

REVISED

ROSEBURG CITY COUNCIL AGENDA – JUNE 13, 2016
City Council Chambers, City Hall,
900 S. E. Douglas Avenue, Roseburg, OR 97470

CF
6/10/16



7:00 p.m. - Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**

Alison Eggers	Ken Fazio	Victoria Hawks	Steve Kaser
Lew Marks	John McDonald	Tom Ryan	Andrea Zielinski
4. **Mayor Report**
 - A. Camp Millennium Week Proclamation – Sarah Miller
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
 - A. Minutes of May 23, 2016 Regular Meeting
8. **Public Hearing**
 - A. Resolution No. 2016-13 - 2016/17 Budget Adoption
 1. Non-Profit Organization Funding Requests
9. **Ordinances**
 - A. 2nd Reading, Ordinance No. 3469 - Single Lot Local Improvement District
 - B. Ordinance No. 3470 - Granting Telecommunications Franchise to Google North America, Inc.
10. **Resolutions**
 - A. Resolution No. 2016-14 - 2015-2016 Budget Reappropriation
 - B. Resolution No. 2016-15 – Referring 3% Marijuana Sales Tax to the Voters
11. **Department Items**
 - A. Overlay Bid Award
 - B. Murray Smith & Associates Task Order – Overlay Construction Management
 - C. City Council Minutes Correction
12. **Items From Mayor, Council or City Manager**
13. **Informational**
 - A. Activity Report
14. **Executive Session ORS 192.660(2)**
15. **Adjournment**

REMINDER – URBAN RENEWAL AGENCY BOARD MEETING IMMEDIATELY FOLLOWING

***** 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.

AUDIENCE PARTICIPATION INFORMATION

The Roseburg City Council welcomes and encourages participation by citizens at all our meetings, with the exception of Executive Sessions which, by state law, are closed to the public. To allow Council to deal with business on the agenda in a timely fashion, we ask that anyone wishing to address the Council follow these simple guidelines:

Persons addressing the Council must state their name and address for the record, including whether or not they are a resident of the City of Roseburg. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.

TIME LIMITATIONS

With the exception of public hearings, each speaker will be allotted a total of 6 minutes. At the 4-minute mark, a warning bell will sound at which point the Mayor will remind the speaker there are only 2 minutes left. All testimony given shall be new and shall not have been previously presented to Council.

CITIZEN PARTICIPATION – AGENDA ITEMS

Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item. If you wish to address an item on the Consent Agenda, please do so under "Audience Participation. For other items on the agenda, discussion typically begins with a staff report, followed by questions from Council. If you would like to comment on a particular item, please raise your hand after the Council question period on that item.

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

We also allow the opportunity for citizens to speak to the Council on matters not on this evening's agenda on items of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting.

If a matter presented to Council is of a complex nature, the Mayor or a majority of Council may:

1. Postpone the public comments to "Items From Mayor, Councilors or City Manager" after completion of the Council's business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

The Mayor and City Council reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.

Thank you for attending our meeting – Please come again.

The City Council meetings are aired live on Charter Communications Cable Channel 191 and rebroadcast on the following Tuesday evening at 7:00 p.m. Video replays and the full agenda packet are also available on the City's website: www.cityofroseburg.org.

Proclamation

CITY OF ROSEBURG, OREGON

CAMP MILLENNIUM WEEK

WHEREAS: Camp Millennium provides children, ages 5 – 16, dealing with a cancer diagnosis the opportunity to have an unforgettable week of fun at camp; and

WHEREAS: Camp Millennium is a place where children touched by cancer can gather in a supportive environment where they can simply be kids; and

WHEREAS: Camp Millennium combines the fun of summer camp with expert health care; and

WHEREAS: Children with cancer and their families have special needs and these needs are addressed by Camp Millennium through volunteer medical personnel and trained volunteers; and

WHEREAS: Camp Millennium is provided to eligible children at no cost to the family; and

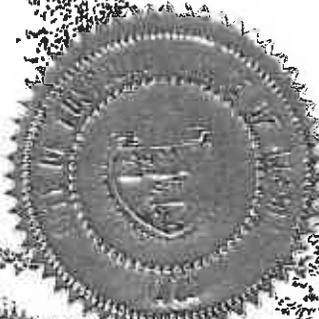
WHEREAS: The success of Camp Millennium depends on the support of many individuals and organizations to provide monetary and volunteer support;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim the week of June 19th through June 26th, 2016 as

CAMP MILLENNIUM WEEK

and call upon the people of Roseburg to join their fellow citizens to participate in and support this event.

DATED this 13th Day of June, 2016.



Larry Rich

THE HONORABLE MAYOR

ERC

**MINUTES OF THE REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL
May 23, 2016**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on Monday, May 23, 2016, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor McDonald led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Ken Fazio, Steve Kaser, Alison Eggers, Tom Ryan, Lew Marks, Andrea Zielinski and John McDonald.
Absent: Councilor Victoria Hawks.

Others present: City Attorney Bruce Coalwell, City Recorder Sheila Cox, Finance Director Ron Harker, Human Resources Director John VanWinkle, Police Chief Jim Burge, Community Development Director Brian Davis, Public Works Director Nikki Messenger, Fire Chief Gregg Timm, Management Technician Debi Davidson, Kyle Bailey of KQEN and Troy Brynelson of The News Review.

MAYOR REPORTS

Rich noted the budget hearings were completed, complimented staff on the quality of the budget preparation and thanked the Budget Committee for their participation.

COMMISSION/COUNCIL WARD REPORTS

Fazio reported the Parks Commission met and recommended approval of the golf course operations agreement assignment.

Ryan reported the Public Works Commission met with most of their discussion items included on the Council agenda. The MedCom Board adopted the 2016-17 budget. He also attended ceremonies at UCC to honor emergency medical services providers.

McDonald reported the Airport Commission is investigating options to make the Airport self-sustaining and that Airport Manager Pat Loegering will retire June 3rd.

AUDIENCE PARTICIPATION

Lee Carroll, 711 Ponderosa Drive, requested more positive participation from the City and Police Department in relation to the homeless situation.

CONSENT AGENDA

Ryan moved to approve the following Consent Agenda items:

- A. Minutes of May 9, 2016 regular meeting.
- B. Minutes of May 9, 2016 special meeting.
- C. U-Trans Services Contract.
- D. OLCC extended service area for El Dorado Restaurant, 368 NE Winchester.

Motion was seconded by Marks and carried unanimously.

ORDINANCE NO. 3466 – PACIFIC POWER ELECTRIC UTILITY FRANCHISE

Cox read Ordinance No. 3466 for the second time, entitled: An Ordinance Granting a Non-Exclusive Electric Utility Franchise to Pacificorp and Repealing Ordinance No. 2937 and No. 3317. Ryan moved to adopt the ordinance, seconded by Fazio. Roll call vote was taken and motion carried unanimously. Rich proclaimed the adoption of Ordinance No. 3466.

ORDINANCE NO. 3467 – ENHANCED LAW ENFORCEMENT AREAS

Downtown Roseburg Association Director Roxana Grant expressed the Association's appreciation and support for the ordinance. Ashley Katter, 154 Little Valley Road, and Miranda Hart of Myrtle Creek, did not believe the ordinance would improve the homeless situation. It was explained that the ordinance is intended to address criminal behavior and not homelessness. The ordinance includes an exception to allow those banned from the area to attend treatment in downtown.

Cox read Ordinance No. 3467 for the second time, entitled: An Ordinance Adding Chapter 7.12 to the Roseburg Municipal Code Establishing Regulations Regarding Enhanced Law Enforcement Areas. Ryan moved to adopt the ordinance, seconded by Marks. Kaser reiterated his concerns regarding the length of the prohibition, the short time period for appeal and the lack of checks and balances. Roll call vote was taken and motion carried with Kaser voting nay. Rich proclaimed the adoption of Ordinance No. 3467.

ORDINANCE NO. 3468 – CHRONIC NUISANCE PROPERTIES

Cox read Ordinance No. 3468 for the second time, entitled: An Ordinance Adding Chapter 7.14 to the Roseburg Municipal Code Establishing Regulations Regarding Chronic Nuisance Properties. Ryan moved to adopt the ordinance, seconded by McDonald. Kaser expressed concerns about the definition of "person associated with" and the reliance on the City Manager and Police Department discretion. Coalwell noted that the ordinance provides for a dialogue between the property owner and City Manager in an attempt to resolve the issue after the second nuisance activity. He hoped the situation would not escalate to a third incident. Roll call vote was taken and motion carried with Kaser voting nay. Rich proclaimed the adoption of Ordinance No. 3468.

ORDINANCE NO. 3469 – SINGLE LOT LOCAL IMPROVEMENT DISTRICT

Messenger noted that the LUDO update requires sidewalk installation whenever a property undergoes development or redevelopment equal to 20%. To help facilitate that, an ordinance was proposed to establish a single lot local improvement district to allow a funding mechanism for those improvements over a ten year period. There are exceptions to the sidewalk requirement if the alignment of the roadway is unknown or it is not easily determined where the curb line should go. Cox read Ordinance No. 3469 for the first time, entitled: An Ordinance Amending Paragraph (5) of Subsection 4.04.010(A) of the Roseburg Municipal Code Regarding Local Improvement Districts for Single Lot Sidewalk Improvement Projects.

STEWART PARK GOLF COURSE CONCESSIONAIRE AGREEMENT ASSIGNMENT

Zielinski stepped down from participation as her spouse is a party to the proposed assignment. Messenger reported that Stewart Park Golf Course concessionaire L & H Lumber sold their golf holdings to Umpqua Golf Management and requested assignment of their agreement. Fazio moved to authorize the City Manager to proceed with execution of the assignment of the golf course professional services agreement with Umpqua Golf

Management, LLC. Motion was seconded by Eggers. Kaser noted that when he served on the Parks Commission, the golf course was always an issue. He was pleased with how well operations have been going under the contract. Motion was then voted on and carried with Zielinski abstaining.

OLCC CHANGE OF OWNERSHIP, STEWART PARK GOLF COURSE

Zielinski stepped down from participation as her spouse is part-owner of the proposed licensee. Kaser moved to recommend approval of the OLCC change of ownership application for Stewart Park Golf Course located at 1005 NW Stewart Park Drive. Motion was seconded by Marks and carried with Zielinski abstaining.

FAIRMOUNT STORM SEWER IMPROVEMENTS BID AWARD

Messenger reported on the bids received for the Fairmount Storm improvements which are included in the City's Storm Water Masterplan. Marks declared a conflict due to a business relationship with Knife River and stepped down. Ryan moved to award the Fairmount Storm Sewer Improvements project to LTM, Inc. dba Knife River Materials for \$139,968. Motion was seconded by Eggers and carried with Marks abstaining.

SLURRY SEAL BID AWARD - PROJECT 16PW02

Messenger reported on bids received for the slurry seal of twenty-two streets. McDonald moved to award the 2016 Pavement Management Program Slurry Seal Project to the lowest responsible bidder, VSS International, Inc. for \$90,908.08. Motion was seconded by Zielinski and carried unanimously.

PHASE 2 MAIN RESERVOIR PIPING PROJECT 16WA 13 – ENGINEERING DESIGN

Messenger reported that the second phase of the piping project at the main reservoir complex would replace the remainder of the yard piping, valving at the reservoirs and deteriorated piping in the south side. Marks moved to award the engineering design contract for Phase 2 of the Main Reservoir Piping Improvements to Murray, Smith and Associates, Inc. for \$49,199. Motion was seconded by Eggers and carried unanimously.

SPRUCE/PARROTT STREET IMPROVEMENT PROJECT 15UR03 BID AWARD

Messenger reported on bids received for the Spruce/Parrott Street improvement project which will reconstruct both streets and improve the intersection of the two streets to route non-local traffic between Oak and Mosher on to Spruce and use Parrott Street for residential access. Marks recused himself due to his business relationship with Knife River. Ryan moved to award the Spruce/Parrott Improvement Project to the low bidders, LTM Inc. dba Knife River Materials for \$1,397,668. Motion was seconded by Zielinski and carried with Marks abstaining.

SPRUCE/PARROTT IMPROVEMENTS CONSTRUCTION MANAGEMENT SERVICES

Messenger reported on the need to use outside services for management of the Spruce/Parrott project. Ryan moved to award the construction management services contract for the Spruce/Parrott Improvement Project to i.e. Engineering, Inc. for \$90,560. Motion was seconded by Eggers and carried unanimously.

PARK SMART PARKING PROGRAM AGREEMENT

Davis reported on a proposed agreement in which ParkSmart would manage the entire parking program, including revenues, expenses and regulations. The City would receive a monthly payment to cover obligations such as utilities, insurance, etc. The agreement has been prepared similar to the golf course concessionaire agreement. It was suggested that DRA could include a report on the parking program when they give their annual Association report in the fall. Fazio moved to authorize the City Manager to execute the contract with ParkSmart for parking enforcement services. Motion was seconded by Zielinski and carried unanimously.

ITEMS FROM MAYOR, COUNCILORS OR CITY MANAGER

McDonald noted comments on social media about stolen property being found at a local second hand store and asked if the Police had a tool available to address those problems. Burge will check into the situation. McDonald had opportunity to observe the live fire training on Mulholland and was impressed by the professionalism demonstrated. And, most importantly, he announced that he and wife Cheryl's baby will be born on May 25th.

Meeting adjourned at 7:59 p.m.



Debi Davidson
Management Technician

CR
6/6/16



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

2016-17 BUDGET ADOPTION

Meeting Date: June 13, 2016
Department: Finance
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Ron Harker
Contact Telephone Number: 492-6710

ISSUE STATEMENT AND SUMMARY

Oregon Local Budget Law requires the City of Roseburg to conduct a public hearing on the 2016-17 budget as approved by the Budget Committee May 10, 2016, and on the proposed uses of State Revenue Sharing funds.

In addition, a resolution is required to adopt the budget, authorize the City to receive State Revenue Sharing funds, make appropriations, and levy and categorize ad valorem property tax for the City of Roseburg for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

BACKGROUND

A. Council Action History.

The budget is adopted before June 30th and effective July 1st of each year.

B. Analysis.

The budget document and message was presented by City Manager Colley on May 3, 2016. A public hearing was held to receive testimony on the proposed budget. The Budget Committee approved the proposed budget as presented on May 10, 2016 with no adjustments.

Appropriations in the attached resolution exhibit are based upon the budget approved by the Committee.

C. Financial and/or Resource Considerations.

Total requirements for 2016-17 are \$61,504,525.

The estimated revenue from State Revenue Sharing is \$218,000. The funds will be used to support General Fund services.

D. Timing Issues.

Budget adoption is required before the beginning of the new fiscal year on July 1, 2016. A copy of the resolution electing to receive State Revenue Sharing funds must be filed with the Oregon Department of Administrative Services not later than July 31, 2016.

COUNCIL OPTIONS

- 1) Adopt the Approved Budget as submitted; or
- 2) Recommend revisions to the Approved Budget; or
- 3) Schedule budget adoption for another meeting prior to July 1, 2016.

If any changes are necessary after the Budget Committee approves the budget, the governing body must make the revisions when adopting the budget. Revisions that do not increase the total approved budget will not affect the resolution as presented but may change the appropriations as listed on the attached exhibit.

Per ORS 294.456, the governing body is limited to increasing expenditures in a fund by no more than \$5,000 or 10 percent, whichever is greater, of the approved budget. If a larger expenditure increase is desired, the budget summary is required to be republished and a second public hearing is required prior to July 1, 2016.

STAFF RECOMMENDATION

Upon conclusion of the Public Hearing, it is Staff's recommendation that Council adopt the attached resolution with any modifications that Council deems prudent.

SUGGESTED MOTIONS

Should the Council desire to adopt the Approved Budget without any modifications, then:

"I MOVE TO ADOPT RESOLUTION NO. 2016-13 ADOPTING THE 2016-2017 BUDGET AS APPROVED BY THE BUDGET COMMITTEE";

ATTACHMENTS

Resolution
Appropriations Exhibit

RESOLUTION NO. 2016-13

**A RESOLUTION ADOPTING THE 2016-2017
BUDGET; LEVYING AND CATEGORIZING TAXES FOR SAID TAX YEAR;
ELECTING TO RECEIVE STATE REVENUE SHARING; AND MAKING
APPROPRIATIONS**

WHEREAS, the Budget Committee of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2016; and

WHEREAS, at a regular meeting of the City Council held on June 13, 2016, a public hearing on said proposed budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City; and

WHEREAS, ORS 294.456 requires the adopted budget to be appropriated by fund and requirement category; and

WHEREAS, ORS 294.456 requires local governments to take formal action to declare the ad valorem tax rate or amount to be certified to the assessor and to itemize and categorize the ad valorem property tax amount or rate; and

WHEREAS, ORS 221.770 requires local governments to take formal action to declare their desire to receive state revenue sharing money; and

WHEREAS, the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following service(s): (1) police protection; (2) fire protection; (3) street construction, maintenance and lighting; (4) sanitary sewer; (5) storm sewers; (6) planning, zoning and subdivision control; and (7) one or more utility services; and city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760; and

WHEREAS, the City of Roseburg certifies that it provides all of the municipal services outlined above, except the provision of sanitary sewer;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. After a public hearing held on June 13, 2016, the Roseburg City Council hereby adopts the budget for the fiscal year 2016-2017 in the sum of \$61,504,525, a copy of which is now on file at City Hall.

Section 2. The City hereby levies the taxes for each fund provided for in the aggregate amount of \$8.4774 per \$1,000, be assessed pro rata upon all taxable property within the City of Roseburg, Oregon.

Section 3. The City hereby declares the following allocation and categorization, subject to the limits of Section 11b, Article XI of the Oregon Constitution, constitute the preceding aggregate levy:

Subject To General Government Limitation
Permanent Rate per Thousand \$8.4774

Section 4. The City hereby elects to receive state revenues for fiscal year 2016-2017 pursuant to ORS 221.770.

Section 5. The amounts designated for the purposes set forth in Exhibit "A" are appropriated for the purposes and in the amount set forth in that Exhibit.

Section 6. The Recorder of said City shall certify to the County Clerk and County Assessor of Douglas County, Oregon, the tax levies provided for in this Resolution on or before July 15, 2016, and shall file required documents with the County Assessor in accordance with ORS 294.458.

Section 7. This Resolution shall become effective immediately upon adoption by the Roseburg City Council.

**APPROVED BY THE CITY COUNCIL OF ROSEBURG, OREGON, AT ITS REGULAR
MEETING ON THE 13TH DAY OF JUNE, 2016.**

Sheila Cox, City Recorder

EXHIBIT "A"
2016-2017 BUDGET APPROPRIATIONS

GENERAL FUND

Departments			
◆ Administration	\$	2,264,104	
◆ Community Development		603,531	
◆ Public Works		3,367,555	
◆ Parks and Recreation		1,493,967	
◆ Municipal Court		473,260	
◆ Police Department		6,583,468	
◆ Fire Department		6,038,570	
◆ Capital Outlay		54,000	
◆ Transfers		700,000	
◆ Operating Contingency		1,000,000	
◆ Library		<u>50,000</u>	\$ 22,628,455

SPECIAL REVENUE FUNDS

Grant Special Revenue			
◆ Materials and Services		21,950	
◆ Capital Outlay		<u>1,000,000</u>	1,021,950
Hotel/Motel Tax			
◆ Materials and Services		854,968	
◆ Transfers		<u>513,588</u>	1,368,556
Streetlight/Sidewalk			
◆ Materials and Services		77,073	
◆ Capital Outlay		445,000	
◆ Operating Contingency		<u>891,385</u>	1,413,458
Bike Trail			
◆ Materials and Services		10,000	
◆ Capital Outlay		200,000	
◆ Operating Contingency		<u>86,597</u>	296,597
Golf			
◆ Maintenance		20,315	
◆ Capital Outlay		50,000	
◆ Operating Contingency		<u>84,998</u>	155,313
Economic Development Fund			
◆ Materials and Services		<u>132,109</u>	132,109
Stewart Trust- Special Revenue Fund			
◆ Capital Outlay		<u>55,000</u>	55,000

DEBT SERVICE FUNDS

Debt Retirement Fund			
◆ Debt Service		<u>2,080,000</u>	2,080,000
Pension Bond Debt Service Fund			
◆ Debt Service		<u>424,232</u>	424,232

EXHIBIT "A"
2016-2017 BUDGET APPROPRIATIONS

CAPITAL PROJECTS FUNDS

Transportation			
◆ Materials and Services	\$	1,668,827	
◆ Capital Outlay		880,000	
◆ Transfers		<u>10,000</u>	2,558,827
 Park Improvement			
◆ Materials and Services		16,000	
◆ Capital Outlay		<u>585,000</u>	601,000
 Equipment Replacement			
◆ Materials and Services		35,000	
◆ Capital Outlay		<u>762,000</u>	797,000
 Assessment			
◆ Capital Outlay		<u>200,000</u>	200,000
 Facilities Replacement Fund			
◆ Materials and Services		59,643	
◆ Capital Outlay		<u>1,690,000</u>	1,749,643

ENTERPRISE FUNDS

Storm Drainage			
◆ Materials and Services		632,157	
◆ Capital Outlay		1,405,000	
◆ Operating Contingency		<u>1,000,000</u>	3,037,157
 Off Street Parking			
Departments			
◆ Enforcement		147,455	
◆ Operating Contingency		<u>87,946</u>	235,401
 Airport Fund			
Departments			
◆ Airport Operations		241,668	
◆ Capital Outlay		110,000	
◆ Debt Service		122,700	
◆ Operating Contingency		<u>182,001</u>	656,369
 Water Service Fund			
Departments			
◆ Production		1,104,545	
◆ Transmission and Distribution		1,375,725	
◆ General Overhead		1,360,454	
◆ Capital Outlay		1,665,000	
◆ Operating Contingency		<u>1,000,000</u>	6,505,724

INTERNAL SERVICE FUND

Workers Compensation			
◆ Materials and Services		351,298	
◆ Operating Contingency		<u>369,593</u>	720,891

TOTAL BUDGET APPROPRIATIONS		\$	46,637,682
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EXHIBIT "A"
2016-2017 BUDGET APPROPRIATIONS

This budget also includes unappropriated ending fund balances and reserves for future expenditures. A supplemental budget must be prepared to spend amounts reserved for future expenditure.

	<u>Reserve</u>	<u>Unappropriated Fund Balance</u>	<u>Total</u>	
General	\$ -	\$ 4,770,434	\$ 4,770,434	
Grant	85,025	-	85,025	
Hotel/Motel Tax	97,681	-	97,681	
Economic Development	154,885	-	154,885	
Stewart Trust	48,060	-	48,060	
Pension Bond Debt Service	-	65,972	65,972	
Transportation	2,803,389	-	2,803,389	
Park Improvement	272,135	-	272,135	
Equipment Replacement	505,703	-	505,703	
Assessment Improvement	200,000	1,131,928	1,331,928	
Facilities Replacement	187,451	-	187,451	
Storm Drain	-	674,609	674,609	
Water	-	3,869,571	3,869,571	
	<u>\$ 4,354,329</u>	<u>\$ 10,512,514</u>	<u>\$ 14,866,843</u>	<u>14,866,843</u>
TOTAL BUDGET				<u><u>\$ 61,504,525</u></u>

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

6/16/16



REVENUE SHARING GRANT APPLICATIONS

Meeting Date: June 13, 2016
Department: City Manager's Office
www.cityofrosburg.org

Agenda Section: Public Hearing
Staff Contact: Lance Colley
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The City received eleven applications from non-profit organizations seeking funding through Revenue Sharing.

BACKGROUND

A. Council Action History. On November 18, 2013, the City Council adopted Resolution No. 2013-19 which outlined the policy and process for accepting applications from non-profit organizations.

B. Analysis. The City publicized the availability of applications to apply for a maximum of \$10,000 in funding from State Revenue Sharing funds with the following criteria for funding award:

- Does the proposed service promote the City of Roseburg's goals and responsibility to provide basic services to its citizens?
- Is the applicant a legal non-profit or nongovernmental organization with whom the City of Roseburg may contract for services?
- Has the applicant completed the required application form and submitted requested information to the City by established deadlines?
- Does the applicant have significant prior experience providing the proposed services?
- Has the applicant demonstrated a capacity to immediately implement and sustain the proposed service?
- Does the applicant's proposal present a cost-effective plan for the delivery of the desired services? Measures might include cost/unit of service, cost/benefit ratios, numbers of persons to be positively (directly or indirectly) affected, etc.
- If the applicant has been a past recipient of City funding was their performance satisfactory?
- When was the last date funding for the applicant was approved?
- How does the financial proposal leverage the requested City funds with other resources?
- What efforts have been expended to acquire alternate sources of funding?
- Do you have a current audit report or review for your most recent fiscal period?

The eleven applications received are attached. Pursuant to the policy, on April 26th, a subcommittee of the Budget Committee met to review the applications and make

recommendation as to award. A brief description of the applications and the Subcommittee's recommendations are outlined below:

Recommended for Funding – Total \$20,000

1. CCD Business Development Corp - \$1,500 for outreach staffing
2. Family Development Center - \$6,500 for transportation and basic needs for home visitation and parent education services (*request was for \$10,000 – Subcommittee eliminated salary and benefit costs*)
3. SERVICE - \$3,500 for dumpster placement and community garden bark mulch (*request was for \$4,232 – Subcommittee eliminated cost of food supplies for clean-up work events and contingency*)
4. UCAN - \$3,500 for downtown portable toilets
5. YMCA - \$5,000 toward facility renovation (*request was for \$10,000*)

Not Recommended for Funding

1. Camp Millennium - \$4,000 for camper scholarships (*not deemed to be a basic City service*)
2. Casa de Belen - \$9,125 for utility expenses (*received prior funding - failed to comply in a timely manner to previous funding award contract requirements*)
3. Friendly Kitchen - \$10,000 for food purchases (*not deemed to be a basic City service*)
4. Saving Grace - \$10,000 for animal shelter operations (*not deemed to be a basic City service – received prior funding to build facility*)
5. UCAN - \$5,000 toward construction of an Early Childhood Service Center (*not deemed to be a basic City service*)
6. Umpqua Valley Youth Orchestra - \$10,000 for program expenses (*not deemed to be a basic City service*)

C. Financial and/or Resource Considerations. Funding shall not exceed 10% (\$20,000) of the anticipated State Revenue Sharing funds. Additionally, no single organization shall receive more than 50% (\$10,000) of that 10% allocation. The 11 applications totaled \$77,357. The Subcommittee has recommended award of \$20,000 in the amounts and to the agencies outlined above. The City Manager's Office budget for 2016-17 includes \$20,000 for potential funding awards.

D. Timing Issues. Funds are budgeted in the 2016-17 fiscal year.

COUNCIL OPTIONS

The City Council has the option to:

1. Grant the funding awards as recommended by the Budget Subcommittee.
2. Grant a portion of the funds requested.
3. Ask for more information.
4. Decline to provide funding to one or more of the requesting organizations.

STAFF RECOMMENDATION

The allocation of the Revenue Sharing proceeds is a Council decision and as such Staff has no recommendation.

SUGGESTED MOTION

1. Should Council choose to allocate the funds in part or in whole, the appropriate motion would be

"I MOVE TO AWARD REVENUE SHARING FUNDS IN ACCORDANCE WITH THE BUDGET SUBCOMMITTEE RECOMMENDATION AND DIRECT STAFF TO ENTER INTO APPROPRIATE AGREEMENTS WITH CCD, FAMILY DEVELOPMENT CENTER, SERVICE, UCAN AND THE YMCA.

2. Should Council like more information you may just direct Staff to obtain whatever additional information you are interested in receiving.
3. Should Council choose not to grant any funds, no action is necessary

ATTACHMENTS

Grant Applications

APPLICATION FOR NON-PROFIT ORGANIZATION GRANT
For Fiscal Year 16/17 (begins July 1)

Organization Name: CCD Business Development Corp.
Address: 522 SE Washington Ave., Ste 111A
Contact person and title Eileen Ophus, Executive Director
Telephone: 541-672-6728 ext. 304 E-Mail: e.ophus@ccdbusiness.com
Federal Tax Identification Number: 93-0594077
Amount of Funding Request: \$ 1,500

Responses may be provided on a separate sheet, but must be responded to in the order below.

1. Description and purpose of organization. Attach bylaws and current list of board members and officers.
2. Describe the program(s) or work proposed for funding. Be specific. Attach additional information/documents as needed.
3. Who and how many persons will benefit from the City's funding? Include demographic information and numbers proposed to receive benefits. (Note: Preference will be given to applicants who can provide specific details so that the Council/Budget Committee can determine if program objectives were met.)
4. What is the applicant's prior experience and expertise in performing the proposed program or work? Highlight any previous work for the City of Roseburg.
5. What makes this organization the most or uniquely qualified to receive City funding for this purpose?
6. How does this proposal address the Roseburg City Council's goals and responsibility to provide basic City services?
7. How does this proposal leverage the requested City funds with other resources? Identify the source(s) and amount(s) of other funding to be used in conjunction with City funds.

8. Are there other facts or considerations the City should use to evaluate the proposal?
9. Attach a budget that shows how the City's money will be spent. The budget shall include such information as the cost of materials, labor, overhead, administration, transportation and contract services, plus any additional expenses that are relevant. Be specific.
10. Attach most current financial statement and independent financial review or audit report.
11. Attach five most recent federal Form 990s.

By signing this application below, the organization applying for this grant hereby agrees that:

- *the organization will be required to execute a standard City services contract;*
- *the organization will provide certification naming the City as an additional insured for commercial and liability insurance in the minimum amounts required by Oregon Tort Law;*
- *the organization will provide the City of Roseburg, its agents, officers, employees and auditors access to all organization documents and records for five years following the grant of any City funds.*
- *if funds are granted, City of Roseburg, its agents, officers and employees will, upon 24 hours' notice, be entitled to have access to and inspect any organization offices, locations or facilities;*
- *the organization shall provide a complete financial report at the conclusion of the service contract.*

Name and Title: _____

Date: _____

Eileen O'Neil, Exec. Dir. / CEO
4/11/2016

Application for Non-profit Organization Grant

CCD Business Development Corporation

1. Description and purpose of Organization. Attach bylaws and current list of board members and officers

CCD Business Development Corporation is a private non-profit Oregon corporation which was first formed in 1971. CCD enjoys a national reputation as one of the leading economic development organizations in the United States, and is the federally recognized Economic Development District for Coos, Curry and Douglas Counties. CCD has two distinct departments – our **Loan Department** and our **Community Development Department**.

Our **Loan Department** specializes in private business lending and is designated by the Small Business Administration as a Certified Development Company (CDC). CCD assists with financial consulting for business start-ups, acquisitions and expansions for land, buildings, working capital and equipment. CCD provides financing for business start-up and expansion through SBA lending programs, and our in house revolving loan programs. SBA's 504 program is earmarked for healthy, established businesses. The program is a cooperative lending effort between a private lending institution and CCD, and can be utilized state-wide. CCD's Revolving Loan Fund (RLF) programs cover Coos, Curry, Douglas, Jackson and Josephine Counties. CCD also manages a number of other revolving loan funds in the area, providing various sources of critical funding alternatives for many businesses in the region. These programs were created to assist with business financing when other financing is not available or a traditional financial institution is looking for a partner to assist their client. Through these programs, CCD is able to provide financial assistance which promotes job creation, job retention, and economic well-being.

Our **Community Development Department** specializes in assisting communities in completing successful economic development projects. Many of these projects are complex, involving multiple funding sources and requiring adherence to complicated state and/or federal regulations. In the Communities and entities we serve, CCD assists projects through development by organizing stakeholder meetings and assisting with applications for grants or loans. Once a project is funded, CCD can assist communities or entities with managing grants and loans to be sure that disbursements are completed accurately and meet all of the requirements of the funding source. Examples of projects CCD has worked on include infrastructure projects, community facilities, transportation projects, planning projects, and many more. The Community Development Department also assists entities with Labor Standards Monitoring and Environmental Review Processes. Additionally, CCD prepares a Comprehensive Economic Development Strategies document for the Economic Development Administration every five years, with annual updates. This document is a collaborative effort engaging community stakeholders throughout Coos, Curry, and Douglas Counties, and is intended to serve as an economic roadmap for the region.

2. Describe the program(s) or work proposed for funding. Be specific. Attach additional information/documents as needed.

CCD is requesting funds from the City of Roseburg to support a part-time staff person to provide outreach and referral services in the Roseburg area. This individual will seek to promote economic development and business and job growth in The City of Roseburg. When entrepreneurs and business owners are looking to open a business or expand, it is crucial that they are connected with resources to assist with

success. Many new businesses are unable to secure all of their financing through a traditional lending source. Having CCD as a partner can create financing package that allows businesses to expand or begin. In order for our funds to be utilized, potential borrowers and funding partners need to be educated and informed about our services and how we can partner. Funds from the City of Roseburg will be used to provide this necessary outreach to lenders, other entities in the community that provide service to businesses, as well as potential borrowers.

Roles and responsibilities of the outreach and referral staff person include:

- Making face to face connections with businesses, lenders, and partnering agencies (5 per week) to provide education and information about the SBA loan program and CCD's revolving loan programs
- Learn about the needs of local businesses, assess if there is a benefit to utilizing CCD's programs. If not provide referral information to appropriate entities to help promote business growth and retention
- Strengthen CCD's connection with partnering Economic Development entities, including but not limited to:
 - The Partnership
 - Small Business Development Center
 - The City of Roseburg
 - Civic Organizations
- Work in conjunction with banks and economically viable businesses to increase jobs in the region
- Assess the needs of businesses encountered that are not yet economically viable and refer to the appropriate source (ex. A business in need of a business plan or mentor would be referred to SBDC)
- Establish a meeting with community partners on a regular basis to discuss what each entity is working on, determine where collaborations can occur
- Build connections and relationships to increase utilization of programs that strengthen business
- Increase utilization of the 504 program in Roseburg by 10% over the next year

3. Who and how many persons will benefit from the City's funding? Include demographic information and numbers proposed to receive benefits. (Note: Preference will be given to applicants who can provide specific details so that the Council/Budget Committee can determine if program objectives were met.)

CCD's main office is located in Roseburg at the Umpqua Business Center, and our loan department has been active in the Roseburg community since CCD was formed in 1971. In the past fiscal year, CCD closed 5 loans in Roseburg, and currently has 5 loans still in process in Roseburg. The borrowers that we work with have well thought out business plans, are financially viable, and typically aid in job creation and retention. The SBA 504 program is currently underutilized in Roseburg. This position will help to increase local knowledge of financing options for businesses, improving the economic well-being of the city.

With a staff of only three people providing the servicing for a current portfolio of 110 loans totaling \$40,332,514, spending the necessary time out in the field connecting people to the services that best help

their businesses flourish is a challenge. We are expanding our staff to help increase existing partnerships and resources in Roseburg and better meet the needs of the business community.

4. What is the applicant's prior experience and expertise in performing the proposed program or work? Highlight any previous work for the City of Roseburg.

As previously stated, CCD was formed in 1971 as a private, non-profit corporation. CCD assists with financial consulting for business start-ups, acquisitions and expansions for land, buildings, working capital and equipment. CCD provides financing for business start-up and expansion through SBA lending programs and our in-house revolving loan programs. SBA's 504 program is earmarked for healthy, established businesses. The program is a cooperative lending effort between a private lending institution and CCD Business Development Corporation. Over the years, CCD has generated 218 loans through our Revolving Loan Fund programs. These loans have totaled \$20,342,728 and leveraged \$71,784,191 in funding. These loans have created 2006 jobs and retained 429. In SBA loans, since inception CCD has generated 203 loans totaling \$113,450,339 and leveraged \$299,973,000. These loans served to created 2161 jobs and have retained 1,858.

Creating a position that is focused on increasing access to our services for businesses, lenders, and partners in Roseburg will enable CCD to maximize our impact for the City of Roseburg. The staff person will be based in Roseburg, and will spend 75% of his/her time focused on businesses and entities in the city.

CCD has worked collaboratively with the City of Roseburg on a number of projects and efforts, including numerous Enterprise Zone Projects, UBC Board participation, The Partnership Board participation, and Envision Umpqua participation.

5. What makes this organization the most or uniquely qualified to receive City funding for this purpose?

Although there are a number of entities with a primary mission of economic development in Roseburg (The Partnership, SBDC, the Chamber of Commerce, etc.), CCD is unique in that we are able to provide financing resources to viable businesses when they are unable to receive funding solely through a traditional bank. Our staff is professional and experienced in these transactions, which enables them to provide exemplary services to our borrowers. This position will build capacity at CCD and make connections in the community to improve the business climate by directing businesses to the appropriate channels for their individualized needs. When businesses that are not yet viable are identified, they will be directed to resources that will help set them up for future success through referral.

6. How does this proposal address the Roseburg City Council's goals and responsibilities to provide basic City services?

This grant will help to provide CCD with the staffing tools to increase access to lending resources, which in turn helps businesses in the city to grow and flourish. A stronger business community and job growth are not necessarily city services, but they lead to the overall well-being of the city. Some cities have revolving loan funds as part of their portfolio. CCD is able to provide that service to the citizens and business community in the City of Roseburg.

7. How does this proposal leverage the requested City funds with other resources? Identify the source(s) and amount(s) of other funding to be used in conjunction with City funds.

This position will be funded initially for a period of 6 months. The position will be for a part time person, 20 hours a week at \$10.00 per hour. The total project budget (please see attached) includes the costs of salary, fringe, supplies, and travel totaling \$6,026.92. CCD is also seeking funding through the Pacific Connector Gas Pipeline Grant program for \$2,500. The remaining costs associated with this project will be covered through CCD's general fund.

8. Are there other facts or considerations the City should use to evaluate the proposal?

Being based in the Roseburg community, CCD has a vested interest in the economic health of the community. We see potential for significant growth on the horizon for Roseburg, and are committed to developing new and existing businesses to their fullest potential. On a local level, many new and expanding businesses are unable to secure all of the financing needed exclusively through private lending institutions. This position will help us to make the connections we need with businesses and lenders to facilitate business and job growth in Roseburg.

9. Attach a budget that shows how the City's money will be spent. The budget shall include such information as the cost of materials, labor, overhead, administration, transportation and contract services, plus any additional expenses that are relevant. Be specific.

Please see attached

10. Attach most current financial statement and independent financial review or audit report.

Please see attached

11. Attach five most recent federal Form 990s.

Please see attached

City of Roseburg
 CCD Outreach and Referral Project

Revenue	Amount	Status		
City of Roseburg	1500	Pending		
Pacific Connector	2500	Pending		
CCD Business Dev	2026.92	Secured		
Total Project Revenue	6026.92			
Expense	Amount	Source	Source Attribution	
Salary	5200	City of Roseburg	1500	
		Pacific Connector	2500	
		CCD	1200	
Fringe	426.92	CCD	426.92	
Travel	250	CCD	250	
Supplies	150	CCD	150	
Total Project Cost			6026.92	

APPLICATION FOR NON-PROFIT ORGANIZATION GRANT

For Fiscal Year 2015 (begins July 1)

Organization Name:	Family Development Center
Address:	300 Jerry's Drive Roseburg, OR 97470
Contact person and title:	Charlene Stutes, Executive Director
Telephone:	541-673-4354
E-Mail:	charlenes@fdcroseburg.org
Federal Tax Identification Number:	93-0851068
Amount of Funding Request:	\$10,000.00

Responses may be provided on a separate sheet, but must be responded to in the order below.

1. Description and purpose of organization. Attach bylaws and current list of board members and officers.

Our mission is to keep children safe and to strengthen families. Family Development Center (FDC) provides an array of therapeutic intervention and prevention services, early childhood education, parent education, and parenting skills development designed to improve the well-being of young children, ages 0-5 and their parents. FDC works to reduce and mitigate risk factors and their effects on the child and the family. The families we serve are at extreme risk for child abuse and/or neglect. We work with the whole family, free of charge, helping children to heal from the effects of abuse and neglect while supporting their parents through educational experiences and skill acquisition.

2. Describe the program(s) or work proposed for funding. Be specific. Attach additional information/documents as needed.

Family Development Center will use this funding to add home visiting, parent education and respite care capacity. This will allow FDC to serve more children, ages 2 -5, primarily in the home and also at the main facility in Roseburg. When a referral is received, the family will start out in the home-visitation program. Regularly scheduled home visits allow for on-going communication between staff and families. FDC social workers visit families in their homes to begin building a relationship while assessing safety and risk factors, as well as offering crisis stabilization, basic needs, other referrals, and services for families. FDC will also offer respite care for the children, intensive parent education and basic supports. These families also receive food boxes, diapers, bedding, clothing, and household items. We currently have 91 children and their families waiting to be served.

3. Who and how many persons will benefit from the City's funding? Include demographic information and numbers proposed to receive benefits. (Note: Preference will be given to applicants who can provide specific details so that the Council/Budget Committee can determine if program objectives were met.)

This project will serve approximately 40 additional children and 30 adults living in the Roseburg area. Each one of the children served through this grant live in an unpredictable and often chaotic environment. They are under the age of six and have no power over the trauma they suffer. Most live in homes that are considered extremely high-risk environments, where child abuse and domestic violence are prevalent. Many are homeless by the state definition, and the chaos they encounter, on a daily basis, can be as unpredictable as their future and well-being without meaningful intervention.

Currently, for the children and families waiting for services, 99% live in poverty, 97% of parents report mental health problems, 91% of the parents were abused when they were children, 83% of the families have a history of domestic violence, and 63% have had involvement with the criminal justice system. 100% of the children living enrolled in or waiting for services at FDC are at risk for abuse and/or neglect. The State of Oregon defines a family as high-risk if they have 5 or more risk factors out of the 47 risk factors FDC tracks. The families we work with average 24 risk factors at entry into our program. Already this calendar year we have served 172 children living in the immediate Roseburg area.

4. What is the applicant's prior experience and expertise in performing the proposed program or work? Highlight any previous work for the City of Roseburg.

FDC has been providing services to children and families in Roseburg and Douglas County since 1984. Family Development Center has 23 well-educated and highly dedicated employees. All of the Early Childhood social service workers and teachers have MA, BA, or AA degrees. All staff understand how trauma and high-risk behaviors affect small children. All direct service staff have their therapeutic endorsements. We have very little staff turnover. Eighty-seven (87%) of our staff members have worked at FDC for six years or more. Our employees work here because they believe in our mission and they value making a difference in our community. We have been fortunate to have the same Executive Director for 17 years.

An independent evaluation, completed by NPC Research and Portland State University, found that nearly all (95.1%) of children enrolled in FDC avoided foster care and continued living safely with their families with no further reports of abuse or neglect. We work very respectfully with each family, to provide individualized services that meet their specific needs. Parents are held accountable and involved in the development of the child and family goals.

5. What makes this organization the most or uniquely qualified to receive City funding for this purpose?

The services we provide are effective. We support families to make positive changes that they can sustain for long-term health and development. This, in turn helps them to keep their children safe and to strengthen the family. Our service delivery focuses on treating all families with respect and dignity, using direct and honest communication, clearly stating our expectations, holding to a high level of accountability, and anticipating that clients will accept responsibility for their actions. We reinforce clear expectations as we work alongside families to make course altering changes in their lives. We are the only early childhood program in Roseburg that works with the family as a unit. FDC provides an array of research based services, reaching out to the city's most vulnerable children and their families, regardless of ethnicity, family composition or income. The funding awarded to FDC will be leveraged. Our program is only partially funded (40%) by state or federal funds. FDC secures approximately \$650,000 each year in order to serve as many children and families as possible. The funding you award will have a huge impact to our program.

6. How does this proposal address the Roseburg City Council's goals and responsibility to provide basic City services?

Improved Outcomes for Children/ Parents – FDC has measurable goals and objectives proven to positively impact and improve child and parenting outcomes. FDC provides services that:

- 1) stabilize families;
- 2) build parent-child attachment;
- 3) promote child health and safety;
- 4) advance the child's development
- 5) promote problem solving skills
- 6) increased adult education and employment
- 7) increase school readiness and success for both child and parent
- 8) observable application of parent support and skills ~ all with the overriding mission of preventing child abuse and neglect.

These items are measured by the data FDC collects using a variety of instruments. FDC uses standardized methods to collect, analyze and track data. Data is reported to the Oregon Early Learning Division.

7. How does this proposal leverage the requested City funds with other resources? Identify the source(s) and amount(s) of other funding to be used in conjunction with City funds.

Yes. The funds provided by the City of Roseburg will be leveraged to create a full-time position to insure that FDC can serve as many children and parents as is possible.

8. Are there other facts or considerations the City should use to evaluate the proposal?

Family Development Center has a proven record of accomplishment within the community. We have the ability to work very well with high-risk families. Ninety-one young children and their families are waiting for services. The services we provide will have a lasting positive impact for these children.

9. Attach a budget that shows how the City's money will be spent. The budget shall include such information as the cost of materials, labor, overhead, administration, transportation and contract services, plus any additional expenses that are relevant. Be specific.

Please refer to the attached project budget.

10. Attach most current financial statement and independent financial review or audit report.

Our most recent financial statement and audit are enclosed.

11. Attach five most recent federal Form 990s.

We have attached the five most recent 990's.

By signing this application below, the organization applying for this grant hereby agrees that:

- the organization will be required to execute a standard City services contract;
- the organization will provide certification naming the City as an additional insured for commercial and liability insurance in the minimum amounts required by Oregon Tort Law;
- the organization will provide the City of Roseburg, its agents, officers, employees and auditors access to all organization documents and records for five years following the grant of any City funds.
- if funds are granted, City of Roseburg, its agents, officers and employees will, upon 24 hours' notice, be entitled to have access to and inspect any organization offices, locations or facilities;
- the organization shall provide a complete financial report at the conclusion of the service contract.

Name and Title: Charles Stutes - Executive Director

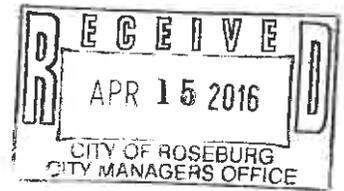
Date: April 14, 2016

FAMILY DEVELOPMENT CENTER

City of Roseburg Grant Budget
2016

Income	
City of Roseburg	\$10,000.00
Crane Creek Foundation (Secured)	\$15,000.00
FDC Luncheon Fundraiser Community Donations (Secured)	\$18,613.00
In-kind Basic Need Donations (household goods & clothing)	\$3,000.00
Total	\$46,613.00

Expense	
Home-Based Interventionist	\$29,920.00
Fringe benefits	\$7,901.00
Transportation	\$2,125.00
Basic Need Supplies	\$4,500.00
Respite Care	\$2,167.00
Total	\$46,613.00



APPLICATION FOR NON-PROFIT ORGANIZATION GRANT

For Fiscal Year 2016 (begins July 1)

Organization Name: South East Roseburg Voice In Community Enhancement (SERVICE)

Address: 1567 SE Pine ST. Roseburg Or. 97470

Contact person and title Gordon Brown

Telephone: 541-430-0768 E-Mail: servicerosebur@yahoo.ocm

Federal Tax Identification Number: 27-5034260

Amount of Funding Request: \$4,232.00

Responses may be provided on a separate sheet, but must be responded to in the order below.

1. Description and purpose of organization. Attach bylaws and current list of board members and officers.

Our mission is to promote community involvement among neighbors, businesses, and city leaders in order to improve our neighborhood's health, safety, and general livability. We will serve as advocates and liaisons with our city and local organizations to promote a sense of community and improve the quality of life for neighborhood residents.

2. Describe the program(s) or work proposed for funding. Be specific. Attach additional information/documents as needed.

The SERVICE Neighborhood Association has worked diligently to change our blighted neighborhood into a safer and healthier place to live. Our neighbors think a neighborhood cleanup is a great way to bring our community together to make our part of the 'Heart of Roseburg' beat stronger." It is through connections and collaborations we create doing these events that will keep our neighborhood moving towards our goal of making our neighborhood a place where its people will want to move to because they know we are a connected community.

Our plan is to have eight dumpsters placed strategically throughout our neighborhood for volunteers to collect trash that has been illegally dumped, collect the trash from neighbors who want to discard it but cannot afford to take it to the dump, or have no way to haul it there.

1. Neighbors will help clean up overgrown lots; volunteers will monitor dumpsters to ensure our dumpsters are utilized by our neighbors from our neighborhood
2. we will help haul debris to dumpsters in our designated area
3. we will also sort recyclable debris to minimize the impact on the landfill

4. we would like to help the Umpqua Dairy Community Garden by purchasing 20 yards of bark mulch to keep the garden looking fresh and inviting for potential home buyers looking to purchase in our neighborhood and

5. at the end of the day we will have a neighborhood barbeque at Micelli Park to say thank you for all those who have helped to make our neighborhood safer and healthier.

3. Who and how many persons will benefit from the City's funding? Include demographic information and numbers proposed to receive benefits. (Note: Preference will be given to applicants who can provide specific details so that the Council/Budget Committee can determine if program objectives were met.)

The unfortunate reality is that our neighborhood has had and continues to have issues with blighted properties due to absentee landlords, foreclosure, bank owned properties and abandoned properties that are being allowed to fall into disrepair by their owners ultimately devalue our neighborhood's property values. Because of our population density it is more apparent when our neighbors cannot haul away trash, yard debris, tires, furniture or even appliances. With the recent policy change that require our citizens to pay for dump disposal our neighborhood is seeing an uptick in illegal dumping and trash piling up.

Our neighborhood is the most densely populated area of our city. It has approximately 1,500 households that would benefit from this project (how that translates in exact population numbers we're not sure). While the SERVICE Neighborhood Association's boundaries extend from South Gate market to Cass Avenue and from Main Street to the South Umpqua River, we will also include the small neighborhood east of South Gate Market from Main Street to Ichabod Street and from Germond Avenue to Marsters Avenue.

4. What is the applicant's prior experience and expertise in performing the proposed program or work? Highlight any previous work for the City of Roseburg.

SERVICE has done three previous neighborhood cleanups alongside our annual parking lot sale fundraiser. Each year we have been able to expand the process while refining it to also include a recycling component that helps offset the cost of tire and mattress disposal. This year however we will not be doing the fundraiser. We will only be focusing on the cleanup to make a stronger impact on the neighborhood.

The 2014 Clean up we documented following results to show what our impact on the neighborhood was.

(6 full dumpsters)

35 homes visited; 50 unique trips with UCPM truck

55 vehicles counted dumping at event

90 cubic yards of trash collected

30 cubic yards of scrap metal

1 panel truck of electronics (mostly tv's)

100 tires; 20 with rims: .83 tons (w/out rims) + 19 more w/rims

30 mattresses
20 appliances
26 furniture (couches/chairs/chests)
3 bags clothing
Lots of toys, bicycles and plastic play structures
3 car batteries
Misc. lawn mowers and yard equipment
Additional volunteers for flyer distribution (600 households)
Media: several newspaper articles, radio spots
Everyone is happy we're recycling!
Sunrise: 300 lbs. recyclable

5. What makes this organization the most or uniquely qualified to receive City funding for this purpose?

SERVICE has worked hard to create connections with our neighbors and as a result we have developed some social capital within our neighborhood through our monthly SERVICE meetings, and Neighborhood Watch meetings. Through these meetings we teach our neighbors how to access resources available through collaborations with organizations such as NeighborWorks Umpqua, The Roseburg Senior Center, The Dream Center, and our local Police Department as well as how to work with our City staff. We have learned that it is imperative that we work together to make things happen. We are not asking the City to do the work for us; our neighborhood is asking to be allowed to help the City and ourselves by doing this project.

6. How does this proposal address the Roseburg City Council's goals and responsibility to provide basic City services?

SERVICE has many of the same goals as the City. We look for opportunities to collaborate with organizations to achieve the goals set forth by the City's "The Mill-Pine National Historic Register District Neighborhood Master Plan." We are and will continue to:

- A. "Promote public and private property maintenance and pride of ownership to ensure a well-kept quality neighborhood
- B. Provide incentives that allow owners to enhance, rehabilitate, and preserve their homes.
- C. Encourage projects that encourage livability and ensure access to parks, shops and schools." (City of Roseburg)."

7. How does this proposal leverage the requested City funds with other resources? Identify the source(s) and amount(s) of other funding to be used in conjunction with City funds.

We have \$750 dollars in pledged donations thus far; we will continue to ask for donations and sponsors to help pay for t-shirts which will help our neighbors easily identify our volunteers, which will ultimately keep neighbors safe; we are also asking for donations

for food for a a "Thank you" barbeque; we have about 50 pledged volunteers to supply our labor, and we will use the money we receive from the exchange of the recycled components we collect, i.e. batteries and scrap metal to help offset cost of hauling away mattresses and tires.

8. Are there other facts or considerations the City should use to evaluate the proposal?

We are hoping to also have participation with this event from our Ward Representatives and the City Council members to help our neighborhood to see how we are working together and our part of the "Heart of Roseburg" is not forgotten and we do matter.

9. Attach a budget that shows how the City's money will be spent. The budget shall include such information as the cost of materials, labor, overhead, administration, transportation and contract services, plus any additional expenses that are relevant. Be specific.

10. Attach most current financial statement and independent financial review or audit report.

11. Attach five most recent federal Form 990s.

Reference:

City of Roseburg. Mill-Pine National Historic Register District neighborhood Master Plan. 27 May 2010.

12 April 2016

<http://www.cityofroseburg.org/files/3614/2810/4944/Mill_Pine_Master_Plan.pdf>.

By signing this application below, the organization applying for this grant hereby agrees that:

- the organization will be required to execute a standard City services contract;*
- the organization will provide certification naming the City as an additional insured for commercial and liability insurance in the minimum amounts required by Oregon Tort Law;*
- the organization will provide the City of Roseburg, its agents, officers, employees and auditors access to all organization documents and records for five years following the grant of any City funds.*
- if funds are granted, City of Roseburg, its agents, officers and employees will, upon 24 hours' notice, be entitled to have access to and inspect any organization offices, locations or facilities;*
- the organization shall provide a complete financial report at the conclusion of the service contract.*

Name and Title: _____

Date: _____

RESOLUTION NO. 2013-19

SERVICE 2016 Neighborhood Cleanup

Estimates based on 2014 results

Expenses

door hangers	\$424.70
t-shirts	\$475.00
flyers	\$110.00
signage	\$100.00
sound	\$350.00
gloves/misc	\$200.00
tire recycle	\$450.00
mattress recycle	\$450.00
fuel	\$100.00
food & water	\$250.00
Tool Rental	\$500.00
20 yards bark mulch	\$522.00
County Disposal Fees	\$360.00
4 dumpster rentals	\$315.00
Contingency plan	\$500.00
Total Cash Exp.	\$5,106.70

Revenue (cash)

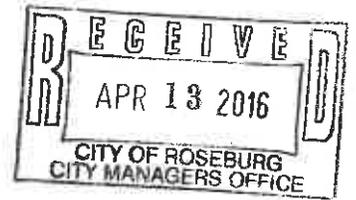
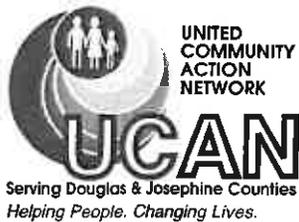
donations	\$750.00
recycled batteries	\$24.00
recycled metal	\$100.00
	\$874.00

In-kind Service

Recycle Bins	\$315.00
County Disposal	\$360.00
Volunteer labor	\$7,500.00 50 x 10 hrs @ \$15/hr=
	\$8,175.00

total cash expense minus expected revenue(rounding up)

Total asking for \$4232.00



April 13, 2016

Mr. Lance Colley
City Manager
City of Roseburg
900 SE Douglas
Roseburg, Oregon 97470

Dear Lance:

Please find attached two applications for City of Roseburg grant funds. One application is for \$3,500 for four porta-potties located in downtown Roseburg. The other application is for \$5,000 for the Early Childhood Service Center proposed to be built adjacent to our present Martha Young Service Center.

I have attached one copy of the various attachments required for these applications to avoid overwhelming you with paperwork. You will find separate budgets for the applications. The Early Childhood Service Center does not include all expenses and revenues, but simply shows the amount of construction costs that the City's grant would cover when matched by the Ford Family Foundation.

Let me know if there is anything else the City needs to review these applications. Thank you for this opportunity.

Sincerely,

Howard Kopp

UCAN

Resource and Project Development Specialist



"Creating Solutions to Poverty - Improving Lives in Our Community"
280 Kenneth Ford Drive, Roseburg, OR, 97470 (541) 672-3421 / 201 NE 8th Street, Grants Pass, OR, 97526 (541) 956-4050
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CITY OF ROSEBURG
APPLICATION FOR NON-PROFIT ORGANIZATION GRANT
For Fiscal Year 2016

Organization Name: United Community Action Network

Address: 280 Kenneth Ford Drive, Roseburg, Oregon 97470

Contact Person and Title: Howard Kopp, Resource and Project Development Specialist

Telephone: (541) 391-3654 E-Mail: howard.kopp@ucancap.org

Federal Tax Identification #: 93-0587136

Amount of Funding Request: \$3,500

1. Description and purpose of organization. Attach bylaws and current list of board members and officers.

United Community Action Network's (UCAN) goal is to provide opportunities for people currently in need in Douglas County, Oregon, so that they can move toward personal and economic independence. UCAN serves as a backbone for the human service system in our service area, providing a wide array of services, including: programs serving young children, their families and pregnant women, including Head Start/Early Head Start, Healthy Start, Healthy Families, WIC and Nurse Home Visiting; housing related services including affordable housing, rental, utility and move-in assistance, mortgage assistance, energy assistance and weatherization, and supportive services for residents of affordable housing projects; transportation assistance, including public transit and Medicaid transportation; health insurance enrollment support and education; emergency food provision to pantries and kitchens; national service programming, including operation of AmeriCorps, Senior Companions, Retired Seniors Volunteer Program, and Foster Grandparents. UCAN has a "no wrong door" approach to service delivery, ensuring that a person who seeks services is linked with the appropriate program or agency providing the service in the community. Our co-located, comprehensive service system reflects best practices in providing services, and allows us to minimize the percentage of funds needed for administrative costs. UCAN provides services to approximately one-third of those living in Douglas County. We have offices in multiple locations in Roseburg, including downtown on Jackson Street, and near downtown at the former Rose Elementary School.

2. Describe the program or work proposed for funding. Attach additional information/documentation as needed.

As mentioned above, UCAN offers services downtown at our Jackson Street offices. We operate several programs out of this office, including our Housing and Homeless services. Our homeless clients, as well as other homeless individuals passing through the downtown core, lack access to bathroom facilities. This program will improve their access to such facilities. As a provider of services in downtown, we wish to be good neighbors. We are also interested in the economic

vitality of the downtown core, as we have a number of clients working toward economic self-sufficiency who work in the downtown area. As such, we have taken on the responsibility of operating porta-potties downtown that can be used by anyone, with locations adjacent to our Jackson Street office, on Stephens across from the old Greyhound bus station and at the downtown parking garage. We plan to add a fourth porta-potty, which we will place at a site determined through conversations with City staff. The availability of these porta-potties helps keep the downtown core clean and sanitary.

3. Who and how many persons will benefit from the City's funding? Include demographic information and numbers proposed to receive benefits.

The porta-potties are available for anyone's use in downtown. They are of particular benefit to anyone downtown who lacks housing and is in need of a bathroom. These individuals may or may not be clients that we otherwise serve. Other major beneficiaries of the porta-potties are downtown businesses and service agencies and those that frequent these establishments, who benefit from a cleaner, healthier downtown. The presence of the porta-potties also reduces the need for city services, such those associated with sanitation. In terms of numbers of beneficiaries, the number of businesses located in the downtown area is approximately 150 according to a study undertaken by NeighborWorks Umpqua in 2013. All of these businesses benefit from the more sanitary conditions arising from the availability of porta-potties. The downtown area also has a number of government facilities and offices including the City of Roseburg's main offices, Douglas County's main offices, the County Courthouse and more. It is likely that at some time during each year, most Roseburg residents have some business either at these offices or go shopping in the downtown core. In addition, many visitors to Roseburg shop in the downtown core. All of those visiting the downtown core benefit from the enhanced sanitation provided by the porta-potties.

4. What is the applicant's prior experience and expertise in performing the proposed program or work? Highlight any previous work for the City of Roseburg.

UCAN has had service centers in Roseburg for over four decades. We have long had our own property management staff that maintains these service centers, ensuring that they are clean, safe and sanitary. We also have a number of affordable housing developments in Roseburg and elsewhere in Douglas County, and our property management department has extensive experience maintaining these properties as well. Since we serve large numbers of residents at our facilities, it is upmost importance that we keep our facilities, including their grounds, in a healthy and sanitary condition. We have contracted with the City to provide public transit via U-Trans. We have partnered with the City on many projects. By helping City residents achieve self-sufficiency, we have also reduced the demand for city services.

5. What makes this organization the most uniquely qualified to receive City funding for this purpose?

UCAN is the largest social service agency in Roseburg serving the needs of people lacking homes and those at-risk of losing their homes. As such, we have staff with expertise in understanding and addressing the needs of these individuals in a manner that both recognizes their inherent dignity while balancing the community's health and safety needs. Our extensive experience maintaining facilities ensures we carefully manage property features, whether they be

areas for dumpsters, storage facilities, or bathroom facilities. Having long partnered with the City, many of its social service agencies, and community businesses, we have strong ties to implement solutions that work in our community.

6. How does this proposal address the Roseburg City Council's goals and responsibility to provide basic City services?

This project will help the City address two of four goals identified for the 2015-17 biennium:

- Initiate community livability programs and beautification projects.
- Define and establish business friendly/improved City image.

The availability of the porta-potties helps keep our downtown core clean and livable. The City's image is improved, and downtown businesses prosper. This project helps the City address its responsibility to maintain infrastructure, as streets and sidewalks in downtown are kept clean.

7. How does this proposal leverage the requested City funds with other resources? Identify the sources and amounts of other funding to be used in conjunction with City funds.

UCAN works to ensure that those without homes are rapidly rehoused and those at-risk of eviction maintain housing. The funds requested leverage the funds we have budgeted for our Douglas County Housing and Homeless Department to provide services so that we can help residents maintain their dignity while seeking housing through our programs. For FY 2016, UCAN has \$1.3 million of assorted revenues for this Department.

8. Are there other facts or considerations the City should use to evaluate this proposal?

People living without homes do not desire to use the streets as their bathroom. In some cases, they have no other option: they cannot get into shelters with restrooms, they are not allowed into businesses that have facilities, some suffer from serious mental illness and have difficulty addressing their needs. The porta-potties are a humane way to ensure that these individuals have a private place to meet their needs, while managing the sanitary and health needs of our community.

9. Attach a budget that shows how the City's money will be spent. The budget shall include such information as cost of materials, labor, overhead, administration, transportation, and contract services, plus any additional expenses that are relevant. Be specific.

See attached budget.

10. Attach most current financial statement and independent financial review or audit report.

See attached audit.

11. Attach five most recent federal Form 990s.

See attached Form 990s.

By signing this application below, the organization applying for this grant hereby agrees that:

- The organization will be required to execute a standard City services contract;
- The organization will provide certification naming the City as additional insured for commercial and liability insurance in the minimum amounts required by Oregon Tort Law;
- The organization will provide the City of Roseburg, its agents, officers, employees and auditors access to all organization documents and records for five years following grant of any City funds;
- If funds are granted, City of Roseburg, its agents, officers and employees will, upon two-hours notice, be entitled to have access to and inspect any organization offices, locations or facilities;
- The organization shall provide a complete financial report at the conclusion off the service contract.

Name and Title:

Maria Juliana Executive Director

Date:

4/13/16

BUDGET-Porta-Potty Project

Expenses:

Additional Cleaning	\$140
Rental Rate (4x\$70 for 12 mos.)	\$3,360

Total: \$3,500

Revenue:

City of Roseburg	\$3,500
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Total: \$3,500

**APPLICATION FOR NON-PROFIT ORGANIZATION GRANT
For Fiscal Year July 1, 2016 – June 30, 2017**

Organization Name: YMCA of Douglas County

Address: 1151 NW Stewart Parkway, Roseburg, OR 97471

Contact person and title Marisa Fink, CEO/Executive Director

Telephone: 541-440-9622 ext. 203 E-Mail: mfink@ymcaofdouglascounty.org

Federal Tax Identification Number: 93-039-5593

Amount of Funding Request: \$10,000

Responses may be provided on a separate sheet, but must be responded to in the order below.

1. Description and purpose of organization. Attach bylaws and current list of board members and officers.

The YMCA of Douglas County is a community responsive charitable organization that has been serving Roseburg citizens since 1948.

Our mission is to build strong kids, strong families and strong communities.

We focus on programs and services for youth development, healthy living and social responsibility.

2. Describe the program(s) or work proposed for funding. Be specific. Attach additional information/documents as needed.

We will renovate and improve our 56-year old facility to better serve the community. The project will include replacing the original family/teaching/wellness pool and installing a hydrotherapy pool for those recovering from surgery and living with disabilities.

The aging main electrical system will be replaced. Locker rooms will be renovated and the family/ADA locker room enlarged to meet increased demand by families and caregivers.

We will improve the existing exercise studios to serve people with injuries and those living with disabilities and chronic diseases and we will expand our work with Mercy Hospital and the VA Roseburg Health System.

We will renovate our current commons area for a community meeting space with a teaching kitchen – this area is provided free of charge for occasional use by other area non-profit groups. The kids' gym will be renovated to include areas for CACFP/SFSP free breakfasts, lunches and suppers for youth and a youth indoor obstacle course. The child care area will be enlarged to accommodate greater demand. The teen center will be relocated to an existing space and remodeled to meet their interests. Our traditional playground will be refashioned into a natural

playground/garden area for young children and their families adjacent to our child care area.

The parking lot will be redesigned and resurfaced for safety and improved access for school bus drop off and handicap accessibility at a new North Entrance.

3. Who and how many persons will benefit from the City's funding? Include demographic information and numbers proposed to receive benefits. (Note: Preference will be given to applicants who can provide specific details so that the Council/Budget Committee can determine if program objectives were met.)

We have over 11,000 active Y members and guest participants who are residents of the City of Roseburg. Approximately 50% are male and 50% are female. The current unduplicated City resident Y member breakdown is:

- **3,671 families**
- **2,114 adults ages 19 to 59**
- **477 youth and teens not included in family memberships**
- **2,621 seniors ages 60+**
- **2,256 guest participants**
- Note that 271 families and 277 individuals who are City residents receive financial assistance for their dues from funds contributed to the annual **People Helping People Campaign**.

Approximately 1,800 youth ages 0 – 18 learn how to swim at the Y every year.

On average, there are **2,300 community swim visits per month** (by non-Y members who are City residents) to the Y swimming pools. City residents pay only \$2.50/youth, \$5/adult and \$10/family for this benefit.

Benefits

Youth will learn to be safe in, on and around the water. Participation in formal swimming lessons can reduce the risk of drowning by 88 percent among children aged one to four years. (Pediatrics & Adolescent Medicine 2009)

Water exercise classes are low-intensity low-impact workout programs which offer multiple benefits for any fitness level. Exercising in water makes you feel approximately 90 percent lighter (American Council on Exercise 2015). When you jump or run in the water, your body does not experience the same impact that these moves cause on land. This makes water aerobics an ideal activity for those with arthritis, back problems, foot or leg injuries, and knee conditions as well as pregnant women and those who are obese.

4. What is the applicant's prior experience and expertise in performing the proposed program or work? Highlight any previous work for the City of Roseburg.

City funds from the sale of the original City Pool, which was closed in 1973, were committed by the City to the building of the South Pool at the YMCA in 1986. The City Pool had been sold to the Roseburg School District because the city was financially unable to maintain the pool.

We have been providing a community swimming facility to Roseburg citizens since 1960 in both the South Pool (which was constructed in 1986) and our original North Pool (the one that is to be replaced as one of our capital projects). Residents who are not YMCA

RESOLUTION NO. 2013-19

members may pay \$2.50/child, \$5/adult and \$10/family for community swim, which is available in both pools for more than 18 hours/week. This fee provides access to both pools per the scheduled community swim hours. Most family, youth and senior usage occurs in our warmer North Pool.

Our agreement with the City signed on September 16, 1986 for a term of 35 years contains the following recital:

“The City has a Swimming Pool Capital Improvement Fund.”

“City desires to pay the balance in said fund to the YMCA Swimming Pool Building Fund for the purpose of constructing a community swimming facility with guaranteed public access.”

“City desires to use the expertise and services of the Y’s members, agents and employees in providing an effective community swim program.”

“YMCA desires to assist the City by providing an effective public access swim facility and program.”

The YMCA has operated the South Pool and the original North Pool for swimming and recreation benefits to City residents at no cost to the City for over 30 years.

5. What makes this organization the most or uniquely qualified to receive City funding for this purpose?

Here at the YMCA, a wide variety of aquatic programs are offered year-round to meet the needs of swimmers of all ages and abilities. We are uniquely qualified to provide swim lessons, therapy programs, life guarding and water safety certification and water fitness classes. All of our programs are led by certified instructors, with safety and healthy living in mind.

The YMCA Swim Lesson Program incorporates five key components in each program session:

Personal Safety – We emphasize safety consciousness in and around the water, learning survival skills, and safety and self-rescue principles.

Personal Growth -Instructors help students to form values, become role models, develop a decision-making process, and show leadership qualities.

Water Orientation/Stroke Development – The main goals are to orient beginners to the water and to refine the strokes and endurance for intermediate and advance swimmers.

Water Sports and Games – These help to develop stamina, skills, create a positive attitude, and lead to cooperation. They also serve as the introduction to a lifelong enjoyment and participation in aquatic sports.

Rescue – Children are given a basic introduction to rescue skills including: reaching and throwing assists, rescue breathing, first aid and emergency procedures.

RESOLUTION NO. 2013-19

Two free week-long YMCA Splash (Learn to Swim) sessions are offered to City residents every year. As many as 160 youth per session participate.

School and scout groups, Special Olympics and PartnerSports Camp all use the YMCA pools for recreation and training.

We host a year-round competitive swim program featuring stroke development, performance improvement and working together as a team for youth grades K-12. The Roseburg High School Swim Team practices at the YMCA every year during the swim season. They also host several high school meets at our facility.

A variety of water exercise classes and programs are offered for adults of all ages and abilities in both pools including Water Yoga, Water Wellness, Water Walking, Water Arthritis Exercise, Masters Swimming, Lap Swimming and Veterans' Water Exercise.

6. How does this proposal address the Roseburg City Council's goals and responsibility to provide basic City services?

The City Council's February 2015 goals include a goal to **"Initiate community livability programs and beautification projects** (City of Roseburg website). As the Y operates the only indoor pools accessible to City residents year-round, we believe this project ensures our community's livability for not just the next one to four years, but for the next 50 years or more.

The City's goal for parks and recreation is to **"enrich people's lives through providing park and recreation programs and facilities that benefit the quality of life for all Roseburg residents"** (City of Roseburg website). The YMCA pools save the City and its taxpayers' money by enriching the lives and safety of young people with swim lessons and lifeguard training and by conducting water exercise programs for adults, seniors and people with disabilities that improve the quality of their lives.

7. How does this proposal leverage the requested City funds with other resources? Identify the source(s) and amount(s) of other funding to be used in conjunction with City funds.

Leveraging City support is extremely important to securing foundation and corporate funding.

It shows that our government leaders believe in the project. City support adds stakeholders to the project. We have indicated our intended City request to The Ford Family Foundation, the MJ Murdock Charitable Trust, and the local timber industry, among others, and have secured \$1.2 million, \$300,000, and \$330,000 respectively, which will be used in conjunction with City funds for these projects

8. Are there other facts or considerations the City should use to evaluate the proposal?

- **We are providing services to residents of Roseburg** that the City does not have to provide in exchange for the tax dollars citizens pay.
- **We assume all operating costs for the swimming pools** that provide low cost recreational and lap swimming to City residents.

RESOLUTION NO. 2013-19

Project Expense Budget and Funding Sources YMCA Capital Budget Estimates - Phases One and Two

April 7, 2016

Project elements	Estimates
Phase 1: Renovations: North Pool, Hydrotherapy Pool and Locker Rooms including furnishing, fixtures and equipment ²	2,400,000
Phase 2: New construction: North Entrance, Physical Therapy and Wellness Areas, Expanded Child Watch, and Commons Area including furnishing, fixtures and equipment ³	1,500,600
Site work: Parking Lot improvements/resurfacing/Playground ⁴	512,000
Contingency ⁵	220,700
Professional fees (Architect, Engineering, Design, Legal, Testing, Studies and Reimbursable Expenses) ⁶	427,000
Required improvements to Electrical Systems in existing facility required for Phase 1 ⁷	250,000
TOTAL	5,310,300

1. No land purchase will be required. The entire project will be completed on existing YMCA property.
2. Construction costs based on architect's estimates
3. Construction costs based on GRO estimates and elimination of some initial options
4. Site work includes Parking Lot costs based on a contractor's estimate.
5. Contingency - 5% for cost escalation on design, estimating, construction.
6. Professional fees, permits and testing/studies estimates provided by Paul Bentley, Architect.
7. Additional Electrical needs were determined during the MEP inspection and estimated by the architect upon review of MEP report. Not included in contingency calculation.
8. Furnishing, fixtures and equipment is an allowance.

Contributed Revenue Source	Committed	Awarded but Conditional	Pending Award	Planned	In-kind proposed	Total
Government and Tribe	5,000	-	10,000	25,000	-	40,000
Foundation Grants	1,486,470	900,000	925,000	983,000	-	4,294,470
Businesses	222,494	-	-	60,500	84,000	366,994
Timber Industry	325,000	-	-	5,000	-	330,000
Individual donors	486,062	-	-	-	-	486,062
Special Events	-	-	5,000	-	-	5,000
Other	1,000	-	-	75,000	-	76,000
Total Contributed and In-kind Revenue	2,526,026	900,000	940,000	1,148,500	84,000	5,598,526

Note: Funding total is higher than the project budget as all grant requests are not fully funded.

**APPLICATION FOR NON-PROFIT ORGANIZATION GRANT
For Fiscal Year 2015- 2016 (begins July 1)**

Organization Name: Camp Millennium _____

Address: 2726 Diamond Lake Blvd _____

Contact person and title _____ Sarah Miller CEO _____

Telephone: _541-677-0600 _____

E-Mail: __campmoregon@gmail.com _____

Federal Tax Identification Number: _47-0881224 _____

Amount of Funding Request: \$4000.00 _____

Responses may be provided on a separate sheet, but must be responded to in the order below.

1. Description and purpose of organization. Attach bylaws and current list of board members and officers. See attached opening letter

2. Describe the program(s) or work proposed for funding. Be specific. Attach additional information/documents as needed. See attached

3. Who and how many persons will benefit from the City's funding? Include demographic information and numbers proposed to receive benefits. (Note: Preference will be given to applicants who can provide specific details so that the Council/Budget Committee can determine if program objectives were met.) see attached

4. What is the applicant's prior experience and expertise in performing the proposed program or work? Highlight any previous work for the City of Roseburg. See attached

5. What makes this organization the most or uniquely qualified to receive City funding for this purpose? See attached

6. How does this proposal address the Roseburg City Council's goals and responsibility to provide basic City services? See attached

7. How does this proposal leverage the requested City funds with other resources? Identify the source(s) and amount(s) of other funding to be used in conjunction with City funds. See attached

8. Are there other facts or considerations the City should use to evaluate the proposal?
See attached
9. Attach a budget that shows how the City's money will be spent. The budget shall include such information as the cost of materials, labor, overhead, administration, transportation and contract services, plus any additional expenses that are relevant. Be specific.
See attached
10. Attach most current financial statement and independent financial review or audit report.
See attached
11. Attach five most recent federal Form 990s.
See attached

By signing this application below, the organization applying for this grant hereby agrees that:

- *the organization will be required to execute a standard City services contract;*
- *the organization will provide certification naming the City as an additional insured for commercial and liability insurance in the minimum amounts required by Oregon Tort Law;*
- *the organization will provide the City of Roseburg, its agents, officers, employees and auditors access to all organization documents and records for five years following the grant of any City funds.*
- *if funds are granted, City of Roseburg, its agents, officers and employees will, upon 24 hours' notice, be entitled to have access to and inspect any organization offices, locations or facilities;*
- *the organization shall provide a complete financial report at the conclusion of the service contract.*

Name and Title: Sarah Miller Executive Director

Date: 4-15-2016

Camp Millennium
Sarah Miller, Exec. Director
2726 Diamond Lake Blvd.
Roseburg, Oregon 97470
April 15, 2016

City Manager Office
900 SE Douglas
Roseburg, Oregon 97470

Attn: Debi Davidson:

Thank you for this opportunity to allow Camp Millennium to introduce ourselves. We service children ages 5-16 who have a diagnosis of cancer and their siblings. Our program is free of charge so that all families are able to participate regardless of costs associated with cancer treatments. Our program allows for our campers to continue their treatments while on site. Each activity is designed to allow each child to participate regardless of any developmental or physical challenges they may face and to share in this powerful experience. Many of our children come back as Camp Counselors. We are the only oncology camp in Southern Oregon .

Our camp is held the last week in June each year, and this summer will be our 24th year. While the camp in itself is a few months away, we spend many hours raising funds, updating our program, and reach out to the community in awareness so that we can reach all the families afflicted by this disease.

It takes a village to create a fun, safe, non-judgemental environment where children dealing with a cancer diagnosis can regain some of their lost childhood and empower them to be themselves by providing a memorable experience and offering a wide variety of activities that fit each child. We instill a sense of celebration to give our children the hope the need to survive.

Camp Millennium is a non-profit organization with a (501c (3) status and we rely on many people and sources for revenue. We are constantly searching out different ideas and grants to help reach our goals. Each camper cost approximately \$1000.00 and we have set a goal of 120 campers this year. There are 4 children in Roseburg alone that attended last year with many many more in rural areas. We are extremely positive that we can meet this goal through hard work and the help of the community.

With Sincere Gratitude,



Sarah Miller, Executive Director

2. Describe the program or work proposed for funding. Be Specific. Attach additional information/documents as needed.

This project is for camper sponsorships. Families are never charged to attend, and the cost is approximately \$1,000 a camper, expenses associated with the camp program (e.g. Lodging, meals, program supplies etc.) The funds associated with this grant proposal will cover the costs associated with camper participations for the 2016 session. Last year there were 4 children from Roseburg and we are anticipating their return in 2016.

Each year we engage in on-going outreach to raise funds for our program. We write grants (and continue to expand our list of applied grants), engage in community fundraising, partner with local businesses, and reach out to interested volunteers to help grow and expand our partnerships. Each opportunity and each partnership allows us to highlight the work our organization does and to find new ways to meet our goals. We are always evaluating ways we can save money or be more effective with each dollar spent.

Our camp runs for 8 days each June, with staff arriving 2 days early for training on our program, orientation to the site, and information relating to childhood cancer. While our program does vary each year, when our campers join us each summer, swimming, games, art, Zumba, archery, zip lining/rope courses, horses, and a variety of other activities within their cabin groups. There are also all camp events like our nightly campfire, Field Day, The Celebration of Life, and our annual dance, where we pull together for a fun time.

Our mission is to create a fun, safe, non-judgemental environment in which children dealing with a cancer diagnosis have the opportunity to regain some of their lost childhood. To give children with cancer hope by offering opportunities for social interaction with other children with similar issues. To empower children to be themselves by providing a great camping experience and offering a wide variety of activities for all campers.

Our program has been designed to help children build connections with others who may be going through a similar situation. These relationships are unique in that they are not easily found in other social systems in which they participate. Each activity/event creates shared memories that allow our children to build relationships and network with those who share their experiences. They share that these relationships help sustain them throughout the year. The activities provide challenges and opportunities for our campers to learn new skills.

Camp M serves as not only a valuable resource for children, but also provides a much needed respite for parents while leaving their children in a safe environment where they are able to continue medical treatments and have their emotional needs met. There are no other children's oncology camps in Southern Oregon.

Attached please see the cost associated with our program budget for Camp Millennium 2016.

3. Who and how many persons will benefit from the City's funding? Include demographic information and numbers to receive benefits. (Note: Preference will be given to applicants who can provide specific details so that the Council/Budget Committee can determine if program objectives were met.)

Our headquarters are located in Roseburg, Oregon, County of Douglas. We service all areas of Oregon including many rural areas. The funds that we are asking for will cover the cost of 4 children from Roseburg to attend Camp Millennium. The fresh air, socialization, improved moods, exercise, sunshine, and new challenges make for mental emotional and social health for our children. Laughter is the best medicine as a noninvasive means to promote healthier children. This project is for camper sponsorships. Families are never charged to attend, and the cost is Approximately \$1,000 a camper, expenses associated with the camp program (e.g. Lodging, meals, program supplies etc.)

The \$4,000.00 in grant funding we have applied for will go to cover the cost associated with 4 children from Roseburg, Oregon and send them to attend Camp M for summer of 2016.

4. What is applicant's prior experience and expertise in performing the proposed program or work?

Our organization will host its 24th session this summer, built upon experience from running more than 23 prior sessions. While we currently exist as an independent non-profit our founding took place while under the umbrella of the American Cancer Society. While this is no longer the case, the knowledge of cancer and its treatment was foundational in the development of our program. Through our history, our engagement in organizations that specialize in programming for our population Children's Oncology Camping Association (COCA-1), the expert on-site, medical care, and a staff that is attuned to the needs of our children (many of whom are survivors of childhood cancer) we believe we are extremely qualified to pursue this project. We also participate in on-going trainings to continue education our organization on cancer and best practices for running a residential camp program. We also work with KOA Care Camps for new ideas and projects to make our camp a fun and exciting event.

5. What makes this organization the most or uniquely qualified to receive City Funding for this purpose.

Camp Millennium is a legal non-profit organization with a (501c (3) status. We sponsored 4 children from the City of Roseburg in season 2015. See W-9 and IRS Tax Exempt attached.

6. How does this proposal address the Roseburg City Council's goals and responsibility to provide basic City Services?

The 4 children from the City of Roseburg will benefit by being able to attend Camp Millennium for summer of 2016, where laughter is the best medicine and connecting with other children going through similar issues. See budget for 2016 cost-effective plan.

7. How does this proposal leverage the requested City funds with other resources? Identify the sources and amounts of other funding to be used in conjunction with City Funds.

Please see revenue for 2016 Camp Millennium attached. Proposed Fundraisers, donations, and grants are listed.

8. Are there other facts or considerations the City should use to evaluate the proposal?

We sustain our program each year through on-going fundraising, outreach to donors, grant writing, and building partnerships with local organizations. We have many on-going relationships and continue to expand those to help our program grow and evolve. Additionally, we seek out new volunteers each year to participate in our annual camp session and to help with fundraising initiatives. This also allows us to share information about our program to parts of the community that may not yet be familiar with the work we do.

Our budget is built annually based on anticipated revenues from a variety of sources. This year we have been seeking additional grant resources, will be working with some new fund raising events, and will be outreaching to many communities to raise awareness and expand donor base. Should we not receive funding, we will continue to fundraise and will look for ways to reduce expenses without negatively impacting the overall quality of our program. We are always evaluating ways we can save money or be effective with each dollar spent.

9. Attach a budget that shows how the City's money will be spent. The budget shall include such information as the cost of materials, labor, overhead, administration, transportation and contract services, plus any additional expenses that are relevant. Be specific.

Please see attached Camp Millennium Camper Sponsorship 2016

10. Attach most current financial statement and independent financial review or audit report.

Camp Millennium has never been audited. Please see the attached Budget and Revenue report for current year 2016. Also attached is 2014-2015 990 EZ.

11. Attach five most recent federal Form 990's.

Please see 5 years of attached 990-EZ.

Project Budget & Revenue for 2016 Camp Millennium

Expenses

Category	Costs
Program: Activities	\$ 7,706.00
Program: Medical and Other Supplies	\$ 900.00
Program: Photography & Video Yearbook	\$ 3,700.00
Program: Communications	\$ 3,600.00
Program: Utilities & Services	\$ 3,500.00
Program: Clothing	\$ 4,000.00
Program: Site and Office Rental	\$ 43,800.00
Program: Transportation Costs	\$ 8,900.00
Program: Insurance/Background Checks	\$ 7,700.00
Program: Association Membership & Involvement	\$ 4,200.00
Program: Training	\$ 1,950.00
Fundraising	\$ 3,000.00
Administration: Salary	\$ 28,744.00
Total Expenses:	\$ 121,700.00

Revenue

Sources / Type	AMT	Status
Board Member Contribution (cash)	\$2,500	committed
Fundraiser: Pumpkin Patch	\$16,600	Held in October
Fundraiser: Millennium Magic	\$8,000	Held in March
Fundraiser: Roseburg to Coos Relay	\$10,000	Held in April
Fundraiser: Others	\$14,000	Held Throughtout Yr.
Individual Donations	\$17,000	FY starts 9/1
Organization & Business Donations	\$22,000	FY starts 9/1
Clothing Sales	\$500	FY starts 9/1
GRANTS		
Grant: Cow Creek Foundation	\$5,000	Received
Grant: Coquille Foundation	\$2,500	Received
Grant: West Family	\$2,000	Received
Grant: Banner Banner	\$1,000	Received
Grant: Ford Moving Expense	\$4,000	Received
Grant: Collins Foundation	\$15,000	Planned
Grant: KOA Care Camps	\$14,000	submitted
Grant: Community Cancer Center	\$5,000	Planned
Grant: Oregon Community Foundation	\$5,000	submitted
Grant: Umpqua Bank	\$5,000	submitted
Grant: Bay Area Hospital	\$7,000	submitted
Grant: West Family	\$7,000	submitted
Grant: City of Roseburg	\$4,000	submitted
Total Revenue	\$167,100	

Fiscal Year begins 9/1/15. Income projections are based on recent years and some financial planning and targeted outreach planned.

Grant projections show grant cycle as we have planned it this far.

Organizational Budget Camp Millennium 2016

EXPENSE	CATEGORY	BUDGETED	ACTUAL
Program	ACA Membership/Training/Materials	700.00	
Program	Archery	100.00	
Program	Arts/Crafts	500.00	
Program	Background Checks	300.00	
Program	Cabin Supplies	300.00	
Program	Camper Awards	100.00	
Program	Camp Registration	500.00	
Program	Campsite	35,000.00	
Program	Clothing -- Hats	600.00	
Program	Clothing -- T Shirts	1,100.00	
Program	Clothing -- Polos	600.00	
Program	Clothing - Sweatshirts	1,700.00	
Program	Children's Oncology Camp Association	3,500.00	
Program	Dance	800.00	
Program	Day Spa	50.00	
Program	Field Trip	1,600.00	
Program	Gasoline/Fuel	400.00	
Program	Gatherings/Reunions	300.00	
Program	Handbooks	250.00	
Program	Horses	150.00	
Program	Insurance Coverage	7,400.00	
Program	Medical Supplies	300.00	
Program	Music	200.00	
Program	Office Supplies	300.00	
Program	Open Activity	800.00	
Program	Open Program	506.00	
Program	Petty Cash	500.00	
Program	Phone/Internet	1,200.00	
Program	Photography	1,700.00	
Program	Postage	900.00	
Program	PR-Contributor Awards	500.00	
Program	PR-Media/Printing	1,700.00	
Program	Program Fees	2,000.00	
Program	Recreation Supplies	400.00	
Program	Rental	8,400.00	
Program	Staff Debriefing	400.00	
Program	Storage	400.00	
Program	Supply Transportation	500.00	
Program	Training	1,000.00	
Program	Utilities	2,300.00	
Program	Vans/Insurance	8,000.00	
Program	Video Yearbook	2,000.00	
TOTAL PROGRAM	~	89,956.00	
Fundraising	Sales/Fees/Supplies	3,000.00	
TOTAL FUNDRAISING	~	3,000.00	
Administrative	Payroll Taxes/Fees	3,657.42	
Administrative	Wages/Salaries	25,086.58	
TOTAL ADMINISTRATIVE	~	28,744.00	
TOTAL BUDGET	~	121,700.00	

**APPLICATION FOR NON-PROFIT ORGANIZATION GRANT
For Fiscal Year 2016-2017 (begins July 1)**

Organization Name: Casa de Belen: Casa de Belen

Address: 1199 NE Grandview, Roseburg, Oregon 97470

Contact person and title: Penny McCue, Executive Director

Telephone: 541-677-0073 E-Mail: pennymccue@casadebelen.org

Federal Tax Identification Number: 83-0363480

Amount of Funding Request: \$9,125

Responses may be provided on a separate sheet, but must be responded to in the order below.

1. Description and purpose of organization. Attach bylaws and current list of board members and officers.

Casa de Belen is a transitional housing facility dedicated to helping homeless teens and homeless families with teens have a safe place to reside as they put their lives back together. It is a 501(c)(3) non-profit organization and for the last eleven years has been the primary provider of supportive transitional housing to runaway and homeless youth, homeless families with teens, and homeless and runaway teen parents in Douglas County, Oregon. Casa de Belen is housed in a 27,000 square foot facility licensed by the Department of Human Services to accommodate up to 60 residents. It serves an average of 115 homeless individuals a year who come to Casa de Belen to put their lives back together and acquire the skills and tools they need to make it on their own in the world. The facility has individual wings to separate population groups. Since beginning operation in 2005 Casa de Belen has helped over 1,100 homeless individuals, fulfilling its mission to provide homeless children and adolescents with a safe place to develop and implement a vision for a positive future, emphasizing independent living, accountability, self-sustainability, and constructive involvement in the community. The agency is funded primarily by donations and is supported by a small staff and a group of trained volunteers.

Please see Casa de Belen Bylaws Attachment 1

Please see Casa de Belen List of Board Members and Officers Attachment 2

2. Describe the program(s) or work proposed for funding. Be specific. Attach additional information/documents as needed.

Casa de Belen is requesting \$9,125 -- the cost of sponsoring one (1) homeless Roseburg area youth through our program for a calendar year. However, if funds are received from the City of Roseburg, they will be dedicated to covering the cost of utilities for the entire facility. We chose to request the figure of \$9,125 to represent the cost incurred for caring for one of our youth. While this represents a small part of our budget, it's symbolizes the City of Roseburg's commitment to caring for the community's homeless youth and their families.

We are proud of our stewardship and efficient use of funds. For approximately \$25 per day, (based on average daily occupancy of 43 residents) we provide our homeless youth residents with:

- Their own room – a space to call their own (for many of our youth residents this is the first time they have had their own bed)

- Healthy and delicious home cooked meals and snacks
- Education support – tutoring, daily study hall, meeting with teachers, assistance in applying for college, scholarships, schedule planning, attending extracurricular events, etc.
- Job seeking assistance – resume workshops, mock interviews, networking with local business owners and managers, work ethic development, skill building workshops, etc.
- Onsite medical care provided from a licensed nurse (at no cost to the community)
- Onsite mental health care (at no cost to the community)
- Onsite addiction counseling (through our partnership with ADAPT)
- 1:1 Mentoring – this program addresses education, employment, housing stability, health and wellness, community involvement, development of interests, connection to resources, and interpersonal dynamics
- Life skills education -- including classes in parenting, money management, communication, relationships, sobriety issues, time management, healthy cooking, etc.
- Art and music instruction
- Community inclusion, such as volunteering, participating in local government, writing for local media outlets, participating in community events and monthly activities designed to introduce them to the world around them
- Membership to local organizations – the YMCA, Douglas County Museum, etc.
- Intensive case management that includes partnerships with other community programs -- Roseburg School District, Douglas County Juvenile and Adult Probation, DHS Child Welfare, DHS Self-sufficiency, Battered Person's Advocacy, and a variety of other programs and non-profits -- to coordinate services to ensure that we are best serving our residents and are guiding them to becoming constructive citizens of the City of Roseburg

During the 2014-2015 fiscal year Casa de Belen provided:

- **11,229 days/nights of safe and warm housing** to homeless teens/families with homeless teens
- Approximately **16,834 meals** to our residents
- **566 mental health counseling sessions** with a certified therapist
- **260 health exams** by a licensed nurse
- **A safe and loving home to 98 unduplicated homeless teens** and/or their family members
- Services to **83 people from Roseburg**

The average Casa de Belen resident participates in our program for about a year, taking advantage of our safe and supportive housing, as they develop their interpersonal skills, complete their educations, obtain legitimate work, and stabilize their lives.

From July 2014 – June 2015 we achieved these outcomes:

- 100% of our residents remained in school – 0% drop out rate
- 96% of our residents in school maintained 90% or better attendance
- 12 residents (100% of those eligible) enrolled in a GED program
- 1 resident (100% of those eligible) received their high school diploma or equivalency
- 17 residents over the age of 14 secured and maintained full-time employment
- 13 residents over the age of 14 secured and maintained part-time employment
- 20 residents completed a twelve week Financial Literacy Class
- 61 of the 77 residents over the age of 12 over remained drug and alcohol free

- 3 residents completed at least 1 term of college
- 2 residents enrolled in college and maintained their enrollment
- 7 residents completed a drug rehabilitation program
- 70 of 77 residents over the age of 12 avoided legal trouble
- 58 of the 63 residents that left Casa de Belen during the year transitioned to stable housing

3. Who and how many persons will benefit from the City’s funding? Include demographic information and numbers proposed to receive benefits. (Note: Preference will be given to applicants who can provide specific details so that the Council/Budget Committee can determine if program objectives were met.)

Based on previous data, we estimate that Casa de Belen will serve approximately 90 Roseburg residents in the 2016-2017 fiscal year and approximately 25 residents who come from other places throughout Douglas County.

Data from the 98 unduplicated homeless teens (and/or their family members) we served during the 2014/2015 fiscal year:

Places they consider their city or origin (hometown) prior to coming into Casa de Belen:

83 Roseburg	3 out of state	1 Myrtle Creek
4 Salem	2 Sutherlin	1 Tenmile
3 Canyonville	1 Winston	

These homeless individuals were referred to us from:

26 DHS	5 Juvenile Probation	4 Schools
13 Self Referrals	5 ADAPT	4 Family, friend, neighbor, etc.
10 Other non-profits	5 211 Resource Line	1 Church
9 Casa Staff Outreach	5 BPA	
6 Mental Health or Counseling	5 Other Casa Residents	

Their ages of our residents ranged from newborn (born while their parents lived at Casa) to age 56:

5 were 1 year old or younger	15 were over the age of 24
5 were 2—5 years old	22 were unaccompanied youth 18 and under
13 were 6-12 years old	13 were teenage parents
35 were 13-17 years old	28 were single parents
25 were 18-23 years old	

Our racial and ethnic demographics:

72 Caucasian	3 Native American
12 African American/Caucasian	2 Native American/Hispanic
7 Caucasian/Hispanic	2 Asian/Caucasian

4. What is the applicant’s prior experience and expertise in performing the proposed program or work? Highlight any previous work for the City of Roseburg.

For over a decade, Casa de Belen has consistently demonstrated excellence and competence in serving Roseburg’s homeless youth. We utilize both paid and volunteer staff who come with years of experience and are highly respected in their given fields. Our staff members receive an average of 40 trainings a year in order to ensure they are serving our residents using relevant information and information regarding industry approved best practices. We have provided these services to over 1,200 individuals since 2005, serving an average of 110 individuals each year, with an average of 25 – 50 participants living at Casa de Belen at any given time.

In October of 2015 we completed our Licensing Review with the State of Oregon DHS Office of Licensing and Regulatory Oversight. They stated they were extremely impressed with our facility and program and offered to provide us with an endorsement when applying for grants. (Please see Holly Ivey in the above department or via email: holly.r.ivey@state.or.us. We pride ourselves on offering our residents services commiserate with the highest standards prevalent in sheltering runaway and homeless youth.

In addition to providing Shelter Services (a safe and secure environment, food, and clothing), we provide case management designed to promote housing stability and self-sufficiency that includes establishing long term and positive connections to, and active participation in, the community.

Each resident, upon entrance into our program, is fully evaluated by our staff, which includes a general assessment, a psycho-social assessment conducted by our on-site Professional Mental Health Service Providers and a health screening conducted by our on-site Nurse. This group then devises an *Individual Service Plan* for each resident, based on their presenting needs and self-defined goals. Each resident participates in monthly case management meetings with staff to discuss and evaluate their progress. Casa de Belen maintains an open door policy and a staff member is available to the residents 24 hours a day, seven days a week.

Beyond the clinical case management provided, all residents under the age of 23 participate in our *Resident Mentor Program*. Mentors are selected from the network of relationships we have within the community and undergo background checks through the State of Oregon BCU as well as comprehensive training. Mentors offer assistance in carrying out the activities included in our Youth's *Individual Service Plans*.

In July of 2012 and July of 2013, the City of Roseburg generously granted Casa de Belen with \$20,000. This funding was instrumental in supporting our efforts to house Roseburg's homeless, poor, neglected and abused children. Our partnership, and the funds shared from the City of Roseburg, allowed us to provide 27,472 nights of safe, secure and supportive housing to 241 individuals. In addition, these funds helped us to provide approximately 40,250 meals, 445 health appointments, and 900 mental health appointments to our residents.

If it were not for your financial support, Casa de Belen would not have been able to keep our doors open and offer the essential and lifesaving services we provide to some of Roseburg's most vulnerable citizens. We are also confident that the funding you provided to us resulted in tremendous savings for the City of Roseburg in both monetary, resource and personnel expenditures.

The money contracted from the City of Roseburg was used for general operating expenses. Since the funds were unrestricted, we chose to allocate the \$40,000 received from the City of Roseburg toward the expense of Utilities which totaled approximately \$76,253 for the 2012- 2013 and 2013—2014 fiscal years combined. This expense includes payments made to The City of Roseburg for Casa de Belen's water and sewer services, totaling \$21,367 for those two years.

5. What makes this organization the most or uniquely qualified to receive City funding for this purpose?

For the last 11 years, we have been one of the few organizations to house and serve homeless youth in our area. We have been, and currently are, the sole provider of supportive transitional housing for homeless male and female unaccompanied youth under the age of 18, homeless families with a teen boy (over the age of 14) in the family dynamic, homeless families with a male single parent, and homeless two parent families.

Casa de Belen is a 27,000 square foot transitional living facility with living quarters divided into five wings, each serving a designated population. This includes the Family Hall (with 6 larger rooms for

families with two or more members), Teen Girl Hall (12 rooms), Teen Boy Hall (7 rooms), Teen Parent Hall (6 larger rooms) and 6 Overflow Rooms used to serve different populations based on occupancy/availability in our other wings. All resident rooms have a bathroom that adjoins two rooms. All rooms come decorated and furnished. Residents are allowed to bring in their own belongings to personalize their rooms. Residents over the age of 13 may share a Family Room (with their family) or choose to have a room of their own.

In addition to the living quarters, Casa de Belen has a large commercial kitchen and a Dining Hall, where residents share a family-style meal every night. Dinner attendance is mandatory (unless residents are at work or a school related activity). The facility also houses a Common Kitchen, Living Room, two Laundry Rooms, Hair Salon, Art Room, Music Room, Library, Exercise Room, Nursery and Teen Center (living area, kitchen, computer stations, additional laundry facility, and bathrooms). We have two interior Courtyards, one designed for teens with an outdoor space to socialize and relax and the other with a playground. The exterior has basketball hoops, a recreation patio (foosball, pool table and ping pong table) and another playground area.

6. How does this proposal address the Roseburg City Council's goals and responsibility to provide basic City services?

Homelessness is a very "hot topic" in this community right now. Business owners and citizens at large are demanding that something be done by the City to address the issues – for a variety of different reasons and motivations. By choosing to financially support the work Casa de Belen is doing to successfully eradicate problems associated with youth homelessness, the City is demonstrating their commitment to instituting cost effective solutions that produce desired outcomes. Data indicates that for every \$1 spent on prevention (geared to getting homeless youth off the streets), the community saves \$7.45. That is an excellent ROI (return on investment).

In addition, by investing in our most vulnerable population – our community's homeless children – the City of Roseburg is living up to the City Council's long range plans to "enhance the quality of life" for every citizen of Roseburg.

The City of Roseburg website hosts a video that states "Roseburg is a great place to live" and that "the families and business here feel that there is no better place to live or do business" and that we have a "quality of life second to none." You cannot honestly make this claim while you have children living under bridges and on the streets. By supporting Casa de Belen and helping cover the cost of operating the program, the City is partnering with us to keep up to 100 homeless people off the streets each year. Without Casa de Belen, downtown business doorways will become "home" to some of our homeless youth. The benches on Jackson Street will become their "beds." The parking garage will become their "playground" and their means to survive will become panhandling. Investing in Casa de Belen and the youth we help supports the City's promise that the "excellent quality of life is personified by the pedestrian friendly downtown."

The City cannot afford to cast a blind eye to the homeless children living on the streets or under bridges in our city. The City leaders must take a proactive approach to ensure their safety. Every Roseburg citizen, no matter how old or where they fall on the income spectrum, is a member of this community – and as Roseburg advertises – "Anybody can love in a neighborhood, but not everyone gets to reside in a true community. Community starts here." Supporting programs that protect and enhance the lives' of Roseburg's homeless children, ensuring they have shelter and food, is the most basic premise of that.

7. How does this proposal leverage the requested City funds with other resources? Identify the source(s) and amount(s) of other funding to be used in conjunction with City funds.

By choosing to financially support Casa de Belen, the City of Roseburg demonstrates their confidence in our program and this allows us to leverage these funds to gain additional financial support that have not been open to us before. This is a valuable and persuasive tool for Casa de Belen to utilize when applying for other grants – as almost every grant we apply for asks us to list our other funders. Being able to list the City of Roseburg as a contributor give credence to our organization – especially to those funding sources outside of our area who are not directly familiar with Casa de Belen’s impressive outcomes, reputation and progress over the last few years. Having the City of Roseburg as a supporter is a vote of confidence in our mission and program or work.

Also, having the City of Roseburg publicly support Casa de Belen sends out the message to the greater community (a major source of Casa de Belen’s funding) that homelessness, in particular homeless youth, is an issue that deserves our attention and resources. This increases awareness around the problem and therefore leverages public opinion in regards to making a commitment to support solutions that produce desirable outcomes – such as Casa de Belen.

Other funding sources and amounts (for the 2016-2017 fiscal year) to be used in conjunction with City of Roseburg Funds:

Individual Contributions	\$80,000 (approximation)
Business Contributions	\$5,500 (approximation)
Church Contributions	\$5,000 (approximation)
Art Program Donations	\$500 (from a private donor)
UCAN Emergency Services Grant	\$22,000 (approximation)
USDA CACFP Food Reimbursement	\$14,000 (approximation)
DHS Mentor Program Grant	\$50,000
DHS Shelter Services Grant	\$100,000
Other Grants	\$90,000 (approximation)
Great Umpqua Palate Challenge Fundraiser	\$15,000 (approximation)
McMenamin's Night Out Fundraiser	\$1,800 (approximation)
Other Fundraisers	\$2,000 (approximation)
Resident Contribution (Rent Income)	\$10,000 (approximation)

8. Are there other facts or considerations the City should use to evaluate the proposal?

Casa de Belen is requesting funds to give children, teens and young adults a safe place to live, a “family” to love and nurture them, and a supportive environment to ensure their academic success, physical and mental health and positive transition to becoming contributing citizens of the community.

While undoubtedly other requests you receive are going to be important and fill a need, what could be more important than protecting our community’s children? By choosing to support Casa de Belen, the City of Roseburg is promoting the health, safety, and general welfare of the City’s residents – exactly what they are supposed to do.

9. Attach a budget that shows how the City’s money will be spent. The budget shall include such information as the cost of materials, labor, overhead, administration, transportation and contract services, plus any additional expenses that are relevant. Be specific.

As stated in above in question 2, Casa de Belen is requesting \$9,125 -- the cost of sponsoring one (1) homeless Roseburg area youth through our program for a calendar year. However, if funds

are received from the City of Roseburg, they will be dedicated to covering the cost of utilities for the entire facility. We chose to request the figure of \$9,125 to represent the cost incurred for caring for one of our youth. While this represents a small part of our budget, it symbolizes the City of Roseburg's commitment to caring for the community's homeless youth and their families. Attached is Casa de Belen's operational budget for the 2016-2017 fiscal year. This demonstrates the cost of supporting a youth through our program and the amount spent towards utilities.

Please see Casa de Belen 2016-2017 Budget Attachment 3

10. Attach most current financial statement and independent financial review or audit report.

Please see Casa de Belen Profit and Loss Statement Attachment 4

Please see Casa de Belen 2012-2013 Review Attachment 5

Note: Because of the size of our organization and budget, and the fact that we operate primarily on a cash basis, Casa de Belen schedules an *Independent Financial Review* on alternating fiscal years. Our last *Independent Financial Review* was completed for the 2012-2013 fiscal year by Mary Sykes, CPA (included as an attachment).

In September of 2015, we engaged the services of this same firm to conduct an *Independent Financial Review* for the 2014-2015 fiscal year. However, when we contacted Mary Sykes to obtain a copy of our *2014-2015 Financial Review*, we were informed that it has not been completed at this time.

Ms. Sykes reported to Penny McCue that she and her husband (her partner in the firm) had been in a serious auto accident and that he sustained serious injuries. Since then, she has been running the firm without him. She was sorry to inform Penny McCue that Casa de Belen's *2014-2015 Financial Review* was part of the work that she had to "put on the back burner" and said that she understood if Casa de Belen needed to engage another firm to have the work completed.

At this time, her firm is in possession of all of our financial documents, and those need to be retrieved from her. Penny McCue did call three other local agencies and she is waiting to hear back if they will be able to perform our *Financial Review* in a timely manner. Please feel free to verify this information with Ms. Sykes. She has been a respected CPA in Roseburg for decades and it is unfortunate that this incident occurred.

Although it was favorable, please also take into consideration that since our *2012-2013 Financial Review*, Casa de Belen has vastly improved our financial position and has become financially solvent. Our latest *Profit and Loss Statement* and the 5 latest 990s we have submitted to you are evidence of this.

11. Attach five most recent federal Form 990s.

Please see 5 Federal Form 990s Attachment 6

By signing this application below, the organization applying for this grant hereby agrees that:

- the organization will be required to execute a standard City services contract;*
- the organization will provide certification naming the City as an additional insured for commercial and liability insurance in the minimum amounts required by Oregon Tort Law;*
- the organization will provide the City of Roseburg, its agents, officers, employees and auditors access to all organization documents and records for five years following the grant of any City funds.*
- if funds are granted, City of Roseburg, its agents, officers and employees will, upon 24 hours' notice, be entitled to have access to and inspect any organization offices, locations or facilities;*
- the organization shall provide a complete financial report at the conclusion of the service contract.*

Name and Title: *Penny McCue*
 Penny McCue, Executive Director

Date: 4/04/2016

RESOLUTION NO. 2013-19

Attachment 3**Casa de Belen Budget
July 1, 2016 - June 30, 2017****Income**

Individual Contributions	\$	80,000
Business Contributions	\$	5,500
Church Contributions	\$	5,000
Art Program Donations	\$	500
Contracts		
UCAN ESG	\$	22,000
USDA Food	\$	14,000
Grants		
DHS Mentor Program Grant	\$	50,000
DHS Shelter Services Grant	\$	100,000
Other Grants (includes WMW Mercy Ministry Grant)	\$	90,000
Fundraising		
Great Umpqua Palate Challenge	\$	15,000
McMenamin's Night Out	\$	1,800
Other Fundraisers	\$	2,000
Resident Contribution (Rent Income)	\$	10,000

Total Income	\$395,800
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Expenditures**Personnel Expenses**

Wages - Executive Director	\$	63,000
Director Health Insurance	\$	10,800
Wages - Youth Case Manager	\$	36,000
Wages - Mentor Program Coordinator	\$	30,000
Wages - Youth Services Coordinator	\$	13,000
Wages - Food Services Coordinator	\$	16,100
Wages - Resident Assistant	\$	12,000
Payroll Expenses/Taxes	\$	21,000
AmeriCorps Fees and Expenses	\$	6,000
Staff Mileage Reimbursement	\$	1,000
Staff Education/Training (includes travel, per diem, etc.)	\$	1,500
Staff Appreciation	\$	1,000

\$211,400

Program Delivery Expenses

Art Program	\$	2,000
Mentor Program	\$	10,000
Youth Case Management	\$	31,000
Adult Case Management	\$	4,000
Volunteer Program	\$	1,000
Resident Activities	\$	2,000
Resident Support	\$	2,000

\$52,000

Building Operating Costs

Inspections	\$	1,100	
Misc.	\$	1,100	
Upgrades and Repairs	\$	15,000	
Supplies	\$	2,000	19,200

Building Rent/Loan Payment

\$	15,825	\$15,825
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Business Insurance

\$	15,000	\$15,000
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Utilities

Electric	\$	14,000	
Garbage and Recycling	\$	2,500	
Gas (Includes Repairs)	\$	12,500	
Sewer	\$	6,000	
Landline Telephones	\$	2,400	
Cell Telephones	\$	1,000	
Water	\$	5,000	\$43,400

Kitchen Supplies and Expenses

Food	\$	22,000	
Kitchen Supplies	\$	500	
Mileage	\$	400	\$22,900

Overhead

Advertising	\$	100	
Subcontracted Accounting Expense (UCAN)	\$	3,000	
Subcontracted Review & Tax Return Expense	\$	2,000	
Subcontracted IT Support (NeighborWorks Umpqua)	\$	3,800	
Copy Machine Costs	\$	1,000	
Dues and Subscriptions	\$	500	
Filing Fees	\$	200	
Licensing and Permits	\$	125	
Medical Supplies and Other Expenses	\$	900	
Misc. Expenses	\$	1,000	
Office Supplies	\$	1,700	
Postage and Delivery	\$	500	
Printing and Reproduction	\$	200	
Equipment Upgrades/Repairs	\$	1,000	\$16,025

Total Expenses **\$395,750**

APPLICATION FOR NON-PROFIT ORGANIZATION GRANT

For Fiscal Year 2016-2017

Organization Name: The Friendly Kitchen/Meals on Wheels of Roseburg

Address: 1224 NE Walnut St, #127 Roseburg, OR 97470

Contact person and title: Annette Johnson, Treasurer

Telephone: O: 541-673-5929 M: 541-580-9100 E-Mail: friendlykitchen@charter.net

Federal Tax Identification Number: 93-0779289

Amount of Funding Request: \$10,000

The mission of The Friendly Kitchen is to address the nutritional and fellowship needs of the Roseburg community's seniors, home-bound, and adults with disabilities, by providing meals five days a week at our facility or through home delivery. It is more than a meal - our nutritious meals, friendly visits and safety checks help seniors cope with three of the biggest threats of aging: hunger, isolation and loss of independence.

In 2015 we obtained the assumed business name Meals on Wheels of Roseburg to lessen any confusion as to our mission and to show affiliation with the national Meals on Wheels America organization. Working with the national organization we support our senior neighbors as they age, making communities stronger, safer and more self-sufficient.

Project Name

Feeding Hope One Meal at a Time

Project Description

For over forty years, The Friendly Kitchen has been addressing the nutritional and fellowship needs of our community's seniors and adults with disabilities, by serving a nutritious, hot, noontime meal five days per week at our facility or through home delivery. Our dietitian-approved meals, friendly visits, and safety checks improve overall health and help curb isolation and fear, and allow for independent living.

In May 2015 we moved to a larger facility in order to better serve the needs of our community. Since that time, we have experienced a steady increase in the number of meals served. We finished the year serving 31,903 meals, exceeding last year's total by 6,048 meals! We are currently serving 160 clients each weekday. Only 24 percent of meal recipients contribute towards the suggested \$3.00 per meal donation rate; most simply do not have the resources to contribute.

Our critical need is for funding to offset food costs – specifically, we are asking for \$10,000 in order to continue to provide milk, fresh local meats and produce to our at-risk neighbors.

We are a volunteer-run organization (currently 61 volunteers) with the equivalent of 1.5 full-time employees. We endeavor to keep our costs to a minimum and be good stewards of the money that is entrusted to us.

Clients

In 2015, 406 individuals benefited.

Survey: 48% male, 52% female, 8% Native Am, 35% veterans, 82% age 62+.

Need

According to a November 2015 Huffington Post article, one in three older adults enter the hospital malnourished – an emerging crisis in our country. Here at home, the most recent county health assessment shows Douglas County ranking 30 out of 33 Oregon counties on the health index. Intervention with appropriate nutrition can reduce hospital costs and complications, and improve quality of life.

According to the USDA Choose My Plate website, healthy eating can make a difference in our health as we age; can help to improve how we feel, and encourage a sense of well-being. Our bodies need nutrients such as potassium, calcium, vitamin D, vitamin B12, minerals, and fiber. Healthy eating can help older adults maintain a healthy weight, reduce the risk of developing chronic diseases, and can help maintain energy levels.

We will respond with a focus on good nutrition and education to improve overall health of our clients. Working with our dietitian, we will prepare our menus - selecting fresh, in-season produce. Using our nutritional analysis software, we will monitor each meal for vitamin content, protein levels, while keeping sodium levels to a minimum. We will educate clients on the benefits of good nutrition and of following safe food practices through home visits and quarterly

newsletters. We will train and prepare our volunteer delivery drivers to become more engaged as lifelines for the home-bound.

Objectives

The objective of The Friendly Kitchen is to meet the basic needs of our at-risk neighbors through nutritious meals, education, fellowship and safety checks - helping to curb hunger and isolation, and extend independence and quality of life one meal at a time.

Across America 8.8 million seniors – nearly 1 in 6 – may not know how they'll get their next meal. In Oregon, 119,000 seniors face such "food insecurity." Forty percent receive help from a Meals on Wheels program, leaving 71,000 of Oregon seniors struggling with hunger. Seniors often live on fixed income, lack mobility and are reluctant to ask for help. When food is available, its nutritional content has an impact on the health of seniors and other at-risk individuals. According to Meals on Wheels of America, funding meals for one individual for one year costs less than a one-day stay in the hospital and less than six days in a nursing home.

Qualifications

Our program is unique. We are the only meal service in Roseburg that focuses on nutrition and home delivery for those who are homebound. Our meals are heart friendly, include many cancer-fighting foods, and are delicious, as reported by our clients.

We are the only agency in Douglas County to have a nutrition services contract to provide meals to eligible persons in the Roseburg vicinity. All of our meals comply with the Dietary Guidelines for Americans published by the Department of Agriculture and contain one-third the dietary reference intake (DRI) level/recommended dietary allowance (RDA) for individuals over 50 years of age, and set forth by the Food and Nutrition Board of the National Research Council of the National Academy of Sciences.

Pending Project Income Sources

- \$10,000 - C. Giles Hunt Foundation
- \$5,000 - Douglas Community Fund
- \$2,500 - Walmart Community Grant
- \$ 500 - Serafin/Glide High School

Secured Commitments

- \$18,000 - Older American Act Funding
- \$6,500 - Medicaid Title IX Funding
- \$6,000 - John & Jean Loosley Foundation
- \$1,500 - Mercy Community Gifting \$2,500
- \$1,000 - Wells Fargo Corporate Giving
- \$ 750 - Subaru "Share The Love" Event
- \$ 3,250 - Private donations

Future Funding

Our partnerships with our local food bank, community gardens and local farmers will continue to provide low cost and donated food items. However, there are other partnerships we hope to form. One such area we are investigating is the integral part we could play as integrated care progresses. This is a complex and comprehensive concept, bringing together health care and insurance providers, where nutrition plays a key role.

Long Range Plans

Our long range plans are to continue to meet the nutritional and fellowship needs of our growing senior population. Ideally we would like to make such an impact on our community, working with the health care professionals, that we would actually see the overall health of this community improve - improved quality of life and reduced medical costs.

Collaboration

Meals on Wheels America provides resources, training and latest research.

We are an agency of the food bank, United Community Action Network (UCAN). Some of the food is donated and some we purchase at a reduced rate. In 2015 we received 7,929 pounds of donated food from UCAN. In addition, we received 5,465 pounds of donated produce from local farmers and community gardens.

We collaborate services with the Aging and Disability Resource Connection (ADRC) of Douglas County. The ADRC is a valuable resource for informing our clients of other services that may be available to them; for helping us identify at-risk individuals and interceding when abuse or neglect is detected; for training us to assess new clients, identifying specific needs.

Additionally, the Wolf Creek Job Corps brings culinary students to our kitchen each week to allow them to volunteer at the kitchen facility. In return for their services, the students are gaining culinary skills as part of their job skills training.

..... ✈
Community Cancer Center
Advanced Oncology · Compassionate Care

Roseburg Radiation
Oncology, PC
Randy L. Moore, D.O.
Michael L. Broun, M.S., M.D.
Scott Moore, PA-C

Dear Sir/Madam,

12th February, 2016

Re: The Friendly Kitchen/Meals on Wheels, Roseburg, Oregon

We are honored to endorse the grant application of The Friendly Kitchen/Meals on Wheels program of Roseburg, Oregon.

The Friendly Kitchen has been a fixture in Roseburg for many years. Recent changes in management have positively changed the direction of this organization. A new menu focuses on locally grown produce to increase the nutritional value of the meals. On-site dining provides not only a delicious balanced meal, but also socialization for the most vulnerable in our community.

The Community Cancer Center provides cancer treatment services for the Roseburg community including seniors and adults with disabilities. Appropriate patients are referred to the Meals on Wheels service at a time when nutrition is of upmost importance and we are gratified to know that our patients have the opportunity for a home delivered meal.

In addition, patients who have travelled many miles from outlying areas for their treatment are assured a meal at the onsite dining facility. Maintaining the nutrition status of our patients greatly increases the success of their treatment and helps promote wellness and recovery.

Our Registered Dietitian volunteers her time to oversee menu development, ensure meals meet the USDA standards for nutritional value, provide nutrition education, and is responsible for referring our patients.

The Community Cancer Center greatly appreciates and supports the Friendly Kitchen/Meals on Wheels program. We understand the monetary costs to operate a service of this importance are considerable and we would highly recommend this organization for consideration for grant support to further their mission of feeding the most at risk members of our community.

Yours sincerely,

Dr. Randy Moore,
Medical Director



Ally Gottfried MFN, RD, LD
Oncology Dietitian *AG*

2880 NW Stewart Parkway • Suite 100 • Roseburg, Oregon 97471
541.673.2267 • Fax 541.672.9483 • Toll Free 1.866.836.4448 • www.CCCRoseburg.org
• Accredited by the American College of Radiology •

THE FRIENDLY KITCHEN, Meals on Wheels of Roseburg

FEEDING HOPE - PROJECT BUDGET 2016

	<u>Budget 2016</u>
PROJECTED FOOD COSTS:	
Meat, Poultry and Produce	42,950
Milk @ \$.25 per carton	8,160
Delivery containers - sealed hot and cold trays	11,850
Kitchen supplies and Health Department License	2,040
	<u>\$ 65,000</u>

APPLICATION FOR NON-PROFIT ORGANIZATION GRANT
For Fiscal Year _____ (begins July 1)

Organization Name: Saving Grace, Inc.

Address: PO Box 803 Winchester, OR 97495

Contact person and title Wendy L. Kang, Executive Director

Telephone: 541-672-3907 ext 120 E-Mail: executivedirector@savinggrace.info

Federal Tax Identification Number: 93-1318052

Amount of Funding Request: \$10,000

Responses may be provided on a separate sheet, but must be responded to in the order below.

1. Description and purpose of organization. Attach bylaws and current list of board members and officers.

Saving Grace, Inc. is the only full service animal shelter in Douglas County. Our mission is to champion, promote and protect the human-animal bond through responsible pet ownership.

Our primary function is to shelter and care for lost and homeless pets, both stray and owner-surrendered. In 2015 alone, we brought together 1097 dogs, cats and other animals with happy adoptive families as well as reuniting 412 pets with their worried owners. Each adopted pet is spayed or neutered, vaccinated and microchipped before going home with their new family.

In addition to sheltering services, we strive to reduce the number of unwanted pets in our community. Saving Grace provides both outreach and volunteer opportunities for area youth with a focus on the long term goal of teaching responsible animal care and respect for others. Earlier in April, Saving Grace was awarded a grant for spay/neuter services for feral cats. We will be coordinating efforts with other animal welfare organization and advocates to tackle this desperate community issue.

2. Describe the program(s) or work proposed for funding. Be specific. Attach additional information/documents as needed.

Saving Grace is requesting funding for shelter operations to provide quality care for the animals and quality customer service to their humans. City of Roseburg funds would be used to give shelter, food and medical care to thousands of animals each year. Beyond the basics, each animal receives compassionate care from our staff and volunteers while they wait to be reunited with their families or to find a new home. Warm blankets, toys and treats, time socializing with caring volunteers; all are part of the animals' experience at Saving Grace. Our ability to care for, spay/neuter and place animals for adoption is reliant on contributions to fund the gap between adoption fees and the true cost of care.

City funds would also support customer service for residents with lost or found pets. Every day distraught owners whose pets are missing call or come to the shelter in hopes of being reunited

with their missing pets. Staff record detailed lost reports as well as found reports from people who are willing to care for found pets at home until the owner can be identified. Many times lost pets can be reunited with their owners merely by connecting phoned-in reports. Every incoming animal is scanned for a microchip (and every adopted pet is microchipped). Thanks to the efforts of our hardworking staff, we are able to return two-thirds of the stray dogs to their owners, a figure more than twice the ASPCA's national estimate of 26%.

3. Who and how many persons will benefit from the City's funding? Include demographic information and numbers proposed to receive benefits. (Note: Preference will be given to applicants who can provide specific details so that the Council/Budget Committee can determine if program objectives were met.)

In 2015, Roseburg residents adopted 215 dogs, 294 cats and 31 other pets, representing almost half our adoptions. During the same year pets coming from Roseburg represented just over 40% of our incoming pets. Roseburg families surrendered 105 dogs, 253 cats and 32 other pets and we received 309 stray dogs, 503 stray cats and 12 stray other pets. In addition we recorded 426 lost reports and 69 found reports for Roseburg. We anticipate that 2016 numbers will be similar, though of course we would like to work ourselves out of a job! We keep no demographic information about gender/age/ethnicity/income level/etc. Pets don't judge their humans on these criteria, so neither does Saving Grace. Each of the families of these pets will receive compassionate assistance from our staff and volunteers.

Though our intended beneficiaries are the animals and their families, the humans who volunteer would argue that they are the true beneficiaries. Currently 137 individuals from Roseburg volunteer at Saving Grace on a regular basis, finding this organization a place where they connect with their community. We continually expand our volunteer corps and expect this number will grow over the next year.

Since early 2009, a humane education volunteer, herself a retired educator, has visited local schools (preschool - 6th grade) and youth organizations accompanied by an adoptable dog, cat, or rabbit. With presentations designed to teach safety and responsibility around familiar and unfamiliar pets, she addresses more than 1,200 students each year, many within the City of Roseburg.

4. What is the applicant's prior experience and expertise in performing the proposed program or work? Highlight any previous work for the City of Roseburg.

In 2001 a group of committed volunteers founded Saving Grace to assume operational control and responsibility of the County's animal shelter, in response to a request from the newly-elected County Sheriff. Since taking over daily operations in July 2002, Saving Grace has adopted out, transferred to another shelter or rescue, or returned to owner over 25,600 pets.

Over the years Saving Grace raised the funds to construct a new shelter facility and finally moved in on November 28, 2011. The decrepit original 1950s county dog pound was replaced by a new \$1.25 million facility designed with the animals' needs in mind, minimizing stress for the animals as well as the potential for transmission of disease among our population. Of equal importance was the welcoming environment for the humans, encouraging visits from potential

adopters, as well as attracting and retaining volunteers to provide quality care for the animals. The City of Roseburg awarded a \$100,000 grant for this effort.

5. What makes this organization the most or uniquely qualified to receive City funding for this purpose?

Saving Grace is the only full service animal shelter in Douglas County. Though budget cuts from our contract with Douglas County recently forced us to implement surrender fees for owner-surrendered pets and stray cats, Saving Grace does not turn away animals for reasons of breed, temperament, health or space. Though this does force us to euthanize, this does not simply shift the responsibility or leave the animal – or human – without a resource.

Saving Grace works cooperatively with other animal welfare nonprofits, both within Douglas County and across the state. As an example, donated pet products we are unable to use are passed on to other local animal welfare organizations. As often as practicable, excess thrift store donations are taken to the VA, Casa de Belen, the Roseburg Rescue Mission and other organizations. We will be working with other animal welfare organizations and animal advocates to implement trap-neuter-return of established feral cat colonies to ultimately reduce the number of unwanted cats in our community.

6. How does this proposal address the Roseburg City Council's goals and responsibility to provide basic City services?

From a public health perspective, as the designated organization to receive strays, Saving Grace is invaluable in protecting citizens from stray dogs otherwise allowed to run at large. Two-thirds of stray dogs who come to Saving Grace are able to be reunited with their families, safe and sound. All are vaccinated upon arrival at the shelter. We also provide housing for dogs and cats who must be held for 10 days of quarantine following a bite.

From a more human perspective, each year hundreds of Roseburg families find a new pet through Saving Grace thereby increasing emotional and, according to scientific studies, physical well-being. And for those families who are unable to keep their pets, Saving Grace is available to receive them in hopes of finding new homes.

In addition to the benefits for clients who come to us for their pets' needs, Saving Grace provides an accepting volunteer environment for adults and youth alike. We are welcoming of people from many backgrounds and life experiences who traditionally experience barriers to volunteering in the community. We host student volunteers from JoLane Middle School, Roseburg High School's Active Ed program, the Douglas County Juvenile Department, and the Department of Human Services, engaging over 100 youth annually. We partner with local Alzheimer's and senior care facilities and with Sunrise Enterprises and RHS's Pathways program to offer volunteer opportunities for people with physical or mental disabilities. Many people who would find it challenging to volunteer elsewhere are able to successfully connect and serve with the animals at Saving Grace. Support for an organization that engages people from diverse socio-economic backgrounds and various disabilities builds strong communities.

7. How does this proposal leverage the requested City funds with other resources? Identify the source(s) and amount(s) of other funding to be used in conjunction with City funds.

Saving Grace's contract for services with Douglas County only provides 16% of our \$684,940 annual operating budget. Adoptions, surrender and return-to-owner fees generate another 25% of operating income. We operate a wholly-owned thrift store and a small pet supply retail shop in the shelter to generate profit, providing approximately 20% of our income. The balance is raised through fundraising efforts, grants and donations so that we can educate the public and provide quality care for pets while they wait for their forever homes.

Saving Grace works hard to maintain efficiency, last year having spent only 9% of operational expenses on administrative and fundraising costs. Not reflected in these cash numbers is the over 12,000 annual hours of volunteer service and the many thousands of dollars of donated food, laundry detergent, blankets and other necessary supplies.

8. Are there other facts or considerations the City should use to evaluate the proposal?

Roseburg Police officers have access to Saving Grace 24/7 to drop off stray dogs or pets from arrest situations that need immediate housing, at no cost to the city. Saving Grace housed 45 animals seized within the City of Roseburg last year for protective custody, bite quarantine, or neglect/abandonment. Sheltering services are the last, vital safety net for a compassionate community's animals.

9. Attach a budget that shows how the City's money will be spent. The budget shall include such information as the cost of materials, labor, overhead, administration, transportation and contract services, plus any additional expenses that are relevant. Be specific.

Saving Grace's operational budget is attached. City funds would support shelter operations.

10. Attach most current financial statement and independent financial review or audit report.

11. Attach five most recent federal Form 990s.

By signing this application below, the organization applying for this grant hereby agrees that:

- the organization will be required to execute a standard City services contract;*
- the organization will provide certification naming the City as an additional insured for commercial and liability insurance in the minimum amounts required by Oregon Tort Law;*
- the organization will provide the City of Roseburg, its agents, officers, employees and auditors access to all organization documents and records for five years following the grant of any City funds.*
- if funds are granted, City of Roseburg, its agents, officers and employees will, upon 24 hours' notice, be entitled to have access to and inspect any organization offices, locations or facilities;*
- the organization shall provide a complete financial report at the conclusion of the service contract.*

Name and Title: Wendy A. Kang, Executive Director
Date: 4/15/16

**Saving Grace Inc.
Budget 15-16**

	Shelter	Volunteer & Youth	Thrift Store	Mgmt, FR & Admin	TOTAL	
Income						
Donations & Fundraisers		1,000		209,000	210,000	
Grants	36,900	9,000			45,900	
Douglas County Contract	112,995				112,995	
Program Income	180,320	4,250			184,570	
Retail & Thrift Store Sales	15,650		115,850		131,500	
Total Income	345,865	14,250	115,850	209,000	684,965	
Expense						
Personnel	264,300	29,120	42,744	59,215	395,379	
Benefits						
Payroll Taxes, WkrComp	42,711	3,836	7,000	8,192	61,739	
Health & Dental Insurance	9,798		3,222	2,006	15,026	
Employee Costs Other	1,875	20	80	25	2,000	drug screen, uniforms, staff meetings
Total Benefit Costs	54,384	3,856	10,302	10,223	78,765	
Animal Care Supplies						
Adoption Supplies	8,500				8,500	microchips, tags, to-go leashes & carriers
AntiParasitics	6,500				6,500	frontline, dewormers, earmite susp., etc
Enrichment	1,500				1,500	rawhides, toys, etc. Mostly donated.
Cleaning Supplies	12,000				12,000	accel, bleach, laundry&dish, gloves, trash bags
Diagnostic Supplies	10,500				10,500	snap tests, slides, fecasol, etc
Medications	8,500				8,500	all illness/pain/anesthetic/allergy medications
Medical Supplies	4,500				4,500	syringes, needles, oxygen, bandaging
Other Animal Care	1,600				1,600	nail trimmers, clippers, spaychek, muzzles
Vaccines	8,200				8,200	
Animal Feed	4,000				4,000	Mostly donated.
Bedding/Furnishings	2,050				2,050	litter, straw, shavings, food trays, etc
Outside Veterinary	7,000				7,000	Other than Spay/Neuter
Auto Fuel/Mileage/Repair	1,800	350	2,150	125	4,425	
Bad Debt Expense	6,173				6,173	
Banking/Credit Card Fees	2,220		2,400	1,000	5,620	
Thrift Store Loan			13,935		13,935	
Bldg/Grounds/Equip Mntce	9,700		2,000		11,700	\$3000 projects (dependent on grant \$)
Education/Outreach (public)		350			350	Essay awards, curriculum, library, youth books
Fundraising Expenses						
Insurance	5,889	400	2,786		9,075	
Janitorial	1,750		115		1,865	(human needs) TP, paper towels, handsoap,
Licenses/Dues/Mbrships	365	601	163	3,141	4,270	DEA, OVMEB, DMV, software use licenses
Meetings/Meals	75	350		125	550	
Miscellaneous Supplies	100	100	1,400		1,600	
Office Supplies	1,050	200	300	400	1,950	
Postage	400	200		2,750	3,350	
Printing	1,086	437	50	5,812	7,385	incl copier usage
Professional Fees				7,953	7,953	Audit, ADP, Collections fees
Retail	8,000	540			8,540	
Taxes			2,500	100	2,600	
Tools/Equipment	2,172	308	200	307	2,987	traps, carriers, animal cages; copier lease
Travel/Training	450	50		318	818	
Utilities	22,500		11,000		33,500	
Volunteer Expenses		1,550	250		1,800	Vol appreciation, nametags; youth asst stipends
Total Expense	457,263	38,412	92,295	96,970	684,940	
Net Income	(111,398)	(24,162)	23,555	112,030	25	

CITY OF ROSEBURG
APPLICATION FOR NON-PROFIT ORGANIZATION GRANT
For Fiscal Year 2016

Organization Name: United Community Action Network

Address: 280 Kenneth Ford Drive, Roseburg, Oregon 97470

Contact Person and Title: Howard Kopp, Resource and Project Development Specialist

Telephone: (541) 391-3654 E-Mail: howard.kopp@ucancap.org

Federal Tax Identification #: 93-0587136

Amount of Funding Request: \$5,000

1. Description and purpose of organization. Attach bylaws and current list of board members and officers.

United Community Action Network's (UCAN) goal is to provide opportunities for people currently in need in Douglas County, Oregon, so that they can move toward personal and economic independence. UCAN serves as a backbone for the human service system in our service area, providing a wide array of services, including: programs for young children, their families and pregnant mothers; housing related services including affordable housing, rental, utility and move-in assistance, mortgage assistance, energy assistance and weatherization, and supportive services for residents of affordable housing projects; transportation assistance, including public transit and Medicaid transportation; health insurance enrollment support and education; emergency food provision to pantries and kitchens; national service programming, including operation of AmeriCorps, Senior Companions, Retired Seniors Volunteer Program, and Foster Grandparents. UCAN has a "no wrong door" approach to service delivery, ensuring that a person who seeks services is linked with the appropriate program or agency providing the service in the community. Our co-located, comprehensive service system reflects best practices in providing services, and allows us to minimize the percentage of funds needed for administrative costs. UCAN provides services to approximately one-third of those living in Douglas County.

2. Describe the program or work proposed for funding. Attach additional information/documentation as needed.

UCAN currently provides program services benefitting young children, their families and pregnant women, including Head Start/Early Head Start, Healthy Start, Healthy Families, WIC, Babies First and Maternity Case Management. In Roseburg alone, these services are provided in multiple locations, including the former Rose Elementary School, our Jackson Street Office, and the former Douglas County public health office on Madrone. We are in the process of raising funds for a new building that would provide classroom space, an exam room, a parent service room, an industrial kitchen and indoor/outdoor playgrounds. The center will be located adjacent

to our main service center on Kenneth Ford Drive, and will provide one-stop service for children, families and pregnant women who live in Roseburg and elsewhere in Douglas County. The early childhood service center will be served by U-Trans buses, alleviating barriers to transportation which many of our families would otherwise encounter. The location is also within walking distance of other major service providers, including the Umpqua Community Health Center, the Family Development Center, and the Fish Pantry. The center will play a key role in stabilizing our early childhood programming, which has had to move offices and classrooms countless times over the years. We have been told that the Roseburg School District wants to use the Rose School site again beginning in 2017, and though we believe they will work with us so we can keep serving local children while constructing the new center, we will have to find new classrooms for children served there in the near future. At this time, we are not aware of any alternative facilities which we can lease to meet the needs of these children.

3. Who and how many persons will benefit from the City's funding? Include demographic information and numbers proposed to receive benefits.

Together, our early childhood programs currently serve over 5,000 children, parents and pregnant women, and all will be able to benefit from services offered through the center. Most of those we serve in these programs live below the federal poverty level, and many families we serve are at-risk of various poor outcomes, like child abuse/neglect and poor child health/infant mortality. We currently have about 200 children ages attending Head Start classes in the Roseburg area and another 50+ in Early Head Start programming. The new center's classrooms will be able to serve all of these children. The parent service room will provide services to parents and pregnant women participating in any of our early childhood programs. The exam room will be available for health/dental check-ups and developmental screenings for children in any of our early childhood programs. The industrial kitchen will provide nutritious meals to children attending Head Start/Early Head Start programming throughout Douglas County. The playgrounds will be available to all children participating in our programs during the summer months, and will serve Head Start/Early Head Start children during the school year.

4. What is the applicant's prior experience and expertise in performing the proposed program or work? Highlight any previous work for the City of Roseburg.

UCAN has had great success operating Douglas County's Head Start program for over three decades. In recent years, we have begun expanding Early Head Start programming, which serves younger children (ages 0-3) and pregnant women. We have taken on this programming because new research indicates that the earlier children receive services, the better their long-term health and education outcomes. Based on our extensive experience with this programming, this past year we were asked, and agreed to take on our other early childhood program services. As service providers for the bulk of programs serving young children and their families in Roseburg, we are in a wonderful position to integrate program services so that we best meet the needs of those we serve. We can also coordinate services so that families qualifying for such services as Head Start and WIC receive optimal care. And as provider of many other social services, we can ensure that young children, their parents and pregnant women have multiple needs met. We contract to provide City public transit via U-Trans. We have partnered with the City on many projects, and are currently seeking CDBG funds with the City to help construct the center. By helping City residents achieve self-sufficiency, we have also reduced the demand for city services.

5. What makes this organization the most uniquely qualified to receive City funding for this purpose?

No other local agency provides the array of education, health and human services to as many young children, families and pregnant women as UCAN does. With over three decades of experience operating such programming, we have extensive expertise in best meeting the needs of these residents of Roseburg. As one of Roseburg's largest social service providers, with long-term partnerships with most area social service agencies, we are uniquely positioned to help those we serve lead happy, healthy, productive lives. We also have extensive experience with large, capital projects, and have staff who have overseen construction of our service center and food bank on Kenneth Ford Drive as well as several affordable housing developments located throughout Roseburg.

6. How does this proposal address the Roseburg City Council's goals and responsibility to provide basic City services?

This project will help the City address two of four goals identified for the 2015-17 biennium:

- Initiate community livability programs and beautification projects.
- Define and establish business friendly/improved City image.

With the ability to serve over 5,000 young children, their parents and pregnant women, the center will serve as a community centerpiece, improving livability for many of the City's younger residents. Pinnacle Architecture has created an attractive, family-friendly building design that will brighten the non-profit campus on Kenneth Ford Drive. By creating an environment in which children, their parents and pregnant women can thrive, the City's younger demographic will be better educated and healthier, reversing trends in which this demographic has struggled the most locally. This in turn will improve the City's image, as these children, families and pregnant women are better able to partake of city amenities and participate in the civic life of their community. Many of the families we serve also work for businesses in the City of Roseburg. Out Head Start/Early Head Start programs provide child care for these families, allowing parents to work for local businesses. The ability of these parents to participate in the local workforce helps the City establish a business friendly image.

7. How does this proposal leverage the requested City funds with other resources? Identify the sources and amounts of other funding to be used in conjunction with City funds.

UCAN has already raised substantial funding from private foundations for this project, including \$400,000 from Meyer Memorial Trust, \$110,000 from the Collins Foundation and \$50,000 from OCF-Whipple Foundation Fund. The Ford Family Foundation alone is offering up to \$1.25 million in funds, matching any local funds raised by UCAN 3:1. A grant from the City of \$5,000 will actually provide UCAN with \$20,000 for this project. We have launched a capital campaign which has already brought in over \$100,000 in pledged support.

8. Are there other facts or considerations the City should use to evaluate this proposal?

The poverty rate for families with young children in our community is staggering-almost 40% of such families live below the federal poverty level. The many poor outcomes arising from this crisis could cripple the City for years to come, but provision of comprehensive, integrated

services for these families will ensure that many are able to thrive and contribute to a stronger, more vibrant City. This project will create a number of job opportunities for those working in the local construction industry.

- 9. Attach a budget that shows how the City's money will be spent. The budget shall include such information as cost of materials, labor, overhead, administration, transportation, and contract services, plus any additional expenses that are relevant. Be specific.

See attached budget.

- 10. Attach most current financial statement and independent financial review or audit report.

See attached audit.

- 11. Attach five most recent federal Form 990s.

See attached Form 990s.

By signing this application below, the organization applying for this grant hereby agrees that:

- The organization will be required to execute a standard City services contract;
- The organization will provide certification naming the City as additional insured for commercial and liability insurance in the minimum amounts required by Oregon Tort Law;
- The organization will provide the City of Roseburg, its agents, officers, employees and auditors access to all organization documents and records for five years following grant of any City funds;
- If funds are granted, City of Roseburg, its agents, officers and employees will, upon two-hours notice, be entitled to have access to and inspect any organization offices, locations or facilities;
- The organization shall provide a complete financial report at the conclusion off the service contract.

Name and Title:

Wanda Fulmer, Executive Director

Date:

4/13/16

BUDGET-Early Childhood Center Project

Expenses:

<u>Construction Costs</u>	<u>\$20,000</u>
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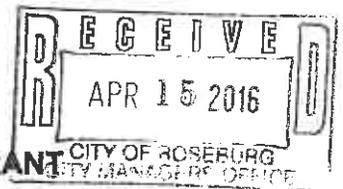
Total:	\$20,000
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Revenue:

Ford Family Foundation	\$15,000
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<u>City of Roseburg</u>	<u>\$5,000</u>
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Total:	\$20,000
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APPLICATION FOR NON-PROFIT ORGANIZATION GRANT
For Fiscal Year 2016-2017 (begins July 1)

Organization Name: UMPQUA VALLEY YOUTH ORCHESTRA

Address: PO BOX 549, ROSEBURG, OR 97470

Contact person and title LISA L HUNTER, PRESIDENT OF THE BOARD

Telephone: 541-670-9154 E-Mail: lisalhunter@gmail.com

Federal Tax Identification Number: 47-1217931

Amount of Funding Request: \$10,000

Responses may be provided on a separate sheet, but must be responded to in the order below.

1. Description and purpose of organization. Attach bylaws and current list of board members and officers.
2. Describe the program(s) or work proposed for funding. Be specific. Attach additional information/documents as needed.
3. Who and how many persons will benefit from the City's funding? Include demographic information and numbers proposed to receive benefits. (Note: Preference will be given to applicants who can provide specific details so that the Council/Budget Committee can determine if program objectives were met.)
4. What is the applicant's prior experience and expertise in performing the proposed program or work? Highlight any previous work for the City of Roseburg.
5. What makes this organization the most or uniquely qualified to receive City funding for this purpose?
6. How does this proposal address the Roseburg City Council's goals and responsibility to provide basic City services?
7. How does this proposal leverage the requested City funds with other resources? Identify the source(s) and amount(s) of other funding to be used in conjunction with City funds.

8. Are there other facts or considerations the City should use to evaluate the proposal?
9. Attach a budget that shows how the City's money will be spent. The budget shall include such information as the cost of materials, labor, overhead, administration, transportation and contract services, plus any additional expenses that are relevant. Be specific.
10. Attach most current financial statement and independent financial review or audit report.
11. Attach five most recent federal Form 990s.

By signing this application below, the organization applying for this grant hereby agrees that:

- *the organization will be required to execute a standard City services contract;*
- *the organization will provide certification naming the City as an additional insured for commercial and liability insurance in the minimum amounts required by Oregon Tort Law;*
- *the organization will provide the City of Roseburg, its agents, officers, employees and auditors access to all organization documents and records for five years following the grant of any City funds.*
- *if funds are granted, City of Roseburg, its agents, officers and employees will, upon 24 hours' notice, be entitled to have access to and inspect any organization offices, locations or facilities;*
- *the organization shall provide a complete financial report at the conclusion of the service contract.*

Name and Title: Lisa L. Hunter, President of the Board

Date: 14 April 2016



City of Roseburg Grant Application
Umpqua Valley Youth Orchestra (UVYO)
April 2016

- 1) Mission and Bylaws (Please see Attachment A)
Current list of board members (Please see Attachment B)

Umpqua Valley Youth Orchestra is a local teaching orchestra with over 150 students from the greater Roseburg area. Our purpose is to provide instruction for stringed instruments regardless of the student's level of experience. We currently meet weekly on Thursdays, during the school year, at the First United Methodist Church. We have five classes ranging from Pre-Beginning to Advanced students. Twice yearly for the benefit of the students and our local community, all levels perform a free concert at Jacoby Auditorium on the Umpqua Community College campus.

- 2) UVYO became an independent nonprofit organization in the summer of 2014. We were granted tax-exempt status by the IRS in the summer of 2015. We are requesting funds from the City of Roseburg to support the following (more details in the budget section, #9):

- scholarships for registration fees and instrument rentals
- the purchase of various sizes of stringed instruments to offer for rent
- maintenance and repair costs
- the purchase of music to instruct
- concert expenses to keep concerts free to the public
- monthly stipends to instructors
- administrative expenses

- 3) UVYO strives to keep its registration and instrument rental fees low to make it possible for students to learn to play stringed instruments and develop a love of music regardless of income level. We currently have over 150 students involved in the program who will benefit from the purchase of instruments; many more students will benefit in years to come. All students in the future would profit from new music that will continue to teach strong technical skills as well as be enjoyable to play.

In addition, UVYO performs two free concerts each year at Jacoby Auditorium on the Umpqua Community College campus. Our two previous concerts have each entertained 800-900 people. Funds to help cover concert expenses will ensure that the entire community has the opportunity to benefit from these free concerts.

- 4) As a five-year old, UVYO's Music Director Kristin Parks knew that her true passion was to teach others the violin and share her love of music. At the age of eleven, she began her own music studio and later received her Bachelor of Arts from Pepperdine University.

Kristin continued private teaching as well as performing in numerous orchestras in the Los Angeles area; she has shared the stage with music greats Pinchas Zuckerman, Eugene Fodor, Kenny Rogers, Whitney Houston, and Guns N' Roses, to name a few.

Kristin moved to Roseburg in 1998 where she has provided private lessons to hundreds of students and has grown the Umpqua Valley Youth Orchestra to over 150 students. She also serves as the Concert Master for the Umpqua Chamber Orchestra as well as a strings instructor for Umpqua Community College.

- 5) UVYO is unique because currently there is no stringed instrument instruction offered in local schools. UVYO starts children from age 6 in a group setting and accepts students regardless of experience. It is one of the few teaching orchestras in the United States that offers this kind of experience for students who have not ever held a stringed instrument.
- 6) The Roseburg City's Parks & Recreation Division's goal is to "enrich people's lives through providing Parks & Rec facilities and programs that benefit the quality of life for all Roseburg residents." The City currently does not offer a youth orchestra program. We will be listed in the 2016 Parks & Rec Guide so residents can see what we have to offer. The City Council's goal is to provide basic city services. This is a unique opportunity for local youth to learn to play stringed instruments, and it provides positive youth development through this extra-curricular program.

- 7) We have received the following donations in the past:

- Donations received at our Winter 2016 Concert (\$765)
- Software from TechSoup (valued at \$1533)
- Amazon Smile donations (\$10)
- Private donations (over \$6500)
- Meeting location (First United Methodist Church; free of charge)

We anticipate the following donations in the coming fiscal year:

- Farnley Tyas Foundation Grant (Ashland, OR) for the purchase of large instruments such as cellos and basses for approximately \$9000.
- Donations received at our Spring Concert (\$500)
- Amazon Smile donations (\$50)
- Private donations (\$3000)
- Meeting location (First United Methodist Church, free of charge)

- 8) Other Facts to consider:

- UVYO has a volunteer board.
- Our 3 instructors are currently receiving no regular stipend until we have enough funds built up. They are instructing these students because they have a love of music and desire to pass on that love to their students.

- Dr. Jason Heald, Director of Music at UCC, is a strong supporter of our program and has guest conducted our Advanced Orchestra Class numerous times.

9) Proposed Budget for City Grant:

Scholarships for Registration and Instrument Rental (approximately 10 students)	\$ 1000
Instrument Purchases	\$ 2000
Instrument Repair and Maintenance (including storage expenses)	\$ 1200
Music	\$ 1000
Concert Expenses (programs, posters, invitations) for two concerts	\$ 1000
Instructor Stipends	\$ 2000
Annual Expenses (insurance, P.O. Box, fees to State of Oregon)	\$ 1000
Administrative Expenses (professional guidance from C.P.A., training, office supplies)	\$ 800
TOTAL	\$10,000

- 10) Please see Attachment C for current fiscal year financial statements. We have not yet had an independent review.
- 11) Please see Attached D for 990-N Postcard. This is our first and only submission so far.

ORDINANCE NO. 3469
**AN ORDINANCE AMENDING PARAGRAPH (5) OF SUBSECTION 4.04.010(A) OF THE
ROSEBURG MUNICIPAL CODE REGARDING LOCAL IMPROVEMENT DISTRICTS FOR
SINGLE LOT SIDEWALK IMPROVEMENT PROJECTS**

SECTION 1. Paragraph (5) of Subsection 4.04.010(A) of the Roseburg Municipal Code is hereby amended to read as follows:

4.04.010 REQUEST FOR COUNCIL CONSIDERATION OF A PROPOSED PROJECT INVOLVING A LOCAL IMPROVEMENT.

A. An owner of real property which could be benefitted by a local improvement to be constructed by the City and financed entirely, or in part, by assessment against benefitted property, may request the Council consider such improvement by filing a written request therefor on a form available from the City Recorder. The City Recorder shall forward the request to the Public Works Director for a recommendation on whether or not the requested improvement should be made. After reviewing the requested improvement, the Public Works Director shall submit the recommendation to the City Recorder, along with a report meeting the requirements of Section 4.04.020 which will be forwarded to Council for preliminary consideration. Upon receipt of the Public Works Director's preliminary report and recommendation, the City Recorder shall place the matter on the next available Council agenda and notify the requesting property owner of the date and time Council will consider the requested improvement, provided, the following conditions are met or satisfactory arrangements have been made with the City to satisfy such conditions:

5. If the requested improvement would benefit only real property owned by the person requesting the improvement and the owner agrees in writing to pay cash or to make application to pay the cost of the improvement in installments as provided by the Bancroft Bonding Act and this Chapter; agrees in writing to waive the right of service and publication of the notices required by this Chapter; and consents, in writing, to the assessment of his property, Council may, without further notice or hearing, form the local improvement district and proceed as provided in this Chapter. Requests for formation of a local improvement district for sidewalk improvements benefitting a single property, as referenced in Section 3.3.030(4) of the Land Use and Development Ordinance, may be considered by Council under this Subsection (5), along with the Public Works Director's report and recommendation.

SECTION 2. All other Paragraphs of Roseburg Municipal Code Subsection 4.04.010(A) shall remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 13th DAY OF JUNE 2016.

APPROVED BY THE MAYOR THIS 13TH DAY OF JUNE 2016.

LARRY RICH, MAYOR

ATTEST:

SHEILA R. COX, CITY RECORDER

ORDINANCE NO. 3469



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

ORDINANCE GRANTING A TELECOMMUNICATIONS FRANCHISE TO GOOGLE NORTH AMERICA, INC.

Meeting Date: June 13, 2016
Department: City Recorder
www.cityofroseburg.org

Agenda Section: ORDINANCES
Staff Contact: Sheila R. Cox
Contact Telephone Number: 541/492-6866

ISSUE STATEMENT AND SUMMARY

The City has received an application for a telecommunication franchise from Google North America, Inc. located in Mountain View, CA.

BACKGROUND

A. Council Action History. Council has not acted on this particular application.

B. Analysis. The subject application and associated fee was received on May 31, 2016 for a franchise to be effective June 1, 2016.

C. Financial and/or Resource Considerations. As a non-carrier provider of telecommunication services within Roseburg, under our recently amended definitions of telecommunications "provider" and telecommunication "service", as a wireless provider of MVNO, VoIP and related devices, Google is required to pay a franchise fee of 5% of the gross revenues derived from customers within the City.

D. Timing Issues. Our new definitions became effective May 23, 2016, so we're asking that Google's franchise be made effective retroactive to June 1, 2016. Such effective date will make the initial term of the franchise 2 years and 7 months, with an expiration date of December 31, 2018. The ordinance will also allow renewal options of three years each, for a total of five terms.

STAFF RECOMMENDATION Staff recommends that Council proceed with first reading of the ordinance, followed by second reading and adoption at the June 13, 2016 meeting to avoid further delay in issuing the franchise.

SUGGESTED MOTION If Council concurs with Staff's recommendation, Council will need to request first reading of the ordinance granting a telecommunications franchise to Google North America, Inc. effective retroactively to June 1, 2016 after which the following motions would be appropriate:

#1 *"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3470.*

#2 *"I MOVE TO ADOPT ORDINANCE NO. 3470."*

ATTACHMENTS Proposed Ordinance

cc: Avalara Communications
Attn: Mara Thorton
8675 W 96th St. #220
Overland Park, KS 66212

Google North America, Inc.
Attn: Katie Pinkson, Revenue Lead
1600 Amphitheatre Parkway
Mountain View, CA 94043

Subject Franchise File
Chrono File

ORDINANCE NO. 3470
AN ORDINANCE GRANTING A TELECOMMUNICATION FRANCHISE
TO GOOGLE NORTH AMERICA, INC. EFFECTIVE
RETROACTIVELY TO JUNE 1, 2016

SECTION 1. Grant of Franchise. The City of Roseburg, hereinafter called “City”, hereby grants Google North America, Inc., hereinafter called “Franchisee”, the non-exclusive right to use and occupy all public ways within the Franchise Territory, solely for the purposes described herein, for a period of two years and seven months beginning retroactively to June 1, 2016 and ending December 31, 2018, following Franchisee’s acceptance of the Franchise as provided in Section 11 of this Ordinance.

SECTION 2. Incorporation of Roseburg Municipal Code. This Franchise is granted pursuant to Chapter 9.25 of the Roseburg Municipal Code (“RMC”), entitled “Telecommunications Providers”, and shall be interpreted to include all provisions of Chapter 9.25, as it now exists and as it may be amended during the term of the Franchise, and all other provisions of the Roseburg Municipal Code and City regulations with which Chapter 9.25 requires compliance, as if set forth in writing herein. A copy of Chapter 9.25, as it exists and is in effect on the effective date of this Franchise, is attached to this Franchise as Exhibit “A”. It shall be the responsibility of the Franchisee to keep itself informed of any amendments to applicable provisions of the Roseburg Municipal Code and all related regulations.

SECTION 3. Amendment and Renewal. The Franchise granted by this Ordinance may be amended in accordance with RMC 9.25.120 and may be renewed in accordance with RMC 9.25.100.

SECTION 4. Franchise Territory. The “Franchise Territory” is all territory within the boundaries of the City of Roseburg, as currently existing or as the boundaries may be adjusted during the term of this Franchise.

SECTION 5. Services to be Provided. Franchisee shall provide telecommunications services as authorized by law to residents, businesses and other entities within the City of Roseburg.

SECTION 6. Franchise Fees. Franchise fees shall be based on Franchisee’s annual use of the City’s public ways, as provided below:

- A. Fee Base.** For the privileges granted by this Franchise, Franchisee shall pay five percent (5%) of its gross revenue derived from services provided to customers within the City limits of Roseburg.

B. Payment. All payments due hereunder shall be paid to the City of Roseburg by check or money order delivered to the address of the City for notices as set forth herein.

C. Due Date. Franchise fees shall be paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than 30 days following the end of each quarter.

D. Late Fee. If Franchisee fails to pay the Franchise fee when due, Franchisee shall be charged a penalty of ten percent (10%), and the legal rate of interest established by state statute on the unpaid balance.

SECTION 7. Notices and Authorized Representatives.

A. Except for emergency notification of Franchisee, all notices or other communications between the parties shall be deemed delivered when made by certified United States mail or confirmed express courier delivery to the following persons and locations:

If to City:

City of Roseburg
ATTN: Sheila R. Cox, City Recorder
900 SE Douglas
Roseburg, OR 97470
E-mail: scox@cityofroseburg.org
Phone: 541/492-6866

If to Franchisee:

Google North America, Inc.
ATTN: Katie Pinkson
1600 Amphitheatre Parkway
Mountain View, CA 94043
E-mail: kpinkson@google.com
Phone: 650/564-4915

Either party may change the identity of its authorized representative(s) or its address or phone number for notice purposes by delivering written notice of the change to the other party.

B. In case of an emergency that causes or requires interruption of service, City shall give Franchisee emergency notification by hand delivery or telephone, as appropriate to the nature of the emergency, to the following:

Contact Person's Name: Katie Pinkson, Revenue Lead

Mailing Address: 1600 Amphitheatre Parkway
Mountain View, CA 94043

Telephone: 650/564-4915

Email: kpinkson@google.com

SECTION 8. Location, Relocation and/or Removal of Facilities. RMC Chapter 4.02, along with RMC Sections 9.25.290 – 9.25.320, sets forth the conditions for the construction, installation, location, relocation and removal of Franchisee's facilities. There

are no exceptions or additions to these regulations unless Franchisee is exempted by statute.

SECTION 9. Representation and Warranty of Franchisee. By executing this document, Franchisee represents and warrants that it is familiar with all provisions of this Franchise, including those contained in this Ordinance, and that it accepts and agrees to be bound by all terms, conditions and provisions set forth herein.

SECTION 10. Franchise Effective Date. Franchisee began serving Roseburg customers, submitted an application requesting a telecommunications franchise and paid the application processing fee on May 20, 2016. The Roseburg City Council approved such request at its meeting on June 13, 2016; and hereby authorizes this Franchise to take effect retroactively on June 1, 2016 and expire on December 31, 2018, provided Franchisee satisfies the acceptance requirements of Section 11 of this Ordinance.

SECTION 11. Acceptance of Franchise. Upon receipt of this Ordinance, Franchisee shall sign in the space below to indicate its unconditional acceptance of the terms and conditions upon which City has offered the Franchise described herein, and immediately return such acceptance to the City. If Franchisee fails to accept the Franchise and return acceptance to City within 30 days of the adoption of this Ordinance, this Ordinance and the Franchise granted herein shall become void and have no force or effect.

ADOPTED BY THE CITY COUNCIL ON THIS 13th DAY OF JUNE, 2016.

APPROVED BY THE MAYOR ON THIS 13th DAY OF JUNE, 2016.

MAYOR LARRY RICH

Larry Rich

ATTEST:

Sheila R. Cox, City Recorder

(Franchisee's Acceptance on Following Page)

FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO. 3470

This Ordinance is hereby accepted by Google North America, Inc. on this ____ day of _____, 2016.

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

State of _____)

) ss.

County of _____)

This acceptance was signed before me on _____, 2016 by, _____ as _____ of Google North America, Inc.

Notary Public for _____

Name: _____

My commission expires on: _____

.....

Acceptance received by City Recorder on _____, 2016.

Sheila R. Cox, City Recorder

ajc
6/6/16

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



REVISED - Appropriation Revisions for Fiscal Year 2015-16

Meeting Date: June 13, 2016
Department: Finance
www.cityofroseburg.com

Agenda Section: Department Action Items
Staff Contact: Ron Harker
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

Staff seeks to make two mid-year corrections to the 2015-16 budget that are necessary to ensure compliance with Oregon budget law. The first correction is to the Parks Department's budget within the General Fund. The second correction is to the Transportation Fund's Material and Services budget.

BACKGROUND

A. **Council Action History.** None.

B. **Analysis.** Currently there are two funds which require mid-year adjustments so that the intent and purposes of the budget can be accomplished, the funds and the proposed corrections are detailed below:

General Fund (100): Due to the County's landfill charges which were adopted this past year, related 'Utilities – Garbage' fees were much greater than anticipated this year resulting in a significant cost overrun which could not be fully accommodated within the Department's approved appropriations. To ensure sufficient appropriation authority for the Park Department's budget an additional \$5,000 in appropriation authority will need to come from contingency funds.

Since the General Fund's appropriations will not increase by more than 10% this action is not subject to a public hearing requirements. This action is simply an appropriation transfer authorized by Council since contingency monies are being utilized.

Transportation Fund (310): When the Stephens Street overlay project was constructed; the Urban Renewal portion of the project was smaller than originally anticipated, thereby resulting in the Transportation Fund project portion to be larger than projected and causing a projected Materials and Services budget overrun. To ensure sufficient appropriation authority for the Transportation's Materials and Services budget an additional \$40,000 in appropriation authority will need to be transferred from the Fund's Capital Outlay budget which can easily accommodate such a reduction of its appropriation authority.

Since the Transportation Fund's appropriations will not increase by more than 10% this action is not subject to a public hearing requirement. This action is simply an appropriation transfer authorized by Council.

C. Financial and/or Resource Considerations. The financial impact to the City from these two corrections are discussed separately below:

General Fund (100): The appropriation transfer of \$5,000 from General Fund Contingency to General Fund Parks constitutes a 0.08% decrease to the projected ending fund balance. The small reduction to the General Fund's fund balance is immaterial and has no impact on the City's ability to meet its Fund Balance Policy requirements.

Transportation Fund (310): The proposed appropriation transfer does not increase the Fund's total budget as it is simple moving appropriation authority from Capital to Materials and Services; consequently, there is a zero net financial impact.

D. Timing Issues. One of the main tenets of Oregon budget law is the restriction of spending more than adopted appropriation levels. While none of the budgets in question are currently over budget there are some expenses which will need to be satisfied in the very near future, consequently, it is important to act promptly when conditions are known to ensure compliance with this tenet of Oregon budget law.

COUNCIL OPTIONS

- 1) Make a motion to adopt the attached resolution as written; or
- 2) Make a motion to adopt the attached resolution with modifications to the proposed figures; or
- 4) Request additional information.

STAFF RECOMMENDATION

Given the need to comply with Oregon budget law, it is staff's recommendation to adopt the attached resolution as written.

SUGGESTED MOTION

I move to adopt Resolution No. 2016-14 authorizing budget appropriation revisions for fiscal year 2015-16.

ATTACHMENTS

Attachment 1 Resolution No. 2016-14 entitled "A RESOLUTION AUTHORIZING BUDGET APPROPRIATION REVISIONS FOR FISCAL YEAR 2015-16"

RESOLUTION NO. 2016-14

**A RESOLUTION AUTHORIZING BUDGET APPROPRIATION REVISIONS FOR
FISCAL YEAR 2015-16**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2015-16 by Resolution 2015-09; and

WHEREAS, certain expenditures are projected to exceed the original adopted budget and budgetary revisions are necessary to provide adequate appropriation levels to expend the unforeseen costs; and

WHEREAS, ORS 294.463 allows appropriations to be transferred within a fund after the budget has been adopted; and

WHEREAS, the City's 2015-16 adopted budget appropriated operating contingency within the General Fund and such budgeted contingency shall be used for unanticipated expenditures.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROSEBURG, OREGON, HEREBY RESOLVES that:

Section 1 Resources and appropriations in the Fiscal Year 2015-16 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
General Fund (100)			
Resources			
Total Resources:	\$26,954,223	\$ 0	\$26,954,223
Appropriations			
Parks	\$ 1,438,139	\$ 5,000	\$ 1,443,139
Contingency	1,000,000	(5,000)	995,000
Other Requirements	<u>24,516,084</u>	<u>0</u>	<u>24,516,084</u>
Total Appropriations:	\$26,954,223	\$ 0	\$26,954,223

Due to the County's landfill charges which were adopted this past year, related 'Utilities – Garbage' fees were much greater than anticipated this year resulting in a significant cost overrun which could not be fully accommodated within the Department's approved appropriations. To ensure sufficient appropriation authority for the Park Department's budget an additional \$5,000 in appropriation authority from Contingency funds is required.

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Transportation Fund (310)			
Resources			
Total Resources	\$5,122,362	\$ 0	\$5,122,362
Appropriations			
Materials and Services	\$1,657,482	\$ 40,000	\$1,697,482
Capital Outlay	680,000	(40,000)	640,000
Other Requirements	<u>2,784,880</u>	<u>0</u>	<u>2,784,880</u>
Total Appropriations:	\$5,122,362	\$ 0	\$ 5,122,362

When the Stephens Street overlay project was constructed; the Urban Renewal portion of the project was smaller than originally anticipated, thereby resulting in the Transportation Fund project portion to be larger than projected and causing a projected Materials and Services budget overrun. To ensure sufficient appropriation authority for the Transportation's Materials and Services budget an additional \$40,000 in appropriation authority is transferred from the Fund's Capital Outlay budget which can easily accommodate such a reduction of its appropriation authority.

Section 2 The Finance Director is to make the proper adjustments to the budget.

Section 3 This resolution shall become effective immediately upon its adoption by the City Council.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS
REGULAR MEETING ON THE 13TH DAY OF JUNE 2016.**

Sheila R. Cox, City Recorder

all
6/16/16



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

RESOLUTION REFERRING 3% MARIJUANA SALES TAX TO THE VOTERS

Meeting Date: June 13, 2016
Department: City Recorder
www.cityofroseburg.org

Agenda Section: RESOLUTIONS *all*
Staff Contact: Sheila R. Cox
Contact Telephone Number: 541/492-6861

ISSUE STATEMENT AND SUMMARY At the April 25, 2016 Council Meeting, Council adopted Ordinance No. 3461 adding Chapter 9.17 to the Roseburg Municipal Code establishing a 3% tax on the sale of recreational marijuana by retailers licensed by the Oregon Liquor Control Commission and operating within the City. In accordance with the process outlined by state law, Council now needs to adopt a resolution actually referring the question of the 3% tax to the voters.

BACKGROUND

A. Council Action History. On February 8, 2016, Council adopted Ordinance No. 3457 establishing business regulations for recreational marijuana dispensaries and other commercial marijuana activities. Thereafter, as noted above, Council adopted Ordinance No. 3641, establishing a 3% tax on the sale of marijuana items by marijuana retailers operating in areas subject to the City's jurisdiction.

B. Analysis. The next step is for Council to adopt a resolution technically placing the question of the 3% sales tax on the ballot at the next statewide general election which will be held on November 8, 2016. Ordinance No. 3461, establishing the tax will not take effect until/unless the referral measure is approved by the registered voters of the City.

C. Financial and/or Resource Considerations. If approved by the voters, the tax would be levied on the total gross sales of recreational marijuana realized by all recreational marijuana dispensaries licensed by the City. Dispensary operators would be required to pay the tax on a quarterly basis. The City will also continue to receive a portion of the recreational marijuana tax collected by the State.

D. Timing Issues. OLCC began accepting applications for recreational marijuana businesses on January 4, 2016; however they do not anticipate being ready to issue such licenses until this fall. In order to place the taxing measure on the November, 2016 ballot, Council must adopt the proposed resolution. Upon adoption of the resolution, the City Attorney will have five days to prepare and submit the ballot title to my office. Upon receipt of the ballot title, I am required to publish, in the next available

edition of the local newspaper, notice of such receipt and the right of any elector dissatisfied with the ballot title to petition the Circuit Court for its review. Electors have seven days to petition the Circuit Court for a new title. Following completion of the ballot title challenge process, the measure must be filed with the County Clerk's Office no later than August 19, 2016. Notice of the election must be published in the local newspaper and posted in two public places within each of the wards not less than 10 days prior to the date the election is held.

COUNCIL OPTIONS Council may request additional information; direct that specific changes be made to the proposed resolution or proceed with adoption of the resolution as proposed.

STAFF RECOMMENDATION Staff would recommend proceeding with adoption of the attached resolution.

SUGGESTED MOTION If Council is ready to continue without further consideration, the following motion would be in order:

"I MOVE TO ADOPT RESOLUTION NO. 2016-15 APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF ROSEBURG THE QUESTION OF IMPOSING A THREE PERCENT TAX ON THE SALE OF MARIJUANA ITEMS BY MARIJUANA RETAILERS WITHIN THE CITY."

ATTACHMENT: The proposed resolution establishing a 3% tax on the sale of recreational marijuana.

cc: All Current Medical Dispensary Operators; Oregon Liquor Control Commission; ATTN: Will Higlin, Sr. Director of Licensing and Compliance; 9079 SE McLoughlin Blvd.; Portland, OR 97222-7335; Christine Matthews, Roseburg OLCC Office; Subject & Chrono Files

RESOLUTION NO. 2016-15

A RESOLUTION APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF ROSEBURG THE QUESTION OF IMPOSING A THREE PERCENT TAX ON THE SALE OF MARIJUANA ITEMS BY MARIJUANA RETAILERS WITHIN THE CITY

WHEREAS, Section 34a of House Bill 3400 (2015) provides that a city council may adopt an ordinance to be referred to the voters that imposes up to a three percent tax or fee on the sale of marijuana items by marijuana retailers in the area subject to the jurisdiction of the City;

WHEREAS, the Roseburg City Council adopted Ordinance 3461, which imposes a tax of three percent on the sale of marijuana items by recreational marijuana dispensaries in the area subject to the jurisdiction of the City;

NOW, THEREFORE, THE CITY OF ROSEBURG RESOLVES AS FOLLOWS:

SECTION 1. MEASURE. A measure election is hereby called for the purpose of submitting to the electors of the City of Roseburg a measure imposing a three percent tax on the sale of marijuana items by marijuana retailers in the area subject to the jurisdiction of the City.

SECTION 2. ELECTION CONDUCTED BY MAIL. The measure election shall be held in the City of Roseburg on November 8, 2016 for the next general election. As required by ORS 254.465, the measure election shall be conducted by mail by the County Clerk of Douglas County, according to the procedures adopted by the Oregon Secretary of State.

SECTION 3. DELEGATION. The City of Roseburg authorizes the City Manager, or the City Manager's designee, to act on behalf of the City and to take such further action as is necessary to carry out the intent and purposes set forth herein, in compliance with the applicable provisions of law.

SECTION 4. PREPARATION OF BALLOT TITLE. The City Attorney is hereby directed to prepare the ballot title for the measure, and deposit the ballot title with the City Recorder within the times set forth by law.

SECTION 5. NOTICE OF BALLOT TITLE AND RIGHT TO APPEAL. Upon receiving the ballot title for this measure, the City Recorder shall publish in the next available edition of a newspaper of general circulation in the City a notice of receipt of the ballot title, including notice that an elector may file a petition for review of the ballot title.

SECTION 6. FILING WITH COUNTY ELECTIONS OFFICE. The City Recorder shall deliver the Notice of Measure Election to the County Clerk for Douglas County for inclusion on the ballot for the November 8, 2016 election.

SECTION 7. EFFECTIVE DATE. This resolution is effective upon adoption.

**APPROVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG
ON THIS 13th DAY OF JUNE, 2016.**

SHEILA R. COX, CITY RECORDER

ejc
6/8/16

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2016 Pavement Rehabilitation Overlay Project Bid Award Recommendation 16PW01

Meeting Date: June 13, 2016
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The City received bids for the 2016 Pavement Rehabilitation Overlay Project. The issue for Council is whether to award the contract for the construction project.

BACKGROUND

A. Council Action History. On March 14, 2016, the Council authorized the City Manager to enter into an Intergovernmental Agreement to construct an overlay project on Douglas County's portion of Edenbower at County expense and then accept jurisdiction over this section of street which is within the City Limits.

B. Analysis. In March 2016, Murray, Smith & Associates (MSA) was awarded a task order to provide study and design services required to prepare biddable construction documents for the 2016 pavement rehabilitation project. The design was completed in May 2016. The construction bids were advertised on May 11, 2016 and opened on June 1, 2016. The project was bid with two schedules.

Schedule A includes the following streets:

Edenbower Boulevard	Stephens to I-5 NB off-ramp
Edenbower Boulevard	I-5 SB off-ramp to 500' from Stewart Parkway
Aviation Drive	Edenbower to Stewart Parkway
Stewart Parkway	S. Umpqua Bridge to Harvard

Schedule B include the following street:

Renann Street	Stewart Parkway to Edenbower
---------------	------------------------------

One bid was received and is shown below.

#	Bidder	Schedule A	Schedule B	Bid Total
1	Knife River Materials	\$ 822,100	\$ 175,606	\$ 997,707
	<i>Engineer's Estimate</i>	\$ 714,000	\$ 139,000	\$ 853,000

C. Financial and/or Resource Considerations. Funding has been budgeted in FY 2016-2017 Transportation and Urban Renewal Funds to complete this project. Edenbower east of I-5 and Aviation Drive are both in the Urban Renewal area and eligible for Urban Renewal Funding. Total program costs are projected below:

Projected Program Costs		
	Schedule A	Schedules A&B
2016 Overlay Construction	822,100	997,707
2016 Slurry Construction	90,908	90,908
Construction Contingency (7.5% of construction)	57,547	74,828
2016 Engineering C/M	111,909	111,909
Materials & Supplies	25,000	25,000
2017 PMP Design	105,000	105,000
Total	\$ 1,212,464	\$ 1,405,352

As previously mention, a portion of Edenbower Boulevard is still under Douglas County jurisdiction even though it is located within the City Limits. The County has tentatively agreed to pay the City to grind and overlay this section of roadway if the City agrees to assume jurisdiction after the project. Total available resources are identified below. Resources are available to construct Schedule A only.

Fund	
Urban Renewal	\$ 400,000
Transportation	\$ 800,000
Douglas County	\$ 45,000
Total Project Resources	\$ 1,245,000

D. Timing Issues. If awarded, the Notice to Proceed would be given after execution of the construction contract and no earlier than July 1st. The contractor is allowed 90 days to complete the project.

COUNCIL OPTIONS

Council has the following options:

1. Award the contract to the lowest responsive bidder, Knife River Materials; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

The Public Works Commission will discuss this project at their June 9th meeting. Staff will report on their recommendation at the Council meeting. The lowest bidder submitted all required documentation and is considered responsive. Money has been budgeted and is available to construct the Schedule A of the project. Murray, Smith, and Associates, Inc. has reviewed the bids and recommended award to the lowest bidder, Knife River Materials. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the 2016 Pavement Rehabilitation Project to Knife River Materials for \$822,100 upon expiration of the seven-day Notice of Intent to Award period.

ATTACHMENTS

None

cdc
6/18/16

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2016 Pavement Rehabilitation Project Construction Management Services Contract Award

Meeting Date: June 13, 2016
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and budget for construction management (CM) services for the 2016 Pavement Rehabilitation Project. The issue for the Council is whether to award the contract.

BACKGROUND

A. Council Action History. On December 8, 2014, Council awarded a five year contract for Pavement Management Engineering Services to Murray, Smith & Associates (MSA). On March 14, 2016, Council authorized a task order for design of the 2016 Pavement Management Overlay Project.

B. Analysis. The City has received bids for construction of the 2016 Pavement Rehabilitation Project. Staff has negotiated a task order with MSA for construction management services. The proposed scope of work includes pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, inspection services, testing and start up, preparation of record drawings, and other miscellaneous services.

C. Financial and/or Resource Considerations. The proposed cost of the construction management contract with MSA is \$111,909. Funding is available in the Transportation Fund and Urban Renewal Fund.

D. Timing Issues. The overlay project is expected to begin in July. The contractor has 90 days to complete the construction.

COUNCIL OPTIONS

Council has the following options:

1. Authorize a task order with MSA for construction management services for an amount not to exceed \$111,909; or
2. Request additional information; or
3. Not authorize the task order and not proceed with the project.

STAFF RECOMMENDATION

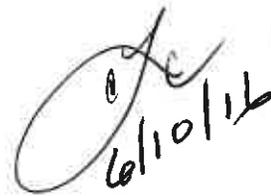
The Public Works Commission will discuss this contract at their June 9th meeting. Staff will report their recommendation at the Council meeting. Staff recommends that the Council authorize a task order with MSA for construction management services for the 2016 Pavement Rehabilitation Project.

SUGGESTED MOTION

I move to authorize a task order with Murray, Smith & Associates for construction management services for the 2016 Pavement Rehabilitation Project for an amount not to exceed \$111,909.

ATTACHMENTS

None.



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

City Council Minutes Correction for May 9, 2016

Meeting Date: June 13, 2016
Department: Community Development
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Brian Davis
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

The adopted minutes of May 9, 2016 incorrectly stated the City is applying for a Community Development Block Grant (CDBG) in the amount of \$2 million. The City is in fact applying for a Block Grant in the amount of \$1.5 million. The minutes need correcting to be consistent with state rules for a CDBG application.

BACKGROUND

A. Council Action History

May 9, 2016. The City Council held a public hearing and approved the CDBG application.

B. Analysis

Business Oregon, the state agency that processes CDBG applications, indicated the minutes of the City Council meeting approving the application need to indicate the correct grant amount applied for, even though the public notice and staff report already indicate the correct amount. Page 2 of the adopted May 9 minutes says, "They wish to access \$2 million in Community Development Block Grant (CDBG) funds..." A recording of the May 9, 2016 City Council meeting reveals Community Development Director Brian Davis said the following:

"This is similar to what we submitted – or presented – to the City Council last year in which we applied for a Block Grant in the amount of \$2 million for a HeadStart facility on the UCAN campus by Costco... Let me point out that in the memo it says the amount that we're applying for is \$1.5 million... The HeadStart facility qualifies for \$1.5 million and that is what we will be applying for."

To accurately reflect what was stated at the meeting, and to satisfy the requirements of Business Oregon for a CDBG application, the minutes need to be amended as follows:

"They wish to access ~~\$2~~ \$1.5 million in Community Development Block Grant (CDBG) funds..."

The Council Rules say that after the minutes are approved, they shall be considered final and shall not be amended. RMC 2.34.070(D).

However, RMC 2.34.110(B) does allow the Council to suspend the rules upon an affirmative vote of five Councilors "in cases of extreme necessity and for no other reason".

If RMC 2.34.070(D) is suspended, then Roberts Rules allows minutes to be amended even after approval. See Roberts Rules, 11th Ed. Pg 475.

If Council chooses to amend the minutes, there would first need to be a motion to suspend the rules RMC 2.34.070(D) regarding amending minutes after they have been approved. If there are five votes to suspend that rule, then Council would need a second motion to amend the minutes.

B. Financial and/or Resource Considerations.

None.

D. Timing Issues.

The third quarter funding cycle of 2016 CDBG ends September 30, 2016. Council approval of the amended minutes allows the application to be processed within the first award cycle for 2016. This has been the only CDBG application request received by the City in 2016.

COUNCIL OPTIONS

1. Suspend the rules and amend the May 9, 2016 minutes
2. Do not amend the minutes

STAFF RECOMMENDATION

To satisfy the requirements of Business Oregon, Staff recommends suspending the rules and approving amended minutes of the May 9, 2016 City Council meeting.

SUGGESTED MOTIONS

1. *"I move to suspend the rules and allow a motion to amend the minutes of the May 9, 2016 City Council meeting."*
2. *"I move to approve the amended minutes of the May 9, 2016 City Council meeting as presented."*

ATTACHMENTS

Amended May 9, 2016 City Council Minutes

**MINUTES OF THE REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL
May 9, 2016**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:04 p.m. on Monday, May 9, 2016, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Steve Kaser, Alison Eggers, Tom Ryan, Lew Marks, Victoria Hawks, Andrea Zielinski and John McDonald.

Absent: Councilor Ken Fazio.

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Finance Director Ron Harker, Human Resources Director John VanWinkle, Police Chief Jim Burge, Community Development Director Brian Davis, Public Works Director Nikki Messenger, Fire Chief Gregg Timm, Management Technician Debi Davidson and Troy Brynelson of The News Review.

MAYOR REPORTS

Council was reminded of the Budget Committee hearings which begin May 10th at 7:00 p.m.

COMMISSION/COUNCIL WARD REPORTS

Hawks reported the Historic Resources Review Commission approved new windows which will be installed in the Kohlhagen Building on Jackson Street.

AUDIENCE PARTICIPATION

Ashley Hicks, 742 SE Jackson, expressed concern about vandalism in downtown and the impacts of the weekly Feed the Burg event in Eagles Park. She requested sponsors of that event be required to pay park reservation fees and provide portable toilets.

CONSENT AGENDA

Ryan moved to approve the following Consent Agenda items excluding Item E:

- A. Minutes of the April 25, 2016 regular meeting.
- B. OLCC Ownership Change, Colony Market, 1612 NW Keasey.
- C. Intergovernmental Agreement with Douglas County Fire District #2 for division of assets/assumption of liabilities.
- D. Adopted Resolutions 2016-10 and 2016-11 amending general fees and water service fees.

Motion was seconded by McDonald and carried unanimously.

CONSENT AGENDA ITEM E. RESOLUTION NO. 2016-12 TRANSPORTATION GROWTH MANAGEMENT GRANT APPLICATION

McDonald recused himself from participating as he is employed by ODOT. Davis reported the request is for a grant from ODOT for a zone overlay for SE Pine Street north of Douglas Avenue to help resolve conflicts between the Waterfront Plan and the Land Use and

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Development Ordinance. McDonald explained the process for the rolling grant program which he anticipated would begin in the fall and take one year to complete with approvals through the Public Works Commission, Planning Commission and City Council. He and Davis responded to questions from Martha Bryson, 1026 SE Stephens, as to the nexus with transportation matters. Ryan moved to adopt Resolution No. 2016-12 supporting the application of a Code Assistance Grant through the Transportation Growth Management Program for purposes of creating a zoning overlay for the SE Pine and Douglas Area. Motion was seconded by Marks and carried with McDonald abstaining.

PUBLIC HEARING – CDBG GRANT APPLICATION FOR UCAN HEAD START

At 7:22 p.m., Rich opened the public hearing regarding a proposed Community Development Block Grant. Davis reported that United Community Action Network (UCAN) is once again asking for City assistance in constructing a new Head Start Building on the UCAN Campus. They wish to access ~~\$2~~\$1.5 million 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. A grant application was submitted but did not receive an award in 2015. Since that time additional information has been received from the State on how to improve the application.

Davis read the following hearing notice into the record and reviewed the Staff report which is included in the Council record.

**“CITY OF ROSEBURG PUBLIC NOTICE AND NOTICE OF PUBLIC HEARING
REGARDING 2016 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

NOTICE IS HEREBY GIVEN, the City of Roseburg will conduct a public hearing on **Monday, May 9, 2016**, regarding the city’s intent to apply for a 2016 Community Development Block Grant.

The City of Roseburg is eligible to apply for a 2016 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 2016. The maximum grant that a city or county can receive is \$2,500,000.

The City of Roseburg is preparing an application for a 2016 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 200 persons, of whom (99%) will be low or moderate income.

The Roseburg City Council will hold its regularly scheduled meeting at 7:00 p.m. on Monday, May 9, 2016 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

CONSENT AGENDA A

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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 May 9, 2016 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."

STAFF REPORT

"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 \$1,500,000 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

Council Action History. City of Roseburg submitted a CDBG application in September 2015 for this project which was not awarded. Funding for the project is still in place from foundation and local grants, community support, and UCAN agency sources which will be combined with CDBG grant of \$1,500,000 acquired by the City of Roseburg. The CDBG application will be submitted by September 30, 2016 with construction to follow in 2017.

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 will 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 Benefiting Low and Moderate Income Persons – Limited Clientele as Head Start Centers serve persons 0-5 years of age of whom at least 51% meet Low- and Moderate-Income limits. Maximum grant amounts of \$1,500,000

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 200 children from Roseburg School District 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.

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 re-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.

The City is the applicant and ultimately responsible for all aspects of the CDBG project; although the City applies for funding in cooperation with UCAN, CDBG funds are awarded to the City. Under the standard CDBG process, City funds are then used to assist UCAN in the construction of the facility. 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 administrative close out of the CDBG grant.

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 \$1,500,000; the \$1,500,000 CDBG grant will cover the balance; \$500,000 of which is in the Grant fund of the proposed 2016-17 budget for preliminary engineering, architectural and other work.

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.

Timing Issues. The third quarter funding cycle of 2016 CDBG ends September 30, 2016. Council approval at this meeting allows the application to be processed within the first award cycle for 2016. This has been the only CDBG application request received by the City in 2016."

As no one else wished to speak, the hearing was closed at 7:27 p.m. McDonald moved to approve the application request by UCAN and direct staff to move forward with the CDBG application process prior to September 30, 2016. Motion was seconded by Hawks and carried unanimously.

ORDINANCE NO. 3463 – LOOKINGGLASS PROPERTY ANNEXATION/ZONE CHANGE AND WITHDRAWAL FROM DOUGLAS COUNTY FIRE DISTRICT NO. 2

Cox read Ordinance No. 3463 for the second time, entitled: An Ordinance Annexing 0.76 Acres of Property Commonly Known as 1669 W Lookingglass, Withdrawing the Property From Douglas County Fire District 2, and Amending the Roseburg Zoning Map. Ryan moved to adopt the ordinance, seconded by Marks. Roll call vote was taken and motion carried unanimously. Rich proclaimed the adoption of Ordinance No. 3463.

ORDINANCE NO. 3464 – PARKS AND RECREATION COMMISSION RESPONSIBILITIES

Cox read Ordinance No. 3464 for the second time, entitled: Amending Roseburg Municipal Code Subsection 2.24.020 to Add Serving as the City's Tree Board to the Duties of the City of Roseburg's Parks and Recreation Commission. Ryan moved to adopt the ordinance, seconded by Hawks. Roll call vote was taken and motion carried unanimously. Rich proclaimed the adoption of Ordinance No. 3463.

ORDINANCE NO. 3465 – ACCESS POINT TELECOMMUNICATIONS FRANCHISE

Cox reported that Access Point, Inc. began offering services in Roseburg in July 2015 and has now submitted the proper application for a franchise agreement. Cox read Ordinance No. 3465 for the first time, entitled: An Ordinance Granting a Telecommunications Franchise to Access Point, Inc. Effective Retroactively to July 1, 2015. Ryan moved to suspend the rules and proceed with second reading. Motion was seconded by Kaser and carried unanimously. Cox read Ordinance No. 3465 for the second time. Marks moved to adopt the ordinance, seconded by Hawks. Roll call vote was taken and motion carried unanimously. Rich proclaimed the adoption of Ordinance No. 3465.

ORDINANCE NO. 3466 – PACIFIC POWER ELECTRIC UTILITY FRANCHISE

Cox reported that Pacific Power agreed to terms and conditions for a new agreement with a ten year term which increases the franchise fee from 7% to 9% of gross revenues. Other operational changes were agreed to by both parties. It was estimated that the 2% increase will generate \$400,000 per year, 15% which would be dedicated to the Transportation Fund. Cox read Ordinance No. 3466 for the first time, entitled: An Ordinance Granting a Non-Exclusive Electric Utility Franchise to Pacificorp and Repealing Ordinance No. 2937 and No. 3317.

CRIMINAL ACTIVITY ORDINANCES

Colley presented three proposed ordinances intended to address behavior and criminal activity problems throughout the City, but primarily in downtown. He emphasized that the ordinances were not designed to address homeless issues, but strictly criminal activity.

Enhanced Law Enforcement Area (ELEA)

Coalwell stated the ordinance was patterned after Ashland and Bend. A person may be prohibited from entering the ELEA for 180 days if that person has been cited to appear, arrested or otherwise taken into custody for a variety of listed crimes on three or more occasions within the ELEA. An appeal may be filed within five days and during that appeal, the order is stayed. There are provisions for someone to enter the ELEA if they have documented appointments, i.e. court appearance, medical appointment, etc. Colley noted that two Oregon cities have eliminated their ELEA's for political reasons. Administratively, Staff supported those ELEA's. Colley stated Bend representatives indicated their zone is successful and has been enlarged. Ashland is enhancing their area areas and implementing additional restrictions. The sanction for violating the ELEA exclusion order is a Criminal Trespass II citation which is a misdemeanor. Staff is working with Douglas County on whether we can ensure there are beds available in the jail specifically for the City of Roseburg. It was noted that conviction is not necessary to impose the prohibition and requires three separate instances versus three citations issued for one instance.

Chronic Nuisance Properties

This ordinance was based upon Portland provisions which allow the Police Chief to declare a property a chronic nuisance if the police have documented multiple nuisance responses at a specific property or within 200 feet of that property over a specified period of time. The person responsible for the property may be charged up to \$100 per day until the nuisance is resolved. The nuisance is defined as one in which three nuisance activities occur within a thirty day period. After the second instance, Staff would work with the responsible person to resolve the problem rather than reach impasse. Kaser agreed the ordinance could be effective for drug house activity but was concerned how it would apply to businesses or churches that cannot control what customers may do in the vicinity of their property. Bruce stated it would be important to establish a clear chain that can be linked between the activity that is happening and the source of it.

Shopping Cart Regulations

This ordinance adopts Oregon State Statutes which have been in effect for appropriately ten years and address unauthorized appropriation of shopping carts and recovery of abandoned shopping carts. There is a presumption that someone possessing a shopping cart, not near the premises of the cart's owner, has stolen the cart. Burge indicated that someone in possession of a cart would have to empty it out. The Police Department would assist them in finding a safe place to store their belongings. He cited a recent incident in which a cart was found abandoned, and Safeway came immediately to take custody of the cart. Currently, violations of the ORS are cited into Circuit Court. Adoption as a City ordinance allows the Police to handle it locally and more efficiently, and it would be adjudicated in Municipal Court.

Public Input

The following people spoke to the proposed ordinances.

- Joe Ross, Laredo Drive, cited his e-mail to Council outlining concerns with inconsistencies between the first two ordinances and hoped for an opportunity to discuss homeless concerns with the Council.
- Downtown Roseburg Association President Jim Caplan, 145 Agape Court, noted the difficulty in balancing the general citizenry and homeless people but supported provisions which would enhance security and create a nuisance free experience for everyone downtown.
- Faith Roman, 500 SE Douglas, spoke to problems with people around her business property and supported adoption of the ordinances.
- Bruce Roman, 500 SE Douglas, stated his concern about crime that accompanies homelessness. He had heard that a Seattle Judge is providing one-way tickets to Roseburg which has a reputation as a good place for homeless people.
- Sieglie Dozier, 290 SE Douglas, shared concerns about a homeless person's pit bull which has attacked multiple people.
- Sharon Lee Schwartz, 1300 SE Washington, believed the ordinances were directed at homeless people and should be carefully scrutinized.
- Bernie Woodard, 310 SE Pine, supported the ordinances, cited experience with the previously discussed pit bull and suggested portions of the bike paths be privatized.
- Sue Waite, 270 SE Pine, also noted the pit bull attacked her dog as well and while having sympathy for the homeless did not believe they should be allowed to break the law.
- Martha Bryson, 1026 SE Stephens, spoke to her experiences with the homeless, many of which are mentally ill. She considered them to be residents who didn't have a home.

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- Ann Vaughn, 648 SE Fisher, was concerned the ELEA did not require conviction and could preclude people from appearing in court or seeking services downtown.
- Jessie Springer, 1067 SE Main, believed effort should be expended to provide services to the chronically homeless rather than adopting the ordinances.
- Cora McKinney, 663 W Hazel, noted her downtown customers are afraid to come downtown because of the harassment from transients.
- Gordon Brown 1567 SE Pine, supported the ordinances as a great step forward and noted that homelessness was a separate issue.

ORDINANCE NO. 3467 – ENHANCED LAW ENFORCEMENT AREAS

Kaser expressed the following concerns about the ordinance: 1) Five day appeal period was too short; 2) Inclusion of littering in the listed offenses; 3) Whether the 180 prohibition period is standard; 4) There is no limit on length of time to earn the “three strikes”; and 5) Prohibition from the ELEA does not require conviction. Zielinski believed the police would use discretion on the littering, but supported giving the police “teeth” to take care of criminal activities. McDonald supported the ordinance to remove the worst trouble makers from downtown and not degrade it for everyone else. He noted that Council’s consideration was not taking place in a vacuum as many were involved with other groups working on homeless issues.

Colley explained that the boundary of the ELEA was identified based on the level of criminal behavior. It can be modified in the future and additional areas can be adopted. Eggers noted the problem travelers that are coming through town are a different breed, harming residents, the homeless and the mentally disturbed. Kaser appreciated the intent of the ordinance, but saw no reason to rush adoption or bypass court adjudication by not having a conviction requirement. Burge explained that at the time of citation issuance, a court date is given for a date three weeks out. That can and has been reduced to three days if needed. Conviction can be much further out if the person fails to appear.

Cox read Ordinance No. 3467 for the first time, entitled: An Ordinance Adding Chapter 7.12 to the Roseburg Municipal Code Establishing Regulations Regarding Enhanced Law Enforcement Areas.

ORDINANCE NO. 3468 – CHRONIC NUISANCE PROPERTIES

Kaser reiterated his concern about possible situations such as people attending A.A. in a church causing problems later in the vicinity. Coalwell indicated there was an administrative process that goes to the City Manager for dialogue before it comes down to criminal charges. Cox read Ordinance No. 3468 for the first time, entitled: An Ordinance Adding Chapter 7.14 to the Roseburg Municipal Code Establishing Regulations Regarding Chronic Nuisance Properties.

SHOPPING CART REGULATIONS

Burge stated the ordinance would help expedite the removal of abandoned carts and many chain stores are accustomed to the ordinance statewide. Consensus was to delay first reading of the ordinance to allow Staff time to receive input from local businesses that would be affected.

CONSENT AGENDA A

05-23-2016

COMMUNITY CONCEPT ADVERTISING CAMPAIGN FOR U.S. OLYMPIC TRIAL

Davis reported that a group of community leaders seeking to improve the image of Roseburg after the UCC tragedy recommended an image campaign for Roseburg and Douglas County. As part of that, it was suggested that the City take advantage of the upcoming US Olympic Trials in Eugene as a first step in a larger long-term campaign. Marks moved to approve up to \$25,000 to support AHM's Community Concept Ad Campaign for the US Olympic Trials. Motion was seconded by McDonald and carried unanimously.

ITEMS FROM MAYOR, COUNCILORS OR CITY MANAGER

Zielinski invited everyone to attend the Peace Officer Memorial on May 17th at 9:00 a.m. on the Douglas County Courthouse steps at 9:00 a.m. McDonald invited everyone to the Memorial Tribute Day at 11:00 a.m. at the VA Cemetery Annex.

Meeting recessed at 9:28 p.m. in order for Council to convene in executive session under the authority of ORS 192.6660(2)(i). The meeting reconvened at 9:45 p.m. at which time the meeting was adjourned.



Debi Davidson
Management Technician

ajc
6/6/16

INFORMATIONAL A
6-13-16

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: June 13, 2016
Department: City Manager
www.cityofroseburg.org

Agenda Section: City Manager Reports
Staff Contact: C. Lance Colley
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your June 13, 2016, meeting, I provide the following items:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Weekly Messages



Agenda
Department Heads Meeting
May 24, 2016 – 10:00 a.m.

1. Review May 23, 2016 Meeting
2. Review Tentative June 13, 2016 Meeting
3. Tentative Future Agenda
4. Document Signing/Grants
 - Axon Contract – Police Interview Room Equipment
 - Golf Course Management Agreement Assignment
 - NeighborWorks Loud Speaker Permit – Downtown Music Festival & Block Party
 - NeighborWorks Right-of-Way Use Permit – Downtown Festival
 - Graffiti Night Cruise Loudspeaker Permit
 - Graffiti Night Cruise Parade Permit
5. Business Registration Enforcement Options
6. Coastal
7. Department Items

CITY CONNECTION SCHEDULE

Submission Deadline – 8:00 a.m. June 20th

Publication – June 27th

Suggested Articles:

Recreational Marijuana
Downtown issues
Resolutions
4th of July Flyer
K9 Fun Run Flyer
Airport & Community Highlights ?
Recycling topic
PW Projects/Paving/etc.
Fire safety topic
New welcome videos on website
Updates re: downtown project and Hwy 138
Willis House Grant?
City Manager's Budget message

Library District
Sprayground/Playground
Ordinances
MOTHS flyer
Wings & Wheels Flyer
100 years ago
Umpqua River Run flyer
Parks & Rec programs
Police safety topic
Speak up Roseburg (anything new)

Mayor's message
Non Profit Funding Awards



Agenda
Department Heads Meeting
June 6, 2016 – 10:00 a.m.

1. Review Tentative June 13, 2016 Meeting
2. Tentative Future Agenda
3. Document Signing/Grants
4. Employee Acknowledgements
 - 30 years – Sandy Cook, Public Works Staff Assistant
 - 15 years – Paul Cooper, Water Plant Operator
 - 10 years – Dallas Sullivan, Fire Driver/Engineer
 - 10 years – Debbie Keller, Lead Accountant
5. On-Line Payments
6. Department Items

CITY CONNECTION SCHEDULE

Submission Deadline – 8:00 a.m. June 20th

Publication – June 27th

Suggested Articles:

Recreational Marijuana	Library District
Downtown issues	Sprayground/Playground
Resolutions	Ordinances
4 th of July Flyer	MOTHS flyer
K9 Fun Run Flyer	
Airport & Community Highlights ?	100 years ago
Recycling topic	Umpqua River Run flyer
PW Projects/Paving/etc.	Parks & Rec programs
Fire safety topic	Police safety topic
New welcome videos on website	Speak up Roseburg (anything new)
Updates re: downtown project and Hwy 138	Mayor/Council Elections
Willis House Grant?	Mayor's message
City Manager's Budget message	Non Profit Funding Awards

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- City Hall Entry/Finance Department Remodel
- Ordinance No. ____ - Adopting ORS re: Shopping Carts
- Roadside Memorial Policy
- Urban Services Agreement
- Amending RMC 5.04 Water Rules and Regulations

June 27, 2016

Consent Agenda

- A. Minutes of June 13, 2016

Public Hearing

- A. Mulholland Plat and Street Vacation, Ordinance No. ____

Informational

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

July 11, 2016

Consent Agenda

- A. Minutes of June 27, 2016

Ordinances

- A. 2nd Reading, Ordinance No. ____ - Mulholland Plat and Street Vacation
- B. Ordinance No. ____ - Smoking Prohibition for City Parking Lots and Sidewalks Abutting City Property

Informational

- A. Activity Report

July 25, 2016

Consent Agenda

- A. Minutes of July 11, 2016

Ordinances

- A. 2nd Reading, Ordinance No. ____ - Smoking Prohibition for City Parking Lots and Sidewalks Abutting City Property

Informational

- A. Activity Report (Quarterly Reports)

August 8, 2016

Consent Agenda

- A. Minutes of July 25, 2016

Informational

- A. Activity Report

August 22, 2016

Consent Agenda

- A. Minutes of August 8, 2016

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

September 12, 2016

Council Reports

- A. Implementation of City Manager Annual Performance Evaluation

Consent Agenda

- A. Minutes of August 22, 2016

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

September 26, 2016

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 12, 2016

Informational

- A. Activity Report

October 10, 2016

Consent Agenda

- A. Minutes of September 26, 2016

Informational

- A. Activity Report

October 24, 2016

Consent Agenda

- A. Minutes of October 10, 2016
- B. Cancellation of December 26, 2016, Meeting

Informational

- A. Activity Report (Quarterly Reports)

November 14, 2016

Consent Agenda

- A. Minutes of October 24, 2016

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Review

November 28, 2016

City Council Reports

- A. City Manager Contract

Consent Agenda

- A. Minutes of November 14, 2016

Informational

- A. Activity Report

December 12, 2016

Mayor Reports

- A. Election Results

Consent Agenda

- A. Minutes of November 28, 2016

Informational

- A. Activity Report

January 9, 2017

Mayor Report

- A. State of the City Address
- B. Commission Chair Appointments
- C. Commission Appointments

Council Ward Reports

- A. Election of Council President
- B. Planning Commission Appointments

Consent Agenda

- A. Minutes of December 12, 2016

Informational

- A. Activity Report

January 23, 2017

Consent Agenda

- A. Minutes of January 10, 2017

Informational

- A. Activity Report – Municipal Court Quarterly Report

February 13, 2017

Special Presentation

- A. CAFR Review – Auditor Scott Cooley
- B. Quarterly Financial Report – Quarter Ended December 31, 2016
- C. 2017-18 Budget Calendar

Consent Agenda

- A. Minutes of January 2, 2017

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

February 27, 2017

Consent Agenda

- A. Minutes of February 14, 2017

Department Items

- A. The Partnership Annual Report

Informational

- A. Activity Report

March 13, 2017

Consent Agenda

- A. Minutes of February 28, 2017

Department Items

- A. Visitors Bureau Annual Report

Informational

- A. Activity Report

March 27, 2017

Consent Agenda

- A. Minutes of March 14, 2017

Informational

- A. Activity Report

April 10, 2017

Mayor's Report

- A. Volunteer Recognition Month Proclamation

Consent Agenda

- A. Minutes of March 28, 2017
- B. 2017 OLCC License Renewal Endorsement

Informational

- A. Activity Report – Budget Calendar Reminder

April 24, 2017

Consent Agenda

- A. Minutes of April 11, 2017

Informational

- A. Activity Report – Municipal Court and Financial Quarterly Reports

May 8, 2017

Consent Agenda

- A. Minutes of April 25, 2017
- B. U-TRANS Services Contract

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

May 22, 2017

Consent Agenda

- A. Minutes of May 9, 2017
- B. Fee Amendment Resolutions

Informational

- A. Activity Report

June 12, 2017

Mayor Reports

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 23, 2017

Public Hearing

- A. Resolution No. 2017 – 2017/18 Budget Adoption

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Public Hearing – 2017/18 Budget Adoption

June 26, 2017

Consent Agenda

- A. Minutes of June 13, 2017

Informational

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

July 10, 2017

Consent Agenda

- A. Minutes of June 27, 2017

Informational

- A. Activity Report

July 24, 2017

Consent Agenda

- A. Minutes of July 11, 2017

Informational

- A. Activity Report – Municipal Court and Financial Quarterly Reports

August 14, 2017

Consent Agenda

- A. Minutes of July 25, 2017

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

August 28, 2017

Consent Agenda

- A. Minutes of August 8, 2017

Informational

- A. Activity Report

September 11, 2017

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- A. Minutes of August 22, 2017

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

September 25, 2017

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 12, 2017

Informational

- A. Activity Report

October 9, 2017

Consent Agenda

- A. Minutes of September 26, 2017

Informational

- A. Activity Report

October 23, 2017

Consent Agenda

- A. Minutes of October 10, 2017
- B. Cancellation of December 26, 2017 Meeting

Informational

- A. Activity Report – Municipal Court & Financial Quarterly Reports

November 13, 2017

Consent Agenda

- A. Minutes of October 24, 2017
- B. Cancel December 25, 2017 Meeting

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Report

November 27, 2017

Council Report

- A. City Manager's Contract

Consent Agenda

- A. Minutes of November 14, 2017

Informational

- A. Activity Report

December 11, 2016

Mayor Reports

- A. Election Results

Consent Agenda

- A. Minutes of November 28, 2017

Informational

- A. Activity Report

Friday May 20, 2016

Good Friday afternoon everyone. By the time you receive this I will be arriving at my vacation destination for the next week. As always, in my absence, Sheila will be handling the day to day operations. I will likely have little access to modern communications and hope to really get away for a few days.

A number of you were able to attend the kickoff for EMS week at UCC Monday morning. Thanks to Council President Ryan for pitch hitting for the Mayor and reading our joint proclamation from the City and County. It was actually pretty emotional as a couple of the survivors from last October 1st were in attendance and had an opportunity to speak. Nine months seems like yesterday, but we do appreciate everything our first responders offer our community and they deserve our support. Thanks to all!



Monday afternoon Councilor Marks and I attended the Partnership meeting. There are a number of things happening around the county that are very exciting. We are working on a number of job retention/expansion opportunities and work force development opportunities with UCC, local high schools and UTE. Of particular interest right now are opportunities in the welding field, which are career type opportunities and family wage jobs. A number of local employers are currently looking for welding skills and UCC is working with them to develop an appropriate program to meet their current and long-term needs. We heard an update on the Med Ed project as well, including scheduled meetings with the Education Committees next week in Salem and some upcoming meetings with the Governor's office staff.



Tuesday morning a few of you, and many City staff, had an opportunity to attend the 2016 Peace Officer Memorial held in front of the Douglas County Court House. Sheriff Hanlin, Commissioner Morgan and District Attorney Weisenberg all spoke to honor

those who have served in Douglas County and lost their lives in the line of duty including one former City of Roseburg officer. Many of local, county and state law enforcement and emergency personnel participated in the ceremony.



The Industrial Development Board met on Tuesday to hear presentations on a number of issues including our Run to Roseburg campaign. They unanimously recommended to the County Commissioners funding the additional \$25,000 for the program. I anticipate it will be on an upcoming Commissioner's agenda. The IDB also heard, and recommended funding for some improvements on Bolon Island in Reedsport in support of Fred Wahl Marine. The company is apparently the largest manufacturer of 50 plus foot "ships/fishing boats" on the west coast and recently purchased the former American Bridge site to expand their operations. This is a great opportunity for the IDB to support job expansion in the County and in particular, a great boost to the economy in Reedsport.

Ryan Herinckx and I attended a seismic rehabilitation work shop on Wednesday held at Roseburg Public Schools to inform us on the grant process for State of Oregon seismic

rehab funds that can be applied for to upgrade the integrity of fire stations. We have had preliminary engineering reports that indicate that we are likely eligible for funding for both Station 2 and Station 3. There is \$125 million available for school buildings and \$30 million for public safety buildings. We believe we will have competitive applications and have included the grants in the 2016-17 budget. The applications will be due by September 30 and awards will be confirmed in November or December. We look forward to the opportunity to upgrade our facilities if the grant funding becomes available.

Wednesday Police Chief Burge and I had an opportunity to meet with Glide School District Superintendent Mike Narkiewicz to discuss their request for possible help with a School Resource Officer in the future. Mike indicated that their SRO from Douglas County will be retiring at the end of June and that the County will not be in a position to provide them with that resource in the future. As we consider our enhanced community policing strategy for the downtown area and the criminal activity zone, we were considering the additional cost of enforcement during the warmer times of year in the core area and on the path system and parks. I would like to consider contracting with the School District during the school year to offset a considerable amount of the cost of an additional officer who would then be freed up during our peak community policing time. As I indicated at our work study session, we will bring you some costs relating to enhanced enforcement, potential jail bed reservation and possible security enhancements. I will keep you posted. Chief Burge did confirm with the DCSO that they had considered the Glide request and were not in a position to fill the request.

At your meeting Monday you will consider the approval of five contract/bid awards and two concession agreements. The Concessionaires at Stewart Park have been very successful over the last three years to a point where the operators have now purchased the assets at the Sutherlin golf course and the contract



to run Stewart Park Golf Course. We are pleased to recommend the assignment of this agreement and look forward to continuing the working relationship with the operators. Also included on the agenda is an updated and modified agreement with DRA/ParkSmart to provide a more streamlined and efficient operating model for them as well, which is patterned in part after the Golf Concessionaire agreement.

Have a great weekend everyone. I will see you all after Memorial Day!



Friday Message – May 27th

Good Friday afternoon to everyone. As you all know, Lance has been out of the office this week attending a conference for a couple of days and then taking some much deserved vacation time. I'd like to thank all the Department Heads and the rest of the administrative staff for helping me "hold down the fort" in his absence ~ I'll be very happy to turn it back over to him next Tuesday!

We had a very full agenda for Monday's Council meeting, but we got it all accomplished fairly quickly, so thanks to all of you for being there and helping make that happen. Public Works Director Nikki Messenger deserves a gold star for all she covered on the agenda ~ it's pretty apparent that her department is amazingly busy and we'll be seeing lots of improvements thanks to the projects they're working on.

The Roseburg Police Department hosted a training seminar on Aquatic Death and Homicidal Drowning Investigations in the Umpqua Room of the Public Safety Center on May 23rd and 24th. The training room was filled to capacity with detectives and investigators from all over Oregon in attendance. The training seminar covered topics ranging from aquatic deaths and incidents in bathtubs, swimming pools, rivers, lakes, ponds and even toilets. On Wednesday, May 25th, Chief Burge was the special guest speaker to an audience of over 150 agents and FBI staff from around the state at the FBI Agent Memorial Service at FBI Headquarters in Portland. Congratulation to the Chief for being asked to make that presentation ~ those sorts of things reflect nicely on the City.

HR Director John VanWinkle coordinated open enrollment meetings this week to provide employees an update on benefits options for the plan year starting July 1st. We've been fortunate over the last few years in that we've been able to avoid large cost increases or provider changes for our health, dental and vision plans. Even though things have been stable, we still like our vendors to meet with employees at this time each year so folks can make any necessary changes and to get as much information as possible so that everyone has a good understanding of the benefits offered.

After working with CGI Communications for the past couple months, we now have our new videos posted to the City website homepage. These videos are a highlight of the community and surrounding areas to showcase a welcome message from the Mayor, information about Roseburg and the quality of life we enjoy, real estate & relocation options, as well as information regarding the local education system, economic development, healthcare and community organizations. The video tour is a free service to the City. The company is now contacting local businesses to solicit an invitation to be part of the project by advertising their company on our video pages. We do not receive any funds from the businesses if they decide to advertise. Even before updating the videos and contract with CGI, this portion of the website was viewed over 27,000 times by folks in other states as far east as New York and places in



Canada. When you have time, please visit our website at www.cityofroseburg.org and scroll down below the left sidebar menu to view each of the new videos.

The Fire Department conducted multiple training exercises over the past three weeks on two buildings located at 1650 N.W. Mulholland Drive. The buildings were offered for training to the City of Roseburg by the Hanna Limited Partnership. The training consisted of live fire exercises on Saturday, May 21st where multiple evolutions were performed and culminated on May 22nd with a final burn of the buildings. Firefighters received hands on training that included search and rescue, hose deployment, firefighter survival, and vertical ventilation. This training provided an opportunity for the Department to enhance communications, increase the efficiency of firefighting, and focus on team building skills in a controlled environment.



Moody's Investor Service, a leading provider of credit ratings for public entities recently gave the City an Aa3 credit rating. 'Aa' ratings are judged to be of high quality, subject to very low credit risk and only one step down from an Aaa rating.

Moody's made the following observations regarding the City:

- **Finances:** "The city has a very healthy financial position, which is strong relative to the assigned rating of Aa3. Roseburg's fund balance as a percent of operating revenues (34.2%) is strong . . ."
- **Debt and Pension:** "The city has manageable debt and pension liabilities, which are slightly favorable in relation to the Aa3 rating assigned."
- **Economy and Tax Base:** "The economy and tax base of the city are strong and are consistent with the assigned rating of Aa3. The total full value (\$2.6 billion) is slightly above the US median and saw an impressive increase between 2012 and 2015."
- **Management and Governance:** "Positive operating margins exhibit strong financial management. Advantageously, on average, Roseburg ran surpluses and during this time, the tax base generally improved."

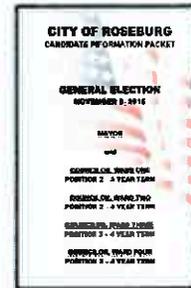
The City's Debt and Investment Management policies state: *"The City will seek to maintain and if possible improve its current "A" bond rating so its borrowing costs are minimized and its access to credit is preserved."* We are very gratified to have garnered the 'Aa3' rating from Moody's and recognize that this achievement could only be accomplished through strong collaborative efforts on everyone's part ~ the Council's, Commissions' and staff's; so thanks to everyone that played a part in helping the City qualify for this recognition.

On Wednesday Brian Davis attended the HTAG executive group and general meetings. Among the topics discussed were the two recent crime-prevention ordinances passed by the City Council last Monday. The group's tone was similar to that of the City Council during deliberations – mostly supportive and some reservation. Despite the difference of opinions, the discussion was respectful. They also discussed the three portable toilets installed a few months ago. Based on regular inspections by UCAN and the DRA, the toilets have had no incidents of mistreatment. UCAN's \$3,500 application for the City's state-shared revenue grant for the fourth toilet was supported by the grant subcommittee and the Budget Committee. The group brainstormed possible locations, but nothing was finalized. They also discussed an operating agreement in draft form that would help service providers come together on respecting others and property.

You may have noticed a large ground clearing project on Troost Street south of Calkins Avenue. The property is outside City limits and is being cleared and graded under County regulations. The property has been zoned residential for decades, and the owner plans to subdivide the property for new single-family dwellings. City policies on long-range growth suggest this property will be annexed as part of the development, so please keep your discussions with others to a minimum, as annexations require Council action and a disclosure of ex-parte contact.

Next week Community Development will mail a courtesy notice to all commercial property owners reminding them of the changes to LUDO taking effect July 1st. As you recall, the changes mostly effect future developments, so the notice focuses on signs since they change more frequently than structures. The notice encourages property owners to be familiar with the new rules before changing or adding signs.

I'd like to remind all those elected officials who are up for re-election in November that City Candidate Information Packets will be available in my office starting next Wednesday, June 1st. This year, along with the Mayor's position, Councilors in Position 2 of each Ward will be on the ballot – which means Councilors Fazio, Zielinski, Hawks and Marks. I have everything you need to get started and would encourage incumbents to come in and pick up a packet as soon as possible. The process must be totally finalized by August 29th and it's always better to get started early!



It's hard to believe that 2016 is almost half-over but then again, we've completed the budget deliberations and will be adopting it at your next meeting ~ which means the beginning of a new fiscal year is right around the corner. That also means we'll soon be seeing the return of all the great summer activities our community offers. Speaking of which, next Friday, June 3rd marks the opening of this year's "Movies in the Park" with "Inside Out" showing at the Stewart Park Half Shell with pre-movie entertainment starting at 7:30 p.m., see the attached flyer. Then, the ever popular "Music on the Half Shell" opens in just over three weeks. The first concert is scheduled for Tuesday, June 21st and will be starring Brazilian singer Luísa Maita. Sultry, seductive and infused with that inimitable samba swing, the music of Luísa Maita is said to embody the modern spirit of Brazil. Inspired by samba, bossa nova and other classic Brazilian styles, Luísa is also heavily influenced by the cool jazz of Billie Holiday and Chet Baker, as well as pop, funk and downtempo electronic music. The Police Pursuit K9 Fun Run and Walk is preparing for their annual race on June 25th and encourage participants to register early to get a t-shirt, see the attached flyer.

On Monday, May 30th City offices are closed in observance of Memorial Day. There will be a ceremonial tribute at the Roseburg VA Cemetery Annex with wreath presentations, guest speakers and Taps. The event begins at 11:00 a.m. and followed by a public picnic at the Stewart Park Pavilion. Governor Brown sent out a reminder she appreciates the service of Oregon's military veterans and the support from their families. The Governor stated, "This Memorial Day, we honor the brave men and women who made the ultimate sacrifice in service to our nation and remember their courage and dedication."



We hope you have a great weekend and have the opportunity to enjoy any plans you may have for the holiday.

Friday June 3, 2016

Good Friday afternoon everyone! It is great to be back after a few relaxing days out of the area. I would like to thank Sheila for stepping in last week while I was gone and allowing me to really enjoy those last few days. It is always difficult to let go of things, even for a short time, but it makes a big difference in the long run. So hey, back to work and back to the issues at hand.

The Highway 138 Corridor project continues to move forward. I can finally see how the realignment of the Washington/Stephens/Pine intersection is going to look as they begin to excavate the path of the future roadway through the old Honda car lot site. Crews have also removed the northern barriers on the Oak Avenue Bridge and will be installing new barriers and railings on both Oak Avenue and Washington Avenue bridges. They are continuing to work on railroad crossings and the Spruce Street section between Washington and Oak has basically been completed. The realignment of Spruce will allow us to provide safer and more expedient access across Oak to the southeast area of town.



Council recently awarded the construction contract and the construction management contract for the City's Spruce/Parrott project that will continue the improvements southward to Mosher Street. The preconstruction meeting with the contractor will be held next week and we anticipate work will begin later this month. Public Works staff also held their preconstruction meeting with the parking structure contractor this week. Much of the preliminary work will be done off site, so they have targeted a start date right after Graffiti weekend. We have a number of additional projects in various stages of design, bid award and construction including our street overlay and slurry seal projects that will all start after the beginning of the new fiscal year in July.

Tuesday afternoon I attended a Rotary River Rescue unveiling at River Forks Park. The ceremony was very well attended including Mayor Rich and Councilor Eggers, members of Rotary, representatives from the YMCA, the City and Douglas County. Rotary is installing safety equipment at a number of swimming holes around central Douglas County. The equipment includes a throwable life ring attached to a rope and signage showing instructions on how to use the equipment in a life threatening event. In addition to River Forks Park, installations will occur in Stewart Park and at Templin Beach Park. There will be signs honoring three recent drowning victims included, one



at each of these parks, as a memorial to those youth that we lost and as a reminder of how dangerous moving water can be.

Friday afternoon the CHART Leadership Committee will be meeting to finalize the federal grant request for reimbursement for some of the costs associated with October 1st and the community reinvestment in necessary future services directly related to victims of the incident. Most of those services will center on continuing mental health care, trauma informed care training, and resource coordination throughout the County. A number of service organizations and quasi-governmental entities have put in proposals that are being considered for inclusion in the grant. Law enforcement training and enhancements are not eligible for this grant, but we are considering additional grant resources through the federal government relating to community policing and SRO enhancement. We are continuing our dialogue with Glide Schools to see if we can meet their need for an SRO this year as a complement to our expanded community policing plans. A contract with Glide Schools would cover the cost of time allocated to them and leave us with only a portion of the cost that would be allocated to enhance enforcement during the peak months that school is not in session.

I always like to end these messages on a positive, and this will end on a positive note. But it starts out, well, not so positive. I was very disappointed to arrive home from vacation and read the editorial regarding the News Review's opposition to the recent decision to adopt an enhanced law enforcement area ordinance. I was not so disappointed that they disagreed with decision. That is their prerogative. The fact that they somehow morphed their disagreement with the ordinance into a general mistrust for local government and law enforcement was my concern. Without going into a lot of detail, I just want to say that I have the utmost respect for our entire law enforcement team from Chief Burge and Captain Matthews through our entire police force. We have developed great community and organizational support for our law enforcement folks and they have earned it. They are hardworking and dedicated to the wellbeing of our citizens and our community and I want to make sure that you all know how personally we take our responsibilities to our citizens. Like all other ordinances passed by Council, we will endeavor to carry them out in fair, transparent and ethical manner.

I want to personally thank every law enforcement person and every City employee for their hard work and dedication. If it was easy, anyone could do it. I am glad we are this team. Thanks for your support! Have a great weekend everyone. It sounds like it will be a scorcher.