

ORDINANCE NO. 2019-09

**AMENDING FOREST GROVE CODE OF ORDINANCES
ADOPTING TITLE XI (BUSINESS REGULATIONS), CHAPTER 111,
§ 111.065, TITLED FOOD WASTE REQUIREMENT**

WHEREAS, the City of Forest Grove is within Metro's jurisdiction for Solid Waste Management; and

WHEREAS, Metro regulates solid waste generated within the Metro region pursuant to Metro's constitutional, statutory, and charter authority and as set forth in the Metro Code; and

WHEREAS, Metro has mandated the City adopt Business Food Waste Requirements effective July 31, 2019; and

WHEREAS, although the City does not recognize that Metro has the legal authority to require the City Council to legislatively enact the Business Food Waste Requirements, the City nevertheless finds it is in the public interest to adopt these requirements; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on August 12, 2019, and continued the hearing on September 9, 2019.

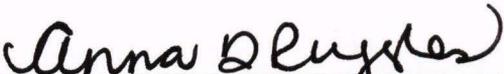
NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1: The City Council hereby amends Forest Grove Code of Ordinances adopting Title XI (Business Regulations), Chapter 111, § 111.065, titled Food Waste Requirement, as set forth in Exhibit A.

Section 2: This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading this 12th day of August, 2019.

PASSED the second reading this 9th day of September, 2019.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of September, 2019.



Peter B. Truax, Mayor

Exhibit A

TITLE XI BUSINESS REGULATIONS

§ 111.065 FOOD WASTE REQUIREMENT

(A) Applicability. This section applies to all covered businesses.

(B) Covered Businesses. A **COVERED BUSINESS** is a business that cooks, assembles, processes, serves, or sells food or does so as service providers for other enterprises.

Covered businesses subject to the business food waste requirement include but are not limited to:

Cafeterias & buffets	Grocery retail
Caterers	Grocery wholesale
Colleges & universities*	Hospitals*
Correctional facilities	Hotels*
Drinking places*	Limited service restaurants
Elementary and secondary schools*	Nursing & residential care*
Food product manufacturing	Retirement & assisted living*
Food service contractors	Specialty food markets
Full service restaurants	Warehouse clubs

* Only those with full-service restaurants or on-site food preparation or service are subject to this requirement.

(C) Business Food Waste Requirement.

(1) Covered businesses must separate food waste from all other solid waste for collection. Food waste means solid waste from fruits, vegetables, meats, dairy products, fish, shellfish, nuts, seeds, grains, coffee grounds, and other food that results from the distribution, storage, preparation, cooking, handling, selling or serving of food for human consumption. Food waste includes but is not limited to excess, spoiled or unusable food and includes inedible parts commonly associated with food preparation such as pits, shells, bones, and peels. Food waste does not include liquids or large amounts of oils and meats which are collected for rendering, fuel production or other non-disposal applications, or any food fit for human consumption that has been set aside, stored properly and is accepted for donation by a charitable organization and any food collected to feed animals in compliance with applicable regulations.

(2) Covered businesses must collect food waste that is controlled by the business, agents, and employees. This requirement does not apply to food wastes controlled by customers or the public. At its discretion, a business may also collect food

waste from customers or the public but must ensure that food wastes are free of non-food items. K-12 schools may also include student-generated food waste from school cafeteria meals but must ensure that food wastes are free of non-food items.

(3) Covered businesses must have correctly-labeled and easily-identifiable receptacles for internal maintenance or work areas where food waste may be collected, stored, or both.

(4) Covered businesses must post accurate signs where food waste is collected, stored, or both that identify the materials that the covered business must source separate.

(5) Owners or managers of single or multi-tenant buildings containing covered businesses must allow or otherwise enable the provision of food waste collection service to lessees or occupants subject to the business food waste requirement.

(D) Compliance Timeline.

Covered Businesses must comply with the food waste requirement as determined by the quantity of food waste they generate per week, on average. Implementation will begin with Business Group 1 and progress to the other groups according to the dates noted below. Covered Businesses that demonstrate they generate less than 250 pounds per week of food waste are not subject to this requirement.

1. Business Group 1
March 31, 2020-March 31, 2021
≥0.5 ton (1,000 pounds) per week food waste generated
2. Business Group 2
March 31, 2021-Sept. 30, 2022
≥0.25 ton (500 pounds) per week food waste generated
3. Business Group 3
Sept. 30, 2022-Sept. 30, 2023
≥0.125 ton (250 pounds) per week food waste generated
and elementary and secondary schools

(E) Temporary Compliance Waivers to Covered Businesses.

A covered business may seek a temporary (12 month) waiver from the business food waste requirement by providing access to a recycling specialist for a site visit and demonstrating that the covered business cannot comply with the business food waste requirement. Businesses must agree to periodic waiver verification site visits to determine if conditions that warrant the waiver are still in place and cannot be remedied in accordance with waiver criteria.

(F) Enforcement of the Business Food Waste Requirement.

(1) A covered business that does not comply with the business food waste requirement may receive a written notice of noncompliance. The notice shall describe:

- (a) The violation;

(b) Provide the covered business an opportunity to cure the violation within the time specified in the notice; and

(c) An offer of assistance with compliance.

(2) A covered business that does not cure a violation within the time specified in the notice of noncompliance may receive a written citation. The citation will provide an additional opportunity to cure the violation within the time specified in the citation and will notify the covered business that it may be subject to a fine.

(3) A covered business that does not cure a violation within the time specified in the citation may be subject to a fine. The general penalty of violation is punishable under the provisions of § [10.99](#).

Date: SEPTEMBER 9, 2019

Agenda Item: 7.

Subject: CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-09 AMENDING FOREST GROVE CODE OF ORDINANCES, ADOPTING TITLE XI (BUSINESS REGULATION), CHAPTER 111 (§ 111.065), TITLED FOOD WASTE REQUIREMENT

CITY COUNCIL MEETING

Request to Testify at Public Hearing

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

Please sign-in below to testify:

PROPONENTS: (Please print legibly)

First & Last Name: _____ **Address:** _____ **City, State & Zip Code:** _____

~~ERIC CANON~~ _____ ~~1923 ELM ST - FG 97116~~ _____

OPPONENTS: (Please print legibly)

First & Last Name: _____ **Address:** _____ **City, State & Zip Code:** _____

OTHERS: (Please print legibly)

First & Last Name: _____ **Address:** _____ **City, State & Zip Code:** _____

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	7.
MEETING DATE:	08/12/2019
FINAL ACTION:	First Reading

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *August 12, 2019*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Ordinance for Business Food Waste Recycling Requirements*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational
X all that apply

ISSUE STATEMENT: Metro adopted Ordinance No. 18-1418 which established a business food waste recycling requirement. One of the requirements of the Metro ordinance was that local governments must, through rule or ordinance, require certain businesses to separate and recover food waste. The City Attorney’s Office and City staff have prepared an ordinance to comply with the requirements of the Metro ordinance for Council consideration. Metro required the City ordinance to be completed by July 31, 2019. Since the City has a process and established timeline to consider the ordinance, Metro has granted Forest Grove an extension to have the ordinance in place by October 31, 2019.

BACKGROUND: The overall goal of the business food waste recycling program is to reduce the amount of food waste going to the landfills. Metro estimates that 5,000 long-haul trucks per year full of just food go to the landfills. Ultimately, Metro may consider a disposal ban on food waste. Staff has presented this topic to the Council at several presentations, the latest presentation being held on May 28, 2019.

Metro Ordinance No. 18-1418 establishes that local government must:

- Through ordinance or rule, require businesses to separate and recover food waste
- Notify affected businesses
- Provide education and technical assistance to affected businesses
- Enforce the requirement
- Compel persons providing space to a covered business to allow for the source separation and collection of business food waste

Metro’s Ordinance requires that businesses that generate over 250 pounds of food scraps per week recycle that food waste. The recycling requirement applies to “back of the house” waste that

is controlled by employees and does not apply to food waste disposed of by consumers at those establishments.

The recycling requirements will affect approximately 38 businesses in Forest Grove phased-in over a four-year period in three groups:

- Group 1 – March 2020 – March 2021
 - Businesses that generate over 1,000 pounds per week – 11 businesses
- Group 2 – March 2021 – September 2022
 - Businesses that generate over 500 pounds per week – 8 businesses
- Group 3 - Sept. 2022 – Sept. 2023
 - Businesses that generate over 250 pounds per week – 19 businesses

A list of the businesses by group is attached to this report.

The ordinance covers the following areas: 1) Covered Businesses; 2) Business Food Waste Requirements; 3) Compliance Timeline; 4) Temporary Compliance Waiver to Covered Businesses; and 5) Enforcement of the Business Waste Food Requirement. For the enforcement portion of the ordinance, the emphasis will be placed on getting a business to comply with the requirements. If a covered business does not cure a violation within the time specified in a citation, it may be subject to the general City fine of up to \$1,000. Again the enforcement will first focus on education and assistance to get the business to comply similar to the Business Recycling Requirement that the City adopted.

If the ordinance is adopted, the affected businesses will be notified. Education and technical assistance will be offered to those businesses. Metro will provide funding for notification, technical assistance, and other resources. The City will work with its partner, Washington County Solid Waste and Recycling, to implement the education and outreach as part of the cooperative program. Resources for businesses will include internal collection containers, decals, and posters. Assistance includes staff training, coordination with waste haulers, and troubleshooting issues that arise.

The other aspects of implementation is the working with Waste Management on the collection process and determining a rate to cover the costs of the program prior to the start of the collection. City staff has a meeting scheduled with Waste Management later this week to begin discussing the collection process and determining a rate. There are different rate models that could be considered: 1) a separate rate only for the affected business; 2) spread the costs over all commercial and industrial customers and 3) spread the rate over all classes of service including residential. Options 2 and 3 would subsidize the rates for the affected customers. Staff will have more information as the collection process is determined and the costs are developed. To help mitigate the costs of taking the food scraps from the collection route to a transfer point or processor, Metro will provide temporary Access to Transfer Services payments to offset additional costs from transporting separated food scraps a longer distance than they currently are when collected as garbage.

City staff presented the proposed ordinance to the Sustainability Committee on July 25, 2019. There was a good discussion on the topic and staff forwarded some questions to Metro centering on whether or not there is a net overall benefit to climate change when processing waste in this manner. The questions and Metro's responses to the questions are as follows:

1. Where will the Forest Grove commercial food scraps be taken: 1) initially to what transfer station; and 2) the final destination for processing?

Waste Management can take the food scraps to any of three transfer stations that accept commercial food waste. Currently both Metro Central Station and WRI in Wilsonville accept commercial food scraps. Beginning in 2020, Pride (in Sherwood) will also accept this material. See question #2 for the current processing destinations. Metro will compensate Waste Management for the extra distance to the transfer stations that accept food scraps. This payment system is outlined in the Administrative Rules section 5.10-4035.

2. How will the commercial foods scraps be processed? Will they be composted or will another process be used?

Food scraps delivered to Metro Central are currently sent to two composting facilities owned by Recology—one in Aumsville and one in McMinnville. Food scraps delivered to WRI are sent to Republic's compost facility (PRC) in Corvallis. Pride has not yet determined where they will send their material. Metro is also evaluating the installation of pre-processing equipment at Metro Central that would allow us to create a "slurry" from the food waste that could then be transported to a wastewater treatment plant in North Portland (and potentially to other facilities in the future) to be digested. In this process, the gases produced are captured and used to fuel city vehicles or can be used to generate electricity. The goal of the program (and one of the reasons it is a "food only" system) is to have a clean, high-quality stream that could go to multiple uses and not just tied to one processor or processing method. This makes the system more stable.

3. For the facility at which the commercial food scraps are processed, is there or will there be any collection system for any greenhouse gases that may be released during the processing?

That depends on the process used. One of the key reasons to keep food out of the landfill is to reduce the production of greenhouse gas (GHG). Food waste, when landfilled, produces and releases methane, which is 24 times more potent a greenhouse gas than CO₂. Methane is released when the food decomposes in an anaerobic environment (void of oxygen). Composting is an aerobic process (with oxygen) that releases little to no GHG during organic matter breakdown. Anaerobic digestion (wastewater treatment process) uses the anaerobic process to capture the methane produced in an enclosed environment and use it to create fuels or electricity. Essentially, the act of removing the food waste from the landfill-bound waste stream and putting it into a composting or anaerobic digestion process will greatly reduce the GHG emissions no matter what process is used.

FISCAL IMPACT: Metro will be providing funding assistance to help implement the program so the principal City resource will be staff time working with Washington County Solid Waste. Staff does not expect the Community Enhancement Program Revenue to decline as a result of this change as Metro is capping the waste at the Forest Grove Transfer Station can accept to

approximately 75,000 tons per year which is down from the current 125,000 ton limit. There should be enough other waste to make up for the loss of food waste at the new tonnage limit.

STAFF RECOMMENDATION: Staff recommends City Council approve the proposed ordinance.

ATTACHMENT(s): City Ordinance No. 2019-09 with Exhibit A
Metro Extension Letter
List of Affected Businesses



Metro

600 NE Grand Ave.
Portland, OR 97232-2736
oregonmetro.gov

August 2, 2019

Paul Downey
Director of Administrative Services
City of Forest Grove
PO Box 326
Forest Grove, OR 97116

Dear Mr. Downey,

I am in receipt of your July 31, 2019 letter requesting an extension for the City's adoption of the Business Food Waste Requirement (Metro Ordinance No. 18-1418). The City of Forest Grove has demonstrated clear intent to move forward with the ordinance and has provided specific dates for consideration by the City Council, therefore your request is approved.

Please notify me of any changes to the proposed meeting and agenda dates noted in your request.

My staff is available to assist you with any needs you may have in preparation for discussions with your Council. Please feel free to reach out to Pam Peck, Resource Conservation & Recycling Planning Manager at (503) 797-1866, pam.peck@oregonmetro.gov or Jennifer Erickson, Principal Planner, (503) 797-1647, jennifer.erickson@oregonmetro.gov.

Thank you for your efforts in helping the region reduce and recover food waste.

Sincerely,

A handwritten signature in black ink, appearing to read 'Roy W. Brower'.

Roy W. Brower
Interim Director
Property and Environmental Services

Cc: Pam Peck, Resource Conservation and Recycling Planning Manager
Jennifer Erickson, Principal Planner

Busienns Name	Street Address	City	State	Zip	NAICS Code	NAICS Group	Sector	Group	Phase Totals	
CHAUCER FOODS INC	2238 YEW ST	FOREST GROVE	OR	97116	311423	Other	Food Product Manufacturing	Group 1 > 0.5 tons/week	Phase 1	11
GRAND LODGE HOTEL	3505 PACIFIC AVE	FOREST GROVE	OR	97116	722511	Food Services	Full Service Restaurant	Group 1 > 0.5 tons/week	Phase 2	8
LIEB FOODS LLC	2550 23RD AVE	FOREST GROVE	OR	97116	311421	Other	Food Product Manufacturing	Group 1 > 0.5 tons/week	Phase 3	19
MCDONALD'S FOREST GROVE	3315 PACIFIC AVE	FOREST GROVE	OR	97116	722513	Food Services	Limited Service Restaurant	Group 1 > 0.5 tons/week	Total	38
OLD TRAPPER SMOKED PRODUCTS, INC.	4071 24TH AVE	FOREST GROVE	OR	97116	311612	Other	Food Product Manufacturing	Group 1 > 0.5 tons/week		
PACIFIC UNIVERSITY	2043 COLLEGE WAY	FOREST GROVE	OR	97116	611310	Education	College & University	Group 1 > 0.5 tons/week		
PACIFIC UNIVERSITY	2043 COLLEGE WAY	FOREST GROVE	OR	97116	722310	Food Services	Contractors	Group 1 > 0.5 tons/week		
PAPA MURPHYS	3330 PACIFIC AVE	FOREST GROVE	OR	97116	445299	Grocery	All Other Specialty Food Store	Group 1 > 0.5 tons/week		
PRIME TIME SPORTS BAR & RESTAURANT	4450 PACIFIC AVE	FOREST GROVE	OR	97116	722511	Food Services	Full Service Restaurant	Group 1 > 0.5 tons/week		
SAFeway STORES, INC.	2833 PACIFIC AVE	FOREST GROVE	OR	97116	445110	Grocery	Retail	Group 1 > 0.5 tons/week		
SODEXO USA	2701 TAYLOR WAY	FOREST GROVE	OR	97116	722310	Food Services	Contractors	Group 1 > 0.5 tons/week		
JACK IN THE BOX RESTAURANTS	3206 PACIFIC AVE	FOREST GROVE	OR	97116	722513	Food Services	Limited Service Restaurant	Group 2 > 0.25 tons/week		
MASONIC & EASTERN STAR HOME	2221 OAK ST	FOREST GROVE	OR	97116	623312	Health Care	Retirement& Assisted Living	Group 2 > 0.25 tons/week		
NEW SEASON FOODS INC	2329 YEW ST STE A1	FOREST GROVE	OR	97116	311423	Other	Food Product Manufacturing	Group 2 > 0.25 tons/week		
PIZZA HUT	2332 PACIFIC AVE	FOREST GROVE	OR	97116	722513	Food Services	Limited Service Restaurant	Group 2 > 0.25 tons/week		
SCOTTIES DRIVE-IN	1702 PACIFIC AVE	FOREST GROVE	OR	97116	722513	Food Services	Limited Service Restaurant	Group 2 > 0.25 tons/week		
SODEXO USA	1728 MAIN ST	FOREST GROVE	OR	97116	722310	Food Services	Contractors	Group 2 > 0.25 tons/week		
SUBWAY	4419 PACIFIC AVE	FOREST GROVE	OR	97116	722513	Food Services	Limited Service Restaurant	Group 2 > 0.25 tons/week		
TACO BELL	4455 PACIFIC AVE	FOREST GROVE	OR	97116	722513	Food Services	Limited Service Restaurant	Group 2 > 0.25 tons/week		
BROOKDALE FOREST GROVE	3110 19TH AVE	FOREST GROVE	OR	97116	623312	Health Care	Retirement& Assisted Living	Group 3 > 0.125 tons/week		
CAMELOT CARE CENTER	3900 PACIFIC AVE	FOREST GROVE	OR	97116	623110	Health Care	Nursing & Resid Care	Group 3 > 0.125 tons/week		
DUTCH IT INC	2406 PACIFIC AVE	FOREST GROVE	OR	97116	722515	Food Services	Snack & Beverage	Group 3 > 0.125 tons/week		
FERN HILL ELEMENTARY SCHOOL	4445 HEATHER ST	FOREST GROVE	OR	97116	611110	Education	Elementary & Secondary	Group 3 > 0.125 tons/week		
FOREST GROVE BEEHIVE,HAWTHORNE HOUS	2122 HAWTHORNE ST	FOREST GROVE	OR	97116	623312	Health Care	Retirement& Assisted Living	Group 3 > 0.125 tons/week		
FOREST GROVE HIGH SCHOOL	1401 NICHOLS LN	FOREST GROVE	OR	97116	611110	Education	Elementary & Secondary	Group 3 > 0.125 tons/week		
FOREST GROVE SCHOOL DISTRICT	1728 MAIN ST	FOREST GROVE	OR	97116	611110	Education	Elementary & Secondary	Group 3 > 0.125 tons/week		
FOREST GROVE SUSHI FG SUSHI	1905 BIRCH ST	FOREST GROVE	OR	97116	722513	Food Services	Limited Service Restaurant	Group 3 > 0.125 tons/week		
GODFATHER'S PIZZA	2834 PACIFIC AVE STE A	FOREST GROVE	OR	97116	722513	Food Services	Limited Service Restaurant	Group 3 > 0.125 tons/week		
HARVEY CLARKE ELEM SCHOOL	2516 B ST	FOREST GROVE	OR	97116	611110	Education	Elementary & Secondary	Group 3 > 0.125 tons/week		
JOSEPH GALE ELEM SCHOOL	3130 18TH AVE	FOREST GROVE	OR	97116	611110	Education	Elementary & Secondary	Group 3 > 0.125 tons/week		
MAGGIES BUNS	2007 21ST AVE	FOREST GROVE	OR	97116	722513	Food Services	Limited Service Restaurant	Group 3 > 0.125 tons/week		
MARQUIS COMPANIES I INC	3300 19TH AVE	FOREST GROVE	OR	97116	623110	Health Care	Nursing & Resid Care	Group 3 > 0.125 tons/week		
NEIL ARMSTRONG MIDDLE SCHOOL	1777 MT VIEW LN	FOREST GROVE	OR	97116	611110	Education	Elementary & Secondary	Group 3 > 0.125 tons/week		
PAC THAI	1923 PACIFIC AVE	FOREST GROVE	OR	97116	722511	Food Services	Full Service Restaurant	Group 3 > 0.125 tons/week		
PIZZA SCHMIZZA, FOREST GROVE	2042 MAIN ST	FOREST GROVE	OR	97116	722513	Food Services	Limited Service Restaurant	Group 3 > 0.125 tons/week		
SUMMIT FOODS INC	1840 B STREET	FOREST GROVE	OR	97116	311421	Other	Food Product Manufacturing	Group 3 > 0.125 tons/week		
THE GROVE LLC	2112 OAK ST	FOREST GROVE	OR	97116	623312	Health Care	Retirement& Assisted Living	Group 3 > 0.125 tons/week		
TOM MCCALL UPPER ELEM SCHOOL	1341 PACIFIC AVE	FOREST GROVE	OR	97116	611110	Education	Elementary & Secondary	Group 3 > 0.125 tons/week		

FIRST READING:



ORDINANCE NO. 2019-09

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Anna D. Ruggles, City Recorder

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Peter B. Truax, Mayor

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Correctional facilities	Hotels*
Drinking places*	Limited service restaurants
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waste from customers or the public but must ensure that food wastes are free of non-food items. K-12 schools may also include student-generated food waste from school cafeteria meals but must ensure that food wastes are free of non-food items.

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A place where families and businesses thrive.

**NOTICE OF PUBLIC HEARING
FOREST GROVE CITY COUNCIL
ORDINANCE AMENDING FOREST GROVE CODE OF ORDINANCES**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, August 12, 2019, 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider enacting an ordinance adopting City Code Chapter 113, Business Food Waste Requirement. The purpose of the program is to establish Metro's mandatory program to separate and collect food waste from certain food-waste generating businesses. The proposed ordinance, if enacted by the City Council, would take effect 30 days immediately after enactment unless City Council declares an emergency.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the staff report and proposed ordinance are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

FG NewsTimes 08/07/2019

Date: AUGUST 12, 2019

Agenda Item: 7.

Subject: PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-09 AMENDING FOREST GROVE CODE OF ORDINANCES, ADOPTING TITLE XI (BUSINESS REGULATION), CHAPTER 111 (§ 111.065), TITLED FOOD WASTE REQUIREMENT

CITY COUNCIL MEETING

Request to Testify at Public Hearing

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

Please sign-in below to testify:

PROPONENTS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:

OPPONENTS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:

OTHERS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:

Please continue on Page 2: