had worked together for decades at our previous firm, our approach is personal and our process is proven. Our ability to think strategically, establish alliances, and work effectively with diverse interests is the foundation of our success.

I will serve as the primary contact and as the Project Manager if we are chosen to represent the City of Forest Grove. I will lead the team of Michelle Giguere and Jim Beall from our Portland office, and Mark Dedrick in Washington, D.C. All contact information for our offices that will provide services for the City are included in this letter.

Summit (Federal tax ID #81-0898773) is committed to providing federal government grant consulting services if selected and agree with the stipulations and requirements of the RFI.

I was pleased to hear about this opportunity and look forward to responding to any questions you might have. Please do not hesitate to contact me if I can provide additional information.

Sincerely,

Hal Hiemstra, Partner

Table of Contents

Firm Qualifications and Experience	3
About Summit Strategies.....	3
Your Summit Team	4
Hal Hiemstra.....	4
Mark Dedrick.....	4
Michelle Giguere.....	5
Jim Beall.....	5
Experience and Relationships with Federal Agencies, and experience working with staff who determine grant winners.....	6
Subcontractors	7
Proposed Work Plan	8
A schedule of key congressional activities/deadlines	8
Proposed grant consulting activities.....	8
A schedule of recommended activities for City representatives to participate in.....	9
Explanation of staff roles and responsibilities.....	10
Proposed schedule for developing and adopting the City’s grant priorities for FY2020	10
Project Approach and Understanding.....	10
Proposed Budget.....	14
Clients and Communication	16
List of Clients Summit Strategies expects to represent before Congress in 2020.....	16
Three samples of written communication or reports.....	16
Specific examples of Summit’s experience providing lobbying consulting services to governmental entities during the last three years:	17
Supporting Documents	20
List of Clients.....	20
A Sample Grant Tracking Report.....	20
List of three references and description	20
Signature Page and Attestation of Compliance with Tax Laws.....	20
Appendices	20

Firm Qualifications and Experience

About Summit Strategies

Summit Strategies was founded in Portland, Oregon in 2015 by five partners from the government relations practice group of Ball Janik LLP, a law firm headquartered in Portland. Our professionals, located in Washington, D.C. and Portland, OR, have represented Pacific Northwest interests for over 30 years and have worked extensively on federal and state matters involving transportation, economic development, water infrastructure, natural resources, tribal issues, energy, the environment, tax policy, trade, labor, and defense. We represent a wide range of municipal and county governments, as well as public ports, state agencies, business clients, non-profits, and trade associations. We are recognized experts in transportation, economic development, livability and sustainability programs, and environmental policy and have helped our clients secure significant contracts and federal funding for their projects and shaped favorable federal and state policies that advance their objectives. Our deep roots in the state of Oregon and familiarity with regional intergovernmental issues make us particularly well suited to assist a city such as Forest Grove.

Our proposal outlined below calls for a team of four professionals, Hal Hiemstra, Mark Dedrick, Michelle Giguere and Jim Beall to work on your behalf. All team members are founding partners of Summit Strategies and have worked together successfully for years on behalf of Pacific Northwest clients and will assure the City of comprehensive coverage.

Our team has developed long-standing and firmly established working relationships with members of Congress and key staff in the Oregon delegation, as well as with key committee leaders and their staff. We also maintain close ties to relevant agency administrators and staff. We currently perform work for many local governments with similar interests to the City, including the cities of Tukwila, Walla Walla, and Lynnwood in Washington; Clackamas and Yamhill Counties in Oregon and Walla Walla County in Washington; the Port of Hood River, Oregon and Ports of Pasco and Walla Walla in Washington; and TriMet and Metro in Oregon. We have represented the Oregon Department of Transportation in the past, and currently represent the Washington Department of Transportation.

The Firm specializes in transportation issues and works extensively on these issues with Congress, the U.S. Department of Transportation (DOT), and other federal agencies. On behalf of our clients, we have been involved in the development and implementation of every surface transportation authorization and transportation appropriations bill over the past thirty years. We have proactively advanced our clients' goals and protected their interests by working with Congress, USDOT and other related agencies, and national organizations such as the American Association of State Highway and Transportation Officials (AASHTO), American Public Transportation Association, (APTA), Surface Transportation Policy Project (STPP during ISTEA), National Association of City Transportation Officials (NACTO), National Association of Counties (NACo), National League of Cities (NLC), US Conference of Mayors, Bloomberg, Build America, and many more.

At Summit, we pride ourselves on excellent and regular communication with our clients. Our clients are informed of all new developments of interest, and we are very responsive to any inquiries from

our clients. We are equally responsive to key members of Congress and their staff, and agency officials and their staff on behalf of our clients. Our knowledge, reputation, and integrity are our brand and people know they can count on us to develop strategies for success and maintain honest and open dialogue.

We offer the full spectrum of federal lobbying services, including designing successful strategies; monitoring and analyzing legislation, federal rulemakings, and grant opportunities; preparing materials for client visits or to brief members of Congress; building coalitions; and providing direct lobbying. We are excited by the opportunity to represent the City of Forest Grove and believe we offer the resources and capabilities needed to provide success for the City.

Your Summit Team

Summit Strategies likes to take a team-based approach to our representation of clients, and we propose so for the City of Forest Grove. We find that this maximizes effectiveness, capitalizes on the strengths and contacts of individual team members, and allows us to serve our clients in the most comprehensive manner possible. For the City, we propose a team led by Hal Hiemstra, and joined by Mark Dedrick, Michelle Giguere and Jim Beall. Hal and Mark are based in Washington, DC, while Michelle and Jim are based in Portland, Oregon, and make regular trips to DC.

Hal Hiemstra

Hal Hiemstra has extensive experience in government relations and representation of local governmental interests before Congress. Prior to becoming a founding partner at Summit Strategies, Mr. Hiemstra was a non-attorney partner in the law firm of Ball Janik LLP.

Mr. Hiemstra represents a wide range of clients on transportation, economic development, social service, and public policy issues. These clients include Clackamas County, Oregon; the Port of Hood River, Oregon; the Port, City, and County of Walla Walla, Washington; the Port of Pasco Washington; the City of Tukwila, Washington; TriMet; Metro; the Oregon Shipping Group; and the Washington State Department of Transportation. Mr. Hiemstra also assists Michelle Giguere in representing Yamhill County on transportation issues related to the development of the Newberg Dundee Bypass. Mr. Hiemstra will be the team leader and primary point person on this contract and is based in Summit's Washington, D.C. office. Mr. Hiemstra graduated from Lewis and Clark College and holds a master's degree in urban and regional planning from the University of Oregon.

Mark Dedrick

From our DC office Hal will be joined by Mark Dedrick, an Oregon native and a founding partner of Summit Strategies. Mark has over 20 years of government and government affairs experience and has spent the past 13 years providing strategic advice and advocacy for Pacific Northwest clients before Congress and the administration, first at Ball Janik and now at Summit.

Mark moved from Oregon to Washington, D.C. in 1997 to work for his Congresswoman, Darlene Hooley. During his more than eight years on Capitol Hill, Mr. Dedrick worked for two other members of Congress, Tony Hall from Ohio and Rush Holt from New Jersey, before returning to

Congresswoman Hooley to serve as her Legislative Director managing the Congresswoman's legislative operation, as well as all transportation, natural resource, energy, telecommunications, agriculture, defense, and science issues. He also handled all appropriations matters.

Mr. Dedrick has represented public sector clients on a wide range of issues, including transportation, public safety, housing, and economic development, finding solutions, either legislatively or through the administrative agencies. Through this work, Mark has helped his clients to secure federal funding through the Economic Development Agency (EDA), USDOT, EPA, HUD, and the US Army Corps of Engineers. Mark's clients include the City of Lynnwood, Washington, Clackamas County, Oregon, the Confederated Tribes of Grand Ronde, and Cubic Transportation Systems. He has worked with members of Congress and congressional committees to draft and pass legislation; to insert bill or report language into larger authorization or appropriations legislation to further a client's interest; and to amend legislation in committee or on the floor.

Mark is a graduate of Willamette University, and a past president and current board member of the Oregon State Society in Washington, D.C.

Michelle Giguere

Michelle Giguere, a founding partner at Summit Strategies with over 35 years of government and government affairs experience, is based in our Portland office. Ms. Giguere represents many public and private clients on transportation, community development, natural resource, and social service issues. She specializes in the congressional appropriations process, strategy development, and project delivery. Prior to joining the private sector, Ms. Giguere was Legislative Director for Representative Les AuCoin. In that position, she managed issue development, policy positions, and project strategy work, specializing in the areas of transportation, defense, and economic development. She represented Congressman AuCoin at all House leadership and whip meetings, directed all work on the Appropriations Committee, and served as the Congressman's State Director for one year.

Among Ms. Giguere's clients are Clackamas County, the Willamette Falls Locks Coalition, the Yamhill County Parkway Commission, TriMet, ZRZ Realty, Kimco Realty, the Confederated Tribes of Grand Ronde, and the Washington State Department of Transportation.

While Ms. Giguere travels regularly to Washington D.C. to work directly with Congress, she is also available locally to work with the City and congressional offices in Oregon. Ms. Giguere is a graduate of Linfield College and currently sits on its Board of Trustees.

Jim Beall

Jim Beall, an attorney with 43 years of practice on primarily federal matters, grew up in Hillsboro and graduated from Hillsboro High School, but has spent a significant portion of his career in Washington, D.C. Following graduation from Oregon State and the University of Oregon School of Law, Mr. Beall began his legal career as a natural resource attorney at the U.S. Department of Interior. He moved to Capitol Hill where he served as Congressman Al Ullman's Legislative Director and on the professional staff of the House Committee on Ways & Means. Mr. Beall also

has an LLM in tax law from Georgetown Law Center. Mr. Beall began his private practice in 1981, opening a Portland branch office for Garvey Schubert Adams & Barer. Seven years later, he opened a Washington, D.C. branch for Ball Janik & Novack.

After 27 years as a partner at Ball Janik, Jim joined with four of his colleagues to found Summit Strategies, where he continues his work on economic development, transportation, tax, trade, and natural resource matters. He has worked on projects on behalf of local governments in Oregon, including the development of the intermodal transit facility in Hillsboro, helping develop naval facilities in Astoria, and helping obtain defense grant dollars for Tillamook. Jim commutes to DC regularly from his home in Portland.

In 2005, Mr. Beall received the “Best of the Bar” Award in Government Law from the Portland Business Journal, based on a peer survey of Portland’s legal community. He has also earned the AV® Preeminent™ Rating from MartindaleHubbell®, American Registry.

Experience and Relationships with Federal Agencies, and experience working with staff who determine grant winners

In our years of work on behalf of public governments we have established strong connections with multiple federal agencies and use these relationships to assist our clients in securing federal funding.

Our team has an extensive history of working with public government clients on federal grants, from start to finish. We have worked with congressional offices and committees to create new grant and pilot programs; to change the focus or criteria for grants to aid our clients; or to add eligibility language to grant programs to help our clients’ chances of success. We also find that working with the agencies early, well before a Notice of Funding Availability is issued, improves the quality of our clients’ projects and increases their chances for success. We regularly meet with agency staff to better understand the administration’s goals and objectives with different grant programs and will set up meetings or phone calls with clients to best tailor the clients’ projects and grant applications to the administration’s goals. Our team monitors publications daily, to ensure we do not miss announcements or opportunities. We assist our clients with reviewing and editing draft grant applications. We advise clients about key eligibility requirements, non-federal match requirements, and other criterion that will be used to consider applications, ensuring that our clients don’t waste time and resources.

We work regularly with staff who oversee grants at USDOT; the US Forest Service (USFS) (we recently assisted Clackamas County with their successful application for a Wood Innovation Grant to assist with the construction of a new county courthouse); the US Department of Justice (DOJ); EPA; and EDA, among others.

While the agency staff are important, success in securing federal grants also involves Congress. We are knowledgeable about federal programs and legislation that affect issues of interest to the City, and, on behalf of clients, work frequently with Senators Wyden and Merkley and Representatives Bonamici, DeFazio, Blumenauer, Schrader, Walden and their staff. We work closely with key House

and Senate Committees and their staff, including the House Transportation and Infrastructure, Appropriations, Energy and Commerce, and Ways and Means Committees as well as the Senate Environment and Public Works, Appropriations, Commerce, Science, and Transportation, and the Senate Banking Committees.

We have worked with these offices and these committees for years, and they are familiar with us and our work. We do not anticipate needing to develop many, if any, new relationships to serve the City's interests, other than those that will be required through normal staff and member turnover. Because we work in a bipartisan manner, our team will be effective on the City's behalf regardless of who is in control of Congress or the White House.

Our team has extensive experience securing grant support letters from members of the NW congressional delegation and advising them about strategic times to place phone calls into agency officials as they consider pending grant applications.

Subcontractors

We do not intend to use subcontractors to fulfill any of the tasks described under the scope of work.

Proposed Work Plan

A schedule of key congressional activities/deadlines

The congressional schedule can be very fluid and change from year to year. However, with our years of experience we believe that the following important events are likely to happen around these dates:

- **Early 2020 (January-March):** The House Transportation & Infrastructure Committee will begin consideration of their surface transportation authorization package.
- **Spring (March/April):** The House and Senate Appropriations Committees will set deadlines for appropriations requests and members of Congress will establish internal deadlines.
- **Spring (Feb/March/April):** Recommended trip by elected officials and staff from the City to D.C., to brief the congressional delegation about your federal agenda and to talk with key agency staff about grant programs and funding opportunities.
- **Spring (March):** National League of Cities Congressional City Conference in D.C. If the City wants to attend this conference it is easy to build the rest of your trip around it.
- **Late Spring (May/June):** The House Appropriations Committee will begin working on and marking up funding measures for the coming fiscal year.
- **Summer (June/July):** Senate Appropriations Committee will begin working on and marking up funding measures for the coming fiscal year.

Federal grant funding cycles:

- **Late November, early December 2019:** USDOT likely to announce its next INFRA Notice of Funding Opportunity (NOFO) with an application deadline 60 to 90 days later.
- **Late Spring 2020:** USDOT will likely announce its next BUILD Grant funding NOFO with deadline 60 to 90 days from NOFO announcement.
- **Fall, 2020:** USDOT likely to announce its next CRISI grant NOFO (rail infrastructure funding) with application deadline 60 to 90 days from NOFO.

Throughout the year the Federal Transit Administration will announce grant making NOFOs that focus on Transit Oriented Development (TOD), innovative transit initiatives, and a variety of other efforts designed to enhance and advance transit systems in cities and rural areas.

Furthermore, throughout the year, there will be grant funding cycles announced by USDA, USFS, EPA, EDA, and DOJ just to name a few agencies that we monitor daily.

Proposed grant consulting activities

Summit Strategies does not typically employ grant writers, but in a variety of ways we do aid our clients who are looking to secure federal funding through federal grants.

Our team has an extensive history of working with public government clients on federal grants, from start to finish. As we previously explained, we have worked with congressional offices and committees to create new grant programs or pilot programs; to change the focus or criteria for grants to aid our clients; or to add language to grant programs to increase our clients' chances of success.

Our team monitors publications daily, to ensure no new opportunities are missed and assist our clients by reviewing and editing draft grant applications. We advise clients about key eligibility requirements, non-federal match requirements, and other criterion that will be used to consider their application. We also find that working with the agencies as early as possible improves the quality of our clients' proposals and increases their chances for success.

Due to our familiarity with federal grant making and our constant efforts to remain as knowledgeable as possible about what the administration is seeking to fund when it announces each NOFO, we are able to advise our clients about grant announcements that fit their needs and those that are more likely to be a waste of their time and resources to pursue. In those instances where applications are not successful, we regularly arrange debriefs with the federal agency so that our clients can be better prepared or make appropriate adjustments should they decide to pursue a second or third application when the agency announces the next round of funding.

A schedule of recommended activities for City representatives to participate in

Should we be fortunate enough to be chosen to represent the City of Forest Grove, we recommend the following activities:

Immediately: *Introduction.* Our team would like to meet with the city manager, key staff and department heads, and elected officials to learn as much as possible about your priorities, key projects, and challenges. This knowledge will assist us daily as we talk to policy makers in DC.

Fall/Winter: *Develop the City's federal agenda.* The development and refinement of a federal agenda is a key component of the federal lobbying process. It ensures both we and your congressional delegation are aware of what projects and issues are important to the City. It also produces a document that can be used as a measuring stick for progress. Armed with this agenda, our team is then able to work with Congress and the administration to seek out opportunities and threats, and to educate and counsel the City on appropriate responses and outreach. We make sure we are always available to our clients, so we can respond to emergencies and to meet your deadlines.

Spring (late February/March/April): *City trip to Washington, DC.* It's important early in the year for City representatives to come to Washington, D.C., to brief the congressional delegation on the City's federal agenda, and to meet with key agency staff about opportunities and grant programs. Summit will coordinate and schedule on-the-ground activities for the City.

August: *Staff visits.* During the August recess delegation staff will take trips back to the state. During this time, we will arrange for staff to visit and to see the City's projects firsthand.

Fall (September/October): *City trip to Washington, DC.* If the City is able, a fall trip is useful to ensure your priorities are still in the forefront of the delegation's mind, but also to address other issues or projects that may have come up since the beginning of the year.

Late Fall: *Summit Strategies trip to Forest Grove.* This is a good opportunity for Summit to brief the City and Council on the year, to talk about what's on the horizon for the year to come, and to begin work on the next year's federal agenda.

Explanation of staff roles and responsibilities

Hal Hiemstra will be the City's primary contact and coordinate Summit's interaction with congressional and agency contacts. In addition to serving as Project Manager and team leader for Summit, Mr. Hiemstra will take the lead on all transportation infrastructure matters of interest to the City. Mark Detrick will take the lead on other issues of interest, such as economic development, policing, and natural resources. Ms. Giguere and Mr. Beall will be available to meet with City officials in Forest Grove and handle items which come up suddenly in Oregon. Because Ms. Giguere and Mr. Beall travel regularly to D.C., they will also be available when appropriate, to help represent the City before members of Congress, their staff, and the administration.

Proposed schedule for developing and adopting the City's grant priorities for FY2020

It is our recommendation that we develop and adopt the City's grant priorities in conjunction with the City's policy, infrastructure, and social services priorities as part of the consultation that we outlined in Section C above. We are prepared to meet with the City as soon as possible to better understand your priorities and begin developing the City's FY20 federal agenda. Within that agenda, we will identify strategies for pursuing either federal legislative solutions, , federal loans, or other solutions that could most likely address the city's need.

Working with the City Manager, it would be ideal if the City Council could adopt the City's federal priorities by early 2020.

Project Approach and Understanding

Summit Strategies will represent the interests of the City of Forest Grove before Congress, Oregon's congressional delegation, key congressional committees, all pertinent federal agencies, and local, regional, and state entities as needed to fully implement the policy priorities or projects that are defined by the City. Summit will provide an annual strategy for accomplishing the Scope of Work, provide regular updates, periodically develop in-depth briefings and written congressional updates for the City, and make ourselves available for in-person briefings with the City.

Based on our knowledge of the City's current needs and the Scope of Work, we would help the City by performing the following elements:

1. Advise and assist in the preparation of the City’s annual federal legislative agenda. Summit will advise the City about legislative and federal funding opportunities and policy measures that are likely to be considered by Congress. In the fall of each year, we will assist City in developing and preparing the City’s federal legislative agenda for the coming year. Summit will be available to meet with the City as the agenda is developed, finalized, and modified as needed throughout the year.

2. Advise and assist in the preparation and implementation of strategies to accomplish the City’s federal policy and funding priorities. The Firm will schedule and assist the City in presenting the City’s final federal policy and funding priorities to relevant members of the Oregon congressional delegation and key federal agency personnel. Throughout the year, Summit will coordinate congressional visits by City Councilmembers and staff to reinforce messages on City priorities and/or introduce new concerns to the congressional delegation. We will also coordinate site visits in the City by members of Congress, federal agencies, and their staff to highlight City priorities.

3. Monitor and provide information on federal matters of interest or concern to the City. The Firm will work with the City to identify priorities and will then monitor legislative proposals relevant to those priorities. We will attend hearings and mark-ups and provide written reports. We will analyze the administration’s budget, federal transportation authorization and appropriations legislation, and any grant opportunities, regulations, or initiatives that we believe will affect the City.

We will help guide City responses on proposed federal actions by drafting responses to proposed rules and guidelines; drafting correspondence from the City reacting to legislative proposals; sharing position papers and briefing materials; and drafting resolutions and legislative amendments for the delegation to offer to modify adverse proposals or draw attention to City priorities.

Summit will also monitor daily all federal grant-making announcements and proposed rules, regulations, and policy guidance in order to make sure the City is always apprised of opportunities and threats at the earliest possible time.

4. Identify, establish, and/or maintain contacts and working relationships. Summit partners and professionals have decades of experience establishing and maintaining relationships on a bipartisan basis with individual congressional staff, agency and administration officials, and members of Congress responsible for making or implementing decisions that affect the City. Partners at Summit maintain strong professional and personal ties to the Oregon congressional delegation and their staff. We have relationships with congressional and agency staff, and we quickly establish good relationships with new congressional and federal agency staff who can impact the City’s federal agenda. Over the years we have succeeded on behalf of our clients working with both Republican and Democratic Presidents, and with the House and Senate regardless of which political party controls those bodies.

5. Advocate for City’s interests before Congress, with the administration, and relevant interest groups. In addition, Summit will respond to inquiries from members of Oregon’s congressional delegation and provide them with timely responses to questions they may have about City issues.

Perhaps more importantly, Summit will proactively and persistently advocate with members of Congress, congressional staff, and administration officials to help advance the City's priorities.

6. Identify funding opportunities and assist in securing federal funds for County priorities. Summit reviews federal grant funding announcements daily and brings relevant announcements to the attention of our clients.

7. Draft background papers, position papers, testimony, correspondence, bills and amendments. Summit will draft background and position papers, testimony, correspondence, bills, and amendments when requested by the City or when Summit identifies opportunities.

8. Arrange and prepare for meetings. Summit will arrange meetings and prepare City officials for meetings with members of Congress, congressional staff, federal officials, and other organizations in Washington D.C. and in Oregon. Working with the City, we will prepare briefing materials and talking points for City officials and provide pre-meeting strategy sessions so that City officials are prepared to effectively advocate for your priorities.

9. Appear before the City Commission. Summit Strategies partners like to meet with our clients early each fall to provide an in-person congressional update and engage in discussions about any refinements or adjustments that should be made in the strategies for advancing the City's priorities.

10. Maintain excellent lines of communication with the City. Regular communication with our clients is fundamental to a successful relationship. Based on our experience working with local government clients, we are aware of the information and updates that are most valuable. Regular communication through e-mail, telephone, and memo is essential and will include specific actions to be taken when appropriate. We tailor our communications to meet each client's individual needs.

As part of our communication with our clients Summit provides two weekly, general updates, "the Weekly Trek" and "the Week Ahead" as well as communication and updates based on the movement of legislation and new opportunities to advance specific priorities. In addition, we are happy to adjust our updates and communication to whatever form is most useful, including monthly activity reports. Some of our government clients also ask us to brief their elected officials once a year, typically near either the beginning or end of the calendar year, to provide either a look ahead or a look back, and we are happy to extend this service to the City of Forest Grove.

Examples of client communications our firm currently provides for existing clients include:

- Monthly updates for clients detailing actions taken by us, as well as on legislative and administrative actions on issues that affect the client's agenda;
- Memos on major pieces of legislation, the administration's budget request, appropriations bills, and new initiatives;
- All grant announcements that we believe are relevant to the client's priorities;
- Sharing of news articles, introduction of legislation, or administrative announcements;

- An annual report at the beginning of each congressional session outlining expected policy positions and legislative opportunities; and
- Other reports as requested by the client.

Proposed Budget

Summit Strategies has structured a variety of billing arrangements with its clients and is willing to entertain any reasonable arrangement that would be of interest to the City of Forest Grove. The two types of billing arrangements we typically engage with clients on are monthly retainers or hourly agreements. We find that most of our municipal government clients prefer retainer arrangements. These arrangements enable our team to work on behalf of the client daily and provide clear, monthly predictability on the expenses involved, something that many of our clients need and desire. Retainer arrangements also enable the project manager to add firm professionals to a project when the manager feels that they can bring added value to our representation of the client – and to do so without additional expense to the client.

Based upon our perception of the City’s Scope of Work, we propose performing all services outlined on a retainer basis at an annual cost of \$75,000 (\$6,250 per month) plus up to \$5,000 in itemized out of pocket expenses made up primarily of travel and copying expenses. All clients receive monthly billing statements itemizing any out of pocket expenses incurred.

While our team is committed to putting in the number of hours needed to successfully represent the City, generally, we assume that our proposed \$75,000 annual retainer will be allocated in the following manner:

Personnel	Billing Rate	Tasks	Est. Hours Annually
Hal Hiemstra	\$350	<ul style="list-style-type: none"> ▪ Team Leader ▪ Contract negotiation/overall management and direction ▪ Project management/team coordination ▪ Advise and assist in the preparation of legislative strategies and policy positions ▪ Legislative monitoring ▪ Represent the City’s transportation interests during the annual appropriation and upcoming FAST Act reauthorization debate ▪ Review congressional appropriations process and advise City about opportunities related to same ▪ Review federal grant opportunities and advise the City about relevant Notices of Funding Opportunities ▪ Draft papers, positions, correspondence, bills, and amendments as necessary ▪ Identify and establish and maintain contacts and working relationships with relevant individuals, congressional offices and agencies 	75 hours

		<ul style="list-style-type: none"> ▪ Brief City officials on legislative and appropriations issues, prepare for and attend meetings with members of Congress, the administration, etc. Arrange City visits to Congress, prepare for and attend meetings with members of Congress, the administration, etc. 	
Mark Dedrick	\$350	<ul style="list-style-type: none"> ▪ Advise and assist in the preparation of federal legislative strategies and policy positions. ▪ Legislative monitoring ▪ Review congressional appropriations process and advise City about opportunities ▪ Identify and establish contacts and working relationships with relevant individuals, offices and agencies ▪ Brief City officials on legislative and appropriations issues, prepare for and attend meetings with members of Congress, the administration, etc. ▪ General congressional and administration monitoring ▪ Assist with representation on City funding requests and periodically meet with City officials 	50 hours
Michelle Giguere	\$350	<ul style="list-style-type: none"> ▪ Advise and assist in the preparation of federal legislative strategies and policy positions, and assist with strategies within Oregon at the regional and state level ▪ Legislative monitoring ▪ Identify and establish contacts and working relationships with relevant individuals, offices, and agencies ▪ Brief City officials on legislative and appropriations issues, prepare for and attend meetings with members of Congress, the administration, county officials, and others 	50 hours
Jim Beall	\$350	<ul style="list-style-type: none"> ▪ Advise and assist in the preparation of federal legislative strategies and policy positions, and assist with strategies within Oregon at the regional and state level ▪ Legislative monitoring ▪ Identify and establish contacts and working relationships with relevant individuals, offices and agencies ▪ Brief City officials on legislative and appropriations issues, prepare for and attend meetings with members of Congress, the administration, county officials, and others 	39 hours

Clients and Communication

List of Clients Summit Strategies expects to represent before Congress in 2020

Association of Union Constructors
City of Lynnwood
City of Tukwila
Clackamas County
Clackamas County – Willamette Falls Locks
Confederated Tribes of Grand Ronde
Cubic Transportation Systems
Frontera
The Greenbrier Companies
Kimco Realty
Las Vegas Convention and Visitors Association
Metro
Midwater Trawlers
National Forest Homeowners
National Forest Recreation Association
Norfolk Southern Corporation
OOIDA
Oregon Shipping Group
Port of Hood River
Port of Pasco
Port of Walla Walla
Professional Engineers in California Government
Rail Security Alliance
Scientific Games
Texas Central Partners
TriMet
Tube Forgings
US Travel Association
Washington State Department of Transportation
Yamhill County
Zidell

Three samples of written communication or reports

Regular communication with our clients is fundamental to a successful relationship. Based on the Firm's experience working with local government clients, we are aware of the information and updates that are most valuable. Regular communication through e-mail, telephone, and memo is essential, and will include specific actions to be taken when appropriate. We tailor our communications to meet each client's individual needs.

As previously explained, Summit provides two weekly, general updates, "the Weekly Trek" and "the Week Ahead" as well as specific communication and updates based on the introduction or

movement of legislation and new opportunities to advance specific priorities. In addition, we are more than happy to adjust our updates and communication to whatever form is most useful, including monthly activity reports.

As requested in the RFP, we have provided (in Appendix A) three examples of specific updates we have provided for clients.

- One Clackamas County end of year briefing memo
- One TriMet update
- One Weekly Trek

Specific examples of Summit’s experience providing lobbying consulting services to governmental entities during the last three years:

Clackamas County, Oregon

A specific list of recent successful Clackamas County legislative initiatives includes:

- *Transportation:* We have worked on the I-205/Abernathy Bridge project for many years, starting with providing advice on how to get the project adopted by JPACT as its number one regional priority, and how to get ODOT to nominate the corridor for designation as a Project of National and Regional Significance. During consideration of the FAST Act by Congress, we were able to secure legislative language identifying I-205 as a High Priority Corridor on the National Highway System. We have provided direct advocacy with Congress and USDOT as the agency has considered ODOT-submitted INFRA grant funding requests for the Abernathy Bridge/I-205 project. During the last round of BUILD funding from USDOT, we assisted the County in securing congressional support for the county’s Bull Run Bridge BUILD application. When that application was unsuccessful, we arranged for a debrief with USDOT so that the County could understand more clearly the strengths and weaknesses of its previous BUILD application and can revise its proposal should the County chose to pursue BUILD funding again.
- *Secure Rural Schools:* For nearly 20 years, Summit professionals have worked with the National Forest Counties and Schools Coalition, the Association of O&C Counties, the Association of Oregon Counties, the National Association of Counties, and the Oregon congressional delegation as Congress has periodically debated the passage and reauthorization of the Secure Rural Schools Act. These activities have helped to lend the County’s voice during three successful reauthorizations of the original act, most recently in 2018.
- *Willamette Falls:* Summit Strategies is involved with several projects located at Willamette Falls. Working with the County, other stakeholders, and the congressional delegation, we drafted an amendment to the Water Resources Development Act (WRDA) reauthorization that requires the US Army Corps of Engineers to consider local, regional, state and other historic, cultural, recreation, and economic benefits of reopening the Willamette Falls Locks, as opposed to only commercial tonnage. This amendment was enacted into law. We also helped to craft a strategy

for working with the Corps on a now completed disposition of asset study. In addition, for the past three years we have worked to ensure that funds are appropriated for caretaker status of the locks and for the Corps to complete its disposition study, getting the project adopted into the Corps' annual workplan. This year our work resulted in an advance of \$500,000 which allows the Corps to do design and engineering on its portion of planned repair to the locks.

Working on behalf of the County on the Willamette Falls Legacy Project, we developed and regularly update a federal grant matrix of possible grants to help the project.

- *Brownfields:* We worked with the County, Metro, Oregon City, and others to successfully apply for an EPA Brownfields Wide Area Assessment grant. The \$600,000 awarded allows for a three-year assessment of hundreds of vacant and possibly polluted properties in the McLoughlin corridor. Identification of key sites in Oregon City, Gladstone, Jennings Lodge, Oak Grove, and Milwaukie is critically important to laying a foundation for redevelopment and possible remediation. Reuse of these sites will spur investment and create jobs while also providing better access to jobs and to natural areas.

Port, City and County of Walla Walla, Washington

Summit Strategies has represented the Port, City, and County of Walla Walla for over a decade. Initially, our representation of the City focused on securing federal funding for the widening of U.S. Highway 12 from Pasco to Walla Walla. Over the years, we helped to secure more than \$20 million in federal funding for this project. Our work has broadened in recent years. Two recent successes include:

- *FAA Reauthorization:* The Port of Walla Walla owns and operates Walla Walla Regional Airport and maintains a local “cost-share” air traffic control tower at the airport. Local cost share contributions were not previously capped and over the past decade, ever increasing operational costs shifted a financial burden onto the Port of Walla Walla to maintain the contract tower. Because scheduled commercial air services continued to grow in Walla Walla, Summit proposed a legislative solution that would exempt contract tower operators from local cost share responsibilities if commercial air services were serving more than 25,000 passengers annually. This legislative change was made in the FAA Reauthorization bill signed into law in 2018. The change will save the Port of Walla Walla approximately \$100,000 annually.
- *Mill Creek Flood Control Project:* Facing the possible collapse of the 85 year old Mill Creek flood control channel that runs through and under parts of downtown Walla Walla – a collapse that would have cost hundreds of millions of dollars in property damage and flood downtown Walla Walla – Summit Strategies has been working for the past 4 years with County, City, and Port of Walla and the Downtown Walla Walla Foundation to secure funding from the Corps for a General Investigation (GI) Study to evaluate Mill Creek’s safety and viability, and the need for stabilizing improvements.

Alongside the Mill Creek Coalition, Summit Strategies worked with the Washington state congressional delegation to strongly advocate for a GI Study of the Mill Creek Flood Control

Channel. Following three years of advocating for increased Corps funding and congressional directives to initiate new flood control projects by the Corps, Walla Walla's Mill Creek Flood Control project was included in the US Army Corps of Engineers 2018 Work Plan as one of only six "new starts" nationwide.

Since that announcement, additional supplemental funding has now been secured for the project and the \$3 million GI Study is now fully funded. Over the next three years, this new GI study will examine the Mill Creek Flood Channel's risks and identify ways to address its infrastructure problems. Significant additional amounts of federal funding will undoubtedly be needed to fully address the infrastructure problems that will be documented in the study, but for now, the project has finally been initiated and the local community is one step closer to solving this significant problem.

Throughout this effort, Summit Strategies coordinated the entire lobbying effort and organized congressional fly-ins by coalition partners, coordinated congressional visits including meetings with key congressional committees, organized regular meetings with the Corps, arranged meetings at the White House, and scheduled regular meetings with the Office of Management and Budget. Summit worked especially closely with Senator Murray and Representative Cathy McMorris Rodgers on this effort.

Yamhill County and the Newberg-Dundee Bypass

For the Yamhill County Parkway Committee, Summit has helped to secure state and federal approval of the Newberg-Dundee bypass, including \$250 million in federal, Tribal, state, and local funding for its development and construction. Summit represented the Parkway Committee, made up of local and regional elected officials, the Grand Ronde Tribe, and major private sector employers. This broad coalition proved highly effective in gaining support of the Oregon congressional delegation for the largest congressional earmark in a major transportation bill, support from the Oregon State Legislature for the largest project funding (\$92 million) in a major transportation funding package, and additional State funding approved in 2017.

We also worked with the congressional delegation to secure a special legislative provision in the FAST Act designating the project as a High Priority Corridor for new federal funding provided in the bill. The first phase of the bypass opened in January 2018 and has already been successful in easing traffic congestion, moving heavy freight vehicles off the historic communities of Newberg and Dundee's main streets, reducing the emission of greenhouse gases, and improving bike/pedestrian safety and improved transit service. The next phase (completion) of the bypass is now underway with new funding from the State Legislature. Summit has been and will remain extremely active with the OTC, MWACT, OTF, Marion and coastal counties, and the Governor's office as the project moves forward. We also continue to work with the congressional delegation regarding reauthorization of the FAST Act and opportunities for complete funding of the bypass.

Supporting Documents

List of Clients

Please find a list of Summit Strategies government affairs clients during the 114th, 115th, and 116th sessions of Congress included in Appendix B.

A Sample Grant Tracking Report

Please find a sample grant tracking report included in Appendix C.

List of three references and description

Clackamas County, Oregon

Gary Schmidt
County Administrator
Clackamas County, Oregon
2051 Kaen Road
Oregon City, OR 97045
(503) 655-8581
Gschmidt@clackamas.us

Yamhill County Parkway Committee

David Haugeberg
Haugeberg, Reuter, Gowell,
Fredericks & Higgins, P.C
620 NE Fifth Street
PO Box 480
McMinnville, OR 97128
(503) 472-3863
dchaugeberg@hrglawyers.com

City of Walla Walla, WA

Nabiel Shawa, City Manager
15 North 3rd Avenue
Walla Walla, WA 99362
(509) 527-4522
nshawa@wallawallawa.gov

Signature Page and Attestation of Compliance with Tax Laws

Please find these documents in Appendix D.

Appendices

Please find Appendices A, B, C, and D on the following pages.



Appendix A

Clackamas County End of Session Briefing

MEMORANDUM

TO: Clackamas County Board of County Commissioners

FROM: Mark Dedrick
Hal Hiemstra
Michelle Giguere

DATE: October 1, 2018

CLIENT: Clackamas County

RE: Congressional Update

Thank you for the opportunity to visit with you at your October 9, 2018 Policy Session. We always appreciate the chance to provide you with a brief congressional update and hope this summary will be helpful to you prior to our discussion.

2018 Clackamas County Federal Priorities:

Summit Strategies is pleased to advocate for the County's positions and communicate on a regular basis with you and your policy team, with Oregon's congressional delegation, and with relevant committee staff and agencies within the administration.

Following are brief updates on some of the County's 2018 federal legislative priorities.

Federal Forest Management

- **Federal Forest Management and O&C Lands**
- **Secure Rural Schools & Community Self-Determination Act**

Secure Rural Schools has been a top County agenda item for many years, and the County has successfully advocated for this program's reauthorization in prior sessions of Congress. This program provides critical funding to timber dependent counties and has historically been an important source of revenue for Clackamas County. Earlier this year, Senators Wyden and Merkley were able to include a two-year extension of the Secure Rural Schools program in the Omnibus Appropriations package. To avoid these regular SRS reauthorization struggles however, Senator Wyden is now exploring a new permanent solution which would create an endowment fund, increased annually with timber receipts that would fund annual economic development grants to counties. We will



continue to work with Senator Wyden on this proposal and represent the County's interests as the proposal is considered by Congress.

- **Wildfires**

After years of getting close, but with no resolution, Congress passed a comprehensive wildfire funding fix, and included it in the FY18 Omnibus spending package which was signed into law earlier this year. This package is designed to improve the way that wildfire suppression is funded, and to largely end the cannibalization of the US Forest Service budget to deal with worsening fire seasons.

The past few years have had very difficult wildfire seasons, particularly last year in Oregon, and as a result there has been a great deal of work done to move legislation that would treat wildfires as emergencies – much in the way that hurricanes and tornadoes are considered emergencies – instead of robbing all other USFS accounts to pay for firefighting and clean up. The fire activities undertaken constrain the US Forest Service from doing work that would help to reduce wildfire risk, and under current projections, wildfire activities were projected to make up two thirds of the US Forest Service budget by 2021.

In the lead up to this success, Summit Strategies connected Clackamas County with the Fire Funding Coalition, a broad-based coalition consisting of conservation organizations such as the Nature Conservancy; timber industry associations such as the Allegheny Hardwood Utilization Group; outdoor recreation groups such as the American Hiking Society; and other interested entities including cities, counties and other associations. Summit Strategies has also continued to reach out to the Oregon congressional delegation, as well as the House Natural Resources Committee and the Senate Energy and Natural Resources Committee to express the County's concerns about the danger of wildfire, and your interest in moving legislation to fix current problems.

- **Cross Laminated Timber**

Summit Strategies has continued to work on behalf of the County's efforts on Cross Laminated Timber. This included meetings with the Forest Service and the Oregon congressional delegation regarding the County's efforts on CLT, and the County's intention to apply for a Wood Innovation Grant through the US Forest Service later this month. We also worked with Congress in favor of legislation to advance the county's efforts on CLT, including the Timber Innovation Act, which is cosponsored by the entire Oregon congressional delegation. This legislation would provide additional research on cross laminated timber and tall wood buildings and make grants available to advance this industry. Thanks to the efforts of the delegation, most provisions from this legislation were included in both the House and Senate versions of the Farm Bill. A final agreement has yet to be reached on the Farm Bill at this time.

- **Mt. Hood Cooper Spur Land Exchange**



As you know, the Mr. Hood Coper Spur Land Exchange will provide greater certainty for future development at Government Camp, while permanently protecting new areas on the mountain. This exchange was authorized in 2009, but disagreements with the US Forest Service over land appraisals had stalled efforts to complete the exchange.

Summit Strategies has worked for years with the Oregon congressional delegation and the relevant committees in the House and the Senate to move the issue forward, to allow the land exchange to happen. Legislation written by Senators Wyden and Merkley and Congressmen Blumenauer and Walden was signed into law by President Trump on January 10, 2018.

Transportation and Development

• Surface Transportation

Despite many promises from the Trump administration about its commitment for a large national infrastructure funding package, neither the administration nor Congress have seriously pursued the passage of an infrastructure package this session of Congress. After promising a proposal all of last year, in February of this year, the administration did release a broad \$1.5 trillion framework to guide the development of a legislative proposal, but a legislative proposal was never developed. One significant weakness of the \$1.5 trillion framework proposal – and perhaps a primary reason behind its lack of further development – was that it did not include a serious funding strategy, just a recommendation that Congress identify necessary funding sources to pay for the \$1.5 trillion proposal.

In July of this year, retiring House Transportation Committee Chairman Bill Shuster released what he referred to as a “discussion draft” of a partial infrastructure proposal meant to reignite discussions amongst colleagues about how to consider “real solutions that will give America the modern-day infrastructure that it needs.” Though Chairman Shuster claimed that his discussion draft was bi-partisan, it was not endorsed by Rep. Peter DeFazio, the ranking Democrat on the House Transportation Committee and next in line to become the chairman of the committee if the Democrats retake control of the House of Representatives.

Where does this leave us in terms of a potential new infrastructure bill? Much will depend on the outcome of the November mid-term elections. Rep. DeFazio has expressed a strong desire to make a serious effort at passing a significant infrastructure bill next year if he becomes chairman of the committee. Democrats consistently speak about the need for more infrastructure investment as well, though they are likely to be just as gun shy about proposals to raise the federal fuel tax. Democrats desires to move an infrastructure package next year will likely be tempered by a political calculus which will consider how passage of a national infrastructure funding package might reflect on the Trump administration. When recently commenting on his desire to move quickly on a national infrastructure proposal next year, Rep. DeFazio said that he is confident that the American public will be able to distinguish between who did and who didn't deliver on promises to pass a new national infrastructure package.

Federal Discretionary Funding – the Name of the Game at the Moment



With progress on a new infrastructure funding package stalled for the time being, the County has pursued federal discretionary funding opportunities to advance County transportation priorities. This past March, when Congress passed the FY19 Transportation Appropriation bill as part of a massive omnibus spending package substantially increased funding for two discretionary transportation funding programs: The TIGER program – now called the BUILD program, and the FASTLANE program – now called the INFRA program.

During the first round of FASTLANE grants, ODOT applied for funding for the Abernathy Bridge project, but the proposal was not successful. ODOT chose not to submit a request for funding in the subsequent \$1.5 billion round of FASTLANE/INFRA funding. Winners in that round of funding were announced this past June; no Oregon projects were selected for funding. USDOT is expected to announce a new round of INFRA funding sometime this fall.

In July of this year, the County did submit a BUILD discretionary grant proposal for replacement of the Bull Run Bridge. The \$8 million proposal is currently pending at USDOT and the agency is expected to announce selected winners in early December. Like the last round of INFRA grants, the current round of BUILD funding totaled \$1.5 billion dollars, but the program remains highly competitive and in previous rounds of funding, the Trump Administration has shown a strong favoritism towards rural projects. Thirteen BUILD requests were submitted from Oregon, with more than 800 applications submitted nationwide.

Willamette Falls Projects

- **Willamette Falls Locks**

The efforts to see the Willamette Falls Locks repaired and then transferred to a local entity have made great progress in 2018. Efforts from Summit, the County, and stakeholders have yielded great results in terms of developing enhanced relationships with the U.S. Army Corps of Engineers.

The draft disposition study on the Locks was completed in 2017, and it is currently at the US Army Corps of Engineers headquarters where they are working to produce a final report on the disposition of the Locks. In 2018, Summit Strategies has met many times with the Corps, including arranging visits to Washington, D.C. by the County in April and September regarding the timing and substance of the Director's Report, and what sort of legislative action would be necessary to complete the transfer. Our work on this project at the federal level has also extended to Congress, specifically to the Oregon delegation, the House Transportation and Infrastructure Committee and the Senate Environment and Public Works Committee, ultimately securing language in the final version of the Water Resources Development Act (WRDA) to help advance the project. WRDA has yet to pass the Senate but is expected to pass later this month.

At this point in the project, the County's partnership with the Corps remains strong, and the delegation is very engaged and active in helping the County to achieve its goal of a successful reopening of the Locks. Summit Strategies will continue to work with all of these parties going



forward, to secure funding for the Locks and to secure language authorizing the transfer of the facility.

- **Willamette Falls Legacy Project/Masterplan for Redevelopment:**

We continue to work with County officials and project partners on redevelopment of the former Blue Heron mill site. We have helped to coordinate multiple visits and tours by congressional staff and work closely with all the stakeholders on this project. We have provided information and timelines on various federal grant programs and have helped to coordinate and attend meetings in D.C. by County, Metro, and other officials. We have also worked to keep the Congressional delegation briefed on developments on the project.

- **Willamette Falls Heritage Area**

In July, the Willamette Falls National Heritage Area Coalition finalized their feasibility study for the creation of the new National Heritage Area at Willamette Falls. Clackamas County is an active partner in the coalition for many years. Since the release of the study, Summit has briefed the Oregon congressional delegation on the study as well as an evaluation by National Park Service staff that the study meets their criteria. Congressman Schrader has agreed to introduce legislation in the House, while Senator Merkley has agreed to introduce companion legislation in the Senate.

- **Willamette Falls Salmon Preservation through Sea Lion Control**

Clackamas County has long supported efforts to address aggressive sea lions at Willamette Falls, which pose a danger to river users and are threatening endangered salmon runs and other fish species. The 115th Congress has seen actual movement on legislative efforts to address this issue for the first time in many years. In the House, Congresswoman Herrera-Beutler and Congressman Schrader were able to move legislation through the House which would allow the state of Oregon and some tribes to manage the sea lion population, including using lethal methods. On the Senate side, three separate pieces of legislation have been introduced, including a similar bill from Senators Merkley and Wyden. The Senate has yet to bring legislation to the floor.

Opioids

Congressional efforts to provide new resources to fight the national opioid crisis are making their way through Congress and a comprehensive package of renewed or new funding tools should be finalized soon. On Friday, September 28, the House passed a comprehensive conference agreement H.R. 6, on a vote of 393-8. It includes advances in treatment, requirements for best prescribing practices, help with drug take back programs and efforts to stop deadly, illegal fentanyl from coming across our borders.

H.R. 6 as passed in the House was a conference agreement that packaged together previously passed House bills and a package of 70 Senate bills that had been passed in the Senate on September 17.



The Senate package costs \$8.4 billion and created, expanded and/or renewed programs across multiple agencies. The Senate is expected to pass H.R. 6 soon.

Unfortunately, one provision that the County has been advocating for appears to have been left out of the final conference package. That provision was supported strongly by Reps. Schrader and Blumenauer and had been included in H.R. 6082 – the Overdoes and Prevention and Patient Safety Act – one of the many House bills designed to address issues associated with the opioid crisis. Briefly, H.R. 6082 amended the Public Health Service Act to align federal privacy standards more closely with standards under the Health Insurance Portability and Accountability Act (HIPAA). While the sharing of medical records to improve patient treatment seems obvious, the matter got hung up over privacy concerns and conferees were not able to agree on compromise language, so the provision was left out of the final comprehensive package.

The final conference agreement has been criticized by public health advocates and experts for not providing adequate funding to fully combat a crisis that is currently responsible for the deaths of close to 50,000 annually. But, in the current congressional environment, agreement on any package should be considered a significant win and will provide the county with certainty about many programs that now receive some federal funding and an attempt to combat the current crisis.

FY19 Appropriations

Throughout the past year, Summit Strategies has worked with the County to identify federal programs that matter the most to the County, and that could potentially provide significant new resources to the county to implement social services goals and other key objectives. We have worked with the Oregon congressional delegation and the Appropriations Committees to provide details about how the County has used federal resources in the past, and the impact changes to existing federal programs would have on the county's ability to continue to deliver critical services to County residents. We have outlined some of these programs below.

In a change from recent years, Congress has taken significant action on all twelve of the appropriations bills which fund the federal government. President Trump has signed two full-year 'minibus' appropriations bills, one including the FY19 Energy & Water, Legislative Branch, and Military Construction-Veterans Affairs bills and the other including the FY19 Defense and Labor-Health and Human Services-Education bills. The latter had a continuing resolution attaching to it, which will fund the remaining agencies until December 7. This will give lawmakers more time to discuss final legislative provisions and handle President Trump's demand for controversial border wall funding.

Please find an appropriations chart on the final page.

Additional Recent Outreach on behalf of the County

Finally, we coordinated and scheduled County trips with Commissioners and staff in April and September. These trips included meetings with every member of the Oregon congressional delegation, congressional committee staff, and key agencies including the Department of



SUMMIT STRATEGIES

Memorandum to the Clackamas County
Board of County Commissioners
October 1, 2018
Page 7

Transportation, US Army Corps of Engineers, the US Forest Service, and the Department of Housing and Urban Development.



Department/Program	FY19 House Bill	FY19 Senate Bill	Final Bill/Law	FY19 Budget Request	FY18 Enacted
Department of Health and Human Services					
Hospital Preparedness Program			\$264.5 million	\$255 million	\$264.5 million
Low-Income Home Energy Assistance Program (LIHEAP)			\$3.69 billion	\$0	\$3.640 billion
Prevention and Public Health Fund			\$844.2 million	\$0	\$840.6 million
Department of Housing and Urban Development					
Community Development Block Grant (CDBG)	\$3.3 billion	\$3.3 billion	N/A	\$0	\$3.3 billion
HOME Investment Partnerships	\$1.2 billion	\$1.362 billion	N/A	\$0	\$1.362 billion
Housing Choice Voucher Program (Section 8)	\$22.476 billion	\$22.8 billion	N/A	\$20.549 billion	\$22.015 billion
Incremental VASH vouchers	\$40 million	\$40 million	N/A	\$0	\$40 million
Department of Homeland Security					
State Homeland Security Grant Program	\$538 million	\$512 million	N/A	\$349.36 million	\$507 million
Urban Area Security Initiative (UASI)	\$661 million	\$605 million	N/A	\$448.8 million	\$630 million
Emergency Management Performance Grant	\$350 million	\$350 million	N/A	\$279.3 million	\$350 million
Energy & Water					
US Army Corps of Engineers			\$6.99 billion	\$4.78 billion	\$6.827 billion
Department of Justice					
Community Oriented Policing	Transfers current COPS balance to State and Local Law Enforcement Assistance	\$310 million	N/A	Proposes to merge COPS into the Office of Justice Programs	\$275.5 million
Juvenile Justice Programs	\$212 million	\$297 million	N/A	\$229.5 million	\$282.5 million
Department of Transportation					
TIGER/BUILD Program	\$750 million	\$1 billion	N/A	\$0	\$1.5 billion
Federal Highway Administration	\$50.21 billion	\$49.24 billion	N/A	\$46 billion	\$47.498 billion
Federal Transit Administration	\$13.62 billion	\$13.51 billion	N/A	\$11.2 billion	\$13.48 billion



SUMMIT STRATEGIES

Memorandum to the Clackamas County
Board of County Commissioners
October 1, 2018
Page 9



TriMet Update

Washington Update September 19, 2019

Congress Racing to Pass a Short-Term CR by October 1

The House of Representatives passed a “clean” [Continuing Resolution](#) (CR) on Thursday and the Senate is expected to pass its own CR next week. The bill does not include any of the anomalies requested by the White House nor does it cancel the rescission of unobligated highway contract authority.

The short-term CR will run until November 21, 2019, giving both chambers time to attempt to pass individual FY20 appropriation bills between now and late November. Should current tensions between the House and the Senate continue to prevail in late November, Congress will then be faced with the need to pass a long-term CR for the rest of the fiscal year. Current tensions between the House and Senate have been heightened over disagreements related to funding for construction of new border wall between the U.S. and Mexico.

CR Suspends Rostenkowski Test; Fails to Cancel Rescission

Many had hoped the CR would include a cancellation of the rescission, which was added to the FAST Act to lower the bill’s price tag, but there is no provision addressing the rescission in the stopgap legislation. This is despite the efforts of transportation advocates both on and off Capitol Hill. Sens. John Barrasso (R-WY) and Tom Carper (D-DE), the Chair and ranking member of the Senate Environment and Public Works Committee, respectively, are working to have it included in the CR. In addition, 41 transportation organizations, including the American Association of State Highway and Transportation Officials (AASHTO), recently [sent a letter](#) to congressional leadership urging them to include the cancellation in the CR.

There is a possibility a cancellation of the rescission could be included in the full FY20 Transportation, Housing and Urban Development, and Related Agencies (THUD) appropriations bill. While the rescission could be cancelled anytime before the implementation date of July 1, 2020, doing so before the FY20 THUD bill goes through would make it easier for state departments of transportation to plan spending for the upcoming years.

The CR does provide some good news for mass transit, however, as it suspends the Rostenkowski test for its duration. As we explained in our last update, if a suspension of the test wasn’t included in the CR, formula funding for the federal transit program would have been decreased by \$1 billion from the FAST Act authorized level. Luckily, lawmakers included a suspension for the period of time covered by the CR.



Senate Subcommittee Approves FY20 THUD Bill

The Senate Appropriations Subcommittee on Transportation, Housing and Urban Development, and Related Agencies (THUD) advanced its FY20 THUD bill on Tuesday and the full Appropriations Committee approved the bill Thursday morning.

The bill text and committee report have yet to be released but the legislation does not contain any controversial policy riders, which Subcommittee Chair Susan Collins (R-ME) explained as necessary to “smooth the path for the bill.” The subcommittee markup was congenial, with ranking member Jack Reed (D-RI) praising the bipartisan nature of the bill.

The legislation provides \$86.6 billion (\$168 million above the FY19 enacted level) in budget authority for the Department of Transportation, which includes \$25.3 billion in discretionary appropriations and \$61.3 billion in obligation limitation. These topline numbers are in line with the House-passed FY20 THUD bill, but the funding levels do diverge when looking at individual agencies and programs.

- **FTA:** The Senate bill provides \$13 billion for the FTA. This includes \$10.1 billion for transit formula grants, consistent with FAST Act levels, and \$560 million from the general fund for transit infrastructure grants.

The Senate bill provides \$1.978 billion for the Capital Investment Grant (CIG) program, which is \$324 million less than what the House bill provides. \$1.1 billion will be required under both bills for CIG projects that already have signed full funding grant agreements. The House bill provided an additional \$802 million for FY20 installments of any new projects where the Secretary might sign a multi-year grant agreement, in addition to \$430 million for one-off “small-starts” and \$50 million for the alternative delivery pilot program.

- **FRA:** The Senate bill provides \$2.8 billion to the FRA, a \$76 million increase over the FY19 enacted level. This includes \$255 million for the Consolidated Rail Infrastructure and Safety Improvement (CRISI) grant program, \$300 million for the Federal-State Partnership for State of Good Repair grants, and \$2 million for Restoration and Enhancement grants.

The House bill provides \$3 billion to the FRA and \$700 million the FAST Act authorized grant programs. Of this \$700 million, \$350 went to CRISI and the \$350 million went to State of Good Repair grants. The House bill does not fund Restoration and Enhancement Grants.

- **FAA:** The Senate bill provides \$17.69 billion in budgetary resources to the FAA. This is \$236 million over the FY19 enacted level, \$583 million over the president’s budget request, and \$32 million over the House-passed bill. The Senate bill includes \$3.8 billion



for Airport Improvement Program (AIP) grants and \$1.2 billion for Next Generation (NextGen) Air Transportation System investments.

- **FHWA:** The Senate bill provides \$2.7 billion in discretionary appropriations and \$47 billion in obligation limitation (consistent with FAST Act levels) to the FHWA. This is \$546 million above the FY19 enacted level and \$2.6 billion over the president’s budget request. The House bill also funds the obligation limitation consistent with the FAST Act level, but only provides \$1.75 billion in discretionary appropriations. (As authorized by the FAST Act, the discretionary INFRA program is funded at \$1 billion for FY20 in guaranteed funding from the Highway Trust Fund.)
- **BUILD:** The Senate bill provides \$1 billion for the BUILD program, which is consistent with both the House bill and the president’s budget request.

California Emissions Authority Revoked

President Trump announced in a tweet on Wednesday his administration is revoking California’s authority to regulate vehicle greenhouse gas (GHG) emissions. The EPA is soon expected to formally revoke the state’s waiver to enforce stricter vehicle GHG emission standards. The EPA previously granted California the waiver during the Obama administration, which built on the special status given to the state in the 1970 Clean Air Act to set its own standards on tailpipe emissions.

The action comes after the Department of Justice initiated an antitrust investigation into an agreement on fuel efficiency standards reached by California and Ford, Volkswagen, Honda, and BMW in July. Under the deal, the automakers agreed to manufacture passenger vehicles averaging 50 miles per gallon by model year 2026 (which tracks with the Obama administration’s implementation of the CAFE standards).

The Trump administration intends to publish a rule in the coming weeks to loosen fuel efficiency requirements under a national standard. The rule would freeze the standard at 37 miles per gallon between 2020 and 2026.

California Governor Gavin Newsom (D) said yesterday the revocation was part of a “political vendetta” and California Attorney General Xavier Becerra has already threatened legal action. If California were to win and maintain the right to set its own standards, which thirteen other state comply with, automakers could be facing two different sets of fuel efficiency standards.

The thirteen states – Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New Mexico, New York, Oregon, Pennsylvania, Rhode Island, Vermont, and Washington – make up 40% of the nation’s car market. Higher standards set by California would force automakers to comply with stricter requirements than ones set by the Trump administration in order to maintain



market access. No automobile manufacturers have been advocating for a relaxation of the fuel economy standards.

Congressional Notes

Last Week, the House Transportation & Infrastructure (T&I) Subcommittee on Highways and Transit held a hearing on congestion pricing and tolling. Most committee members expressed doubts as to whether congestion pricing and tolling could adequately address traffic congestion and infrastructure funding shortfalls.

Full T&I Committee Chairman Peter DeFazio (D-OR) expressed skepticism about congestion pricing and suggested that he was “disturbed by the obsession with tolling and congestion pricing.” He went on to express his frustration with the lack of federal infrastructure investment and argued for increasing the gas tax and investing in new transportation technologies. Rep. John Katko (R-NY) echoed DeFazio when he suggested the push for congestion pricing and tolling is due to Congress’s inability to find a sustainable funding source for the Highway Trust Fund.

Notably, Travis Brouwer, ODOT’s Assistant Director for Public Affairs, testified at the hearing. He related that the Oregon legislature understand “they can’t build their way out of congestion,” which resulted in the legislature authorizing the exploration of tolling and pricing options on I-5 and I-205 to address congestion in the Portland region.

Witnesses included Oliver Gilbert III, Mayor, City of Miami Gardens Chairman, Miami-Dade Transportation Planning Organization (testimony [here](#)); Travis Brouwer, Assistant Director for Public Affairs, Oregon Department of Transportation (testimony [here](#)); Tilly Chang, Executive Director, San Francisco County Transportation authority, on behalf of the Intelligent Transportation Society of America (testimony [here](#)); Darren Hawkins, President and Chief Executive Officer, YRC Worldwide Inc., on behalf of the American Trucking Associations (testimony [here](#)); Timothy Lomax, Regents Fellow, Texas A&M Transportation Institute (testimony [here](#)); and Marc Scribner, Senior Fellow, Competitive Enterprise Institute (testimony [here](#)).

Next Tuesday, September 24 the House Transportation & Infrastructure Subcommittee on Railroads, Pipelines, and Hazardous Materials will hold a hearing on Challenges and Opportunities for Commuter Railroads.”

Transit News Roundup

Transit to the Trailhead: Bus Service in a Recreation Corridor Takes Off. [Route Fifty](#)

In the City That Ride-Hailing Forgot, Change Is Coming. [CityLab](#)

Why we need to reframe the rules of transportation design. [Curbed](#)

Weekly Trek

Happy Friday! Please send tips, corrections, and comments to sarahq@summitstrategies.us.

[View this email in your browser](#)



SUMMIT
STRATEGIES

Weekly Trek

September 20, 2019

Top News

- Bill de Blasio ends 2020 presidential campaign. [Politico](#)
- Pelosi rolls out long-awaited bill to lower prescription drug costs. [Washington Post](#)
- Trump denounces 'partisan' whistleblower but says ID unknown. [Associated Press](#)
- Cokie Roberts, Pioneering Journalist Who Helped Shape NPR, Dies At 75. [NPR](#)
- The nation's cartoonists on the week in politics. [Politico](#)

Energy, Natural Resources, & Agriculture

- Protesting Climate Change, Young People Take to Streets in a Global Strike. [New York Times](#)
- California, 22 other states take Trump to court over climate change rules. [Reuters](#)
- Energy Efficiency Across Transportation Sector Focus of House Hearing. [Transport Topics](#)

Indian Affairs

- Indigenous 20-Somethings Work To End Trauma With Their Generation. [Oregon Public Broadcasting](#)
- You Belong To The Plankhouse, The Plankhouse Belongs To You. [Oregon Public Broadcasting](#)

- Tribal leaders, lawmakers chide FCC for lack of progress on broadband. [Cronkite News](#)

Labor

- Newsom signs bill rewriting California employment law, limiting use of independent contractors. [LA Times](#)
- Truckers Tell FMCSA of Concerns About Coercion, Flexibility at HOS Listening Session. [Transport Topics](#)
- Why GM Workers Are Striking. [NPR](#)
- Trump's Labor Nominee, Eugene Scalia, Poised to Advance in Senate. [Wall Street Journal](#)

Taxation & Trade

- ANALYSIS: Proposed CFIUS Reform Regulations: A First Look. [Bloomberg](#)
- Chinese officials cancel U.S. farm visits as Trump says he feels no pressure to cut trade deal before 2020 elections. [Washington Post](#)
- Cost for last three government shutdowns estimated at \$4 billion. [The Hill](#)
- U.S. Energy Shares Soar After Attacks on Saudi Oil Facilities. [Wall Street Journal](#)

Technology

- Automated Trucking Levels Up. [Transport Topics](#)
- Lyft is adding bike lanes to its app to encourage safer riding. [The Verge](#)
- Aspirin-by-Drone Closer in Alphabet-Walgreens Delivery Test. [Bloomberg](#)
- First 'High-Tech Census' Raises Stakes for Local Government. [Governing](#)

Transportation & Infrastructure

- Senate Committee Advances Fiscal 2020 Transportation Funding Bill. [Transport Topics](#)
- Rescission Repeal Left Out Of House's Continuing Resolution. [AASHTO](#)
- Transit to the Trailhead: Bus Service in a Recreation Corridor Takes Off. [Route Fifty](#)
- ASLRRRA: Short-line tax credit now has historic support among House members. [Progressive Railroading](#)

Appendix B

A list of Summit Strategies' government affairs clients during the 114th, 115th, and 116th sessions of Congress:

Chehalem Parks and Recreation District	US Travel Association
City of Dayton, OH	VH Strategies LLC
City of Tukwila, WA	Washington State Department of Transportation
City of Lynnwood, WA	Yamhill County Parkway Committee, Oregon
Clackamas County, OR	ZRZ Realty
Columbia Sportswear Company	
Confederated Tribes of Grand Ronde	
Cubic Transportation Systems	
EB5 Global, LLC	
Emory University	
ESW Group	
Forterra	
Forth (Formerly Drive Oregon)	
Green Electronics Council	
Islabikes	
Just Greens LLC FKA Aerofarms	
Land Core USA	
Las Vegas Convention & Visitors Authority	
Metro	
Mobility Cubed	
Moda Health	
National Forest Homeowners	
National Forest Recreation Association	
Norfolk Southern	
Northwest Container Services	
Oregon Shipping Group	
Owner-Operators Independent Drivers Association	
Pacific Seafood Group	
Port of Cascade Locks	
Port of Hood River, Oregon	
Port of Pasco, WA	
Port, City, and County of Walla Walla, WA	
Portland State University	
Professional Engineers in California Government	
Rail Security Alliance	
Texas Central Partners	
The Greenbrier Companies	
The Association of Union Constructors	
TriMet	
Tube Forgings of America Inc.	



Appendix C

Willamette Falls Legacy Project Grant Matrix

Economic Development Administration Grants & Opportunities

Grant	<u>Regional Innovation Strategies (RIS) Program</u>
Grant Purpose	<ul style="list-style-type: none"> ▪ <i>i6 Challenge</i>: to support the creation of centers for innovation and entrepreneurship that increase the rate at which innovations, ideas, intellectual property, and research are translated into products, services, viable companies, and jobs ▪ <i>Seed Fund Support (SFS) Grant Competition</i>: to support the creation, launch, or expansion of equity-based, cluster-focused seed funds that invest regionally-managed risk capital in regionally-based startups with a potential for high growth
Eligibility	<ul style="list-style-type: none"> ▪ A State ▪ An Indian Tribe ▪ A city or other political subdivision of a State; ▪ An entity that is any of the following and has an application that is supported by a State or a political subdivision of a State or a consortium of the above: <ul style="list-style-type: none"> ○ A nonprofit organization ○ An institute of higher education ○ A public-private partnership ○ A science or research park ○ A Federal Laboratory ○ An economic development organization or similar entity
Cost Share	<ul style="list-style-type: none"> ▪ 50%
Submission Deadline	<ul style="list-style-type: none"> ▪ FY19 closed; NOFO available here. ▪ Pending budget authorizations, EDA plans to run the next RIS competition in early 2020.
Available Funding	<ul style="list-style-type: none"> ▪ <i>i6 Challenge</i>: \$17.5 million available (FY2019) - \$750,000 project max ▪ <i>SFS Grant Competition</i>: \$5 million available (FY2019) - \$300,000 project max



Grant	Planning Program and Local Technical Assistance
Grant Purpose	<ul style="list-style-type: none"> ▪ <i>Planning Program</i>: helps support organizations with Short Term and State Planning investments designed to guide the eventual creation and retention of high-quality jobs, particularly for the unemployed and underemployed in the Nation's most economically distressed regions; supports Partnership Planning investments to facilitate the development, implementation, revision, or replacement of Comprehensive Economic Development Strategies (CEDs), which articulate and prioritize the strategic economic goals of recipients' respective regions ▪ <i>Local Technical Assistance</i>: strengthens the capacity of local or State organizations, institutions of higher education, and other eligible recipients to undertake and promote effective economic development programs through projects such as feasibility studies and impact analyses
Eligibility	<ul style="list-style-type: none"> ▪ District Organization of a designated Economic Development District ▪ Indian Tribe or a consortium of Indian Tribes ▪ State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic development or infrastructure development activities, or a consortium of political subdivisions; ▪ Institution of higher education or a consortium of institutions of higher education ▪ Public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State
Cost Share	<ul style="list-style-type: none"> ▪ 50% ▪ Projects may receive an additional amount that may not exceed up to 30 percent of the total project cost
Submission Deadline	<ul style="list-style-type: none"> ▪ Applicants must apply through the respective EDA Regional Office ▪ Applications will be accepted on an ongoing basis; NOFA available here (FY2016 – FY2019)
Available Funding	<ul style="list-style-type: none"> ▪ <i>Planning Program</i>: \$33 million available (FY2019). The average size of Planning investment has been approximately \$70,000, and investments range from \$40,000 to \$200,000. Historically, EDA has awarded funds for between 320 and 470 Planning projects a year. ▪ <i>Local Technical Assistance</i>: \$9.5 million available (FY2019). The average size of a Local Technical Assistance investment has been \$64,000, and investments generally range from \$50,000 to \$300,000. Historically, EDA has awarded funds for between 30 and 50 Local Technical Assistance projects a year.



Grant	<u>Economic Development Assistance Programs (Public Works & Economic Adjustment Assistance programs)</u>
Grant Purpose	<ul style="list-style-type: none"> Provide investments that support construction, non-construction, technical assistance, and revolving loan fund projects under EDA's Public Works and Economic Adjustment Assistance programs Designed to leverage existing regional assets and support the implementation of economic development strategies that advance new ideas and creative approaches to economic prosperity in distressed communities, including communities and regions that have been impacted, or can reasonably demonstrate they will be impacted, by coal mining or coal power plant employment loss, or employment loss in the supply chain industries of either
Eligibility	<ul style="list-style-type: none"> State governments Nonprofits, other than institutions of higher education Native American tribal governments and tribal organizations County governments Private institutions of higher education City or township governments Public and State controlled institutions of higher education Special district governments
Cost Share	<ul style="list-style-type: none"> 50%
Submission Deadline	<ul style="list-style-type: none"> Applications will be accepted on an ongoing basis for FY2018 (NOFO available here) No FY2019 NOFO has been published
Available Funding	<ul style="list-style-type: none"> \$184.5 million available (FY2018) Award Size: \$100,000 to \$3 million (FY2018) The FY19 omnibus provides \$117.5 million for the Public Works program and \$37 million for the Economic Adjustment Assistance program.

Environmental Protection Agency Grants and Opportunities

Grant	<u>Smart Growth – Building Blocks for Sustainable Communities</u>
Grant Purpose	<ul style="list-style-type: none"> Provide quick, targeted technical assistance to selected communities using a variety of tools that have demonstrated results and widespread application Stimulate a discussion about growth and development and strengthen local capacity to implement sustainable approaches
Eligibility	<ul style="list-style-type: none"> Local, county, or tribal governments



	<ul style="list-style-type: none"> Nonprofit organizations that have the support of the local government on whose behalf they are applying
Cost Share	<ul style="list-style-type: none"> N/A
Submission Deadline	<ul style="list-style-type: none"> Awardees last selected in December 2016
Available Funding	<ul style="list-style-type: none"> N/A

Grant	<u>Urban Waters Small Grants</u>
Grant Purpose	<ul style="list-style-type: none"> Help local residents and their organizations, particularly those in underserved communities, restore their urban waters in ways that also benefit community and economic revitalization
Eligibility	<ul style="list-style-type: none"> States Local governments Territories Indian Tribes Possessions of the U.S. Public and private universities and colleges Public or private nonprofit institutions/organizations Intertribal consortia Interstate agencies
Cost Share	<ul style="list-style-type: none"> Minimum non-federal cost share/match of \$4,000 required
Submission Deadline	<ul style="list-style-type: none"> Grants last awarded in October 2016; grants are competed and awarded every two years No current RFP
Available Funding	<ul style="list-style-type: none"> \$60,000 max per project

Grant	<u>Assessment and Cleanup Grants (Brownfields)</u>
Grant Purpose	<ul style="list-style-type: none"> <i>Assessment Grants</i>: provide funding to inventory, characterize, assess, and conduct planning and community involvement related to brownfield sites <i>Cleanup Grants</i>: provide funding to carry out cleanup activities on brownfield sites owned by the applicant
Eligibility	<ul style="list-style-type: none"> General purpose unit of local government Land Clearance Authority or another quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of local government Government Entity Created by State Legislature Regional Council or group of General purpose units of local government Redevelopment agency that is chartered or otherwise sanctioned by a state State Indian Tribe
Cost Share	<ul style="list-style-type: none"> <i>Assessment Grants</i>: None



	<ul style="list-style-type: none"> ▪ <i>Cleanup Grants: 20%</i>
Submission Deadline	<ul style="list-style-type: none"> ▪ <i>Assessment Grants: January 31, 2019</i> ▪ <i>Cleanup Grants: January 31, 2019</i>
Available Funding	<ul style="list-style-type: none"> ▪ <i>Assessment Grants: \$37 million available (FY2019); \$200,000 - \$300,000 max per project request</i> ▪ <i>Cleanup Grants: \$11 million available (FY2019); \$500,000 max per project request</i>

Grant	<u>State & Tribal Brownfields Response Programs</u>
Grant Purpose	<ul style="list-style-type: none"> ▪ Provide non-competitive funding to establish or enhance State and Tribal Brownfields response programs. ▪ <i>State Voluntary Agreements:</i> agreements between EPA regional authorities and state environmental programs that promote the coordination and define general roles regarding the cleanup of sites. The agreement can further provide the public with the confidence that EPA and the state agency are working in a coordinated manner. ▪ <i>Tribal Brownfields Programs:</i> conduct assessments and provide oversight at properties, create codes and ordinances, develop inventories of properties, and educate their communities about the value of protecting and restoring tribal natural resources and community health.
Eligibility	<ul style="list-style-type: none"> ▪ A state or tribe must: <ul style="list-style-type: none"> ○ Demonstrate that its response program includes, or is taking reasonable steps to include, the four elements of a response program outlined in the NOFO ○ Maintain and make available to the public a record of sites at which response actions have been completed in the previous year and are planned to be addressed in the upcoming year
Cost Share	<ul style="list-style-type: none"> ▪ None, with the exception of funds used to capitalize a Brownfields Revolving Loan Fund, for which there is a 20% cost share requirement.
Submission Deadline	<ul style="list-style-type: none"> ▪ FY2019: Requests for funding will be accepted from October 15, 2018 – December 14, 2018.
Available Funding	<ul style="list-style-type: none"> ▪ \$50 million available per year (non-competitive program); Cooperative agreements are awarded and administered by EPA regional offices. ▪ \$1 million max per state or tribe.

Grant	<u>Area-Wide Planning Grants</u>
Grant Purpose	<ul style="list-style-type: none"> ▪ Provide funding for grantees to develop an area-wide plan for assessing, cleaning up, and reusing catalyst/high priority Brownfield Sites ▪ Funding is used for a specific project area, such as a neighborhood or downtown district, local commercial corridor, old industrial corridor,



	community waterfront or city block, affected by a single large or multiple brownfields sites
Eligibility	<ul style="list-style-type: none"> ▪ General purpose unit of local government ▪ Land Clearance Authority or another quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of local government ▪ Government Entity Created by State Legislature ▪ Regional Council or group of General purpose units of local government ▪ Redevelopment agency that is chartered or otherwise sanctioned by a state ▪ A State ▪ Indian Tribes
Cost Share	<ul style="list-style-type: none"> ▪ None
Submission Deadline	<ul style="list-style-type: none"> ▪ Last round in FY17
Available Funding	<ul style="list-style-type: none"> ▪ \$4 million available (FY2017); \$200,000 max per project.

Department of Housing and Urban Development Grants & Opportunities

Grant	Section 108 Loan Guarantee Program
Grant Purpose	<ul style="list-style-type: none"> ▪ Provide communities with a source of financing for economic development, housing rehabilitation, public facilities, and other physical development projects, including improvements to increase their resilience against natural disasters ▪ Allow State and local government to transform a small portion of their Community Development Block Grant (CDBG) funds into federally guaranteed loans large enough to pursue physical and economic revitalization projects capable of revitalizing entire neighborhoods
Eligibility	<ul style="list-style-type: none"> ▪ CDBG Recipients
Cost Share	<ul style="list-style-type: none"> ▪ Project costs can be spread over time with flexible repayment terms
Submission Deadline	<ul style="list-style-type: none"> ▪ N/A
Available Funding	<ul style="list-style-type: none"> ▪ Loans range from \$500,000 to \$140 million

Department of the Interior Grants and Opportunities

Grant	National Fish and Wildlife Foundation
Grant Purpose	<ul style="list-style-type: none"> ▪ NFWF has several Conservation Programs ▪ To learn more about them click here
Eligibility	<ul style="list-style-type: none"> ▪ Federal, state, and local governments ▪ Education institutions ▪ Nonprofit organizations
Cost Share	<ul style="list-style-type: none"> ▪ One-to-one
Submission Deadline	<ul style="list-style-type: none"> ▪ Visit NFWF's website to learn about each deadline
Available Funding	<ul style="list-style-type: none"> ▪ Visit NFWF's website to learn more about available funding

Grant	Bureau of Reclamation: WaterSMART Grants
--------------	---



<p>Grant Purpose</p>	<ul style="list-style-type: none"> ▪ <i>Water Marketing Strategy Grants</i>: provide cost-shared financial assistance to develop water marketing strategies to establish or expand water markets or water marketing activities between willing participants ▪ <i>Desalination Construction Projects</i>: provide funding for construction of desalination projects ▪ <i>Water Reclamation and Reuse Projects</i>: leverage Federal and non-Federal funding to support stakeholder efforts to stretch scarce water supplies and avoid conflicts over water ▪ <i>Small Scale Water Efficacy Projects</i>: provide assistance to undertake specific small-scale water efficiency projects
<p>Eligibility</p>	<ul style="list-style-type: none"> ▪ <i>Water Marketing Strategy Grants</i>: states, Indian tribes, irrigation districts, water districts, or other organizations with water or power delivery authority; applicants must also be located in the Western United States or Territories ▪ <i>Desalination Construction Projects</i>: states, Departments of a State, subdivisions of a State, or a public agency organized pursuant to a state law; applicants must be located in the Western United States or Territories ▪ <i>Water Reclamation and Reuse Projects</i>: sponsors of any of the 53 Title XVI Projects specifically authorized by the Title XVI Act ▪ <i>Small Scale Water Efficiency Projects</i>: state, Tribe, irrigation district, water district, or other organization water or power delivery authority; applications must also be located within the Western United States
<p>Cost Share</p>	<ul style="list-style-type: none"> ▪ <i>Water Marketing Strategy Grants</i>: 50% ▪ <i>Desalination Construction Projects</i>: 75% ▪ <i>Water Reclamation and Reuse Projects</i>: 75% ▪ <i>Small Scale Water Efficiency Projects</i>: 50%
<p>Submission Deadline</p>	<ul style="list-style-type: none"> ▪ <i>Water Marketing Strategy Grants</i>: July 31, 2019. NOFA available here ▪ <i>Desalination Construction Projects</i>: June 28, 2019; NOFA available here ▪ <i>Water Reclamation and Reuse Projects</i>: April 22, 2019; NOFA available here ▪ <i>Small-Scale Water Efficiency Projects</i>: April 24, 2019; NOFA available here
<p>Available Funding</p>	<ul style="list-style-type: none"> ▪ <i>Water Marketing Strategy Grants</i>: \$3 million available (FY2019); either \$200,000 or \$400,000 per project max



	<ul style="list-style-type: none"> ▪ <i>Desalination Construction Projects</i>: \$12 million available (FY2019); \$12 million project ceiling ▪ <i>Water Reclamation and Reuse Projects</i>: \$35 million available (FY2019); \$20 million project ceiling ▪ <i>Small Scale Water Efficiency Projects</i>: \$3 million available (FY2019); \$75,000 project ceiling
--	--

Grant	National Park Service: Rivers, Trails, and Conservation Assistance Program
Grant Purpose	<ul style="list-style-type: none"> ▪ Support community-led natural resource conservation and outdoor recreation
Eligibility	<ul style="list-style-type: none"> ▪ State and local agencies, tribes, nonprofit organizations, or citizen groups ▪ National Parks and other Federal agencies may apply in partnership with other local organizations
Cost Share	<ul style="list-style-type: none"> ▪ N/A
Submission Deadline	<ul style="list-style-type: none"> ▪ June 30, 2019; application available here
Available Funding	<ul style="list-style-type: none"> ▪ N/A

Department of Transportation Grants & Opportunities

Grant	Better Utilizing Investments to Leverage Development (BUILD)
Grant Purpose	<ul style="list-style-type: none"> ▪ Investment in surface transportation infrastructure projects that will have a significant local or regional impact ▪ Projects are evaluated on the following criteria; safety, economic competitiveness, quality of life, environmental protection, state of good repair, innovation, partnership, and additional non-Federal revenue for infrastructure investments.
Eligibility	<ul style="list-style-type: none"> ▪ State, local, and Tribal governments including US territories ▪ Transit agencies ▪ Port authorities ▪ Metropolitan Planning Organizations (MPOs) ▪ Other political subdivisions of State or local governments ▪ Multiple States or jurisdictions may submit a joint application
Cost Share	<ul style="list-style-type: none"> ▪ 205
Submission Deadline	<ul style="list-style-type: none"> ▪ July 25, 2019; NOFO available here
Available Funding	<ul style="list-style-type: none"> ▪ \$900 million available (FY2019); Award size ranges from \$1 million (rural) or \$5 million (urban) - \$25 million

Appendix D

APPENDIX D SIGNATURE PAGE

[Fill out and submit this page with your Proposal]

This page must be signed with the full name and address of the Proposer submitting the response; if a partnership, by a member of the firm with the name and address of each member; if a corporation, by an authorized officer thereof in the corporate name.

The undersigned verifies that he/she is a duly authorized officer of the company, and that his/her signature attests that information provided in response to this Request for Proposal is accurate.

The undersigned certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition.

The undersigned certifies that all addenda to the specifications have been received and duly considered and that all cost adjustments associated with the addenda are reflected in this proposal.

Addendum No(s). N/A Acknowledged? YES / NO

Resident Proposer as defined in ORS 279A.120(1)? YES / NO

Proposers certify non-discrimination in accordance with ORS 279A.110(4) YES / NO

Proposer hereby makes this proposal to furnish goods and/or services at the price(s) indicated herein in fulfillment of the requirements and specifications of the City as stated in the Request for Proposal.

Hal Hiemstra
Signature of Authorized Official

October 15, 2019
Date

Hal Hiemstra
Printed Name

202-638-3307
Telephone Number (with area code)

Partner
Title

HalH@summitstrategies.us
E-mail Address

Summit Strategies Government Affairs LLC
Firm Name

440 1st St NW, Suite 440
Address

Washington, DC 20001
City, State, Zip Code

APPENDIX E
ATTESTATION OF COMPLIANCE WITH TAX LAWS

[Complete and submit this page with your Proposal]

I, Hal Hiemstra, representing Summit Strategies
(Insert printed name) Government Affairs LLC (Proposer),
(Insert name of Firm)

hereby attest that:

1. I am an authorized agent of Proposer, and I have full authority from Proposer to submit this attestation and accept the responsibilities stated herein.
2. I have knowledge regarding payment of taxes of Proposer, and to the best of my knowledge, Proposer is not in violation of any Oregon tax laws, including, without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.
3. Proposer will provide written notice to City within two business days of any change to its compliance with tax laws.

Hal Hiemstra
Authorized Agent Signature

October 15, 2019
Date

Partner
Title

This page is intentionally blank.



A place where families and businesses thrive.

PROCLAMATION
NATIONAL HUNGER & HOMELESSNESS AWARENESS WEEK
November 16-24, 2019

WHEREAS, for over 25 years the National Coalition for the Homeless and National Student Campaign Against Hunger and Homelessness have sponsored National Hunger and Homelessness Awareness Week; and

WHEREAS, the City of Forest Grove recognizes that hunger and homelessness continues to be a serious problem for individuals and families in Forest Grove; and

WHEREAS, cities can engage in efforts to inspire their own communities, as well as their neighboring cities, to encourage support for homeless assistance service providers as well as community service opportunities for students and school service organizations; and

WHEREAS, there are many organizations committed to sheltering and providing supportive services as well as meals, food, and supplies to people experiencing homelessness including: St Vincent de Paul, Old Town Church, Forest Grove Seventh Day Adventist Church, United Church of Christ, Family Promise of Washington County, Summer Meals, Solid Life Center, Open Door Counseling Center, Friends of the Blessing Box & Chris' Kindness Cooler, Meals on Wheels, Ride Connection, Elks Lodge, West Tuality Habitat for Humanity; and

WHEREAS, the intent of National Hunger and Homelessness Awareness Week is consistent with the activities of the Forest Grove community.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM, NOVEMBER 16-24, 2019, as

National Hunger and Homelessness Awareness Week

In Forest Grove, Oregon, and encourages all citizens to recognize that many people do not have housing and need support from citizens and private/public nonprofit service entities. Awareness week includes a series of communication and outreach strategies to encourage the Forest Grove community to become more hunger and homeless literate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 12th day of November, 2019.

Handwritten signature of Peter B. Truax.

Peter B. Truax, Mayor of Forest Grove



This page is intentionally blank.



A place where families and businesses thrive.

**City Council Work Session Meeting Minutes
Vision and Values, Facilitator**

**Monday, October 14, 2019
5:30 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:34 p.m.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director (in the audience); Tom Gamble, Parks and Recreation Director (in the audience); Bryan Pohl, Community Development Director (in the audience); J. F. Schutz, Police Chief (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: VISION AND VALUES, SARA WILSON, SSW CONSULTING, FACILITATOR

VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to address Council’s Objective 3.14, Develop Core Values and Update the City’s Vision Statement, identified in FY2019-20. VanderZanden introduced Sara Wilson, SSW Consulting, who facilitated the exercise and presented a PowerPoint presentation overview titled “Forest Grove Scoping the Community Vision Process”, which included an overview of community visioning and shared examples of practices from other cities. Wilson opened the floor and roundtable discussions ensued as Councilmembers participated in a facilitated discussion to outline their desired outcomes and determine the level of engagement for the vision and values update process. In conclusion of the above-noted Council facilitated discussion, VanderZanden advised staff will bring back recommendations and next steps. Attachment A is a Memorandum, dated October 23, 2019, SSW Consulting, which includes project outcomes identified by the Council and a recommended approach for updating the vision statement and identifying values.

Council took no formal action nor made any formal decisions during the work session.

3. **ADJOURNMENT:**

Mayor Truax adjourned the work session at 6:45 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



SSW CONSULTING

Date: October 23, 2019

To: Jesse VanderZanden,
City Manager, City of Forest Grove

From: Sara Singer Wilson,
Principal/Owner, SSW Consulting

Subject: Updating the Community Vision + Values

Introduction and Background

On October 14, the City Council of Forest Grove convened a work session to discuss Council Objective 3.14: Develop core values and update the City's vision statement. SSW presented an overview of community visioning and shared examples of practices from other cities. The Council participated in a facilitated discussion to outline their desired outcomes and determine the level of engagement for the vision and values update process.

This memorandum includes project outcomes identified by the Council and a recommended approach for updating the vision statement and identifying values which aligns with the Council's desired level of public outreach. These recommendations are intended to assist staff in finalizing a scope of work for this project.

The recommendations assume the involvement of several partners to oversee the project including a consultant, City staff, City Council, and a project Task Force.

Community Vision + Values Project Outcomes

In considering the scope of the project, it is important to determine the desired outcomes for this effort. The City Council had much discussion regarding the outcomes of the vision and values project, and they expressed alignment around the following:



SSW CONSULTING

- *Develop an updated vision that is succinct and provides unity of purpose and direction for the community and its partners.*
- *Identify and communicate the values that reflect the Forest Grove community of today.*
- *Develop a vision plan and values that are flexible and responsive to the changing needs of the community. It should include a process for regular plan evaluation and updates.*
- *The engagement plan should be inclusive of the greater community. We should engage those who care about the future of Forest Grove including residents, community partners, and people beyond the city limits. The engagement should be intentional about reaching those who are not typically represented.*

There are many existing resources that can be referenced in the development of the vision and values, including the City's existing master plans, strategic plan, goals and action plans. Throughout these documents, the City has referenced values and ideas for the future of Forest Grove. While they do not explicitly highlight the community's values, they can serve as helpful tools in identifying the vision and values for the future.

Engagement Methods + Stakeholders

The engagement plan should be designed to reach the broader community as well as serve as a springboard for developing strong relationships with community partners. The Council expressed a desire to utilize new engagement tactics, especially for reaching marginalized groups. The Council is also interested in hosting community forums outside of the traditional auditoriums and civic spaces, and instead go where people feel most comfortable (ex./ churches, schools, parent teacher conference night, farmers market, etc.). The Council expressed a desire to hear from everyone to develop a vision statement and values that truly reflect the community. Other stakeholders should include youth, Pacific University, Forest Grove's Boards and Commissions, and other community agencies.



SSW CONSULTING

SSW recommends considering the following tasks to prepare for the community engagement process:

- Prepare a community profile and stakeholder map. The profile should include the demographic information for Forest Grove. This will serve as the foundation for targeting the engagement efforts to ensure all groups of the community are being reached. Working with the Council and City staff, prepare a map of all stakeholder groups.
- Develop a consistent project brand. The branding of the project is important as it can serve as the foundation for all engagement materials. It is important that the community can easily recognize the initiative and get involved at multiple levels (online, in-person, etc.).
- Identify and appoint a diverse group of community residents and partners to serve on a task force. This group will be instrumental in guiding the engagement plan and working to engage the broader community and build lasting partnerships.
- Develop a community engagement plan. In developing the engagement plan, consider the use of the following tools: social media, Nextdoor, fact sheets, online surveys, presentations/"meeting in a box", project website/web page, community leader interviews, youth engagement, community events (farmers market, summer concerts, school events, etc.), open house/events at non-traditional venues, focus groups, intercept surveys (could be on the street or at community events), project video, and other written materials (press release, newsletter articles, etc.)

Preparing the Vision + Values

Through a variety of outreach tools, a team including a consultant, City staff, City Council, and the project Task Force will begin gathering ideas from the various stakeholder groups. The outreach approach for each group should be tailored to be culturally and generationally appropriate. As part of the community building strategy, the project team should enlist the help of staff, task force members and volunteers to assist with the outreach efforts.



SSW CONSULTING

This information will be captured in a database of ideas which would be sorted by community themes. The data will be used to craft the draft vision and values. The plan will be reviewed and updated to ensure it is consistent with the project goals and outcomes identified by the City Council. The final report should be reviewed by City staff and presented to the Task Force and the City Council for final approval.

The final document will also include language outlining the process for review and evaluation of the vision and values to ensure they continue to be relevant and aligned to the community.

Recommendations for Next Steps

- 1. The City should identify the internal project team by enlisting the support of a consultant and identifying staff who will support this project.*
- 2. The project team should review internal documents/resources (Master Plans, strategic plans, etc.) and demographic data to develop the community profile.*
- 3. The City Council should review the community profile and identify members to serve on the Project Task Force. They can also begin work on mapping the community stakeholders. This work could be completed at the February 2020 City Council Retreat.*
- 4. Following the City Council retreat, the project team should develop a project charter, a project timeline, assemble a draft engagement plan, and invite the task force members to a project kick-off meeting.*



A place where families and businesses thrive.

**City Council Joint Session Meeting Minutes
Cornelius City Council &
Forest Grove School Board of Directors**

**Monday, October 28, 2019
5:30 p.m.
FG School District, 1728 Main Street**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

The Forest Grove City Council met in Joint Session with Cornelius City Council and Forest Grove School Board of Directors at 5:30 p.m. for dinner and social at Forest Grove School District, 1928 Main Street. The joint session was called to order at 5:49 p.m.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director (in the audience); J. F. Schutz, Police Chief (in the audience); Colleen Winters, Library Director (in the audience); and Anna Ruggles, City Recorder. Special Guest: Susumu Ogawa, Executive Director of Superintendent of Education Nyuzen, Japan (in the audience).

2. JOINT SESSION: FOREST GROVE CITY COUNCIL, CORNELIUS CITY COUNCIL AND FOREST GROVE SCHOOL BOARD OF DIRECTORS:

David Parker, Forest Grove School District Superintendent, facilitated the exercise and presented a PowerPoint presentation overview pertaining to the timeline for the Student Success Act, including decision points and complicating factors; attaining a quality education; state requirements and priorities; determining local needs and priorities; developing a plan to spend new resources; community engagement and input; Forest Grove School District’s 2019-20 Strategic Plan; and next steps. In addition, Parker opened the floor and roundtable discussions ensued as Councilmembers and Board of Directors were divided into smaller groups and each group participated in a facilitated discussion, which resulted in the following desired outcomes emerging (in no specific order):

Partnerships:

- Neighborhood/community meeting, i.e., facilities, parks, grounds, fields, open gyms
- Leverage libraries, i.e., city libraries, school libraries, mobile libraries, virtual

- hangouts, social media in positive ways
- Food/nutrition programs, i.e., community gardens, school gardens
- Community service projects/civic engagement/leadership opportunities for students
- Enhance internship for students, i.e., city departments and agencies
- Ways to keep student engaged, i.e., athletic programs, recreation, youth sports after school programs, summer programs, increase kid-related events in Cornelius
- Communication about opportunities; joint activities
- Youth advisory group (peer/peer)
- Public service partnerships (police/fire/medical)
- Walkability/rideability/safe access to schools/increase awareness of Grovelink territory
- Affordable Housing
- Access to meals
- Cornelius school identity
- Community center – combat isolation
- Education/communication on Council Goals
- East side park/enhance Rogers Park development
- Continue working on facility plans for both cities and district
- Continue coordination of drills, i.e., fire, earthquake
- Enhance inclusivity efforts

At conclusion of the above-noted exercise, the group collectively concurred to hold another joint session in spring of 2020.

Council took no formal action nor made any formal decisions during the joint session.

3. ADJOURNMENT:

The joint session was adjourned at 6:58 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

City Council Regular Meeting Minutes

**Monday, October 28, 2019
7:15 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:16 p.m. and led the Pledge of Allegiance.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Gregory Robertson, Public Works Director; Keith Hormann, Light and Power Director; Eddie Littlefield, Light and Power Services Manager; James Reitz, Senior Planner; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

Items under the Consent Agenda are considered routine and are adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).

- A. Approve City Council Regular Meeting Minutes of October 14, 2019.
- B. Accept Community Forestry Commission Meeting Minutes of September 18, 2019.
- C. Accept Library Commission Meeting Minutes of September 10, 2019.
- D. Accept Parks and Recreation Commission Meeting Minutes of September 18, 2019.
- E. Accept Public Arts Commission Meeting Minutes of September 12, 2019.
- F. Accept Public Safety Advisory Commission Meeting Minutes of April 24 and July 24, 2019.
- G. Accept Sustainability Commission Meeting Minutes of May 23, July 25 and August 22, 2019.
- H. Accept Resignation on Planning Commission (Sebastian Lawler, Term

Expiring December 31, 2021, Appointed 02/14).

- I. Endorse New Liquor License Application (Limited-On Premises Sales) for Bella Donna's Bistro & Patisserie (Applicant: Donna Gustafson).

MOTION: Councilor Valfre moved, seconded by Councilor Rippe, to approve the Consent Agenda as presented. COUNCIL VACANCY: 1. MOTION CARRIED 6-0 by voice vote.

4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:**

5. A. 2019 Watershed Timber Harvest Update

Robertson introduced Scott Ferguson and Barry Sims, Trout Mountain Forestry, Consultant, who presented a PowerPoint presentation highlighting the 2019 Watershed Timber Harvest-related activities, noting the 2019 timber harvest resulted in 1,727,000 MBF and total net revenue of \$896,641. Ferguson reported the Watershed Stewardship Management Plan states the harvest level should be in the range of 1.7 to 2.0 MBF per year, noting the average has been 1.78. In addition, Ferguson addressed various Council inquiries pertaining to the log market and projects, noting log prices were much lower than last year and maintenance projects included monitoring for noxious weeds, culvert inventory, Clear Creek fish survey, various road maintenance, and conducting an annual public tour.

5. B. Hawthorne Drainage and Forest Glen Park Slide Stabilization Projects

Robertson presented a PowerPoint presentation overview of the Hawthorne Drainage Improvements, consisting of construction improvements at Hawthorne Avenue between 22nd Avenue and 23rd Avenue, noting the original contract was \$752,000 and the estimated final contract is \$752,000. In addition, Robertson presented an overview of the Forest Glen Park Slope Stabilization Project, consisting of slide stabilization efforts at the upper Forest Glen Park and at three locations in the open space downstream, noting the original contract was \$568,000 and estimated final contract is \$556,000.

5. C. Energy Conservation Programs

Littlefield and Hormann presented a PowerPoint presentation overview on the status of Council's Objective 1.1, identified in Fiscal Year 2019-20, Implement Conservation Measures, which includes continuing Streetlight LED (light-emitting diode) Replacement Program (Year 2 of 4), noting the project is on budget and within expected timelines. Staff presented a map showing Phase 1-4 coverage area, noting Phase 1 was completed in early 2019 with the replacement of 590 luminaries; Phase 2 is on track to be completed within the next few weeks; and Phase 3 is pending budget approval in 2020. In addition, staff presented an overview on various 2018/19 Conservation Programs, noting total energy saved is estimated at 3,008,767 (kwh)

and 1,236 tons of greenhouse gas reduction.

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-13
AUTHORIZING TO RENAME A ROADWAY SEGMENT FROM 15TH AVENUE TO
15TH PLACE; APPLICANT: CITY OF FOREST GROVE; FILE NO. 311-19-000024-
PLNG**

Staff Report:

Reitz presented the above-proposed ordinance for first reading, noting the proposed ordinance is authorizing to rename a roadway segment, located between Crescent Drive and Larch Street, from 15th Avenue to 15th Place; File No. 311-19-000024-PLNG. Reitz presented a PowerPoint presentation overview showing a vicinity map and addresses affected by the proposed address reassignment, noting the roadway identified as 15th Avenue was created by the Sheelar Manor 1-3 recorded plats (starting in 1953 and extending into 1964) and when the adjacent University Park plat was recorded in 1963, the same street was identified as 15th Place. Reitz reported the entire street segment has been sign-posted as 15th Place, and the City's utility billing records indicate that most residents are currently using 15th Place addresses, noting the existing housing numbers would remain unchanged with the exception of one, which is an "island" parcel located at 1510 Crescent Drive, this parcel would be changed to an odd number 15th Place address concurrent with the street name change. Based on the Sheelar Manor 1 plat, the 1510 Crescent Drive parcel fronts 15th Avenue and it is completely surrounded by 15th Avenue/Place addresses, and the street sign located at the nearest intersection indicates that the street is 15th Place. In conclusion of the above-noted staff report, Reitz advised staff is recommending Council approve the proposed ordinance, as outlined in Exhibit A, and Exhibit B, and as outlined in Exhibit C, Planning Commission Findings and Decision No. 2019-12, noting the Planning Commission held its hearing on October 7, 2019, and approved renaming the roadway segment as 15th Place. In addition, Reitz advised staff is recommending Council approve a motion directing staff to change the address for the parcel located at 1510 Crescent Drive to a 15th Place address, noting the Commission made no recommendation regarding the address reassignment for 1510 Crescent Drive; however, the Commission acknowledged the desirability of a consistent addressing system while also acknowledging the inconveniences imposed on the property owner who is opposed to changing their address from 1510 Crescent Drive to a 15th Place address (Planning Commission Exhibit E).

Questions of Staff:

Reitz addressed various Council inquiries and concerns pertaining to code requirements when address reassignment occurs, imposing inconveniences and being empathetic of the costs to residences when an address change occurs, noting changing the official street name to match what is already established would be the least disruptive for property owners as most already identify with 15th Place addresses. Reitz also referenced the vicinity map showing 1510 Crescent Drive as

being completely surrounded by 15th Avenue/Place addresses, noting it is in the best interest of the City to correct a historic anomaly and ensuring that there is no confusion about the street name and that reassignment occur prior to the 2020 Census. In addition, Reitz reported Washington County Consolidated Communications and Washington County Cartography have noted emergency responders and mapping providers need to have a shared understanding of the official address for every property in order to prevent delays for emergency response and U. S. Postal Service, etc.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2019-13 for first reading.

VanderZanden read Ordinance No. 2019-13 by title for first reading.

MOTION 1: Councilor Wenzl moved, seconded by Councilor Thompson, to adopt Ordinance No. 2019-13 Authorizing to Rename a Roadway Segment from 15th Avenue to 15th Place; Applicant: City of Forest Grove; File No. 311-19-00024-PLNG.

MOTION 2: Councilor Wenzl moved, seconded by Councilor Valfre, to direct staff to proceed with the reassignment of 1510 Crescent Drive to a 15th Place address.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

Robert and Kristina McMahon, 1510 Crescent Drive, Forest Grove, submitted written testimony, dated October 23, 2019, opposing reassignment of their property to a 15th Place address due to an elderly hardship, noting they would like to be grandfathered and exempted from the proposed address change.

No other written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

Public Hearing Continued:

Hearing no further concerns from the Council, Mayor Truax continued the Public Hearing to the meeting of November 12, 2019.

7. RESOLUTION NO. 2019-55 AUTHORIZING CITY MANAGER TO EXECUTE DEDICATION DEED FOR PUBLIC STREET RIGHT-OF-WAY IN GALES CREEK TERRACE DEVELOPMENT; FILE NO. 311-19-000026-PLNG

Staff Report:

Riordan presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City Manager to execute a public street right-of-way dedication deed in Gales Creek Terrace Development; File No. 311-19-000026-PLNG. Riordan presented a PowerPoint Presentation overview showing a vicinity map of the future road dedication area, noting Gales Creek Terrace is a four-phase project and one street connects to Pacific Avenue in Phase 4. In conclusion of the above-noted staff report, Riordan advised staff is recommending Council adopt the attached resolution as outlined in Exhibit A, which also authorizes the City Recorder to record the deed after it is executed by the City Manager.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-55.

VanderZanden read Resolution No. 2019-55 by title.

MOTION: Councilor Valfre moved, seconded by Councilor Rippe, to adopt Resolution No. 2019-55 Authorizing City Manager to Execute Dedication Deed for Public Street Right-of-Way in Gales Creek Terrace; File No. 311-19-000026-PLNG.

Council Discussion:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

8. RESOLUTION NO. 2019-56 OF THE CITY COUNCIL AUTHORIZING TO FILL A CITY COUNCIL VACANCY, TERM EXPIRING NOVEMBER 2022

Staff Report:

Ruggles and VanderZanden presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing to fill a City Council vacancy, term expiring November 2022. VanderZanden reported the Council was

notified of the death of Council President Thomas (TJ) Johnston on October 14, 2019, who passed away from acute myeloid leukemia, noting City Charter § 31 declares a Council vacancy upon an incumbent's death. In addition, Ruggles and VanderZanden presented a PowerPoint presentation overview of the Council vacancy appointment process by the remaining Council members, pursuant to Charter § 32, and application requirements, pursuant to City Code § 30.40-30.42. In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, Legal Notice; Exhibit B, Projected Dates and Procedures for Filling City Council Vacancy by Appointment; and Exhibit C, Proposed Interview Questions, noting candidate application packets will be due to the City Recorder by Friday, November 22, 2019, 5:00 p.m.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-56.

VanderZanden read Resolution No. 2019-56 by title.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining whether or not to prohibit as part of the candidate application packet letters of endorsements, letters of recommendation and references, which resulted in the following motion to amend.

MOTION TO AMEND: Councilor Uhing moved, seconded by Councilor Rippe, to amend Resolution No. 2019-56, Exhibit B, by adding language under Application Packets stating: **“Do not include any letters of endorsements, letters of recommendation or references.”**

Council collectively concurred with staff to reject candidate application packets if they contained letters of endorsements, letters of recommendation or references, and if they exceeded the following, which was outlined in Exhibit B:

- (1) Letter of Intent and Interest (limited to one page), including full name and residence address
- (2) A current resume (limited to two pages)
- (3) A written statement explaining the candidate's reason for wishing to be appointed to office (limited to two pages); and
 - Do not include any letters of endorsements, letters of recommendation or references.

Hearing no further concerns from the Council, Mayor Truax asked for a roll call vote on the above motion to amend.

ROLL CALL VOTE MOTION TO AMEND: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. COUNCIL VACANCY: 1. MOTION

CARRIED 6-0.

In addition, Council collectively concurred to amend Exhibit C, Proposed Interview Questions, to replace existing Question 5 with new a Question 4 (renumbering questions accordingly): *“Please elaborate on one of the goals you just mentioned and what you would do to help achieve it.”*

Hearing no further concerns from the Council, Mayor Truax asked for a motion as amended.

MOTION AS AMEND: Councilor Wenzl moved, seconded by Councilor Valfre, to adopt Resolution No. 2019-56 of the City Council Authorizing to Fill a City Council Vacancy, Term Expiring November 2022, as amended.

Council Discussion:

Hearing no further concerns from the Council, Mayor Truax asked for a roll call vote on the above motion as amended.

ROLL CALL VOTE MOTION AS AMENDED: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

9. CITY COUNCIL COMMUNICATIONS:

Rippe reported on Public Safety Advisory Commission (PSAC) meeting, noting Jayne Cravens, Chair, submitted her resignation. Rippe reported PSAC also reviewed the 2020 citizen survey questionnaire. Rippe reported the Nyuzen Student Delegation Visit is occurring October 26-30 and their Welcome Dinner is October 29, 2019, 6:00 p.m. In addition, Rippe reported on other regional meetings he attended, upcoming community-related events and upcoming meetings he was planning to attend.

Thompson reported on Ride Connection-related activities. In addition, Thompson reported on upcoming meetings he was planning to attend.

Uhing reported on Sustainability Commission (SC) meeting, noting Jacob Rose submitted his resignation. Uhing reported Committee for Community Involvement is planning to attend the November Sustainability Commission meeting to discuss plans for next summit. In addition, Uhing reported on other community-related activities and upcoming meetings she was planning to attend.

Valfre reported on Library Commission (LC) meeting, noting the Library celebrated its 110th Anniversary. In addition, Valfre reported on other community-related activities, other regional meetings he attended and upcoming meetings he was planning to attend.

Wenzl reported on Committee for Community Involvement meeting, noting the Annual Town Meeting's educational topic will be on the Police Station Bond. Wenzl reported on Parks and Recreation Commission (P&R) meeting, noting P&R is updating their bylaws. In addition, Wenzl reported on other community-related activities and upcoming meetings she was planning to attend.

10. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden reported the City has hired a consultant to do a Communications Plan, noting the scope includes a review of Boards and Commissions communications and recommended guidelines. A draft plan is expected to be completed prior to the end of the year. In addition, VanderZanden referenced the City Manager's Report to Council, which outlined various upcoming meetings and updates on department-related activities and projects, including Administrative Services; Community Development; Economic Development; Engineering/Public Works; Fire; Library; Light and Power; Parks and Recreation and Police.

11. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax provided a recapped of his trip to Washington, D. C. Council collectively commended Mayor Truax who was honored to speak at Council President Johnston's funeral, which was held this morning at Verboort Visitation Church. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related matters of interest and meetings he attended, upcoming community-related events, and upcoming meetings and events he was planning to attend.

12. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 9:43 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
September 24, 2019 -- 6:30 P.M. Page 1 of 2



Members Present: Jennifer Brent, George Cushing, Mark Fischer, Larissa Whalen Garfias, Kelsey Trostle, Holly Tsur (via phone), Bill Youngs (arrived at 6:43)
Staff Present: James Reitz
Council Liaison: Tom Johnston was excused.
Citizens Present: 02 (Gary Eddings and Jim Hilsencopf)

1. **Call to Order:** Trostle opened the meeting at 6:40 p.m. The meeting started late due to another meeting going long in the meeting room.
2. **Citizen Communication:** Mr. Hilsencopf was introduced as a member of the Friends of Historic Forest Grove. He was attending to become more familiar with the Board's activities.
3. **Action Items / Discussion:**

- A. **Public Safety Open House (October 12):** Cushing said he would not be able to attend the event but that he was working on gaining other vendors. He said Northwest Natural Gas was revamping their outreach programs so they might not be able to have a presence but they should be able to provide handouts. Neither Clear Water Services staff nor Oregon Department of Geology staff are able to attend. He was still working to make contact with the staff for the Hagg Lake dam project.

Whalen Garfias was concerned that as no one else was able to attend she was considering not attending just by herself. Youngs said that although he had recently suffered a personal tragedy he would plan to attend unless at the last moment he was not able to do so. Cushing said he would get the display boards to Youngs before the event.

- B. **Alternative Funding Sources:** Fischer said that he and Youngs had met and reviewed the list of possible grant leads. It appears that the Board's goals don't match the criteria for most, as they were largely for arts and technology projects. One category to be further investigated were possible grants for sustainability projects. They noted that Intel only offered grants with a maximum of \$2,500 which seemed rather small.

They will continue to explore grant opportunities. They were reminded to contact Jeff King to help with grant writing when some real possibilities have been identified. Tsur also reminded them to contact Court Carrier (Forest Grove Tourism Consultant).

They decided to set a goal of \$5,000 in alternate funding to be reached in the next year. An idea that Fischer had while the two were brainstorming was a wine tasting and dinner event in a historic building. It would be by invitation only for about 30 people; ticket prices would be between \$50 and \$200.

Whalen Garfias expressed concern that the Friends might not be enthusiastic about this idea as they already have house tours as their primary fundraiser. Eddings concurred, but he also noted that they might also see this as a different type of event and that they might like to partner with the Board.

The Board was very enthusiastic about the possibilities and encouraged Fischer and Youngs to continue, but it was also noted that such an event would take a lot of planning, and that the seed money needed for this type of event might be prohibitive. Reitz said he would need more information to see if it was possible for the Board to sponsor this type of event.

Other fundraising possibilities noted by Youngs and Fischer was the calendar idea suggested last month, and while a smaller project, a monetary gain was still a possibility.

- C. **Editorial Calendar:** Trostle reviewed the draft calendar, noting the events we had participated in over the summer. She said that the next task was an article for the Friend's newsletter.

Possible articles suggested included a synopsis of the summer's outreach events: National Night Out, Quake Up and Chalk Art Festival. Cushing volunteered to do a paragraph each on the NNO and Quake Up. Trostle will do a paragraph on the Chalk Art Festival, Whalen Garfias will write up something about the photo contest, Youngs will write about the Public Safety open house, and Tsur will prepare something about the downtown district. All articles will be sent Tsur for editing. Eddings advised that it would need to be submitted by October 15th.

Although a *News-Times* article was tentatively scheduled for December, it was decided to not do so as the paper seems to generally like articles about specific events rather than general interest articles, and the Board has no events upcoming in that time frame.

Tsur and Trostle will get together to work on the photos currently in Drop Box. It was noted the Board will start working on next year's photo contest this October.

4. Old Business/New Business:

- A. Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of August 27 were approved as submitted.**
- B. Council Liaison Report. None, as Councilor Johnston was excused. It was noted that a blood drive in his name would be held on September 30th.
- C. FHFG Report. Gary Eddings said that they had attended the Corn Roast with a table. He reported that the City Parks Department prepared a couple of concept plans for A. T. Smith Park. The Friends had hoped for a different road access than was presented but overall, they were very pleased. He said the non-historic laundry room that was in very deteriorated condition had been removed from the Smith house and that the siding had been repaired and the house completely repainted. He said the Friends were doing a "Voices from the West Tuality Plain" event at the Smith house on September 28th and 29th.
- D. Staff Update. Reitz reminded the Board that a meeting about the Main Street program would be held on September 27 from 9:30 to 10:30 a.m.
- E. Quake Up. Cushing said the event was well attended. It was moved inside the United Church of Christ due to weather concerns; both he and Brent attended. Mr. Eddings, along with David Morelli, represented the Friends at the adjoining table.
- F. Chalk Art Festival. Trostle said she had fun at the event, and learned a lot about sidewalk chalk art. She did a simple picture of a background with a banner "Enjoy Historic Downtown Forest Grove."
- G. October Agenda: Downtown district kick-off meeting with consultant, alternative funding, editorial calendar, 2020 photo contest planning.

5. Adjournment: The September 24, 2019 meeting adjourned at 7:56 p.m.

These minutes respectively submitted by George Cushing, Secretary

Monthly Building Activity Report

October-19

2019-2020

Category	Period: October-18		Period: October-19	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	5	\$ 1,515,874.00	3	\$ 898,740.00
SFR Addition & Alt/Repair	6	\$ 41,493.00	7	\$ 216,496.00
MultiFamily New				
Multi Family Alterations/Repair/Additions	2	\$ 23,550.00		
Group Care Facility Alt/Repair				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	10	\$ 349,128.00	1	\$ 20,000.00
Industrial New	2	\$ 10,320,257.00		
Industrial Addition				
Industrial Alt/Repair	4	\$ 323,123.00		
Gov/Pub/Inst (new/add)	3	\$ 18,385.00	3	\$ 529,805.00
Signs	3	\$ 38,547.00		
Grading				
Demolitions				
Total	35	\$12,630,357	14	\$ 1,665,041.00

Fiscal Year-to-Date

2018-2019		2019-2020	
Permits	Value	Permits	Value
144	\$31,378,023	94	\$13,281,220

This page is intentionally blank.



A Road Home: 2019 Homeless Assessment Report

Briefing on the progress in
preventing and ending
homelessness

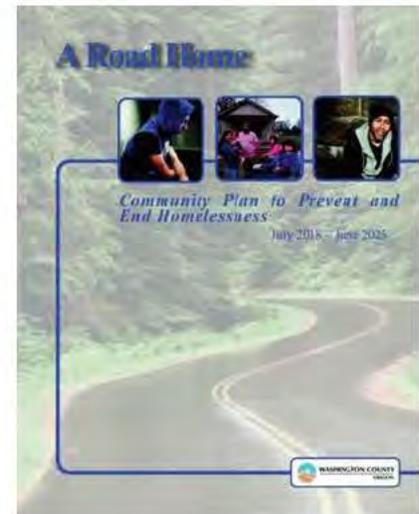
Overview

A Road Home guides our efforts to prevent and end homelessness in Washington County

- 6 goals, 45 strategies
- System-level approach to ending homelessness

Strategy 6.2 identifies annual Homeless Assessment Report to provide information, transparency and accountability

- Washington County Housing Services is the Lead Agency
- This briefing will focus on challenges and key initiatives going forward – please see report for full details on outcomes



Socioeconomic Factors

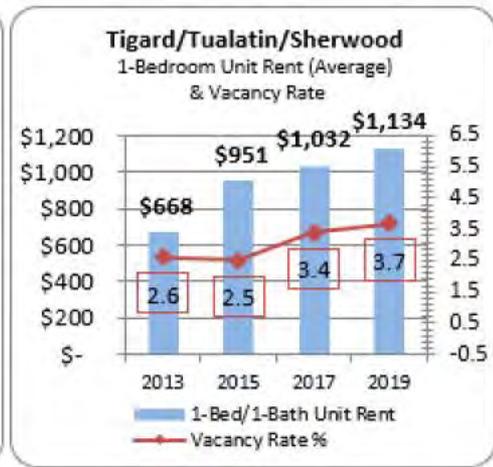
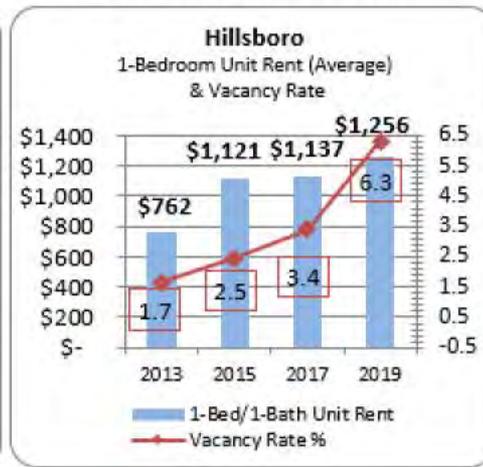
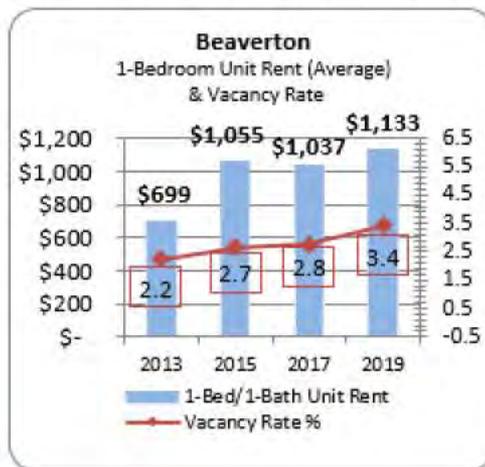
Housing Affordability

- Since 2017, the monthly rent increased average \$106

Income

- Older adults and people with disabilities living on fixed incomes are disproportionately impacted by rising rents; e.g. 2019 SSI/SSDI benefit increase 2.8%, with rent increase averaging 6.1%

Chronic Health and Disabilities



Racial Equity and Equal Access

People of color are disproportionately represented in the poverty and homeless populations

- 20+% of the County's General Population
- 24.2% of the January Point-In-Time Homeless Shelter and Street Count
- 25.7% of the Shelter and Homeless Housing Program Participants
- 59+% of the Poverty Population

Characteristics of Washington County Populations	Percentage of the Point In Time Street/Shelter Homeless Count 1/23/2019 530 people	Percentage of Persons in Shelter/Housing Programs 2018/19 1,816 people	Percent of Persons in Permanent Housing Programs 2018/19 888 people	Percent of Persons <100% Federal Poverty Level 2017 ACS 1-Year 45,881 people (8%)	Percentage of the County Population 2018 ACS 1-Year 597,695 people
Ethnicity					
Hispanic/Latino	12.8%	18.3%	15.2%	13.4%	16.8%
Non-Hispanic/non-Latino	87.2%	81.7%	84.8%	5.7%	83.2%
Race					
American Indian/Alaskan Native	2.6%	1.7%	1.5%	N	1.1%
Asian	0.3%	0.4%	0.6%	8.3%	11.4%
Black or African American	10.2%	9.5%	5.5%	23.6%	2.5%
Native Hawaiian/Pacific Islander	4.9%	3.0%	1.8%	N	0.5%
White	75.8%	74.3%	81.4%	6.6%	80.0%
Other Multi-Racial/Unknown	6.2%	11.1%	9.2%	27.4%	4.5%
Special Populations					
Veteran (Adults Only)	15.8%	15.3%	18.5%	4.7%	5.4%
Disabled (Children and Adults)	41.1%	48.1%	88.4%	12.3%	7.2%
Elderly 62+ years	7.0%	4.5%	9.2%	8.4%	13.4%

An "N" entry indicates that data cannot be displayed because the number of sample cases is too small.



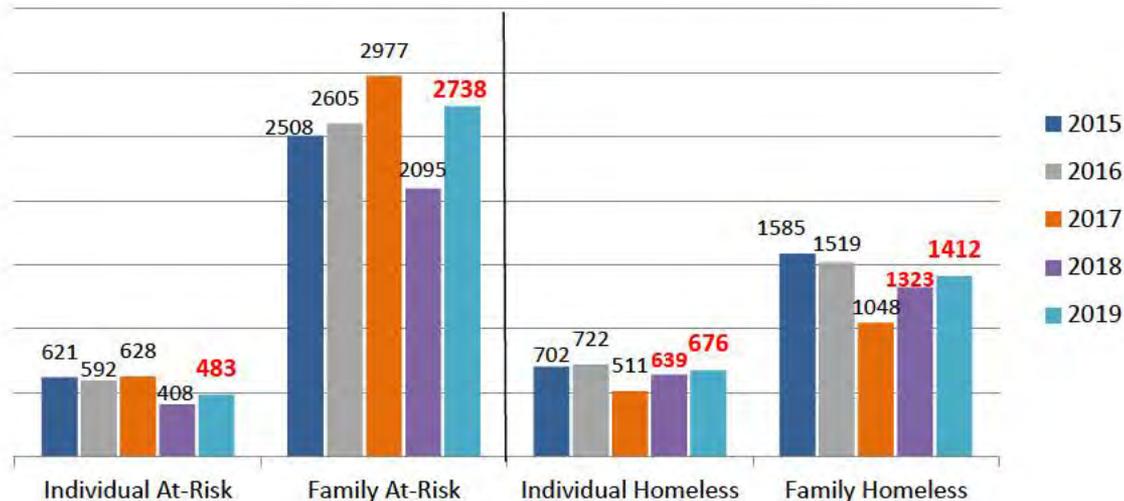
The Need

2,088 people in 960 households are homeless

- 33% increase over 1,559 people in FY2016/2017

3,221 people are at-risk of becoming homelessness

COMMUNITY CONNECT
(Number of People At-Risk and Homeless)



Source: Community Connect HMIS, July through June

Community Connect: A coordinated entry homeless response system providing equal access to shelter, housing and services that embraces diversity, equity and inclusion values.

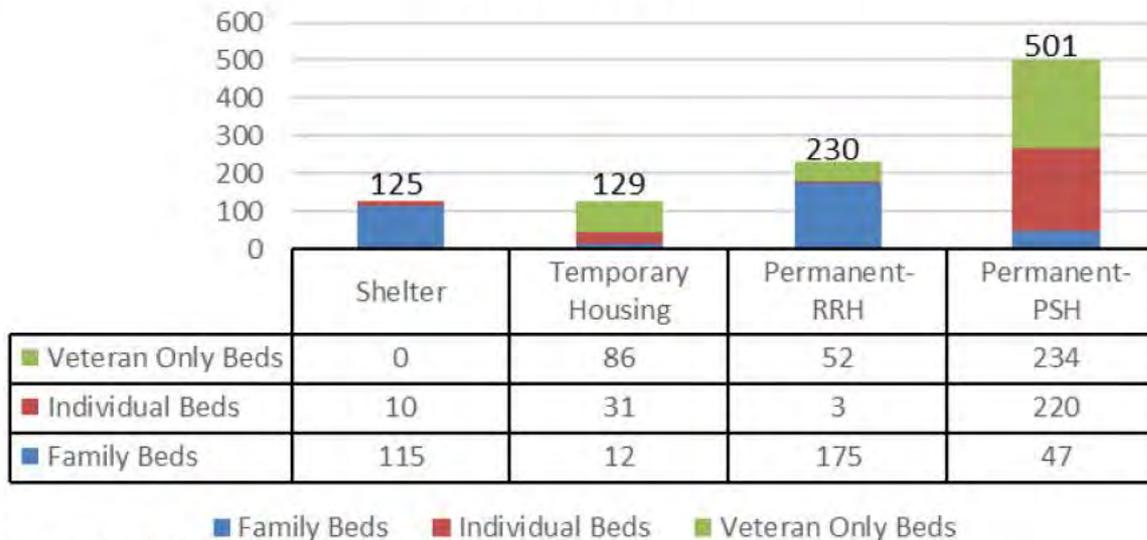


System Capacity: Inflow

2,088 people in 960 households engage the system

- 461 households accessed shelter and/or housing
- 499 households did not have their needs met due to lack of resources

SHELTER AND HOUSING INVENTORY
(985 Beds)



Source: HMIS, July 2019



System Capacity: Outflow

274 households exit Transitional and Permanent Housing programs (excludes Shelter)

- 186 households exit to other Permanent Housing
- 81 households exit to institutions, hotel/motel or return to the streets
- 7 deceased while in Permanent Supportive Housing program

SELF-SUFFICIENCY AT PROGRAM EXIT:	Benchmark			
Adults with Employment and Economic Support	Year	% Exit	2019	% Exit
EMERGENCY SHELTER	2008-09		2018-19	
<i>Number of Adults (18+ Years)</i>	279		236	
Number of Adults with Employment Income	39	14%	76	32%
Number of Adults with Economic Support*	243	87%	135	57%
TRANSITIONAL HOUSING	2008-09		2018-19	
<i>Number of Adults (18+ Years)</i>	69		134	
Number of Adults with Employment Income	36	52%	44	33%
Number of Adults with Economic Support*	44	64%	96	72%
RAPID RE-HOUSING** (PERMANENT HOUSING)	2008-09		2018-19	
<i>Number of Adults (18+ Years)</i>	n/a		108	
Number of Adults with Employment Income	n/a		45	42%
Number of Adults with Economic Support*	n/a		86	80%
PERMANENT SUPPORTIVE HOUSING	2008-09		2018-19	
<i>Number of Adults (18+ Years)</i>	27		73	
Number of Adults with Employment Income	17	63%	6	8%
Number of Adults with Economic Support*	21	78%	58	79%

*Includes TANF, SSI/SSD, Food Stamps, Veteran Benefits, Medicaid, State Children Health Insurance, and Employment Income

**Note: Rapid Re-Housing implemented in 2012-13.



Key Initiatives Going Forward

Stabilize severely-rent burdened households

- Expand prevention assistance resources and co-enroll participants in jobs programs

Provide services to those least likely to request assistance

- Align Housing Navigation aligned with Winter Shelters
- Create by-name list of all chronic homeless persons and case conference access to housing with Built For Zero initiative
- Address gaps in adult-only Emergency Shelter beds
 - Information Gathering session scheduled November 18, 2019



Key Initiatives Going Forward

Create new permanent housing and participate in regional efforts

- 226 units of Permanent Supportive Housing for persons with disabilities as defined in the *Tri-County Equitable Housing Strategy to Expand Supportive Housing for People Experiencing Chronic Homelessness*
- Participate in regional Here Together initiative
- Partner with developers of 30% AMI units using Metro Affordable Bond funds to prioritize units for homeless

Reduce housing barriers for persons engaged with institutions of care

- Fund a Reentry Housing program for justice involved adults



Questions?

The full report is available online at

https://www.co.washington.or.us/Housing/EndHomelessness/upload/2019-Homeless-Assessment-Report_10-25-2019.pdf

Thank you!

Annette M. Evans, Homeless Program Manager
Washington County Department of Housing Services
Chair, Housing and Supportive Services Network (HSSN)
503-846-4760

Annette_Evans@co.Washington.or.us





Community Connection Workgroup

West Washington County

Cornelius



Virginia Garcia Memorial
HEALTH CENTER



CENTRO CULTURAL
de Washington County



COMMUNITY CONNECTION

Community Connection Workgroup

West Washington County

- LIVED EXPERIENCE
- FAITH COMMUNITY
- PROPERTY OWNERS
- LANDLORDS



Strengthen and carry out a community-based response to poverty

TYPICAL AGENDA

- Affirm workgroup objectives
- Roundtable conversation
 - Direct Service Nonprofit status
 - State/County/City activity/plans
- Baseline strategies/priorities
 - Community needs
 - Roles by sector
- Determine next steps



COMMUNITY CONNECTION
WESTERN WASHINGTON COUNTY

Community Connection Workgroup

West Washington County

Rent Is Becoming Unaffordable For Many U.S. Workers

Housing wage vs median hourly wage of jobs with the largest projected growth (2016-2026)*

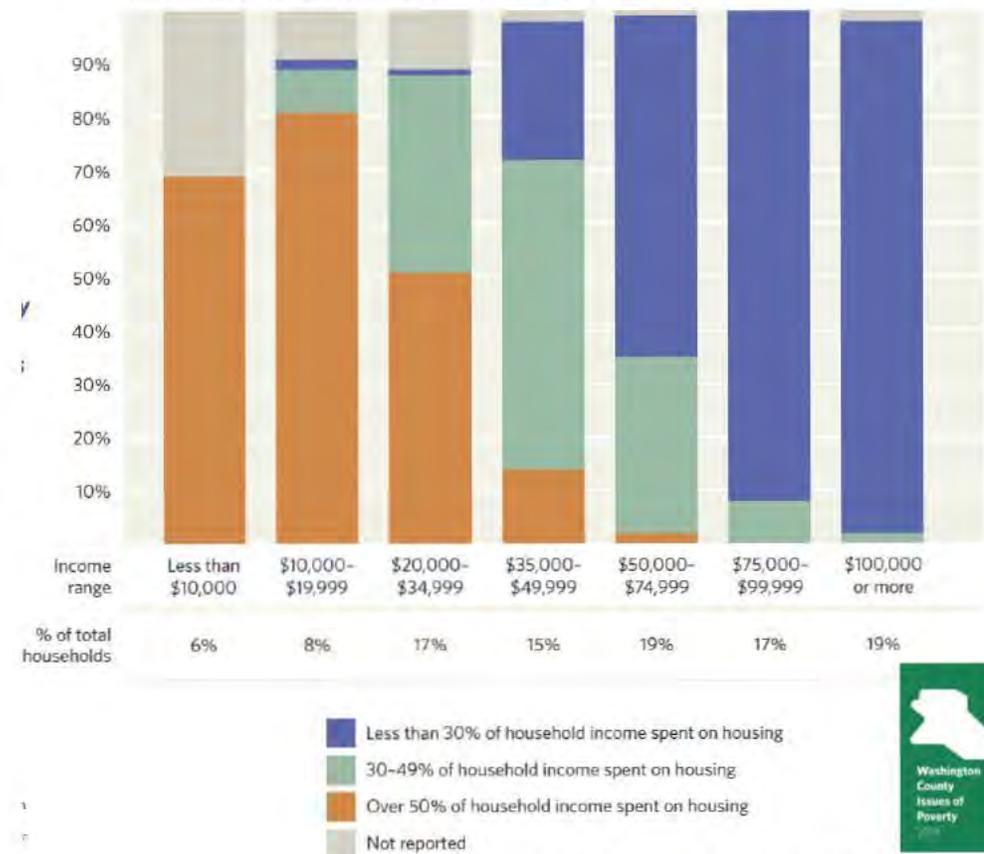


* Housing wage – the wage needed to afford a modest one or two-bedroom apartment.
Source: National Low Income Housing Coalition

statista

* WA Co. = \$23.88 or 93 hours at minimum wage

HOUSING COST BURDEN BY HOUSEHOLD INCOME



CAO Issues of Poverty 2019 Report



FIGURE 2

POVERTY RATE BY POPULATION (Individuals)

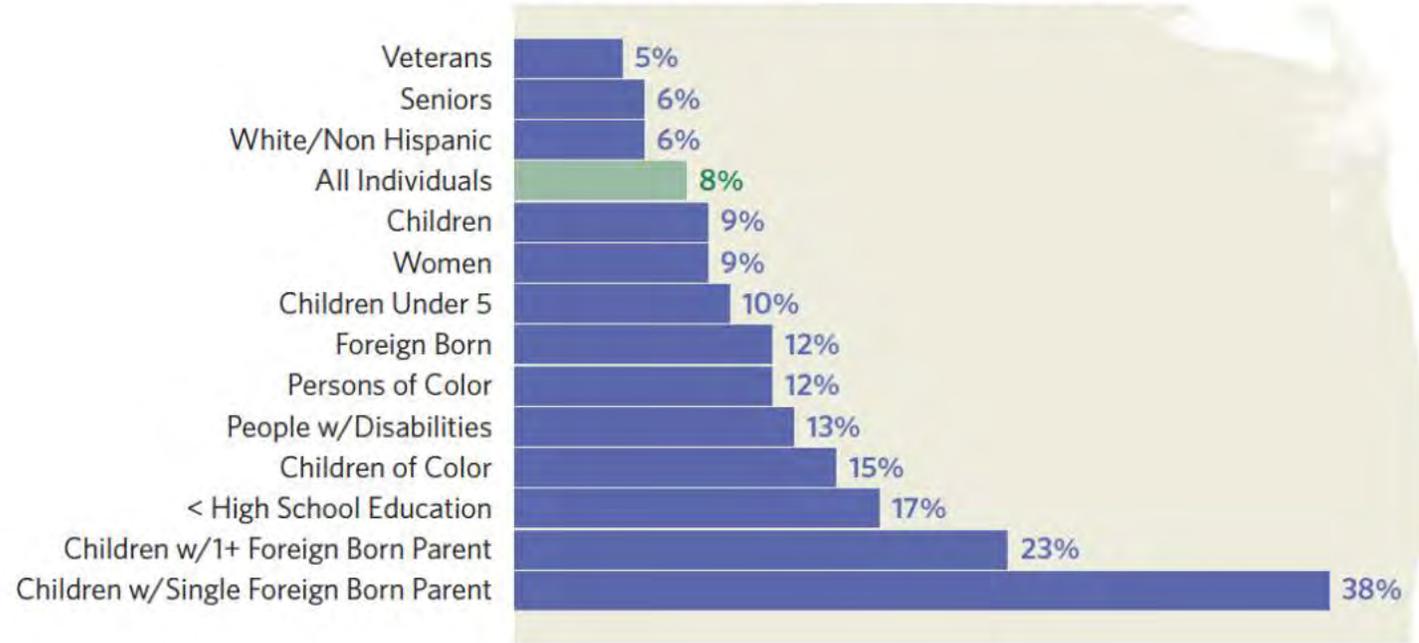
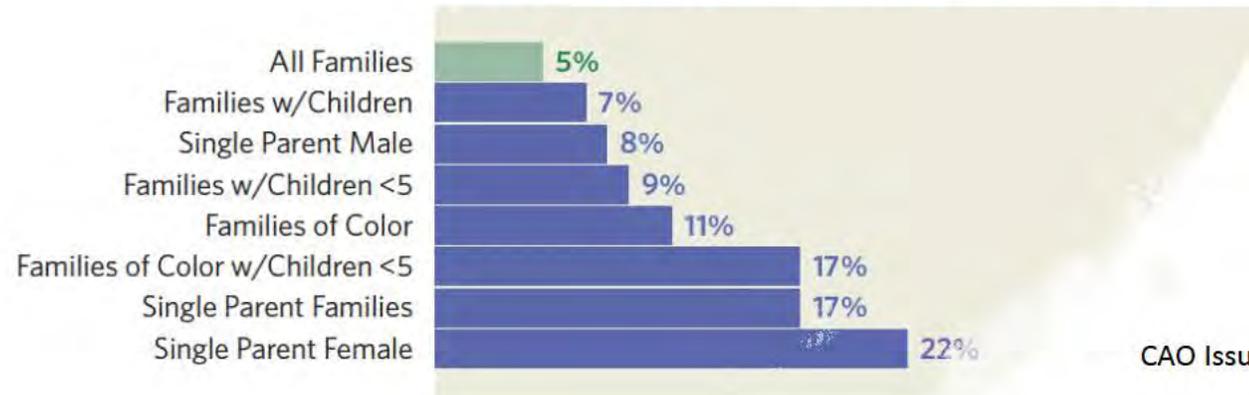


FIGURE 3

POVERTY RATE BY POPULATION (Families)





Where does this service fit into the broader anti-poverty infrastructure?



What are the funding streams that support these efforts?



How do we target funds to meet the highest priority needs?



How can we “move the needle”?



How can we align resources more intentionally?

Key Questions

Sustainable high
quality services and
funding sources

Non-profit

Business

City/County

- Expand and improve services through local nonprofits
- Advocate for regional, State, and Federal support

- Cultivate social responsibility
- Business partnerships: what nonprofits have to offer businesses

- Expand housing resources for those facing housing barriers
- Advocate for regional, State, and Federal support

- Facilities (shelter/kitchen)
- Meals (dinner/breakfast)
- Volunteers (shelters)
- Day center services
- Wrap-around services
- Showers and laundry
- Personal storage
- Transitional/supportive housing

- Donations or discounts
- Low-barrier, part-time jobs

- Advocacy-County/Metro/State
- Permit/code/zoning policy
- Affordable Housing policy
- Paramedic/police
- Mental health services
- Workforce training (local)
- Assist/partner on grants (e.g., CDBG, HUD)

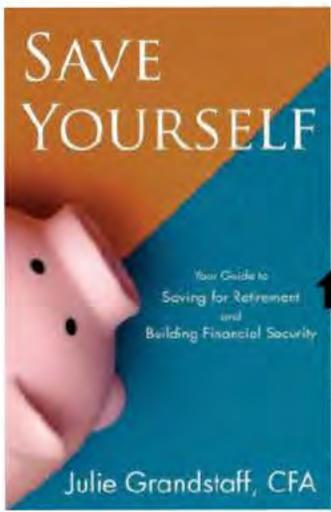
Improve public understanding and capacity to respond to community needs

Roles by Sector

Area	Rank	Activity	Timeline
Prevention		Community partnerships (prevention assistance) <ul style="list-style-type: none"> ✓ Rent Assistance: keep households in their homes (CAO/Westco engagement) • Affordable housing: units available for households to live & work in their community • Community Connect workshops (March '19); Service Navigator training ✓ Housing rehabilitation: Habitat home repair program; HOME funds ✓ Meals on Wheels: volunteer recruitment ✓ Affordable Housing advocacy (FG HNA TAC) • Rent Well program awareness 	
Intervention		Basic needs: <ul style="list-style-type: none"> • Affordable housing: favorable policies, remove barriers for at-risk households and exits from homelessness <ul style="list-style-type: none"> • Increase capacity for landlords/property management to support retention and availability of units • Housing Navigation: engagement w/ landlord screening criteria; knowledge of affordable units • Transitional housing chronic homeless, families (single mom)-DV-elder women, unaccompanied youth • Case management: assigned to transitional housing and year-round wrap around services • Youth services: see Youth Services page ✓ Adult Shelter: zoning; building modifications (mob sink) or new building • Family shelter: Family Promise volunteer recruitment; increase capacity • Transportation: Trimet fare ✓ Laundry – increase capacity at Open Door, UCC - cabinets • Storage – short-term, temporary storage of limited personal items ✓ Showers – build shower trailer; utilities and grey water sources ✓ Food pantries – storage capacity, OFB support ✓ Clothing closet – revamp to meet current needs, mobilize to bring items to clients • Personal/health services: Project Homeless Connect event 	
Restoration		Job-re-entry <ul style="list-style-type: none"> • Volunteer hours in lieu of court fines • Low-barrier jobs program; career coaching Furnishings for families rehoused	
Stabilization		Financial management: financial advocate ; Rent Well program (budgeting and managing of finances) Housing stability support: landlord liaison support	

Increase capacity in service community to provide age & culturally responsive and comprehensive services

Thank you to our generous donors ... \$27,930 cash & in-kind



Sponsors



COMMUNITY CONNECTION
WESTERN WASHINGTON COUNTY

Beneficiaries



This page is intentionally blank.



Winter Shelter Outlook

In Alignment with State and County



Reduce length of time homeless Increase exits to permanent housing



Shelter Challenges in Rural Areas

- Fewer year round emergency shelters.
- More reliant on winter and warming shelters.
- More reliant on volunteers to staff shelter.
- ✗ Transportation issues to get people to and from shelters.
- Few options exist for day shelter.
- Limited opportunities to exit homelessness due to few affordable housing options and limited services.
- All subpopulations are underserved.
- ✗ Challenges in expanding shelter due to local opposition.

Investing in Shelter Infrastructure

Emergency shelter can and must play an essential role within an effective, housing-focused crisis response system. To do this, we must act with urgency and boldness.

- ✓ • Ensuring shelter is low-barrier
- ✓ • Adapt policy expectations
- ✓ • Ensuring Equal Access, Addressing Disparities, and Promoting Cultural Competency
- ✓ • Equip emergency shelters to serve as a platform for housing access
- ✓ • Promote dignity and respect





WINTER SHELTER

FOREST GROVE AND CORNELIUS

Providing safe, compassionate shelter during the coldest months of the year.

Reduce number of unsheltered homeless
Increase entry into the system

November 18th – March 26th

Monday – Thursday nights

Mon/Tue at United Church of Christ

Wed/Thu at Emanuel Lutheran Church (ELC)

20 single adults - up to 30 (inclement weather)

1-2 families per night

~40 meals per night  **2,500 by end of season**

ECL meal prep @

Guests on property by 7AM  **off property**

Poverty & Homelessne SS

WA Co. PIT: Annette Evans
[annette_evans@co.washington.
or.us](mailto:annette_evans@co.washington.or.us)

Workgroup: Brian Schimmel
brianhschimmel@gmail.com

Winter Shelter: Celest Goulding
celeste.goulding@gmail.com

QUESTIONS



Providing safe and compassionate
shelter during the
coldest months of the year.

We work to eliminate barriers to housing and decrease
the lived trauma of those experiencing homelessness.

westwaco.wintershelter@gmail.com
www.facebook.com/westwashingtoncounty
503-985-8815

Guests on Property by 5PM and off Property by 7AM

November 18th 2019 First Night Open at United
Church of Christ.

November 20th 2019 First Night Open at Emmanuel
Lutheran Church

March 24th 2020 Last Night Open at United Church
of Christ

March 26th 2020 Last Night Open at Emmanuel
Lutheran Church

**20 Single Adults - Up to 30 During Inclement
Weather**

1-2 Families per night

**Approx 40 meals per night will be fed. Over 2,500 by
end of season.**

In Alignment with State and County



<https://www.oregon.gov/ohcs/pages/index.aspx>

<https://www.co.washington.or.us/Housing/EndHomelessness/index.cfm>

Oregon Statewide Shelter Study Summary

Presented to Oregon Housing Stability Council

Rachel Post, LCSW,
Senior Associate
Technical Assistance Collaborative, Inc. (TAC)

July 12, 2019

Technical Assistance Collaborative

TAC is a national nonprofit organization that advances proven solutions to the housing and community support services needs of low-income people with disabilities and people who are experiencing or at risk of homelessness.

For over 25 years, TAC's experienced consultants have provided policy leadership, technical assistance, and expert consultation to federal, state, and local government agencies, policymakers, advocates, foundations, and service providers.

Oregon Statewide Emergency Shelter Study Goals

- Understand current status of emergency shelter programs across the state.
- Learn about best practices in sheltering people experiencing homelessness within Oregon and from across the country.
- Develop recommendations to improve shelter outcomes and practices aligned with the Statewide Housing Plan and OHCS shift to outcomes orientation in state homeless services programs.

Study Activities

- Conducted regional focus groups across the state.
- Conducted structured telephone interviews with winter and warming shelters.
- Analysis of available shelter data provided by OHCS.
- Interviewed stakeholders with state level policy perspective.
- Conducted webinar targeted to rural and frontier stakeholders.
- OHCS surveyed persons with lived experience.

How does Oregon compare to other states?

- Oregon, along with Hawaii and California, has one of the highest rates of individuals experiencing homelessness in the United States.
- Oregon is one of four states in which more than half (61 percent) of all people experiencing homelessness were found in unsheltered locations.
- Oregon is one of five states where more than 25% of families with children experiencing homelessness were unsheltered.
- Oregon is one of the top five states in the rate of unsheltered, unaccompanied youth homelessness.

How many beds are needed in Oregon?

- Approximately, 5,814 beds would be needed to shelter households experiencing unsheltered homelessness in the Point in Time Count alone. Of these, 21% would be estimated for families with children while the remaining 79% would be used for homeless households without children.
- Shelter beds alone can not be relied upon to end homelessness.
- System needs best practice street outreach, diversion programs, Rapid Rehousing, PSH and effective Coordinated Entry systems.

Types of Shelter Beds Needed:

- Navigation centers
- Permanent Emergency Shelter
- Hotel/Motel Vouchers
- Winter and Warming Shelter

Challenges Siting or Expanding Shelter

- Survey respondents frequently reported difficulties in siting or expanding shelter due to local opposition.
- OHCS reported that of 7 new shelter acquisition projects funded in 2017-2019, 3 were facing difficulties in siting new shelters.
- 8 of 27 respondents to Focus Group survey defined siting shelters as one of their top 3 challenges.
- Successful siting requires: identification of an appropriate and affordable site, a sufficiently supportive community **and** sufficient funds to develop, operate and staff the site.

Access to Shelter: Barriers for People of Color

- Report includes data on families, vets, youth, domestic violence, behavioral health and/or health conditions.
- The report highlights what we know about access by communities of color who experience homelessness at rates that are disproportionately higher than white people in the U.S.
- TAC used HUD CoC racial disparities analysis tool to compare Oregon communities of color living in poverty given the available data.
- Caveats to data: 1) Census data undercounts people of color, 2) PIT undercounts people of color and 3) where the number is small in a given community, the data picture can be distorted.
- Multnomah County data documented greatest disparities: 12% of Black families are recorded as living below FPL whereas 27% of unsheltered families are Black. 2% of families living below FPL are AI/AN while 10% of unsheltered homeless families are AI/AN. 66% of White families live below FPL while 57% of unsheltered homeless are White.

Access to Shelter: People with lived experience

OHCS conducted survey of those with lived experience in homelessness.

As the sample was not collected in a systematic or unbiased way, the conclusions cannot be extrapolated to the larger population.

Top five barriers to accessing shelter:

- Personal safety concerns
- Personal privacy concerns
- Restrictive check in and check out times
- Overcrowding in shelters
- Unsanitary conditions in shelter

Shelter Challenges in Rural Areas

- Fewer year round emergency shelters.
- More reliant on winter and warming shelters.
- More reliant on volunteers to staff shelter.
- Transportation issues to get people to and from shelters.
- Few options exist for day shelter.
- Limited opportunities to exit homelessness due to few affordable housing options and limited services.
- All subpopulations are underserved.
- Challenges in expanding shelter due to local opposition.

Lack of Day Shelter

- OHCS shelter tool (SOI) indicates only 6 counties have day shelters.
- Rural focus group participants noted need for programming where people can go during the day to connect with resources and remain engaged.
- Urban areas noted that while there are day shelters, spaces are needed for those who are ill and unable to leave an emergency shelter bed.
- Winter or Warming Shelters do not typically operate during daytime hours given that the spaces they use are often used for other purposes during the daytime.
- Informal “day shelters” result from people spending daytime hours in big box retail stores, in libraries, in parks and along river fronts.
- Lack of day shelter may increase the rate at which people experiencing homelessness are cited by law enforcement for trespassing or expression of behavioral health symptoms.

Data Capabilities, Quality, Reliability, Validity

- Data is critical to measuring outcomes, making midcourse adjustments.
- Data has to be correct!
- Challenges to securing complete, reliable, valid data:
 - Volunteer staff with no computers at winter and warming shelters
 - Even with paid staff, data entry is problematic: skills, staff turnover, time
- Oregon is not alone in this challenge.

Recommendations: Overview

- Shelters are only one part of an efficient and effective crisis response system that includes other components critical to preventing and ending homelessness including Street Outreach, Diversion, Rapid Rehousing, Coordinated Entry, and Permanent Supportive Housing, in addition to general expansion of affordable rental housing.
- When each of these components is available and working effectively as part of a local or regional Continuum of Care, a greater number of households are prevented from becoming homeless, will have shorter stays in shelters and are less likely to return to homelessness.
- Some sheltering will likely always be needed but the number of shelter beds necessary will decrease as the crisis response system becomes more effective.

Recommendation: Categories

The Oregon State Shelter Report includes recommendations based on TAC's findings in the following categories:

- Shelter Expansion
- Best Practices Across Crisis Response Systems
- Intergovernmental Collaboration on Homelessness
- Support CAA and CoCs to Achieve Best Practices and Optimal Outcomes
- OHCS Role in Supporting Shelter Operations Using Best Practices
- OHCS Ensure Internal Systems Supports Best Practices
- EHA/SHAP Programs

Questions and Answers

This page is intentionally blank.



ORDINANCE NO. 2019-13

**ORDINANCE AUTHORIZING TO RENAME A ROADWAY
SEGMENT FROM 15TH AVENUE TO 15TH PLACE
FILE NO. 311-19-000024-PLNG**

WHEREAS, the roadway identified as 15th Avenue was created by the Sheelar Manor 1-3 plats recorded between 1953 and 1964; and

WHEREAS, the roadway extension was identified as 15th Place in the University Park plat of 1963; and

WHEREAS, the entire street segment has been sign-posted as 15th Place; and

WHEREAS, the City's utility billing records indicate that most residents are using 15th Place addresses; and

WHEREAS, it is important that property owners, residents, the U.S. Postal Service, municipal and county governments, telephone companies, commercial mapping providers, the 9-1-1 center, and emergency responders all have a shared understanding of the official address for every property; and

WHEREAS, emergency responders are dispatched to the address as shown in the official record; and

WHEREAS, emergency response requires a unique and commonly understood address in order to avoid confusion and prevent delays; and

WHEREAS, street renaming must comply with the provisions of ORS 227.120 "Procedure and Approval for Renaming Streets"; and

WHEREAS, notice of the Planning Commission hearing was published in the *Forest Grove News-Times* on September 25 and October 2, 2019; and

WHEREAS, the Planning Commission held a duly-noticed Public Hearing on the proposed street name change on October 7, 2019; and

WHEREAS, the Planning Commission adopted Planning Commission Findings and Decision Number 2019-12 recommending approval of the proposed street name change; and

WHEREAS, notice of the City Council hearing was published in the *Forest Grove News-Times* on October 23, 2019; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on October 28 and continued the hearing on November 12, 2019.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1: The City Council hereby finds that the proposed street name change from 15th Avenue to 15th Place is consistent with and meets the provisions of ORS 227.120 *Procedure and Approval for Renaming Streets*, as shown on Exhibit A.

Section 2: 15th Avenue as shown on the final plat maps for Sheelar Manor (Washington County Recordation Number Book 15 Page 7), Sheelar Manor No. 2 (Book 16 Page 16) and Sheelar Manor No. 3 (Book 22 Page 47) is renamed 15th Place, as shown on Exhibit B.

Section 3. The City Engineer and Community Development Director are hereby instructed to amend the official City maps to reflect the change in street name and to notify all pertinent parties and units of government of the change in the street name.

Section 4: This ordinance is effective 30 days following its enactment by the City Council.

Section 5: A certified copy of this ordinance shall be recorded with the Washington County Clerk, County Assessor and County Surveyor.

PRESENTED AND PASSED this 28th day of October, 2019.

PASSED the second reading this 12th day of November, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of November, 2019.

Peter B. Truax, Mayor

ORDINANCE NO. 2019-13
EXHIBIT A

Finding: ORS 227.120 identifies only one criterion to be satisfied to rename a street: that the proposed name change would be in the “best interest of the city....”

Finding: When the Sheelar Manor plats were recorded (starting in 1953 and extending into 1964) the east/west street within those plats was identified as 15th Avenue. When the adjacent University Park plat was recorded in 1963, this same street was identified as 15th Place. It is unknown why 15th Avenue was not simply continued.

Finding: Staff at the Washington County Consolidated Communications Agency (WCCCA) has noted that a discrepancy in a street name can result in a delayed response to an emergency call.

Finding: The City’s Utility Billing database indicates that most of the parcels fronting this street segment are already identified with “Place” addresses.

Finding: Property owners, residents, the U.S. Postal Service, municipal and county governments, telephone companies, commercial mapping providers, the 9-1-1 center, and emergency responders all need to have a shared understanding of the official address for every property.

Finding: The street signs along the entire street segment between Crescent Drive and Maple Street already indicate 15th Place.

Conclusion: Because most of the parcels fronting this street segment are already identified with “Place” addresses, changing the official street name to 15th Place would be in the best interest of the city because it would correct a historic anomaly, ensure that there is no confusion about the street name, and would be minimally disruptive to the property owners and residents.

**Planning Commission Findings and Decision Number 2019-12
To Recommend Approval of an Ordinance to Re-Name a
Segment of 15th Avenue as 15th Place**

File Number 311-19-00024-PLNG

WHEREAS, the street segment from Crescent Drive to Larch Street is officially designated as 15th Avenue, while the segment from Larch Street to Maple Street is officially designated as 15th Place; and

WHEREAS, despite the different names, the City's Utility Billing database indicates that most of the parcels fronting this street are identified with "Place" addresses;

WHEREAS, the street is already sign-posted as 15th Place along its entirety; and

WHEREAS, staff at the Washington County Consolidated Communications Agency (the agency that provides 9-1-1 service and public safety communications for police, fire, and emergency medical service for participating jurisdictions, including Forest Grove) has noted that this anomaly can result in a delayed response to emergency calls; and

WHEREAS, notice of the proposed name change was mailed to property owners and residents within 300 feet of 15th Avenue and 15th Place; and

WHEREAS, the existing house numbers would remain unchanged with one exception - the parcel located at 1510 Crescent Drive is an "island" surrounded by parcels with a 15th Avenue address, and to remove it from its "island" status, this parcel would be changed to a 15th Place address concurrent with the street name change; and

WHEREAS, notice of the Planning Commission hearing on this proposal was published in the *Forest Grove News-Times* on September 25 and October 4, 2019; and

WHEREAS, the Planning Commission held a public hearing on the proposal on October 7, 2019; and

WHEREAS, one person spoke in favor of the proposed street name change, and one letter was received in opposition to changing the address of 1510 Crescent Drive.

The City of Forest Grove Planning Commission does hereby make no recommendation to the City Council regarding the address change proposed for 1510 Crescent Drive. The Planning Commission acknowledges the desirability of a consistent addressing system while also acknowledging the inconveniences imposed on a property owner and residents by a change of address.

The City of Forest Grove Planning Commission does hereby recommend to the City Council approval of the street name change from 15th Avenue to 15th Place, and makes the following specific findings in support of this decision:

Finding: ORS 227.120 identifies only one criterion to be satisfied: that the proposed name change would be in the "best interest of the city...."

Finding: When the Sheelar Manor plats were recorded (starting in 1953 and extending into 1964) the east/west street within those plats was identified as 15th Avenue. When the adjacent University Park plat was recorded in 1963, this same street was identified as 15th Place. It is unknown why 15th Avenue was not simply continued.

Finding: Staff at the Washington County Consolidated Communications Agency (WCCCA) has noted that a discrepancy in a street name can result in a delayed response to an emergency call.

Finding: The City's Utility Billing database indicates that most of the parcels fronting this street segment are already identified with "Place" addresses.

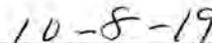
Finding: Property owners, residents, the U.S. Postal Service, municipal and county governments, telephone companies, commercial mapping providers, the 9-1-1 center, and emergency responders all need to have a shared understanding of the official address for every property.

Finding: The street signs along the entire street segment between Crescent Drive and Maple Street already indicate 15th Place.

Conclusion: Because most of the parcels fronting this street segment are already identified with "Place" addresses, changing the official street name to 15th Place would be in the best interest of the city because it would correct a historic anomaly, ensure that there is no confusion about the street name, and would be minimally disruptive to the property owners and residents.



TOM BECK, Chair



Date

September 18, 2019; 10.23.19 - 2nd letter sent

James Reitz, Senior Planner
Community Development Department
P. O. Box 326
Forest Grove, OR 97116-3155

Re: Proposed address change 1510 Crescent Dr. 97116-3155

Dear Sir:

We would like to be exempted from the coming address change.

There is no discrepancy in our address between City and County.

In our 45 years of living here, fire service, police service, US Mail and package delivery have all found our house.

Presently we are in our 70's and are caring for our 88 year old Mother in our home. She is unable to take care of the business herself. After moving her here this January, we spent two months of endless telephone calls, signed affidavits, copy making and registered mail to change her address to this one. I am in a position to attest to the hardship and confusion it would cause to do it again plus all our business also.

We ask the Commission to think about doing it for themselves and then to think about doing it for their aging parents also.

We would like to be grandfathered out of this change we are asking for the mercy of the Planning Commission in giving us an exemption from this address change.

Sincerely,
503-357-4906 Kristina McMahon
Robert McMahon
Kristina McMahon

This page is intentionally blank.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	<u>11/12/2019</u>
FINAL ACTION:	<u>RESO 2019-57</u>

MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *November 12, 2019*

PROJECT TEAM: *Janie Schutz, Police Chief
Paul Downey, Administrative Services Director*

SUBJECT TITLE: *IGA Washington County relating to Contract Law Enforcement Services*

BACKGROUND:

The Forest Grove Police Department is currently experiencing a staffing shortage of deployable officers. Non-deployable officers, which make up the balance, include detectives, School Resource Officer, and officers that are injured, on leave, in training, or at the police academy. The projected release dates of non-deployable officers to deployable officers are staggered up to June 30th of 2020, at which point the Police Department plans to transition back to full service coverage.

The current number of deployable officers necessitates the operational need to transition to a two shift, ten hour schedule. This new schedule will allow the department to accommodate time off, illness, or potential new injuries while allowing basic operations to continue. This schedule can also function with a minimum of 12 Officers. If the Forest Grove Police Department were to fall below 12 operational officers, other options will have to be explored.

The proposed schedule is to have two, 10 hour shifts. Day Shift will work from 0700-1700 while Swing Shift will work from 1700-0300. The Police Department has collaborated with the Washington County Sheriff's Office to provide law enforcement services in Forest Grove between the hours of 3 a.m. to 7 a.m., seven days a week. This time period is the lowest overall call volume of a 24-hour day. This partnership will support 24 hour law enforcement coverage until temporary low staffing levels can be bolstered and sustained, while also allowing a work schedule more similar to market competitors and retention of personnel.

The attached Intergovernmental Agreement (IGA) broadly outlines the County's commitments and overtime assignments, as well as proposed reimbursement of overtime monies. The estimated cost is of service for one officer is \$91.25 per hour and the proposed implementation is November 17, 2019. The agreement consists of the Washington County Sheriff's Office notifying their staff of voluntary overtime shifts, seven days a week, from 0300-0700 hours for the City of Forest Grove. The Deputy will be responsible for providing a police presence and answering primarily Priority 1 and 2 calls.

The IGA augments the pre-existing mutual aid agreement for additional cover units to assist if necessary. The County has yet to have a problem filling overtime assignments, however, if a lack of coverage presents itself based on future shift bids, the City will consider additional measures to assure coverage. The Police Department is outlining the resources necessary to transition to ten hour shifts in perpetuity.

The City wishes to thank the County for assisting with critical services during this time.

FISCAL IMPACT:

The fiscal impact ranges upwards of \$85,000 in General Fund monies, assuming the program starts November 17, 2019, concludes June 30, 2020, and that each shift between 3 am-7am is filled by the Washington County Sheriff's Office. The City will be receiving approximately \$28,000 in training reimbursement to offset this expense, additionally, the City anticipates some savings from vacancies. Towards the end of the fiscal year, there may need to be a contingency transfer for expenses not covered by training and vacancies savings.

STAFF RECOMMENDATION:

The IGA is substantially complete. If the IGA changes substantially from the attached form, staff will bring it back to Council for additional consideration. Staff recommends the Council approve the attached Resolution authorizing the City Manager to execute a final IGA with the Washington County Sheriff's Office, notwithstanding substantial changes to the attached IGA.

ATTACHMENTS:

- City of Forest Grove – Washington County Sheriff's Office Draft Intergovernmental Agreement



RESOLUTION NO. 2019-57

**RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE
AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN
WASHINGTON COUNTY, OREGON, AND CITY OF FOREST GROVE,
OREGON, RELATING TO CONTRACT LAW ENFORCEMENT SERVICES**

WHEREAS, the Intergovernmental Agreement (IGA) is entered into by Washington County, a home-rule county and political subdivision of the State of Oregon (hereinafter County), and the City of Forest Grove, Oregon, a municipal corporation of the State of Oregon (hereinafter City), collectively, "the parties", pursuant to the authority granted in ORS Chapter 190; and

WHEREAS, the City possess the power, legal authority and responsibility to provide for police services within its boundaries; and

WHEREAS, the County, through the Washington County Sheriff, provides police services throughout the unincorporated areas of Washington County; and

WHEREAS, the County has adopted policies for developing contracts to provide law enforcement services to cities, and has the legal authority to provide police services within the geographical area of the City; and

WHEREAS, the City desires to enter into an agreement with the County whereby the County, through the Sheriff, provides law enforcement services to the City and its inhabitants.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council hereby approves the Intergovernmental Agreement (IGA) with Washington County to provide contract law enforcement services as provided in the attached Exhibit A.

Section 2. The City Manager is hereby authorized to execute the final IGA on behalf of the City of Forest Grove, notwithstanding substantial changes to IGA as provided in the attached Exhibit A.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12 day of November, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of November, 2019.

Peter B. Truax, Mayor

This page is intentionally blank.

**INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY,
OREGON AND CITY OF FOREST GROVE, OREGON RELATING TO
CONTRACT LAW ENFORCEMENT SERVICES**

This Agreement is entered into by Washington County, a home-rule county and political subdivision of the State of Oregon (hereinafter County), and the City of Forest Grove, a municipal corporation of the State of Oregon (hereinafter City), collectively, "the parties," pursuant to the authority granted in ORS Chapter 190.

WHEREAS, the City possesses the power, legal authority and responsibility to provide for police services within its boundaries; and

WHEREAS, the County, through the Washington County Sheriff, provides police services throughout the unincorporated areas of Washington County; and

WHEREAS, the County has adopted policies for developing contracts to provide law enforcement services to cities, and has the legal authority to provide police services within the geographical area of the City; and

WHEREAS, the City desires to enter into an agreement with the County whereby the County, through the Sheriff, provides law enforcement services to the City and its inhabitants; and

WHEREAS, the County agrees to render such law enforcement services, through the Sheriff, under the following principles:

1. Law enforcement services provided by the County to the City should be clearly identified and articulated.
2. Services should be accurately priced to provide a reasonable and predictable cost to the City while avoiding county subsidy of City services by ensuring full-cost recovery.
3. The City, with the input of the Sheriff, should have the flexibility to determine the level and deployment of certain services and to identify service priorities, thereby controlling costs. Any service level changes made will result in corresponding changes in costs to the City, as determined by the methodology in the costing model.
4. County law enforcement employees assigned to the City should strive to provide high-quality police services, cooperate with City officials to meet the goals of the City, and establish a positive relationship with the residents and visitors of the City.

NOW, THEREFORE, pursuant to ORS 190.240, the City and County hereby agree:

1. Law Enforcement Services. For the term of this contract, the County will:
 - a. Make a four (4) hour overtime shift available daily to police certified Sheriff's Office deputies to work within the City limits of Forest Grove. To best meet the needs identified by the City, the hours for this shift will be 0300-0700 hours each day. Overtime will only be filled by deputies on a voluntary basis. This agreement does not create an obligation for the County

**INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY,
OREGON AND CITY OF FOREST GROVE, OREGON RELATING TO
CONTRACT LAW ENFORCEMENT SERVICES**

to ensure that this shift is staffed.

- b. Deputies working this assignment will be expected to remain within the City to provide police presence and to respond primarily to Priority 1 and Priority 2 calls. To maintain availability for priority response and a continuity of service for the City, self-initiated enforcement activity and response to lower priority calls shall be at the discretion of the deputy with the oversight of the on-duty WCSO Sergeant. Consistent with existing mutual aid agreements, the deputy may respond outside of the City when necessary.
- c. If the County is unable to fill this overtime shift and there are also no City Police on duty, the County will provide response to Priority 1 and Priority 2 calls during the same time period of 0300-0700 hours. The responding deputy(s) will be the closest available to the City at the time of the call. Deputies assigned to the City of Cornelius may respond to the City of Forest Grove, consistent with existing mutual aid agreements, but the deputy of primary responsibility should come from an unincorporated assignment.
- d. Forward all police reports completed as a result of this agreement to the City.

2. Law Enforcement Services. For the term of this contract, the City will:

- a. Provide authorization for the Washington County Sheriff's Office Records Unit to access Forest Grove Police Department's ORI, for the purpose of communicating with the State Law Enforcement Data System on behalf of the City.
- b. Maintain responsibility as the Agency of Jurisdiction to conduct follow-up or further investigation of any event documented by a County police report taken within the City.
- c. Provide available consultation and or call-out response for any significant felony level criminal investigation or arrest initiated by the County that results from this agreement.

3. Service Costs. Service costs related to sections 1. a., b. and c., will be charged on an hourly basis at the rate listed in the Washington County Fee Schedule for a Uniform Security Officer, currently \$91.25 per hour. (half-hour minimum, rounded up to the nearest half-hour). The cost will include the total time related to the call response.

4. Decision and Policy-Making Authorities. The County will provide the services identified in paragraph 1 above. The respective authorities of the City and the County that make operational decisions and develop and implement policies in this regard shall be governed by the following guidelines.

- a. Daily Operations: The Forest Grove Police Chief or designee, will coordinate with the WCSO Patrol Commander or designee, to ensure that operations are

**INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY,
OREGON AND CITY OF FOREST GROVE, OREGON RELATING TO
CONTRACT LAW ENFORCEMENT SERVICES**

being conducted within the intent of this agreement. Deputies working within, or responding to the City, will be directly supervised by the on-duty WCSO Patrol Sergeant.

- b. General Orders, Policies and Procedures: All deputies responding on behalf of the City will remain subject to all Washington County Sheriff's Office (WCSO) policies, procedures, and general orders.
5. Control of Personnel and Equipment. The County is acting hereunder as an independent contractor so that:
- a. Control of Personnel. Control of personnel, standards of performance, discipline and all other aspects of performance shall be governed entirely by the County. Allegations of misconduct shall be investigated in accordance with WCSO policy.
 - b. Liabilities. The County shall be responsible for the salary, wages, benefits and any other compensation, including Workers Compensation benefits for WCSO deputies assigned to perform services under this Agreement.
6. Indemnification.
- a. County Held Harmless. Subject to the limits of the Oregon Tort Claims Act and the Oregon Constitution, the City shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any act or omission of the City, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this Agreement. In the event that any suit based upon such a claim, action, loss, or damages is brought against the County, the City shall defend the same as its sole cost and expense; provided that the County reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.
 - b. City Held Harmless. Subject to the limits of the Oregon Tort Claims Act and the Oregon Constitution, the County shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any act or omission of the County, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this agreement. In the event that any such suit based upon such a claim, action, loss, or damages is brought against the City, the County shall defend the same at its sole cost and expense; provided that the City reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment

**INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY,
OREGON AND CITY OF FOREST GROVE, OREGON RELATING TO
CONTRACT LAW ENFORCEMENT SERVICES**

in said suit be rendered against the City, and its officers, agents, and employees, or any of them, or jointly against the City and the County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.

- c. Liability Related to City Ordinances, Policies, Rules and Regulations. In executing this Agreement, the County does not assume liability or responsibility for, or in any way release the City from any liability or responsibility which arises in whole, or in part, from the existence or effect of City ordinances, policies, customs, rules or regulations, whether written or unwritten. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, policy, custom, rule or regulation is at issue, the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County, or an individual officer assigned to the City, the City shall satisfy the same, including all chargeable costs and reasonable attorney fees. If a claim, suit, administrative proceeding or action determines that a City policy or ordinance is unconstitutional and/or violates a person's rights, the City shall indemnify County and any involved individual officer. The City's defense and indemnification of an individual officer pursuant to this section shall be in accordance with ORS 30.285. The sole intent of this provision is to make the City liable for the defense and indemnity of claims that allege municipal liability as a result of a City ordinance, policy, custom, rule or regulation, and is not intended to override the provisions of 6a and 6b that make each party liable for its own actions.

7. Termination Process. Either party may initiate a process to terminate this agreement as follows:

Notice of Termination. If either party wishes to terminate this agreement, they shall provide the other party with a 10-day written notice of intent to terminate the Agreement.

- a. Failure to Pay, Interest Charge, and Termination. In the event the City fails to make a monthly payment within 60 days of billing, the County may charge an interest rate no more than two percentage points above the interest rate on the monthly County investment earnings. In addition, in the event the City fails to make a monthly payment within 120 days of billing, or fails to pay or negotiate a resolution of a disputed portion of a bill within 120 days of billing, the County may terminate this Agreement with 90 days advance written notice.
- b. Payment of Costs Upon Termination. Upon termination of this Agreement between the City and the County, the City is obligated to pay all incurred costs by the termination date.

¹ The County will not charge interest on any disputed portion of a bill so long as the City pays the non-disputed portion of the bill within the 120-day time frame outlined in 7a above.

**INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY,
OREGON AND CITY OF FOREST GROVE, OREGON RELATING TO
CONTRACT LAW ENFORCEMENT SERVICES**

8. Duration. This Agreement is effective upon authorization and signature by both parties. The term of this agreement is November 17, 2019 to June 31, 2020. This agreement may be renewed for additional terms upon agreement of all parties.
9. Amendments. This Agreement may be amended at any time by mutual written agreement of the City, the Washington County Sheriff, and the Washington County Board of Commissioners.
10. Agreement Administration.
 - a. Agreement Administrators. The West Patrol Commander and the Forest Grove Police Chief shall serve as agreement administrators to review agreement performance and resolve operational problems.
 - b. Referral of Unresolved Problems. The Forest Grove Police Chief shall refer any police service operational problem, which cannot be resolved, to the Enforcement Chief Deputy. The City and the Chief Deputy shall meet as necessary to resolve such issues.
 - c. Agreement Dispute Issues. Agreement dispute issues involving Agreement language interpretation, cost, and other non-operational matters shall be referred to the Enforcement Chief Deputy and the Forest Grove Police Chief.
 - d. Audits and Inspections. The records and documents with respect to all matters covered by this agreement shall be subject to inspection, review or audit by the County or City during the term of this Agreement and three years after termination.
11. Third Party Beneficiaries. County and City are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, or is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to any third party unless such person is individually identified by name herein and expressly described as intended beneficiaries of this contract.
12. Written Notice. Any notice of change, termination or other communication having a material effect on this Agreement shall be upon the Sheriff for the County, and the Forest Grove Police Chief or Mayor, and either hand-delivered or by certified or registered mail, postage prepaid. Except as provided in this Agreement, it is agreed that thirty calendar days shall constitute reasonable notice for the exercise of any right in the event that applicable law specifically requires such notice.
13. Governing Law. Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to the principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") shall be brought and conducted solely within the Washington County Circuit Court for the State of Oregon; provided, however that if a Claim is brought in a federal forum, it shall be

**INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY,
OREGON AND CITY OF FOREST GROVE, OREGON RELATING TO
CONTRACT LAW ENFORCEMENT SERVICES**

brought and maintained within the United States District Court for the District of Oregon.

14. Force Majeure. Neither County nor City shall be held responsible for delay or default caused by fire, riot, acts of God, terrorism, or acts of war where such cause was beyond reasonable control.
15. Survival. The terms, conditions, representations and all warranties contained in this Agreement shall survive the termination or expiration of this Agreement.
16. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, each of which shall constitute one and the same instrument.
17. Warranties. The parties represent and warrant that they have the authority to enter into and perform this Agreement, and that this Agreement, when executed, shall be a valid and binding obligation enforceable in accordance with its terms.
18. Entire Agreement and Waiver of Default. The parties agree that this Agreement is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval of the County, which shall be attached to the original Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates listed below.

WASHINGTON
COUNTY

CITY OF FOREST GROVE

By: _____

By: _____

Name Printed: _____

Name Printed: _____

Date: _____

Date: _____

Approved as to Form:

Approved as to Form:

Legal Counsel for Washington County

Legal Counsel for City of Forest Grove



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>8.</u>
MEETING DATE:	<u>11/12/2019</u>
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *November 12, 2019*

PROJECT TEAM: *Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager*

SUBJECT TITLE: *B&C Youth Participation in NLC Annual Conference*

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input type="checkbox"/>	Resolution	<input checked="" type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
--------------------------	-----------	--------------------------	-------	--------------------------	------------	-------------------------------------	--------	--------------------------	---------------

X all that apply

BACKGROUND: In November, 2018, Council passed Resolution No. 2018-86 Implementing Youth Involvement Program based on two main elements to the Youth Advisory Program. The first involved changes to the Council Rules to a) establish one Student Member for every eligible B/C, b) allow Student Members to vote, c) make the terms two instead of one year, and d) add “Student Member Report” to all B/C agendas. The second element outlined requirements for at least two eligible Student Members to attend the National League of Cities (NLC) Annual Conference every year. Additional trips may be made available depending upon expenses incurred in that budget line item.

STATUS: If a Student Member acquires more than three absences in a 12-month period, they are not eligible to attend. The Program stipulates that Student members must apply between August 1 and October 31. To apply, the student member must: 1) obtain a written recommendation from their respective B/C, 2) submit a 1-2 page written essay to the City Recorder’s Office, and if selected 3) submit a parent release form. The City Council will review the applications and approve the B/C student members in November/December. The City Manager shall designate a chaperone to accompany the student members.

FISCAL IMPACT: The budgeted amount is \$2,500 per student/chaperone in the legislative training budget. If three students are approved to attend, unused funds from line items in the legislative training budget would need to be allocated to the additional expense.

STAFF RECOMMENDATION: Staff recommends the City Council review the submitted essays and approve student members to attend the upcoming NLC Conference in March 2020.

ATTACHMENTS:

- A. Declan Lynch’s Essay and Community Forestry Commission recommendation
- B. Johanna Peeters Weem’s Essay and Sustainability Commission recommendation
- C. Ashley Terry’s Essay and Committee for Community Involvement recommendation

RESOLUTION NO. 2018-86
EXHIBIT A

**Youth Involvement Program:
National League of Cities Annual Conference Attendance**

In an effort to promote youth involvement, the City shall hold events that bring students together for a common activity and advertise in various city-sponsored media.

The City shall make available one paid-in-full trip per year for at least two Board of Commission (B/C) appointed student members to attend the National League of Cities (NLC) Annual Conference held in March of each year in Washington, D.C. Additional trips may be made available depending upon expenses incurred for that year in the applicable budget line item.

Student members must apply between August 1st through October 31st of each year. If a student member acquires more than three absences in a 12-month period, they are not eligible to attend the NLC Annual Conference. To apply, the student member must:

1. Obtain a written recommendation from their respective B/C and submit it to the City Recorder; and
2. Submit a 1-2 page written essay to the City Recorder's Office stating their interest and reasons why they want to attend the NLC Annual Conference.
3. If selected, the student must submit a parent release form.

The City Council will review the applications and approve the B/C student members in November/December. The City Manager shall designate a chaperone to accompany the student members.

Declan Lynch
Student Advisor on Forest Grove Forestry Committee, 10/18-present.



My name is Declan Lynch and I'm a junior at Forest Grove High School. I'm interested in attending the National League of Cities conference because I have a burgeoning interest in city government and believe that by attending I will further my knowledge and be more helpful to my committee. I've been very interested in forestry for a while and I was lucky enough to be able to join the Forestry Committee a year ago. I thought joining the Committee would just be a way to learn more about forestry, but along the way I have also developed a deep interest in local government and the inner-workings that help to create a better city.

One example that I witnessed of City government working to improve the lives of its citizens was during a recent Forestry Committee meeting. We had a citizen attend who was having issues with a tree along the sidewalk. He wanted to cut down the tree and was frustrated and came with many questions. I was impressed with how helpful the other members on the Committee were and how they were able to provide him information on his situation. I liked seeing how different parts of the City government worked together to help its citizens. Also, It's nice knowing that my input can help change the city landscape for the better. By attending the National League of Cities conference, I hope to learn even more about how City government works, how cities can work together, and how I can make a bigger difference in Forest Grove.

I've lived in the city of Forest Grove my entire life. I'm the youngest of three and have always been interested in the sciences, specifically physics, botany, and math. When I graduate from highschool, I hope to go to college and major in physics. In my free time, I enjoy cross-country, lacrosse and welding. I also work part-time at the Cornelius Nine Cinema.

Please consider my application to attend the National League of Cities conference next year. I will work hard to be a good, responsible representative of the City of Forest Grove.

Anna Ruggles

From: Mark Nakajima <[REDACTED]>
Sent: Thursday, October 31, 2019 12:02 PM
To: Anna Ruggles
Cc: Daniel Riordan; 'Declan Lynch'; Bev Maughan
Subject: recommendation for Declan Lynch

Hi Anna,

I am recommending Declan Lynch for the National League of Cities scholarship.

Declan has been a member of the Community Forestry Commission for almost a year now. He has shown interest in learning about what we do and how we do things. Declan has suggested ideas as well. He is an active participant on the commission and I think it would be helpful and he would benefit from attending the National League of Cities. He would represent Forest Grove well.

Mark Nakajima



My name is Johanna Peeters Weem. I am the student liaison for the Sustainability Commission. I am also 15 years old, and I love politics.

A lot of people think that is strange. They say that reading the news is something that mature adults do. Admittedly it is not very often that you will find a teenager who will more happily talk about the latest White House scandal than make small talk for even a second. However, the reason that I care about politics so much isn't because I am mature (in truth I am anything but), it is because I think that knowing about the world is an important step in changing it.

The world is falling apart right now. We have 8 years until we've doomed the planet to the inevitable destruction that will happen when we raise the planet's temperature by 2 degrees, and yet all over the world, people don't believe in climate change, or they do nothing to stop it. Global temperatures are rising, oceans are dying and the world is (quite literally) on fire.

And that's just on the subject of climate change.

Last year when I left school to protest for climate action I was joining over 1 million people in more than 2000 cities. Across the world outraged citizens were speaking up against the destruction of the planet.

Flash forward 7 months, and nothing has changed.

I often get angry when people don't listen to my opinions, and here is no exception. I have a habit of sending angry letters to republican senators and writing endless op-eds to vent my anger.

But when things stay the same, I wonder what more I could be doing.

I believe that children like me have the capability to change the world, if they have the right ways to make others listen.

This is one of my main reasons for wanting to go to NLC. I want to learn what I can do to make a difference, and I want to meet other people who believe these same things, and are trying to make small scale change to affect the bigger picture.

I would be lying if I said that those were my only two reasons. In truth, I also want to have fun and skip school. I think that going to Washington D.C is going to be a blast.

However, when it comes to the big picture reasons, about why I want to be on the Sustainability commission, or why I enjoy science classes and opinion writing so much I have a bigger reason, and that is the effect that I can have on the world.

6. **MINI-GRANT REQUEST:** Elena Parker, Run/Walk for Shelter. Only fundraiser for winter shelters in Forest Grove and Cornelius. Parker presented the event materials to the Commission. The previous year, the event raised \$3000, a lower than usual amount. This year, marketing is stronger. Harris moves to award \$1000, Lindsley second; unanimous.
7. **SOLAR ARRAY RESIDENTIAL INCENTIVES FOR COUNCIL:** Nieves reviewed notes from the Commission meetings and found consensus that the solar array on public land does not make fiscal sense and therefore the Commission does not support it. Members also disagree with the study by Bonneville Power Administration that hydropower is the most renewable form of energy. Nieves will write the recommendation for Council to incentivize residents on choosing renewable energy. Harris moves to support writing the letter, Peeters Weem second; unanimous.
8. **SUBCOMMITTEE MEETING:** Scheduled for 10/10/19. Discuss upcoming Litter Clean-Up Event. Commission wishes to create an event that is more interactive, educational, and family-oriented for community members. April 25, 2020 is the targeted date, and the subcommittee brainstormed potential booths of local organizations: Public Arts Commission, Clean Water Services, Eden Acres, Nana Cardoon, Roots and Shots, and the local schools. Next subcommittee meeting will discuss possible names, as well as determine mini-grant needs to support the event.
9. **NCL (WASHINGTON DC) RECOMMENDATION FOR JOHANNA PEETERS WEEM:** Peeters Weem would like to attend the NCL Washington DC trip. She needs to apply to be considered. Harris moves to support, Nieves second; unanimous.
10. **FREE FOOD MARKET:** Removed.
11. **COUNCIL LIAISON REPORT:** Removed.
12. **STAFF REPORT:** Staff is working with Washington County on the food waste ordinance. Police Facility schematic design is going well, and the City is looking at green roof options and energy incentives.
13. **FUTURE AGENDA TOPICS:**
 - Food Waste: Fallon Harris
 - Local Farm & School Collaborations: Lilly Meek and Robin Lindsley
 - Solar Panel Installation Expert: Jonie Blinkman, Auric Solar
 - Subcommittee Meeting Update: Amber Nieves and Fallon Harris
 - Mini-Grant for Litter Clean Up: Amber Nieves
14. **ADJOURNMENT:** Nieves adjourned the meeting at 7:24pm.

Respectfully Submitted,
 Elizabeth Stover, Program Coordinator
 City of Forest Grove

Approved by the Forest Grove Sustainability Commission: Date:

This page is intentionally blank.



Dear City Council,

I am a senior at Forest Grove High School and I enjoy being involved in the Unified Community. Outside of school, I study the piano competitively. I am looking forward to attending college next year where I plan to study mathematics. I currently serve as a student representative on the Committee for Community Involvement. I enjoy serving on this commission because it gives me the opportunity to learn about how the government works at the city level. I have enjoyed engaging in discussions about our upcoming Annual Town Hall Meeting and learning about how bonds can meet the needs of our community.

I am interested in attending the National League of Cities Annual Conference. I look forward to learning from other cities' officials about how they address and problem-solve on issues in their communities. I feel that this experience will further prepare me for active civic engagement on my future college campus. I believe that the more knowledgeable I am about how local governments function, the better equipped I will be to participate civically in my future communities. I have not always been civically engaged, but since I joined the Committee for Community Involvement last year, it has become a goal of mine to find meaningful ways to engage in my future communities, wherever they may be.

Attending the NLC Annual Conference will give me the opportunity to understand more about how larger cities govern their citizens and approach community problems. It will be insightful to see how the City of Forest Grove compares to these larger cities. Perhaps some of their strategies to promote growth could be useful to our city as we plan towards the future. I think it is beneficial to analyze the decisions that other municipalities have made, and the effect it has had on their local businesses as well as individuals.

I am also interested in how other cities fund their arts and community centers. It is my belief that these venues are the heart of gathering in our communities and are essential in bringing community members together. I have personally experienced how a local community center can connect a diverse population. These centers provide common grounds for all citizens and community members to gather together and appreciate the simple joys that recreation provides.

I am also looking forward to discussing with the representatives from other cities about how they promote inclusiveness, and what programs they have available to their citizens with disabilities. The City of Forest Grove has many noteworthy opportunities for our citizens with disabilities, which could be a strength that we can share in some of the discussions at the NLC Conference. However, there will likely be aspects of other cities' programs that could potentially be incorporated into, and beneficial to our current programs.

If selected to attend the National League of Cities Annual Conference, I will represent the City of Forest Grove with dignity. I will be attentive in the seminars and presentations from the

keynote speakers. I will ask thoughtful questions and engage in the discussions so that I may be able to get the most out of my experience there.

I appreciate your consideration of my application to attend the National League of Cities Annual Conference.

Sincerely,

Ashley Terry

10/30/19

To Whom It May Concern,

I am writing to recommend that Ashley Terry have the opportunity to attend the National League of Cities Conference in Washington D.C. next year.

Ashley serves as student advisor for Forest Grove's Committee for Community Involvement, a City commission that plans Forest Grove's Annual Town Meeting and works to increase civic engagement among the City's residents throughout the year.

Ashley has been an invaluable asset to our committee. She attends all meetings, and the knowledge and perspective she offers enrich our committee and help us better serve the citizens of Forest Grove — particularly the youth and students of our community. Ashley has happily stepped in multiple times to fulfill additional duties as needed, from serving as our committee's secretary when our regular secretary was out of town, to liaising with the high school on committee events.

What I appreciate most about Ashley is her willingness to help with whatever the committee needs. She is a self starter, and her positive attitude make her delight to work with. She has the potential to be a great leader, and I highly recommend she be attend the National League of Cities Conference. Investing in Ashley's leadership skills is an investment in Forest Grove's future.

Sincerely,

Devon Downeysmith
Chair
Forest Grove Committee for Community Involvement

This page is intentionally blank.