



AGENDA

**SPECIAL MEETINGS OF THE
ROSEBURG CITY COUNCIL
CITY COUNCIL CHAMBERS, 900 SE DOUGLAS**

**THURSDAY OCTOBER 29, 2015
7:30 a.m.**

CALL TO ORDER

Council President Tom Ryan

City Councilors

Alison Eggers
Lew Marks

Ken Fazio
John McDonald

Victoria Hawks
Tom Ryan

Steve Kaser
Andrea Zielinski

PUBLIC HEARING

A. Community Development Block Grant Funds – Head Start

ADJOURNMENT

**SECOND SPECIAL MEETING OF THE ROSEBURG CITY COUNCIL
(Immediately Following Above 7:30 a.m. Meeting)**

CALL TO ORDER

Council President Tom Ryan

City Councilors

Alison Eggers
Lew Marks

Ken Fazio
John McDonald

Victoria Hawks
Tom Ryan

Steve Kaser
Andrea Zielinski

APPROVAL OF MINUTES

A. Special Meeting of October 29, 2015

ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG PUBLIC NOTICE AND NOTICE OF PUBLIC HEARING
REGARDING 2015 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

NOTICE IS HEREBY GIVEN, the City of Roseburg will conduct a public hearing on **Thursday, October 29, 2015**, regarding the city's intent to apply for a 2015 Community Development Block Grant.

The City of Roseburg is eligible to apply for a 2015 Community Development Block Grant from the Oregon Business Development Department. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements, primarily for persons with low and moderate incomes. Approximately \$11.5 million will be awarded to Oregon non-metropolitan cities and counties in 2015. The maximum grant that a city or county can receive is \$3,000,000.

The City of Roseburg is preparing an application for a 2015 Community Development Block Grant from the Oregon Business Development Department for construction of a Head Start facility on the United Community Action Network Campus. It is estimated that the proposed project will benefit at least 420 persons, of who (99%) will be low or moderate income.

The Roseburg City Council will hold a special meeting at 7:30 a.m. on Thursday, October 29, 2015 in the City Council Chambers, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, Oregon. A public hearing will be held by the Roseburg City Council at that meeting. The purpose of this hearing is for the Roseburg City Council to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project. Written comments are also welcome and must be received by **5:00 p.m. on October 28, 2015** at 900 SE Douglas Avenue. Both oral and written comments will be considered by the Roseburg City Council in deciding whether to apply. The location of the hearing is accessible to persons with disabilities.

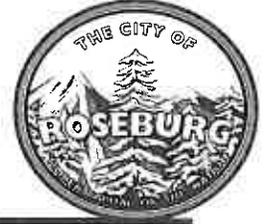
More information about Oregon Community Development Block Grants, the proposed project, and records about the City of Roseburg's past use of Community Development Block Grant funds are available for public review at the Community Development Department, 3rd floor Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, Oregon during regular office hours. Advance notice is requested. If special accommodations are needed, please notify City Recorder's Office so that appropriate assistance can be provided.

Permanent involuntary displacement of persons or businesses is not anticipated as a result from the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate- income housing, which is demolished or converted to another use will be replaced.

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ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Community Development Block Grant – Council Support for Application UCAN Head Start Project

Meeting Date: 10-29-2015
Department: Community Development
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Brian Davis
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

United Community Action Network (UCAN) is asking for City assistance in constructing a new Head Start Building on the UCAN Campus. They wish to access \$2,000,000 in Community Development Block Grant (CDBG) funds from the Oregon Business Development Department that may be used for such purposes. A local jurisdiction must apply on their behalf, and because this project is inside the city limits, the City of Roseburg was the logical choice to assist them with the application.

BACKGROUND

A. Council Action History.

During the City Council meeting July 28, 2014, UCAN Executive Director Mike Fieldman and Head Start Director Maureen Short presented a plan to build a permanent Head Start building on the UCAN campus on Kenneth Ford Drive: funding would use foundation and local grants, community support, and UCAN agency sources along with a CDBG grant of \$2,000,000 from the state acquired by the City of Roseburg. At that meeting, the City Council approved the initial concept.

B. Analysis.

The purpose of the hearing is for the City Council to obtain citizens views about the project and to respond to comments about the proposed project. The Council will also invite comments regarding overall community development and housing needs, especially the needs of low and moderate income persons, as well as other needs in the community that might be assisted with a Community Block Grant project. At the hearing, the Council should consider both oral and written comments before deciding whether to proceed with the grant application for the proposed project.

Oregon Business Development Department CDBG funds may be used for construction of Public Community Facilities to provide shelter or services to persons with special needs. Head Start centers meet the national objective of

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benefiting low and moderate income persons since Head Start centers serve persons 0-5 years of age (by federal definition, at least 51 percent of children that age meet Low- and Moderate-Income limits). Maximum grant amounts of \$2,000,000 are available to such facilities as they rarely produce a reliable or sufficient revenue stream to repay a loan.

Currently, UCAN provides Head Start services to 420 Douglas County children with a waiting list of at least 300 more. A new facility at the UCAN campus on Kenneth Ford Drive will consolidate operations while providing Head Start a permanent location. The campus currently buses children to the site for other programs, those who qualify for Head Start may also benefit from additional services at the site.

Head Start has been renting various facilities for many years without long-term stability. Classrooms at schools or churches have been used, but oftentimes property owners sub-let the space with little notice which disrupts service to children. Head Start also includes specific requirements for nutrition for its students; if a rented facility did not have a commercially certified kitchen or food service which met federal guidelines, meals and snacks would need to be delivered to the children. The planned new construction includes a commercial kitchen on site which will meet requirements for all Head Start students.

Although the City would apply for funding in cooperation with UCAN, CDBG funds are awarded to the City. Under the standard CDBG process, the City uses the CDBG-awarded funds to assist UCAN in the construction of the facility. Neighborworks Umpqua has expressed willingness to be the Grant Administrator. As the responsible party, the City disperses funds to the project, becoming a lien holder on the project which ensures the facility continues its use as a Head Start Center for at least 5 years beyond close out of the CDBG grant.

B. Financial and/or Resource Considerations.

Construction of the building is budgeted at \$4,200,000. UCAN has committed private foundation grants totaling \$1,200,000 and a committed loan for \$1,000,000 of that amount; the \$2,000,000 CDBG grant will cover the balance.

Other than staff time needed to monitor the grant, no City funds would be used for this application. If awarded, a budget resolution to authorize expenditure of special purpose grant funds will be brought to Council for action.

D. Timing Issues.

The third quarter funding cycle of 2015 CDBG ends September 30, 2015. Council approval would allow the application to be processed within the first award cycle for 2015. This has been the only CDBG application request received by the City in 2015. If approved, the project would begin construction in 2016.

COUNCIL OPTIONS

1. Direct Staff to proceed with the application for CBDG funds
2. Delay application for CBDG funds until a later funding cycle
3. Take no action

STAFF RECOMMENDATION

Staff recommends Council approve the request for a CBDG application in support of UCAN Head Start building construction.

SUGGESTED MOTION

"I move to approve the application request by UCAN and direct staff to move forward with the CDBG application process."

ATTACHMENTS

Project Site Photo

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