



CITY OF OREGON CITY ENHANCEMENT GRANT PROGRAM COMMITTEE SPECIAL MEETING AGENDA

Hanlon Commission Chambers, 1234 Linn Avenue, Oregon City, OR 97045
Monday, October 20, 2025 at 6:30 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Attend the livestream of the meeting on the City's YouTube Channel:

<https://www.youtube.com/user/CityofOregonCity>

- Register to provide electronic testimony (email agriffin@orcity.org or call 503-974-5517 by 3:00 PM on the day of the meeting to register)
 - Email agriffin@orcity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
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1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- a. Approve Minutes from August 26

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. DISCUSSION ITEMS

- a. CEG Program Review and Revision

5. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

**Enhancement Grant Program Committee
August 26, 2025**

I. Call to Order and Roll Call

The meeting of the Enhancement Grant Program Committee was called to order on Tuesday, August 26, 2025, at 6:30 PM. Mayor McGriff, Committee Chair, welcomed everyone to the meeting and asked for roll call.

Committee members present:

- Eric Brukbauer, Committee member
- Christine Lewis, Committee Member/Metro Councilor
- Rocky Smith, Oregon City Commissioner and Committee member
- Denyse McGriff, Oregon City Commissioner and Committee member
- Adam Marl, Oregon City Commissioner and Committee member
- Scott Wilson, Oregon City Commissioner and Committee member
- Judy Schaefer, Community member
- Mike Mitchell, Oregon City Commissioner and Committee member

Marie Andrews had an excused absence.

Staff present: James Graham, Economic Development Manager, Ann Griffin, Economic Development Coordinator and Matt Zook, Finance Director.

II. Approval of Minutes

The Chair called for a review of the minutes of June 16, 2025. No additions or corrections were offered.

Scott Wilson moved to approve the minutes from June 16, 2025. The motion was seconded by Christine Lewis. The motion passed unanimously.

III. Public Comments

No slips were submitted for public comment on items not on the agenda, so the Chair moved to the next item.

IV. Presentations

Prior to the presentations, staff provided a review of applications. James Graham reported that the City received 8 proposals in the second round totaling a little over \$200,000 in grant requests. Based on program guidelines, 6 applications were determined to be eligible for consideration, totaling a little over \$158,000 in grant requests, while 2 applications were not eligible.

Staff also presented a memorandum requested by the Mayor identifying applicants who had applied during the last fiscal cycle (24-25). Three organizations that applied last year were also applying this year: Hannah Grace Family, OC Together, and the Willamette Falls Symphony Orchestra. Staff provided performance information on these organizations regarding Oregon City resident participation.

The Chair emphasized the importance of accurately documenting Oregon City residents served, clarifying that Oregon City mailing addresses alone are not sufficient, as some individuals with Oregon City addresses live outside the municipal limits.

Before presentations began, committee members were asked to disclose any ex parte contacts or conflicts of interest:

- Scott Wilson mentioned he had attended trainings and meetings with Oregon City Together.
- Rocky Smith noted that he had not had contacts with any of the applicants but that he does work for the Oregon City School District.
- Denyse McGriff reported that she had attended trainings with Oregon City Together.
- No other members reported conflicts or ex parte contacts.

A. Clackamas County Arts Alliance

Dianne Alves, Executive Director of the Clackamas County Arts Alliance joined online while Ariella Sophie Sternberg, the Community Engagement and Public Programs Manager, attended in person.

Ariella Sophie explained that the Arts Alliance serves as the arts services organization for Clackamas County, connecting artists with public programs and opportunities. They maintain public galleries and support visual artists, performing artists, and writers. Their proposal focused on continuing public programs that provide professional development for artists and community networking events.

They have intentionally chosen to host programs in Oregon City and offer them free to the public. Recent workshops included topics like self-publishing, copyright law, and social media presence for artists. The Arts Alliance has hosted networking events that have benefited local Oregon City businesses, such as an event at Corcilla Sellers that drew 42 people.

The organization has implemented tracking systems to document Oregon City resident participation, collecting home addresses through online registration. They also emphasized their artist exhibition program, which has featured numerous Oregon City artists, including first-time gallery participants.

When questioned about economic benefits to Oregon City, Dianne explained that by hosting events in Oregon City, they bring visitors who spend money at local businesses.

B. Friends of Willamette Falls Studios

Billy Roberts, Vice Chair of the Board of Directors for Willamette Falls Studios, and Rae Gordon, Marketing Director, presented their proposal. Billy noted he is a Rivercrest neighborhood resident, while Ray is a McLaughlin district resident.

They explained that their organization is a community-focused 501(c)(3) that has transformed a historic building (the old high school gymnasium) into a multimedia studio with TV, podcast, and music recording capabilities, as well as a fully equipped kitchen studio.

Their proposal, titled "Hunger for History," would create two pilot episodes of an educational series celebrating Oregon City's history and culture through cooking. Each episode would feature a representative from an Oregon City business or cultural group sharing family recipes and cultural backgrounds. Potential guests include Sarah Thompson from the Tribes of Grand Ronde and Yvette Irwin from Nebbiolo wine bar.

The project aims to foster appreciation of cultures and history, promote small businesses through personal stories, and provide educational opportunities for students seeking credit. They explained that the grant would pay for equipment use, ingredients, staff time, and help to maintain their facilities.

When questioned about viewership, Rae mentioned they would make episodes available on cable access and various social media outlets. They mentioned they could provide exact viewership numbers from previous similar projects but gave an estimate of 500,000 viewers.

In response to questions about economic benefits, Billy explained that featured businesses would gain exposure that could lead to increased patronage, and they would work with businesses to source ingredients for the program.

C. Hannah Grace Family

Jason Hood presented for Hannah Grace Family's Ascend Music program, which offers music lessons and instruments to children who have experienced trauma and instability. The program serves kids who have been trafficked, experienced domestic violence, or are in foster care.

Jason explained that many students come to them with nonverbal behavior due to trauma. Music provides an opportunity to teach them something simple that they can accomplish, helping them regain confidence and trust. The program purchases instruments (about \$12,000 worth last year) that are checked out to new students. If students participate for a full school year, they keep the instrument.

The program follows the Oregon City School District calendar with weekly lessons in groups of six students with 2-3 instructors. Last year, they had 44 students, with 34 (77.3%) being current Oregon City residents. Six students were former Oregon City residents or still enrolled in Oregon City School District.

Jason explained that many of their students face housing instability, which sometimes results in them moving out of Oregon City. However, students who complete the first year can continue regardless of where they live. They are entering their fifth year and have grown from 24 to 44 students.

The grant would help fund instruments and pay instructors, allowing them to expand to 50 students. About one-third of their instructors are paid as 1099 contractors. Their primary funding comes from community members, small businesses, and individual donors.

D. OC Together/Oregon City School District

Anne Haynes of Oregon City Together and Michelle Stroh, the chairperson, presented their application. They were joined by several coalition members, including Lee, a student who participated in their resilience campaign last year.

Their request would combine and repeat two programs previously funded: a fentanyl and other drug awareness campaign and a youth mental health resilience campaign. Both initiatives use upstream prevention approaches to reach youth before they need treatment or recovery services.

The fentanyl awareness campaign educates youth and families through youth-led projects including school assemblies, poster contests, community forums, and student video contests. Last year, the campaign reached more than 3,500 students directly, had over 122,000 digital impressions, and 220,000 billboard views. They saw a 16.6% increase in parents who spoke to their children about the dangers of fentanyl.

The youth mental health resilience campaign is designed and led by Oregon City high school students and engaged nearly 70,000 youth and 17,000 parents and caregivers. Survey results showed improved coping and emotional regulation skills, with a 5% increase in eleventh graders reporting excellent mental health.

Michelle Stroh, who lost her son to a fake pill overdose, shared her personal connection to the work. She emphasized that as the first fake pill death in Oregon City, her son's story drives her work with Oregon City Together, the police department, and the school district to educate students and families.

The committee learned that OC Together is hiring a certified prevention specialist who will be housed in the school district to help implement these projects. Their \$7,500 matching funds are coming from Clackamas County grants.

E. Willamette Falls Symphony Orchestra

Carol Dumond, a resident of the Park Place neighborhood and board member of the Willamette Falls Symphony Orchestra, and Mark Perlman, Music Director and resident of West Linn, presented their application.

They explained that the Symphony is entering its 44th season, having been founded in 1981. They rehearse and perform at Oregon City United Methodist Church, where they've been for over 20 years. This season, they plan six concerts plus three school concerts in Oregon City elementary schools, expecting over 1,300 Oregon City residents to attend at least one performance.

They are starting a new educational project called the Twin Rivers Conducting Workshop, where 6-9 conductors will learn to conduct with a piano and string quintet first, then with the orchestra. This provides a rare opportunity for conductors to practice with a full orchestra.

Mark emphasized that they run very lean, with administrative costs at 8.5%. Their expenses include rent, music purchases, licenses, insurance, and payments to principal string players. The majority of the orchestra consists of volunteers, contributing over 5,700 hours of volunteer time valued at over \$190,000, though they only listed \$30,000 as in-kind match on their application.

The grant would allow them to continue offering free admission to Oregon City residents and to conduct the school concerts. Mark noted the high cost of music rental. For example, renting the music for “Peter and the Wolf” for one day of performances cost \$900.

When asked about marketing and audience growth, Mark explained that their December family concert was completely packed, and they're exploring various marketing channels beyond traditional newspaper ads, including social media and potentially banners or billboards in Oregon City.

F. Bee-Lieve Education Foundation

Johnny Haas, Executive Director, and Steve Leitz, co-founder, presented for Bee-Lieve Education Foundation, a female Hispanic-owned 501(c)(3) dedicated to pollinators and their habitat. They explained their three tenets: protecting pollinators, feeding the hungry with honey they produce, and providing scholarships through Oregon State University for veterans to become beekeepers.

Their project would focus on an environmentally important area with endangered species including red-legged frogs, pond turtles, and cutthroat trout. They proposed developing trails, removing blackberries, planting native plants, adding shade over a creek to protect fish, and establishing a research apiary for Oregon State University PhD students.

The property owner, Dan Tooze, was present. He mentioned that his grandfather purchased the land in 1964. He described his plan to start the Tooze Wildlife Foundation and to donate the undevelopable land to the foundation. He stated that he would like to allow public access to the property and build an interpretive center.

Several committee members expressed concerns about public access to private land and the timing of the property transfer to the foundation. Dan Tooze indicated the property transfer was in process but not yet complete, estimating it might take about a year.

V. Discussion

Following the presentations, Matt Zook from Finance provided information about available funding. From the beginning of the grant process, the committee had decided to award up to \$400,000 for the 2025-26 grant period. Round 1 awards were \$321,876, leaving \$78,124 for Round 2. The six eligible applications totaled \$158,204, exceeding available funds.

Committee members completed individual scoring sheets at home prior to the meeting. They had the opportunity to revise their preliminary scores based on the public testimony they heard. After tabulating the results, Matt presented the rankings based on average scores. The top three ranked applications were separated from the lower three by a clear gap in scores. The three highest scores for the proposals received were submitted by the Clackamas County Arts Alliance, Hannah Grace Family and OC Together/Oregon City School District. If the committee funded the top three applications fully, it would total \$75,950, leaving approximately \$2,100 remaining.

After discussion about funding options:

Commissioner Mitchell moved to fund the top three applications in full. The motion was seconded for the purpose of discussion. The motion passed with two members voting against.

The committee engaged in a thorough discussion about the grant process, with several members expressing concerns about the evaluation criteria and the challenge of assessing projects fairly. Several committee members advocated for reconsidering the Bee-Lieve Education Foundation project, noting its tangible benefits, but others expressed concern about funding projects on private property without clear public access agreements.

Committee members discussed potential improvements to the process for future grant cycles, including clearer criteria about qualifying projects and revised scoring methods with weighted questions. The Chair mentioned plans to schedule a meeting in the fall to review and potentially revise the grant award process.

VI. Adjournment

The meeting was adjourned at 9:30.



CITY OF OREGON CITY

625 Center Street
Oregon City, OR
97045
503-657-0891

Staff Report

To: Enhancement Grant Program Committee **Agenda Date:** October 20, 2025
From: James Graham, Economic Development Manager

SUBJECT:

CEG Program Review and Revision

STAFF RECOMMENDATION:

Review and revise the Community Enhancement Grant Program

EXECUTIVE SUMMARY:

On June 16, 2025, the Community Enhancement Grant Program Committee held its annual meeting to decide grant funding on various project applications. It was a challenging meeting for a variety of reasons, but one thing became exceedingly clear: the overall program had drifted away from its intended purpose. As a result of the challenges associated with the June meeting, a second round of grant funding was agreed upon by the Committee. The second grant funding meeting for the FY 25/26 fiscal year was held on August 26, 2025.

BACKGROUND:

On June 16, 2025, the Community Enhancement Grant Program Committee held its annual meeting to decide grant funding on various project applications. It was a challenging meeting for a variety of reasons, but one thing became exceedingly clear, the overall program had drifted away from its intended purpose. As a result of the challenges associated with the June meeting, a second round of grant funding was agreed upon by the Committee. The second grant funding meeting for FY 25/26 fiscal year was held on August 26, 2025. Members of the committee agreed to hold a special meeting to specifically work on revising the program with the aim of ensuring that it will run more smoothly.

Broad challenges associated with the program include the following:

- The program is not aligned with its initial intent, allowing for a very broad spectrum of applicants.
- The program is not asset-based, making it difficult to measure its impact.
- The program provides too much funding for employees of applicant organizations.
- The program's guidelines are too ambiguous or unclear.

INTERGOVERNMENTAL AGREEMENT ("IGA")

Although Metro allows local communities to adopt and publish additional goals as well as customize their own program guidelines, Metro does have foundational requirements.

I. IGA PROJECT ELIGIBILITY

To qualify for funding, a proposed solid waste community enhancement project, locally called “The Community Enhancement Grant Program,” or (CEG”) shall meet the following eligibility criteria:

a. The Project (Metro’s Program Partners)

.Under the Enhancement Grant Intergovernmental Agreement (“EG-IGA”), the project must be located within the solid waste community enhancement area boundary as specified by the solid waste community enhancement committee or the project must benefit individuals or programs located inside the solid waste community enhancement area boundary.

b. The Project Applicant. The project applicant must be

1. A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status; or
2. A school or institution of higher learning; or
3. A local government, local government advisory committee, department or special district provided that they include documented support from local government executive officer.

c. The project must not be used to replace any other readily available source of federal, state, local or regional funds.

d. The project must not promote or inhibit religion.

e. The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.

f. If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission.

II. IGA GOALS FOR SOLID WASTE COMMUNITY ENHANCEMENT PROJECTS

Priority will be given to projects that best meet the program’s goals, and which offer benefits to the areas and populations most directly impacted by the solid waste facility.

Projects shall meet one or more of the following goals:

a. Result in an improvement to the appearance or environmental quality of the area/neighborhood within the enhancement area boundaries.

b. Result in the reduction in the amount or toxicity of waste or increased reuse and recycling opportunities within the enhancement area boundaries.

c. Result in rehabilitation, upgrading or direct increase in the real or personal property owned or operated by a nonprofit organization having 501 (c) (3) status under the Internal Revenue Code within the enhancement area boundaries.

d. Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas within the enhancement area boundaries, and/or improve public awareness and the opportunities to enjoy them.

- e. Result in improvement to, or an increase in, recreational areas and programs within the enhancement area boundaries.
 - f. Result in improvement in the safety of the area within the enhancement area boundaries.
 - g. Result in projects that benefit youth, seniors, low-income persons or underserved populations within the enhancement area boundaries.
-

A designated solid waste community enhancement committee may adopt and publish additional goals. The following goals were established by the Oregon City’s Community Enhancement Grant Program Committee several years ago:

- h. Increase the attractiveness or market value of residential, commercial or industrial areas.
- i. Increase employment or economic opportunities for city residents.
- j. Enhance art and culture with the City

III. COMPARISON OF OTHER CEG PROGRAMS

The Oregon City Community Enhancement Grant Program Committee may find it interesting to review how other communities around the Metro Region administer their respective programs. Staff obtained information from eight other communities. They include:

- | | |
|--------------------------|------------------|
| 1. Metro | 5. Gresham |
| 2. East Multnomah County | 6. Sherwood |
| 3. East Portland | 7. Wilsonville |
| 4. Forest Grove | 8 North Portland |

Each community has a grant decision committee, generally comprised of between 6 to 7 members.

Five communities do not allow program applicant testimony. The committees meet and make decisions on applications. Only three community committees have all local elected officials take part in committee deliberations. None of the community committees require grant matches and none require letters of support.

A comparative review chart is included with this report.

IV. OREGON CITY’S COMMUNITY ENHANCEMENT GRANT PROGRAM

Tier 1 Issues:

Asset-Based Funding?

Program funds for retrofitting, renovation and/or purchase of building structures, land, equipment, machinery, supplies/tools, IT software, property fixtures, etc.

Would the Committee want program funds to be spent only on hard assets?

Getting Back To Intent (What type of projects should be funded?)

To help with the desire to get back to the intent of the program, it is suggested that the committee look at what types of projects should be funded.

In that at least 3 or 4 of the seven goals promulgated by Metro and cited in its IGA involve environmental-related issues, might the Community Enhancement Grant Program Committee consider funding projects that are more closely aligned with ecological improvements, energy conservation, and public infrastructure improvements, such as:

- * Energy Conservation Projects
- * Recycling-Related Projects
- * Water Management (conservation)
- * Natural Resource Management (preserving natural assets)
- * Ecological Restoration
- * Debris Removal and Trash Pickup
- * Public Infrastructure (sidewalks, right-of-way beautification projects)

Would the Committee want to narrow the type of projects to asset-based funding focusing more on environmental-based activities?

Oregon City's Goals

Local communities may adopt and publish additional goals. The following goals were established by the Community Enhancement Grant Program Committee several years ago:

- a. Increase the attractiveness or market value of residential, commercial or industrial areas
- b. Increase employment or economic opportunities for City residents
- c. Enhance art and culture within the City

Does the committee want to remove these community-based goals or develop new ones?

Tier 2 Issues: Administrative Guidelines (Rules)

How to ensure program funding goes toward intended purposes and outcomes?

Below are previous topics of discussion/debate associated with Oregon City's program:

- * Percentage of Oregon City residents directly impacted
- * Percentage of Community Enhancement Grants to City departments
- * Match requirement (in-kind and/or cash match)
- * Letters of Support
- * Percentage cap on project-related administrative costs (mailings, printing, indirect cost charges, insurance, clerical supplies, etc.)
- * Percentage cap on personnel costs and documented verification of staff costs
- * Number of times a single applicant can re-apply and under what conditions
- * Level and degree of staff review
 - Just a review of only applicant eligibility and administrative program guidelines.
 - A review of project goal attainment feasibility in addition to applicant eligibility, and

administrative program guidelines.

Would the Committee want to eliminate all or some of these administrative rules, alter some of them, and/or add more of them?

OPTIONS:

Amount: \$0
Fiscal Year: 2026/2027

Community Enhancement Grant Program Agreement

Metro Contract No. 937320

Community Enhancement Grant Program Agreement

THIS AGREEMENT, entered into under the provisions of ORS Chapter 190, is between Metro, a Metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, Oregon 97232-2736, and the City of Oregon City (the "City") an Oregon municipal corporation, whose address is 625 Center Street, Oregon City, Oregon 97045.

Section 1: Purpose

The purpose of this Agreement is to implement the provisions of Metro Code Chapter 5.06 related to the establishment of a Solid Waste Community Enhancement Program ("program") for Metro South Transfer Station.

Section 2: Term

This Agreement begins on July 1, 2021 and terminates on June 30, 2026. The parties may agree to terminate this Agreement earlier. Metro may terminate this Agreement under Section 8. The parties may extend the term of the Agreement by written amendment.

Section 3: Collection and Distribution of Community Enhancement Fee Funds

- A. In accordance with Metro Code, Metro South Transfer Station ("facility") must collect and remit to Metro a solid waste community enhancement fee of \$1.00 on each ton of putrescible solid waste, including yard debris mixed with food waste, received at the facility. If the facility seeks to collect additional fees for community enhancement, the parties will amend this Agreement so the additional funds are distributed in compliance with the Agreement.
- B. Metro will send to the City the solid waste community enhancement fee funds ("funds") collected in A above on the first business day in February, May, August, and November of each year this Agreement is in effect.
- C. At the request of the City, Metro will provide quarterly reports of activity at the facility, including data on (1) the gross weight of solid waste received in vehicles that are weighed as they enter the facility; (2) the number of other vehicles assessed fees on an estimated volume basis; and (3) the tonnage of solid waste transferred from the facility.
- D. At the request of the City, Metro will assist with the establishment and implementation of the program.

Section 4: The City Obligations

- A. The City must establish and implement a program that complies with Metro Code Chapter 5.06 (Exhibit A), and Metro Administrative Procedures (Exhibit B). Exhibits A and B are incorporated into this Agreement and are binding on the City.

Community Enhancement Grant Program Agreement

- B. The City must establish a solid waste community enhancement program advisory committee (“committee”) that complies with Exhibit A and Exhibit B. The City will monitor the committee for compliance with its duties, including without limitation establishment of a solid waste community enhancement area boundary and compliance with Exhibits A and B. The committee membership must include the mayor or chief executive officer of the City /County, at least two citizens of The City appointed by the Mayor, and the Metro Councilor whose district includes The City. The City may include additional members at its discretion. **OR** The City and the Metro Councilor whose district includes the City must perform the functions of the committee. At the request of the City, Metro will support the City’s citizen member recruitment process and will provide best practices guidelines to the City. The best practices include recruitment of citizens who have experience with populations that are underserved by the community in terms of access to and participation in solid waste activities and benefits.

All committee members must disclose any conflict of interest before participating in a grant decision, and must sign a conflict of interest form provided by The City and approved by the attorney representing The City.

- C. The City must create a separate program account for deposit of the funds collected under Section 3. The City must ensure that only projects chosen by the committee receive these funds. The City must carry forward any funds not expended during a budget year to the following year. The City must not use the funds for general government purposes.
- D. The City must promote the program within the solid waste community enhancement program boundary area. The City must publish information about the program, including without limitation funding criteria, goals, application process, and timeline, on its website.
- E. The City must require the committee to provide an open public process for project review and selection.
- F. The City must require the committee to prepare an annual budget. The budget must identify the expected distribution of funds for projects during a fiscal year. The committee may propose that there be no distribution of funds during a fiscal year, for a maximum of three consecutive years.
- G. The City must ensure funding decisions are made by a majority vote of the committee.
- H. The City must provide all necessary support to administer the program. The City may charge the fund no more than 20% of the annual budget, not to exceed \$50,000, for the direct costs of administering the program. Direct costs include staff time and materials.
- I. No later than October 1 of each year, the City must provide a written report to Metro on the program that includes revenues and expenditures of the program funds and the fund balance carried forward, if any. The report also must include an accounting of any funds expended for program administration.

Community Enhancement Grant Program Agreement



Metro Contract No. 937320

- J. The City must maintain complete and accurate records related to the administration of the program and all funds expended and carried forward, and must make these records available to Metro for inspection, auditing and copying.
- K. The City staff who administer the Community Enhancement Grant Program will attend an annual grant-making best practices training hosted by Metro.

Section 5: Notices

Legal notice provided under this Agreement must be delivered personally or by certified mail to the following individuals:

For The City:

Office of the City: Counsel
City of Oregon City
625 Center Street
Oregon City, OR 97045

For Metro:

Office of Metro Attorney
Metro
600 NE Grand Avenue
Portland, OR 97232

Management of this Agreement will be conducted by the following designated Project Managers:

For The City:

James Graham
City of Oregon City
625 Center Street
Oregon City, OR 97045

For Metro:

Rob Nathan
Metro
600 NE Grand Avenue
Portland, OR 97232

The City may change the above-designated Project Manager by written notice to Metro. Metro may change the above-designated Project Manager by written notice to the City.

Section 6: Indemnification

Subject to the limits of the Oregon Constitution and Oregon Tort Claims Act, the City shall hold harmless Metro, its officers and employees from any claims or damages or property or injury to persons or for any penalties or fines, for the City's actions under this Agreement.

Section 7: Dispute Resolution

The parties will attempt to negotiate resolutions to all disputes arising out of this Agreement.

Community Enhancement Grant Program Agreement



Metro Contract No. 937320

Section 8: Termination

During the term of this Agreement, each party retains the right to terminate the Agreement by written notice delivered to the other party no later than 60 days prior to the anniversary date. Metro may terminate this Agreement at any time for nonperformance of any material term of the Agreement.

Section 9: Insurance

The City agrees to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this Agreement to levels necessary to protect against public body liability as specified in ORS 30.270. The City also agrees to maintain for the duration of this Agreement, Workers' Compensation Insurance coverage for all its employees as a self-insured employer, as provided by ORS chapter 656, or disability coverage under its Disability, Retirement and Death Benefits Plan.

Section 10: Integration and Amendment

This writing contains the entire Agreement between the parties, and may only be amended by written instrument, signed by both parties.

Section 11: Severability

If any portion of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless remains in full force and effect and the offending provision will be stricken.

Section 12: Notice of Default

If Metro determines that a default exists, Metro must give thirty days' written notice to the City describing the nature of the default and will give the City an opportunity to cure the default before taking any further action.

The City

Metro

By: *Anthony J. Konkol III*

By: *Brian Kennedy*

Anthony J Konkol III
Print name and title

Brian Kennedy, CFO
Print name and title

7-8-21
Date

7/27/2021
Date

*City Manager,
Oregon City*

CHAPTER 5.06

SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM¹

- 5.06.010 Policy and Purpose
- 5.06.020 Authority and Jurisdiction
- 5.06.030 Amount of Enhancement Fee
- 5.06.040 Enhancement Fee Requirements and Exemptions for Solid Waste Facilities
- 5.06.050 Establishment and Administration of a Solid Waste Community Enhancement Program
- 5.06.060 Solid Waste Community Enhancement Program Advisory Committee
- 5.06.070 Eligibility Criteria for Solid Waste Community Enhancement Projects
- 5.06.080 Goals for Solid Waste Community Enhancement Projects
- 5.06.090 Compliance and Dispute Resolution

Repealed

- 5.06.100 Administrative Procedures
[Repealed Ord. 19-1441]

¹ Formerly "Community Enhancement Programs"; Ord. 14-1344, Sec. 1.

5.06.010 Policy and Purpose

It is the policy of Metro to establish and implement a solid waste community enhancement program at all eligible solid waste facilities in the Metro region. The purpose of the program is to rehabilitate and enhance the area around the facility from which the fees are collected. [Ord. 14-1344.]

5.06.020 Authority and Jurisdiction

Metro's solid waste authority, including the authority to collect an enhancement fee and establish and implement a solid waste community enhancement program, is established under the Oregon Constitution, ORS Chapters 268 and 459, and the Metro Charter. [Ord. 14-1344.]

5.06.030 Amount of Enhancement Fee

Solid waste facilities subject to this chapter shall collect an amount not exceeding \$1.00 on each ton of putrescible solid waste delivered to the facility and remit the funds to Metro for use as a solid waste community enhancement fee. Eligible solid waste facilities may also collect an amount not exceeding \$1.00 on each ton of non-putrescible waste delivered to the facility when the Metro Chief Operating Officer and facility owner determines it is in the public interest. The Metro Council will set the enhancement fee amount for any solid waste facility subject to the fee. [Ord. 14-1344; Ord. 19-1439.]

5.06.040 Enhancement Fee Requirements and Exemptions for Solid Waste Facilities

- (a) Solid waste facilities that operate all or in part as disposal sites, transfer stations, reload facilities, compost facilities, and energy recovery facilities, as defined by Chapter 5.00, shall collect and remit an enhancement fee under this Chapter.
- (b) Where only a portion of a solid waste facility's operations qualify for collection of a fee under subsection (a), the facility shall collect and remit an enhancement fee only on the solid waste it accepts as an eligible facility.
- (c) Notwithstanding section (a) above, yard debris reload and yard debris composting facilities are not subject to the requirements of this Chapter. [Ord. 14-1344.]

5.06.050 Establishment of a Solid Waste Community Enhancement Program

- (a) Upon approval of a license or franchise application, the Metro Chief Operating Officer will inform a solid waste facility of the requirement to collect a solid waste community enhancement fee. The Metro Chief Operating Officer will require collection of the fee in the facility license or franchise.
- (b) The Metro Chief Operating Officer will inform the local government where the facility is located that a solid waste community enhancement fee will be collected by the facility and remitted to Metro.

- (c) The solid waste community enhancement program will be administered by (1) Metro directly or through a contract; or (2) the local government where the facility is located, so long as Metro and the local government agree on the terms of an intergovernmental agreement.
- (d) The Metro Councilor for the district where the facility is located shall be eligible to participate in the solid waste community enhancement program, including without limitation participation as a co-chair and voting member of the community enhancement committee, regardless of whether Metro or the local government, through an intergovernmental agreement, administers the program.
- (e) The Metro Chief Operating Officer will establish a timeline for implementation of a solid waste community enhancement program.
- (f) The funds collected and remitted to Metro shall be used for solid waste community enhancement projects chosen by a community enhancement committee and may include administrative costs in an amount set by the Metro Chief Operating Officer. [Ord. 14-1344.]

5.06.060 Solid Waste Community Enhancement Program Advisory Committee

A solid waste community enhancement program established under this section shall have a solid waste community enhancement committee. The committee is responsible for implementation of the program, including without limitation:

- (a) Establishment of the enhancement area boundary.
- (b) Creation of committee bylaws.
- (c) Development of a process for soliciting and selecting solid waste community enhancement projects.
- (d) Compliance with the eligibility criteria set forth in Section 5.06.070 and the goals set forth in Section 5.06.080 and creation of additional criteria and goals where needed.
- (e) Annually review enhancement program revenue estimates provided by Metro staff and propose how these funds will be allocated for the upcoming fiscal year or funding cycle.
- (f) Presentation of an annual report to the Metro Council on all projects approved for funding.
- (g) Maintenance of complete and accurate records related to the administration of the program, submitted to Metro annually. [Ord. 14-1344.]

5.06.070 Eligibility Criteria for Solid Waste Community Enhancement Projects

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

- (a) The project must be located in the solid waste community enhancement area boundary as specified by the solid waste community enhancement committee or the project must benefit individuals or programs located inside the solid waste community enhancement area boundary.
- (b) The project applicant must be:
 - (1) A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or
 - (2) A school or institution of higher learning; or
 - (3) A local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer.
- (c) The project must not be used to replace any other readily available source of federal, state, local or regional funds.
- (d) The project must not promote or inhibit religion.
- (e) The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
- (f) If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission. [Ord. 14-1344.]

5.06.080 Goals for Solid Waste Community Enhancement Projects

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

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

- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- (f) Result in improvement to, or an increase in, recreational areas and programs.
- (g) Result in improvement in safety.
- (h) Benefit youth, seniors, low income persons or underserved populations. [Ord. 14-1344.]

5.06.090 Compliance and Dispute Resolution

The Metro Chief Operating Office is responsible for ensuring compliance with this Chapter.
[Ord. 14-1344.]

5.06.100 [Repealed Ord. 19-1441; Effective February 19, 2020]



**SOLID WASTE
ADMINISTRATIVE PROCEDURES**

Published:

**Administration of Metro Code Chapter 5.06
Solid Waste Community Enhancement Program**

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Policy and Legal Authority

1.1 Policy and Legal Authority.

- 1.1.1 Metro's solid waste planning and implementing authority is established under the Metro Charter, the Constitution of the State of Oregon, and ORS Chapters 268 and 459.
- 1.1.2 Metro's solid waste community enhancement program is established based on state law (ORS 459.280 and 459.284).
- 1.1.3 All solid waste administrative procedure shall be subject to the authority of all other applicable laws, regulations or requirements in addition to those contained in this administrative procedure and performance standard.
- 1.1.4 Administrative procedures are adopted, as necessary, to implement the provisions of Metro Code Chapter 5.06 Solid Waste Community Enhancement Program.
- 1.1.5 The purpose of these administrative procedures is to protect and preserve the health, safety and welfare of the Metro residents; to protect and preserve the local environment, to implement cooperatively a solid waste community enhancement fee program; and to reduce the volume and toxicity of waste disposed through source reduction, reuse, recycling, and composting.
- 1.1.6 These administrative procedures and performance standards are issued by the Metro Chief Operating Officer ("Metro COO") pursuant to Metro Code Section 5.06.100.



Application and Purpose of Chapter 5.06

2.1 Application of Chapter 5.06

- 2.1.1 Chapter 5.06 shall apply to all eligible solid waste facilities within Metro's jurisdictional boundary that are licensed or franchised by Metro pursuant to Metro Code Chapter 5.01.
- 2.1.2 Metro Code Chapter 5.06 shall apply to all eligible solid waste facilities within Metro's jurisdictional boundaries that are owned by Metro.

2.2 Purpose

- 2.2.1 Metro has long recognized that certain solid waste facilities may present economic, environmental, health or other impacts on local host communities.
- 2.2.2 Metro's solid waste community enhancement program provides funds that are used for community enhancement grant projects located in the vicinity of each eligible solid waste facility. Funds are to be used for the rehabilitation and enhancement of the area in and around the facility from which the fees are collected, as determined by each solid waste community enhancement committee established in accordance with Metro Code Chapter 5.06.



Program Exempt and Program Eligible Facilities

3.1 Exempt Facility Types and Ineligible Solid Waste Activities

3.1.1 The following types of facilities are not subject to Metro Code Chapter 5.06.

3.1.1.1 Reuse or recycling facilities that (A) exclusively receive non-putrescible source-separated recyclable materials and (B) reuse or recycle such materials, or transfer, transport or deliver such materials to a person or facility that will reuse or recycle them.

3.1.1.2 Material recovery facilities that (A) exclusively receive non-putrescible solid waste and conduct material recovery on such waste, and may also (B) receive non-putrescible source-separated recyclable materials and reuse or recycle such materials or transfer, transport or deliver such materials to a person or facility that will reuse or recycle them.

3.1.2 The following types of solid waste activities are not subject to Metro Code Chapter 5.06.

3.1.2.1 Yard debris reloading.

3.1.2.2 Yard debris composting.

3.1.2.1 Material recovery on non-putrescible waste, except as provided in Section 3.3.

3.1.2.2 Recycling or reuse of non-putrescible materials.

3.2 Program Eligibility by Facility Type and Solid Waste Activity

3.2.1 Eligible facility types include, but are not limited to, the following:

3.2.1.1 Disposal sites.

3.2.1.2 Transfer stations.

3.2.1.3 Reload facilities.

3.2.1.4 Energy recovery facilities.

3.2.1.5 Compost facilities.

3.2.2 Eligible solid waste activities include, but are not limited to, the following:

3.2.2.1 Processing, reloading or transfer of putrescible waste (includes food waste and yard debris mixed with food waste).

3.2.2.2 Composting or any other processing of putrescible waste (includes food waste and yard debris mixed with food waste).

3.2.2.1 Energy recovery (including anaerobic digestion of putrescible waste to include food waste and yard debris mixed with food waste).

3.2.2.2 Disposal (includes landfilling and incineration).

3.3 Special conditions related to non-putrescible waste activities at an eligible facility

3.3.1 Non-putrescible waste that is subject to material recovery and delivered to a transfer station or other eligible solid waste facility shall be subject to Metro Code Chapter 5.06 when a facility owner/operator and the Metro COO determines it to be in the public interest.

3.3.2 For the purpose of this section the public interest shall include, but is not limited to: A) the historical program relationship established between a facility and host local government or community (e.g. Metro Central Transfer Station and Metro South Transfer Station), or B) such conditions necessary to operate a new facility, or at an existing facility conducting a new solid waste activity that is subject to Metro Code Chapter 5.06 and Metro Code Chapter 5.01.



Establishing a Solid Waste Community Enhancement Program

The purpose of this section is to establish a general process for Metro and a host local government to implement and administer a solid waste community enhancement program at an eligible solid waste facility.

4.1 New Facilities Without a Solid Waste Community Enhancement Program

4.1.1. Notification to a host local government.

Upon receipt of a complete Metro license or franchise application for a new eligible solid waste facility that is subject to this chapter, or a new eligible solid waste activity at an existing facility, the Metro COO shall notify the host local government that it qualifies for the solid waste community enhancement program.

4.1.2 Coordination with Metro and the host local government.

4.1.2.1 As part of Metro's license and franchise review or renewal process, the Metro COO will notify the local government hosting an eligible solid waste facility that a solid waste community enhancement program shall be established.

4.1.2.2 The Metro COO shall provide the host local government with an opportunity to enter into an intergovernmental agreement to administer the program. As provided in Section 5.1, Metro and the local government may consider other approaches to administer the program if an intergovernmental agreement cannot be established.

4.1.2.3 A host local government shall not be excluded or limited from participating in Metro's solid waste community enhancement program for an eligible solid waste facility, nor shall Metro be limited in implementing a solid waste community enhancement program when a host local government adopts: (1) a tax or charge that imposes a fee on haulers of commercial solid waste or other users of the facility; (2) any tax duly adopted by the local government which is generally applicable for all persons doing business in boundaries of the local government; or (3) any franchise fee collected by the local government from haulers collecting solid waste within the boundaries of the local government,

4.1.2.4 Metro shall not establish a solid waste community enhancement program at a solid waste facility if the respective host local government has implemented and is actively administering a solid waste community enhancement program

for that solid waste facility under separate authority of ORS 459.284 and 459.290.

- 4.1.2.5 Prior to establishing a solid waste community enhancement program at an eligible solid waste facility, the Metro COO shall inform the Metro Council President and the Metro Councilor whose district hosts the solid waste facility of the decision to establish a solid waste community enhancement program and provide the Metro Councilor with the opportunity to chair, co-chair, or otherwise participate in the solid waste community enhancement committee at the option of the Metro Councilor.

4.2 Programs Established Prior to January 1, 2014

Solid waste community enhancement programs that were established prior to January 1, 2014 and are administered through an intergovernmental agreement with a host local government shall be updated and reissued with an effective date of July 1, 2015 to provide consistency with all applicable provisions in Metro Code Chapter 5.06 and these administrative procedures.

4.3 Existing Eligible Facility Without a Solid Waste Community Enhancement Program

The Metro COO shall notify a host local government of an existing eligible solid waste facility within its jurisdictional boundaries regarding a timeframe and process for the implementation and administration of a solid waste community enhancement program in accordance with this chapter.

4.4 Funding

- 4.4.1 Except as provided in Section 3.3, solid waste facilities subject to Metro Code Chapter 5.06 shall collect an amount not exceeding \$1.00 on each ton of putrescible solid waste delivered to the facility and remit the funds to Metro for use as a solid waste community enhancement fee.
- 4.4.2 Metro may periodically adjust the solid waste community enhancement fee based on the Consumer Price Index (CPI) up to the maximum amount set forth in ORS 459.284.
- 4.4.3 On a quarterly basis, Metro will remit the solid waste community enhancement funds to each host local government with a solid waste community enhancement program established by intergovernmental agreement with Metro in accordance with Metro Code Chapter 5.06.
- 4.4.4 Projects funded from a solid waste community enhancement fund will be made with the positive vote of a majority of the solid waste community enhancement committee created to administer such a program. Frequency of funding projects is also to be determined by the committee.



Establishing a Solid Waste Community Enhancement Committee

5.1 Establishing a Solid Waste Community Enhancement Committee

- 5.1.1 For the purpose of establishing a solid waste community enhancement committee, the Metro COO shall coordinate with the host local government and the Metro Councilor whose district hosts the eligible solid waste facility.
- 5.1.2 Metro may designate a solid waste community enhancement committee in accordance with Metro Code Chapter 2.19.
- 5.1.3 The Metro COO may enter into an intergovernmental agreement to designate the host local government as the solid waste community enhancement committee. Such a committee shall consist of at least five members and may include the Metro Councilor whose district hosts the solid waste facility (with the option to serve as co-chair to the committee), and three citizen representatives appointed by the mayor, city manager, or county administrator. In lieu of appointment of such a committee, the local government may designate itself and the Metro Council member representing the district that hosts the solid waste facility (with the option to serve as co-chair to the committee) to perform the function of such committee. The term for such intergovernmental agreements should be established to coincide with the term set forth in the subject facility's Metro license or franchise.
- 5.1.4 The Metro COO may enter into an agreement with a recognized non-profit community organization including, but not limited to, a neighborhood district coalition, neighborhood association, committee for citizen involvement or other similar community-based group having a legally constituted active board of directors. The designated solid waste community enhancement committee shall consist of at least five members, and may include the board of directors, the Metro Councilor whose district hosts the solid waste facility, and any number of citizen representatives appointed by the Metro Councilor whose district hosts the solid waste facility.
- 5.1.5 The Metro COO shall establish the terms and conditions of the agreements for the establishment and administration of a solid waste community enhancement committee as provided in Metro Code Chapter 5.06.

5.2 Administration

- 5.2.1 The administration and distribution of funds from a solid waste community enhancement program shall be subject to the approval of a solid waste community enhancement committee.

- 5.2.2 Each solid waste community enhancement committee or host local government shall promote, advertise, solicit and accept requests for proposals or projects to be funded from the solid waste community enhancement fund within its solid waste community enhancement program area boundary.
- 5.2.3 Either Metro or the host local government shall prepare and publish an annual budget for the solid waste community enhancement account. Each budget shall be subject to review and comment by the solid waste community enhancement committee and shall, at a minimum, identify the proposed allocation of grant funding and administrative costs for the upcoming fiscal year, except that a solid waste community enhancement committee may propose that there be no expenditure of funds during a fiscal year for up to a maximum of three consecutive fiscal years, or longer if approved by the Metro COO or the community enhancement committee.
- 5.2.4 Either Metro or the host local government shall segregate solid waste community enhancement funds by establishing a separate set of accounts for the revenues and expenditures of the solid waste community enhancement program to ensure that only committee-authorized plans, projects, and programs receive funding. Funds not expended during a budget year shall be carried forward to each subsequent year.
- 5.2.5 Each solid waste community enhancement committee or host local government shall publish and follow the project funding criteria in Section 6.1 and goals in Section 6.2 for selecting projects or programs to fund during the fiscal year. A solid waste community enhancement committee may request that Metro modify or change the criteria. A community enhancement committee may publish and follow more restrictive program funding criteria, and may adopt and publish additional goals and/or guidelines.
- 5.2.6 Each solid waste community enhancement committee or host local government shall, provide an annual written report to the Metro COO regarding all expenditures from the enhancement fund and shall itemize all enhancement fund expenditures including the amount of funds expended on each project under its jurisdiction including the funding balance by October 1 of each year.
- 5.2.7 Each solid waste community enhancement committee, upon request by the Metro COO, shall provide an oral presentation to the Metro Council at a time such presentation can be scheduled at a Metro Council meeting.
- 5.2.8 If administrative costs incurred by Metro or the host local government to administer the solid waste community enhancement program are reimbursed from the solid waste community enhancement funds as provided in Section 5.3. The annual report required in Section 5.2.6 shall include an accounting of the funds expended for program administration.
- 5.2.9 Each solid waste community enhancement committee will provide an open public process for project/program review and approval.

5.3 Administrative Cost Reimbursement

- 5.3.1 A solid waste community enhancement fund may be used to help defray the direct costs incurred to administer a solid waste community enhancement program by Metro or a host local government (e.g., staff time and materials necessary to set up and administer a solid waste community enhancement program).
- 5.3.2 No more than twenty percent (20%), and not more than \$50,000 of a solid waste community enhancement fund that is collected during a program funding cycle may be used to pay for costs directly associated with administering a solid waste community enhancement program. Administrative costs in excess of these amounts shall not be borne by the solid waste community enhancement fund.

5.4 Recordkeeping and Audits

- 5.4.1 Each solid waste community enhancement committee or host local government shall maintain complete and accurate records related to the administration of the program and funds expended under its jurisdiction. The committee shall make these records available to Metro for inspection, auditing, and copying.
- 5.4.2 Metro may require, at Metro's expense, that a solid waste community enhancement committee submit to an independent audit conducted by an auditor chosen by Metro. The audit shall address only those matters reasonably related to the solid waste community enhancement program fund and its administration.



Eligibility Criteria and Goals

6.1 Eligibility Criteria for Funding Solid Waste Community Enhancement Projects

- 6.1.2 To qualify for funding, a proposed solid waste community enhancement project shall meet the following funding criteria. A designated solid waste community enhancement committee may adopt and publish more restrictive eligibility criteria.
- 6.1.2.1 Be within the solid waste community enhancement area boundaries specified by the designated solid waste community enhancement committee or benefit individuals or programs located inside the community enhancement area boundary.
 - 6.1.2.2 Be from non-profit organizations including, but not limited to, neighborhood associations or charitable organizations with 501(c)(3) status under the Internal Revenue Service, or
 - 6.1.2.3 Be from a school, or institution of higher learning, or
 - 6.1.2.4 Be from a local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer, and, as a guideline, the requested funding not exceed 15% of an annual solid waste community enhancement program budget or funding cycle, or more as otherwise provided in an intergovernmental agreement between Metro and a host local government.
 - 6.1.2.5 Not replace another readily available source of federal, state, regional or local funds.
 - 6.1.2.6 All applicants must go through the official application, review and approval process established by the solid waste community enhancement committee.
 - 6.1.2.7 Not promote or inhibit religion.
 - 6.1.2.8 Not fund organizations, projects or programs that discriminate based upon race, ethnicity, age, gender or sexual orientation.
 - 6.1.2.9 Be able show a clear public benefit if projects are on private land.

6.1.2.10 Have written landowner permission at the time of application.

6.2 Goals for Funding Solid Waste Community Enhancement Projects

6.2.1 Projects shall meet one or more of the following goals. Priority will be given to projects that best meet the goals and which offer benefits to the areas and populations most directly impacted by the solid waste facility. A designated solid waste community enhancement committee may adopt and publish additional funding goals. The order of the following listing does not imply ranking or weighting. Projects should:

- 6.2.1.1 Result in an improvement to the appearance or environmental quality of the area/neighborhood within the enhancement area boundaries.
- 6.2.1.2 Result in the reduction in the amount or toxicity of waste, or increase reuse and recycling opportunities within the enhancement area boundaries.
- 6.2.1.3 Result in rehabilitation, upgrading or direct increase in the real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code within the enhancement area boundaries.
- 6.2.1.4 Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas within the enhancement area boundaries, and/or improve the public awareness and the opportunities to enjoy them.
- 6.2.1.5 Result in improvement to, or an increase in, recreational areas and programs within the enhancement area boundaries.
- 6.2.1.6 Result in improvement in the safety of the area within the enhancement area boundaries.
- 6.2.1.7 Result in projects that benefit youth, seniors, low income persons or underserved populations within the enhancement area boundaries.



Dispute Resolution

- 7.1 The Metro COO shall, in good faith, attempt to negotiate resolutions to all disputes arising out of the implementation and administration of Metro Code Chapter 5.06 and these administrative procedures. Disputes arising out of or relating to the implementation or administration of Metro Code Chapter 5.06 or these administrative procedures shall be resolved as follows:
- 7.1.1 The Metro COO will review the matter or dispute to determine if there is sufficient reason or cause to take action.
 - 7.1.2 When warranted, the Metro COO will notify the host local government and the solid waste community enhancement committee, the Council President and the corresponding councilor whose district hosts the solid waste facility in writing of the dispute or alleged breach. The notice shall describe the nature of the dispute or alleged breach. The notice shall prescribe a resolution process and include a date by which the host local government or solid waste community enhancement committee must respond to the Metro COO's notice.
 - 7.1.3 Within the period specified by the Metro COO, the host local government or solid waste community enhancement committee shall respond to the notice provided by the Metro COO regarding the dispute. Such response may include information that proves that the dispute or alleged breach has been resolved, or that diligent efforts to correct the dispute or alleged violation is being made and is likely to succeed in a reasonable period of time.
 - 7.1.4 If the Metro COO determines that the dispute or alleged violation has not or cannot be resolved within the manner prescribed and in a reasonable period of time, the Metro COO may take further action, including the modification or termination of an intergovernmental agreement to ensure that the dispute or breach is resolved within a reasonable period of time.

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Enhancement Grant Comparison of Award Decision and Management

| Area | Grant Administrator | Grant Committee Membership | Decision Process | Approximate Annual Grant Allocation | Letters of Support | Match Required |
|---|---|--|--|-------------------------------------|-----------------------------------|----------------|
| Metro Central | Metro | Metro Councilor and 6 additional members, each representing specific neighborhoods. Metro Council confirms committee appointments. | Committee members review all applications and score individually. No applicant interviews. Grant committee meets twice. Both meetings are public meeting but there is no public testimony. Committee members review grant applications and ask staff any "supplemental questions" they may have. Staff share the supplemental questions and applicants have one week to respond. Committee makes final decision at second meeting. | \$250,000-\$280,000 | Optional | No |
| Metro South | City of Oregon City | Full City Commission (5 members), Metro Councilor Christine Lewis and three residents appointed by the Mayor. | Committee members review all applications and score individually. Grant committee meets once to determine grant awards. Applicants make a short statement and answer questions. Award decisions made same evening as presentations. | \$300,000-\$385,000 | Required | Yes |
| East Multnomah County | "Rise Up" East County Rising Community Projects | Metro Councilor and 6 area youth residents. | Youth-led volunteer committee with staff liaison. No applicant interviews. Typically host one meeting to determine grant awards. | \$120,000 | Optional | No |
| East Portland "City of Roses" | Elevate Oregon | High school youth (from Parkrose High School) and two adult supervisors | Committee members review applications individually. No applicant interviews. There are multiple rounds of discussion and scoring. In one year, they had 41 applications and three separate rounds of scoring. The committee follows a consensus model to arrive at the final decision. | \$100,000 - \$125,000 | Optional | No |
| Forest Grove and adjoining areas | City of Forest Grove | Full City Commission (7 members) and Metro Councilor | Process similar to Oregon City. Committee members review applications and score individually ahead of meeting. Applicants provide a four minute statement. Committee meets in a two hour City Commission Work Session. Unlike Oregon City, no match requirement. Letters of support are not required but are often submitted. | \$80,000 - four \$20,000 grants | Optional (typically are received) | No |
| Gresham | City of Gresham | 1 Gresham City Councilor, Metro Councilor, and 8 community members including member of Gresham's Youth Advisory Council | Committee members review all applications and score individually. No applicant testimony is required. Grant committee meets once to make award decisions. | \$100,000 | No | Optional |
| Sherwood | City of Sherwood | All elected officials | Committee members review all applications and score individually. No applicant testimony is requested. Grant committee meets once to make award decisions. | \$90,000 | not specified | not specified |
| Wilsonville | City of Wilsonville | 2 City Council members, Metro Councilor and 4 residents appointed by the Mayor | Committee members review all applications and score individually. Applicant provide testimony at the public meeting. Grant committee meets once to make award decisions. | \$70,000 | Optional | Optional |
| North Portland | Portland Harbor Community Coalition | 10 community members | Same as Metro Central, with supplemental questions. | \$75,000 every two years | Optional | No |

Notes

Sherwood Past Awards

| | |
|----------|--------|
| FY 15-16 | 68,852 |
| FY 16-17 | 81,000 |
| FY 17-18 | 72,015 |

Wilsonville staff Zoe Mombert

Is North Portland (Suttle Road Recovery Facility) an Enhancement Grant program?

North Portland Enhancement Grant (St Johns Landfill is closed)

Match Info.

| | |
|------------------|---|
| Metro Central | No match required |
| Metro South | Match amount depends upon amount size of requested. May be cash or in-kind. |
| City of Sherwood | 10% match requested (cash or in-kind) |

Contacts

| | | |
|---|----------------------|---|
| East Portland | Elevate Oregon | kj@elevateoregon.org |
| Forest Grove and adjoining areas | City of Forest Grove | |
| Gresham | City of Gresham | anna.snyder@greshamoregon.gov |
| Sherwood | City of Sherwood | Leslie Dean, DeanL@SherwoodOregon.Gov 503.625.4212. |



Community Enhancement Grant

July 1, 2025 through June 30, 2026

Program Guidelines

ROUND II

\$78,000 AVAILABLE IN TOTAL FUNDING

The Community Enhancement Grant Program (“CEGP”) supports projects in Oregon City that improve the community’s overall quality of life by investing in people and places. The CEGP receives funding from Metro, which operates the Metro South Transfer Station on Washington Street in Oregon City (“the City”).

Through an Intergovernmental Agreement, Metro, compensates the City by distributing a \$1.00 per ton surcharge for all solid waste collected at the station to be used for enhancement projects throughout the City. The Enhancement Grant Program Committee may allocate up to \$400,000 to eligible grant projects for the 2025-2026 period.

Projects that receive support through this program must meet at least one of the 10 goals program listed below.

1. Result in significant improvement in the cleanliness of the City.
2. Increase reuse and recycling efforts or provide a reduction in solid waste.
3. Increase the attractiveness or market value of residential, commercial or industrial areas.
4. Result in the rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
5. Enhance new or existing wildlife, riparian zones, wetlands, forest lands or marine areas, and/or improve public awareness of these areas and opportunities to enjoy them.
6. Preserve or increase recreational areas and programs within the limits of the City.
7. Improve safety within the City.
8. Increase employment or economic opportunities for City residents.
9. Provide work or training opportunities to benefit youth, seniors, low-income people or other underserved populations.
10. Enhance art and culture within the City.

Eligibility

Projects submitted for funding must directly benefit Oregon City residents living within the legal boundaries of the city limits. Projects submitted for funding must be used to create real changes in Oregon City and its neighborhoods. Projects must meet the following eligibility requirements:

- A. The project applicant must be:
 - 1) A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or
 - 2) A public school or institution of higher learning; or
 - 3) A local government advisory committee, department or special district.
- B. The project may not fund property improvement projects that do not directly support the goals of the Community Enhancement program.
- C. The project must not promote or inhibit religion.
- D. The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
- E. The project must not be used to replace any other available source of federal, state, local or regional funds.
- F. If the project is located on private land, the project application must establish a clear public benefit and must document the property owner's permission.

Impact on Oregon City Residents

Applicants must demonstrate that at least sixty percent of the people benefiting from the proposed Enhancement Grant project are Oregon City residents who live within the legal boundaries of Oregon City.

Issues that Will Impact Eligibility

“Self-Dealing” is a specific kind of conflict of interest that will not be permitted. For example, if the grant applicant is an owner of pre-existing assets and the same assets will be purchased using Community Enhancement Grant Funds and will be used in the project, then the use and purchase of those assets for the project would not be permitted.

“In-kind support” is defined as a new project-related resource that is donated to the applicant to use. The in-kind support is required to complete a project, it is not financially purchased by the grant applicant. Examples of in-kind support include volunteer time, new materials and supplies. Please note that items must be donated specifically for the project. The use of pre-existing materials or supplies or tools does not constitute in-kind contributions.

New for 2025: In the past, organizations could apply for funding for two out of three years. This restriction has been removed on a trial basis for 2025. Applicants may apply for continued funding if they have previously received an Enhancement Grant award.

However, the Enhancement Grant Program Committee (EGPC) requests that area nonprofits continue to build their internal capacity. Organizations who have received funding two years in a row and are returning for a third year are required to document other fundraising activities.

Reoccurring projects are subject to a reduction in funding upon review by the EGPC.

Award Amount

Applicants may apply for a grant of up to a maximum amount of \$50,000. Grant awards are dependent on available funding and may be funded in part or in full.

Match Requirement

In addition to the requested Enhancement Grant funds, applicants must demonstrate that they have secured other resources to complete the proposed project. The additional resources may be actual cash and/or in-kind support. The cash match must be secured prior to applying. Cash matches from other Oregon City Municipal Governmental sources to support the project are ineligible.

Eligibility and Proof of Cash and/or In-Kind Match.

- **Grants.** Other types of grants that will be used for the project, except other Oregon City funding sources, can be included. An award letter or other verifying documentation from the grant provider stating that the grant(s) has already been approved will be required as part of the Community Enhancement Grant Application.
- **In-kind Support.** The applicant must secure a letter from the donor as part of its application describing the in-kind support and when it will be provided for the project. In-Kind support documentation of materials, supplies, and/or tools must substantiate that this type of support is not pre-existing and is new to the project. The in-kind donation must be submitted prior to the end of the project, or the enhancement grant funding will be adjusted downward to reflect the absence of support. If the agency personnel time is being donated, a report detailing the time spent on the project by personnel, name and title of persons involved and their hourly pay rate. (For further details, contact James Graham, Economic Development Manager.
- **Total Project Cost.** The required amount of in-kind and/or cash match depends on the total project cost. For example, if the total project cost is \$30,000, including in-kind match, a cash match, as well as the grant request, then the applicant needs to document a 40% match. The required match, whether in-kind or cash funding, will be based on the enhancement grant amount sought after.

See the table below to calculate the match requirement.

Example

| Project Items | Grant Dollars Requested | Matching Funds (cash) | In-Kind Match Support | Total project Costs |
|---|-------------------------|-----------------------|-----------------------|---------------------|
| Personnel Services | \$20,000 | | \$5,000 | \$25,000 |
| Project Administration (clerical, advertising, printing, postage, etc.) | | \$3,000 | | \$3,000 |
| Materials, Supplies | | | \$2,000 | \$2,000 |
| | | | | |
| Totals | \$20,000 | \$3,000 | \$7,000 | \$30,000 |

| Total Project Cost (not the grant request) | Required Funding Match |
|--|---------------------------|
| \$0 to \$4,999 | 10% of total project cost |
| \$5,000 to \$9,999 | 20% of total project cost |
| \$10,000 to \$19,999 | 30% of total project cost |
| \$20,000 to \$39,999 | 40% of total project cost |
| \$40,000 or more | 50% of total project cost |

In the example above, the required match is 40% because the total project cost is \$30,000

Total Project Cost = \$30,000 x 40% required match = \$12,000.00

The proposed project is only offering \$10,000 in total match (not eligible)

Volunteer Rate for In-kind Matching Support: To estimate the value of donated volunteer labor time, use the suggested hourly rate of \$33.49. This rate was established in April 2024 by the Independent Sector, a national organization that fosters public policies to strengthen nonprofit organizations (www.independentsector.org).

LETTERS OF SUPPORT

All grant applicants must provide letters that demonstrate public support.

PUBLIC SUPPORT LETTERS

1. Applicable to all Eligible Applicant Organization

Any applicant seeking funding from the Community Enhancement Grant Program must obtain a letter of support from a geographically relevant neighborhood association (provided there is an active neighborhood association). This may also include the Citizen Involvement Committee (CIC), if there is not a active neighborhood association. See the link for meeting schedule and more information: <https://www.orcity.org/899/Neighborhood-Associations>

To determine what neighborhood the proposed project is in, use the online tool at <https://www.orcity.org/404/What-Neighborhood-Am-I-In>. To review a list of active neighborhood associations and upcoming meetings, visit the City webpage at <https://www.orcity.org/1878/Neighborhood-Association-Meeting-Calendar/>.

If you have any questions or are unable to contact a neighborhood association, contact Hannah Schmidt, Community Engagement Specialist, at hschmidt@orcity.org or (503) 974-1510.

OR

2. Applicable to all Eligible Applicant Organization

Any applicant seeking funding from the Community Enhancement Grant Program must obtain a letter of support from a local business association. The City recognizes the following business associations: Oregon City Business Alliance, Oregon City Chamber of Commerce, Downtown Oregon City Association.

PARTNERSHIPS (Situational Letters of Support)

1. Applicable to Any Eligible Applicant in Partnership With a Public Organization

Any eligible applicant whose project requires use of a public right-of-way or publicly owned building and without whose support, the applicant's project would not go forward would need a letter of support from the impacted public organization. As an example, if an applicant organization would like to host a public event and requires on-street public parking, the City of Oregon City Public Works Dept. must be aware of and supportive of the event by issuing a letter of support.

OR

- 2. Applicable to Any Eligible Applicant Organization in Partnership with a Private Entity**
Example, if a non-profit applicant organization wanted to partner with a private business to sponsor a plastic and glass bottle collection drive on a business' private property, the business would have to be aware and supportive of the event by issuing a letter of support.

City Fees and Permits

Prior to applying for an Enhancement Grant, applicants are responsible for verifying if a City permit is required for a project. If the proposed project will make any changes or improvement to a property or building, contact the Community Development Division at 503-722-3789 and/or visit their website at <https://www.orcity.org/1336/Community-Development> to determine if a Planning or Building Permit is required. City permit fees may have a major impact on the project budget.

It is up to the applicant to determine what fees or permits are required prior to grant submission. The Enhancement Grant may be used to pay applicable permit fees and related expenses. All required permits must be in effect prior to the commencement of the applicant's project.

Neither Metro nor the City of Oregon City are responsible for costs incurred in preparing a project proposal. Projects will be reimbursed for expenses incurred only during the contract period.

Information Session

Staff will hold a public open house to answer questions about the Community Enhancement Grant Program on Thursday, **July 10 at 6:30 p.m. at City Hall**. All potential applicants **are welcome and encouraged to attend**. To receive information about the Open House, contact Ann Griffin, agriffin@orcity.org.

Application Period and Deadline

The Community Enhancement Grant application will be available online and at City Hall beginning **Monday, June 30th at noon**. Applications for the 2025-2026 grant cycle must be received before 5:00 pm on **Friday, August 8, 2025**.

Online applications are encouraged. An electronic copy of the application can be downloaded from the City of Oregon City website (www.orcity.org). Please limit your typed responses to the space provided on the application.

If you need to submit a hard copy of your project proposal, please notify Ann Griffin at agriffin@orcity.org. A hard copy may be hand-delivered or mailed to Community Enhancement Grant Program, City of Oregon City, 625 Center Street, Oregon City, OR 97045.

Application Review and Selection

Staff will review all applications. Incomplete applications and proposed projects that do not meet the guidelines and/or goals of the Enhancement Grant program will not be considered. The Enhancement Grant Program Committee will meet on a date to be announced to review applications and make final grant award decisions.

IMPORTANT: Applicants must attend the Community Enhancement Grant Program Committee meeting to provide a brief presentation of their organization and project. Given the typical number of applicants, presentations will be limited to 3 to 4 minutes. It is important to be prepared to answer questions or provide additional information.

Prior to application submittal deadline, contact James Graham at 503-496-1552 or jgraham@orc.org for questions about application qualifications.

Evaluation and Selection

The Community Enhancement Grant Program committee will score eligible applications based upon the goals of the program. Selection of projects to be funded will be based on the EGPC's ranking of each application. The grant winners will be selected on the same day that the Community Enhancement Grant Program Committee meets.

Contracting Information

Successful applicants will be required to enter into an Enhancement Grant Agreement with the City of Oregon City. Applicants should note that liability insurance might be required. A person authorized to represent the applicant organization will be asked to sign the contract.

All approved projects must expend their awarded funds and substantiate all of their program matches by June 30, 2026. At least three check-in meetings with grant awardees will be held to address any challenges with project implementation.

Exit Report

To receive final payment of the awarded grant, and be considered for future EGP grants, the project coordinator must submit a an "Exit Report" prior completing the grant project and before the end of the grant award contract. The exit report must include:

- A brief description of the project/program.
- A description of the accomplishments, relative to the goals of the grant program.
- Documentation that substantiates the amount and source of all cash and/or in-kind matches of support identified in the project's budget.
- Measures of performance (i.e. number of people served, effect of the project/program on the City).
- Narrative stating how the funds were spent.
- Before and after photos of the project.
- Any promotional material samples (advertisements, flyers, posters, etc.) Please mention the Oregon City Enhancement Grant Program as a project/program sponsor on all promotional materials.