



**MONDAY, JUNE 3, 2019**  
**CITY COUNCIL MEETING AGENDA**  
**Regular meeting 7:00 p.m.**  
**Scappoose City Council Chambers**

<b>ITEM AGENDA TOPIC</b>	<b>Action</b>
Call to Order	
Pledge of Allegiance	
Roll Call	
Approval of the Agenda	
<b>1. Interview for Planning Commission Alternate</b>	
Public Comments	
<b>2. Consent Agenda ~ May 20, 2019 City Council meeting minutes and appointment of Planning Commission Alternate</b>	
<b><u>New Business</u></b>	
<b>3. Res No. 19-04: A Resolution Approving a County Order to Form a Service District for Public Transit with a Permanent Tax Rate</b>	<b>Approval</b>
Todd M. Wood, Transit Program Administrator, Columbia County Rider	
<b>4. Community Enhancement Project (CEP) Presentations</b>	
Staff: Assistant to City Manager Alexandra Rains	
<b>5. Res No. 19-05: Amendment to Economic Development Committee Bylaws</b>	<b>Approval</b>
Staff: Assistant to City Manager Alexandra Rains	
<b>6. Discussion on cancelling the July 1 City Council meeting</b>	
<b>Announcements ~ Information only</b>	
<b>7. Calendar</b>	
City Manager, Police Chief, Councilors, and Mayor	
<b>Adjournment</b>	

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Recorder, Susan Reeves at (503) 543-7146, ext. 224 in advance.

TTY 1-503-378-5938

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**MONDAY, MAY 20, 2019**  
**CITY COUNCIL MEETING AGENDA**  
**Regular meeting 7:00 p.m.**  
**Scappoose City Council Chambers**

**Call to Order**

Mayor Burge called the meeting to order at 7:06 p.m.

**Pledge of Allegiance**

**Roll Call**

Scott Burge	Mayor	Michael Sykes	City Manager
Patrick Kessi	Council President	Norm Miller	Police Chief
Megan Greisen	Councilor	Susan M. Reeves	City Recorder
Joel Haugen	Councilor	Alexandra Rains	Assistant to City Manager
Josh Poling	Councilor		
Brandon Lesowske	Councilor		

Peter Watts                      Legal Counsel                      Press: Anna Del Savio, Columbia County Spotlight

Excused: Councilor Natalie Sanders                      Also present ~ City Planner Laurie Oliver

**Approval of the Agenda**

Councilor Haugen moved and Councilor Greisen seconded the motion to approve the agenda. Motion passed (6-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske, aye.

**Public Comments**

There were no public comments.

**Consent Agenda ~ May 6, 2019 Work Session meeting minutes and May 6, 2019 City Council meeting minutes**

Councilor Haugen moved and Councilor Megan seconded the motion to approve the Consent Agenda ~ May 6, 2019 Work Session meeting minutes and May 6, 2019 City Council meeting minutes. Motion passed (6-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske, aye.

**Old Business ~ Ord No. 881: An Ordinance Amending the Scappoose Municipal Code Chapter 8.20.140, Unnecessary Noise**

Councilor Kessi recused himself on this matter.

Mayor Burge read the title for the second time ~ Ord No. 881: An Ordinance Amending the Scappoose Municipal Code Chapter 8.20.140, Unnecessary Noise.

Chief Miller explained staff did add the hours to the Ordinance, as requested.

Motion passed (5-0). Mayor Burge, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske, aye.

## **New Business**

### **Work Session ~ Urban Renewal**

Assistant to City Manager Alexandra Rains explained ECONorthwest will be going through the next phase of Urban Renewal.

Consultant Lorelei Juntunen explained this is really an important meeting and we have a lot of details to discuss. She explained we are at a point right now where we have most of the plan content ready for Council to review and are about to transition into an Urban Renewal Adoption process. She explained Elaine Howard is with us tonight and will be walking Council through all the coming steps to actually adopt an Urban Renewal Plan. She explained after this part of the presentation there is an action to be taken tonight related to adopting an Urban Renewal Agency. She explained we have four topics to go through: Boundary, Urban Design Framework, Finance Plan & Project List and Goals.

Consultants Lorelei Juntunen, Becky Hewitt, and Kim Isaacson went over the Urban Renewal Project Status and Decisions needed.

Becky Hewitt explained at the last meeting we talked about a couple of things, so there are three proposed additions to the boundary.

## **Boundary (from ECONorthwest handout)**

### **Status**

The TAC recommended the following changes to the proposed boundary (numbering corresponds to the map in Attachment 1):

1. Add the West Lane Road right-of-way from E. Columbia Ave. to Crown Zellerbach Road to capture planned improvements on that stretch of road.
2. Add Miller Park and a connecting strip of right-of-way to allow use of urban renewal funds towards one or more future drinking water well(s) on the site.
3. Add the commercial area between Old Portland Road and Highway 30 north of Fred Meyer, based on Council's recommendation at the March 18<sup>th</sup> meeting and agreement that this area has remaining development potential and is an important gateway to Scappoose.
4. Remove the Middle School site from the boundary, since it is unlikely to be redeveloped with private development. If that changes, the site could be added to the urban renewal area through an amendment.

The current proposed boundary and the proposed changes are shown in Attachment 1. Note that adding the areas indicated as 1, 2, and 3 requires removing other land (i.e., the Middle School site) from the boundary in order to keep the urban renewal area roughly the same size. The boundary has been sized to allow future expansion up to the statutory limits.

Direction Needed from Council

- Any concerns about the proposed changes to the boundary?

Becky Hewitt explained you can add the Middle School site later if you need to. She explained this is the boundary that the TAC recommended.

Council President Kessi asked can we put into our plan now that we do plan to add the Middle School in the future?

Becky Hewitt replied you can certainly signal an intention to do that, but it would not change the Statutory requirement around what it takes to include it and you could include it right now, but you probably would need to subtract other acreage.

Councilor Haugen stated he forgets the rational on Miller Park.

Becky Hewitt replied Miller Park is where there are some new drinking water wells proposed so would not generate tax revenue, but it would allow you to put funding into future drinking water wells.

Becky Hewitt stated it sounds like everyone is okay with the boundary as shown.

Lorelei Juntunen stated they have been really excited about working with ZGF, they have been in front of Council a couple of times and have heard feedback on previous interactions.

Kim Isaacson with ZGF went over the handout.

## Urban Design Framework (from ECONorthwest handout)

Status

ZGF Architects has produced an additional diagram highlighting opportunities for complementary improvements on private property in the areas where the urban design framework proposed streetscape enhancements. The current version of the urban design framework and diagrams are included in Attachment 2.

The urban design framework suggests the following priorities to enhance the Town Center and make the community feel more cohesive:

- Wider sidewalks with streetlights, street trees, etc. on E. Columbia Ave from US30 to West Lane Road, similar to those on the south side of E. Columbia between 1<sup>st</sup> and 2<sup>nd</sup>.
- Wider sidewalks with street trees NW/SW 1st Street from Maple Street to E.J. Smith Road
- Adding landscaping and bike lanes to West Lane Road from E. Columbia Ave to Crown



Zellerbach Road as a key connection from OMIC to the Town Center

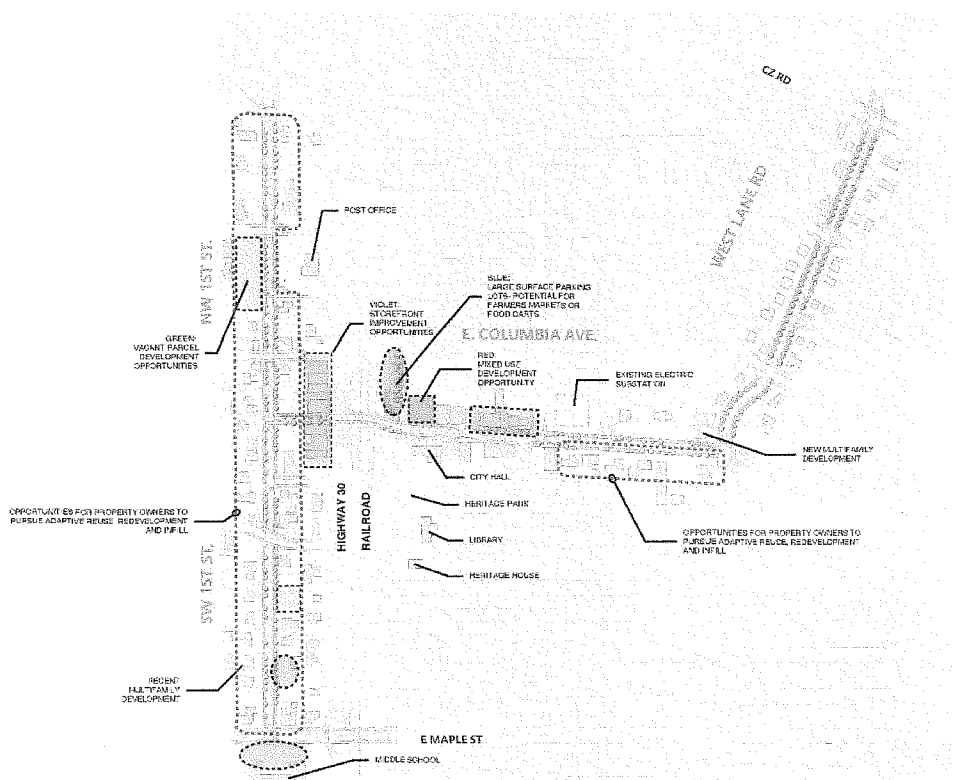
- More pedestrian-friendly crossings for key intersections on US30 at Columbia Ave and Maple Street.
- A looping network of bike-friendly streets that connects to key destinations, including schools, the library and City hall, OMIC and major retailers.

The private property opportunities include:

- Storefront improvements for existing, older storefronts on Highway 30 and/or E. Columbia Ave
- Introducing temporary uses such as food carts, farmers markets, or other activities to activate parking lots

<sup>1</sup> No more than 25% of the City's land area and assessed value can be included in an urban renewal area (ORS 457.420(2)(b)). In addition, an urban renewal area can be expanded by no more than 20% of its original size (ORS 457.220(3)).

- Development opportunities on vacant properties on NW 1st Street and E. Columbia Ave
- Opportunities for property owners to consider infill, redevelopment, or adaptive reuse of existing buildings along NW and SW 1st Street and E. Columbia Ave



**ECONorthwest**  
ZGF 04.18.2019

PRIVATE PROPERTY OPPORTUNITIES  
FOR COMPLEMENTARY DEVELOPMENT

Kim Isaacson explained on the diagram (above) there are a couple of green parcels within the 1<sup>st</sup> Street corridor that right now are basically green fields, so those are some opportunity sites. He stated in addition there are some blue areas that they identified that are basically large parking lots that could act as sort of generators of activity when they are not being used as parking lots, such as food carts or farmers market, which might be beneficial to the community.

Councilor Haugen stated we have taken the Middle School out of our Urban Renewal Plan, but you identified that it as a primary opportunity.

Kim Isaacson replied we show it as using the parking lot.

Councilor Haugen asked if there is anything wrong with portioning the middle school property into a third, so you just draw the boundary, so you have a more reasonable configuration of the total rather than taking the whole middle school property?

Lorelei Juntunen replied that is possible and has some challenges to cut a parcel down the line but it is possible. She explained it does make it more difficult though because you are constraining your ability to invest to only that portion that is inside the boundary when a larger parcel like that will likely, if it redevelops, be master planned. She explained their take on it, through conversations with the School District, is that the property is not likely to redevelop anytime as a private use.

Direction Needed from Council

- Do the opportunities identified on the new diagram align with your priorities for the Town Center?

Lorelei Juntunen went over the goals ~

## Goals

Status

Goals are not a required part of the urban renewal plan, but setting goals for the plan is a best practice that helps articulate what the area is intended to achieve and guide future implementation of the plan. The project list should implement the goals in the urban renewal plan.

The proposed urban renewal goals have not changed since they were last presented to Council. They are summarized below.

- Improve water, wastewater and stormwater infrastructure to support job growth.
- Promote the emergence of a vibrant town center as a civic and cultural hub for Scappoose that is connected to surrounding neighborhoods and employment areas.
- Encourage redevelopment and infill in the town center.
- Support the growth and retention of local businesses.

Lorelei Juntunen explained they want to make sure if they have goals in the plan we are actually advancing them through the investments and the projects.

Becky Hewitt went over the finance plan and project list.

## Finance Plan & Project List (from ECONorthwest handout)

### Status

#### Council Priorities

At their meeting on March 18<sup>th</sup> meeting, Council used a dot exercise to identify its priorities for investments in projects with the urban renewal funds available after providing a proportional share of projects from existing transportation, water, and sewer plans. The results of that exercise are summarized in Attachment 3.

#### Cost Estimates

Cost estimates for new streetscape projects are provided in Attachment 4. These cost estimates were shared with the TAC at their April 18<sup>th</sup> meeting.

#### Tax Increment Financing projections

The boundary amendments described above added roughly \$2 million (2019\$) in funding capacity. (The amount of the increase was calculated following the April 18<sup>th</sup> TAC meeting.)

#### TAC Input on Priorities

At their April 18<sup>th</sup> meeting, the TAC discussed their priorities for funding (in addition to the projects in existing plans) from among the projects highlighted by Council. They also shared their thoughts on the timing of projects. Note that the TAC's recommendations were based on the dollar amounts estimated to be available after fully funding existing projects before accounting for the boundary update. This means that the amount of funds available for other projects under the current draft finance plan is greater than the estimate at the time of the TAC meeting. The TAC's recommendations are summarized below.

- Fund storefront improvement grants and loans beginning as soon as available revenue will allow<sup>2</sup>
- Fund a study of Highway 30 at Columbia and conversion of W. Columbia Ave to twoway (a TSP project) as soon as available revenue will allow

<sup>2</sup> The TAC recommended the following assumptions for the finance plan: \$25,000–50,000 annually with a mix of grants and loans. This assumption is non-binding—if this project is included in the plan, the urban renewal agency would create a program after the plan is adopted and could establish the amount and terms at that time.

- Fund streetscape improvements on E. Columbia as shown in the urban design framework
- On West Lane Road, fund bike lanes only (a TSP project), not the addition of landscaping as shown on the urban design framework
- On NW and SW 1<sup>st</sup> Street, fund sidewalk infill only (a TSP project), not extending sidewalks with landscaping as shown on the urban design framework
- Split the remaining funds between transportation improvements (e.g. public parking, W. Columbia two-way conversion, or other connectivity improvements) and sewer (additional wastewater improvements not yet identified)

The TAC discussed the following projects, which were identified as high priorities for at least some Council members, but did not reach unanimous agreement to include them in the recommended funding plan.

- Grants or loans for housing or mixed use development projects. Some TAC members expressed doubt that housing or mixed use development would need public support.
- Enhanced, more pedestrian-friendly sidewalks on NW/SW 1<sup>st</sup> Street from Maple Street to E.J. Smith Road. Concerns expressed by some TAC members included: that the cost was too high, that it was inefficient to replace existing sidewalks for aesthetic reasons, that the area has limited potential for redevelopment with new businesses, and that the City could achieve streetscape improvements incrementally through frontage improvements when properties redevelop.
- Enhancing West Lane Road with landscaping and bike lanes from E. Columbia Ave to Crown Zellerbach Road. Some TAC members felt that the cost exceeded the benefit and that it was inefficient to put money into adding landscaping where sidewalks already exist.
- Extending the Crown Zellerbach trail as a shared use path between Highway 30 and West Lane Road.

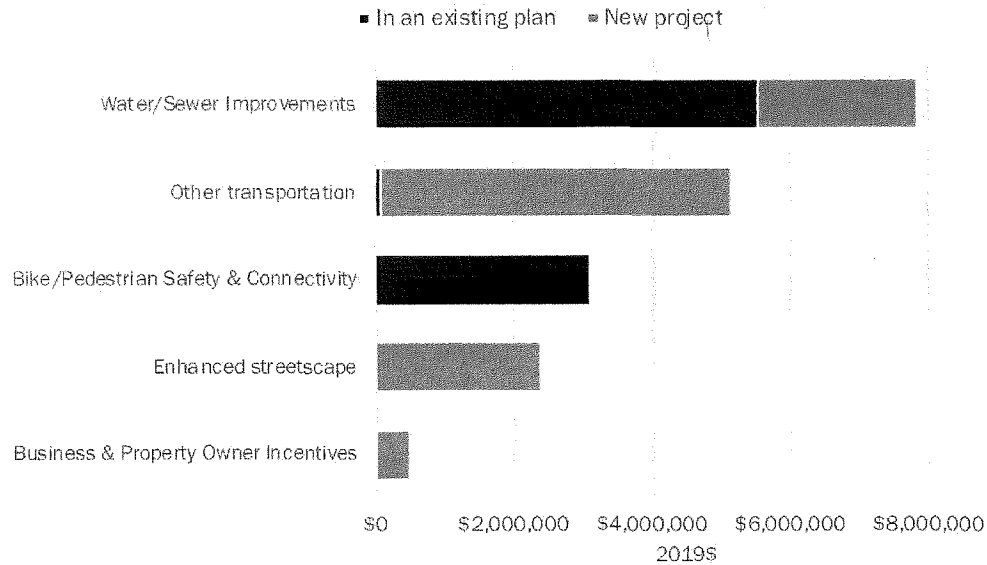
## Project List and Finance Plan Summaries (from ECONorthwest handout)

The TIF revenue that is not allocated to existing projects is primarily available in years 21–30 of the plan, especially years 26–30. Changes to financing assumptions in earlier years may mean that funds are not available when projects (e.g., water and sewer improvements) are needed. In the current version of the finance plan, the project team has allocated the additional funding resulting from the boundary change based on the TAC’s direction about priorities for funding.

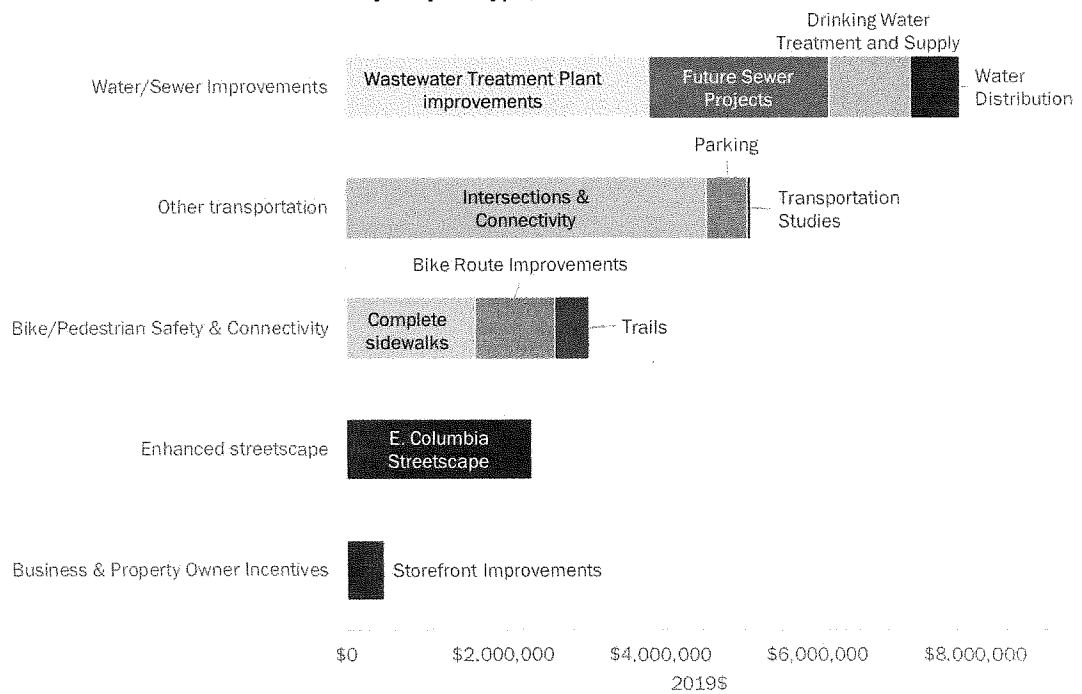
However, this additional revenue is enough to fund (at least in part) one or more of the Council priorities that the TAC did not include in their recommendation. For example, \$1.69 million for future sewer projects and \$3.38 million for intersections and connectivity in years 26–30 could be replaced with other Council priorities if desired while retaining some funding in each of these categories in years 21–25. (See Exhibit 3.)

Exhibit 1 shows a breakdown of funding by project category and whether the projects are included in existing plans or are new project ideas. Exhibit 2 shows how urban renewal funds would be allocated to project types based on the TAC recommendation. Exhibit 3 shows how funds would be spent over time by project category. A more detailed list of the projects that underlie the finance plan is included in Attachment 5. (Note that project descriptions may be modified for the final version of the project list in the urban renewal plan.)

Exhibit 1: Urban Renewal Funds by Project Category, Existing Plans vs. New Projects, TAC recommendation.



**Exhibit 2: Urban Renewal Funds by Project Type, TAC Recommendation**



Becky Hewitt explained just to summarize where the TAC landed verses where this body has landed previously, they were with you on the storefront improvement grants and the enhanced sidewalks, they weren't into the landscaping, but they were into the bike lanes for West Lane Road. She explained the enhanced crossings on US 30 and Columbia, Maple especially at Columbia, converting Columbia into two way and the sidewalk infill only on 1<sup>st</sup> Street, and then the others didn't really rise to the top for the group as a whole, but that is not to say there wasn't

any support for that, but there wasn't necessarily consensus support for the others. She explained the new projects that they recommended, that were not specifically called out in what they had brought to the TAC previously, and the way that they put the dollars towards them in the current draft of the finance planning, these are not based on a cost, these are based on just set aside this much money for this in the future. She stated just a couple of reminders as you think about the project list and the finance plan you can't spend money on projects that are not in the plan, you can't exceed your total max indebtedness, and you can't spend money if it is outside the boundary. She stated as you administer the funds, you can fund the projects at a different amount, you can fund them at a different time than you originally thought, and you can choose not to fund something on the list.

Elaine Howard explained she is working with ECONorthwest on this project. She gave an overview of plan amendments.

Councilor Lesowske stated he would like to use the recommendations from TAC to better understand how we can make changes in the future if need be. He explained based on TAC they think incorporating bike lanes would be as much as they would want to see invested in that improvement area. But, if we decide we would also like to see some streetscape with trees or something added there, and we say we only want to put in \$200,000 towards the landscaping and as we go further into the project and we get a grant, could we then increase the amount of dollars that we would put towards landscaping potentially to build out what the full value would be, and that is still a minor amendment?

Elaine Howard replied yes. She explained there are only two things that aren't a minor amendment; increasing your acreage over 1% and increasing your maximum indebtedness.

Lorelei Juntunen explained we need to figure out what words we write down in the plan to describe the project, which is what needs to happen next.

Legal Counsel Peter Watts explained you need enough specificity that Bond Counsel is willing to sign off on it. He explained with these types of things it is best to engage Bond Counsel early and make sure they are okay with the level of detail.

TAC's recommendation for Council priority projects:

1. **Storefront improvement grants/loans**
2. **Enhanced sidewalks on E. Columbia**
3. **Landscaping & bike lanes on West Lane Road**
4. **Enhanced crossings on US 30 @ Columbia and/or Maple**
5. **Converting W. Columbia Ave to 2-way**
6. **Enhanced sidewalks on 1<sup>st</sup> Street (sidewalk infill only)**
7. **Extending Crown-Zellerbach Trail US30-West Lane Rd**
8. **Grants/loans for housing/mixed use development**

Councilor Greisen explained her top two priorities are safety connectivity for sidewalks and infrastructure. She explained beautification of the downtown overlay is something that, when done, shows that something is happening.



Becky Hewitt stated none of the things that are struck through are things that were universally unwanted by the TAC, but for folks that had concerns, she thinks the concern was - is it needed? Does private development need public support in this area in the sense that it would happen on its own. She explained because you are not required to spend the money on private development, if it turns out it doesn't need it, it doesn't lock you in to funding any specific development or any development at all, it gives you the option to do it.

Lorelei Juntunen explained, as an option you could describe projects number 4 and 5 as studies that would need to be completed, and to fund those studies so that you have some sense of what it would look like, because they are not particularly well defined at this point.

Councilor Poling replied he thinks we still need to include the affordable housing part of it just because we are looking at thirty years and that is a long period of time. He stated part of our other plan is to have affordable housing. He still thinks that should be a discussion on how we want to use that.

Lorelei Juntunen stated we all decided not that long ago that we wanted to have housing and mixed-use development and potentially affordable housing in the Urban Renewal Plan. She asked are we all still feeling okay about that, which means that strike through on #8 would go away and we would figure out where we want to fund it?

General consensus yes.

Council President Kessi stated he thinks, like what Councilor Greisen said, a vibrant downtown is one of the things we wanted to look at. He stated how can we have a downtown where people can walk, shop, and work all in the same area without using a car and that is what the Urban Renewal District is all about. He thinks enhancing sidewalks on 1<sup>st</sup> Street, that right now it is hard to see that vision. He thinks if we could set it up where we do Columbia Avenue first, then 1<sup>st</sup> Street that would be best. He stated landscaping and bike lanes on West Lane Road, the landscaping may be a phase two.

Lorelei Juntunen asked if they would like to eliminate the strike throughs on #3, #6 and #8?

General consensus yes.

City Manager Sykes replied how about #7?

Lorelei Juntunen stated she hopes she is not reading too much into the comments she is hearing, but what she thinks she is hearing is that the Council likes their priorities and they don't disagree with what TAC has added, and so maybe one way forward is for them to bring Council a finance plan that does all of these things and what that would mean is much lower dollar numbers on the additional sewer projects and the future connectivity and intersections.

Becky Hewitt stated if you fund everything you would be funding pieces of things and you need to recognize that you are going to have come up with other funding for the rest of it, or you are only going to do a couple of blocks or something like that.

Mayor Burge stated the bike lane should be the priority and then the other items if the funds are available.

Council President Kessi stated in his opinion the West Lane landscaping would be the last thing to do just because there is no retail there.

Councilor Poling stated Columbia Avenue and 1<sup>st</sup> Street should be our top priorities.

Lorelei Juntunen asked does that then sound like we would stick with just being bike lanes on West Lane so that strike through stays, but we do make sure we prioritize the sidewalks on 1<sup>st</sup> Street?

Mayor Burge stated he understands what the idea was with landscaping and bike lanes connecting Columbia Avenue to OMIC but when you are looking at limited resources, he thinks our priorities should be the bike lanes.

Lorelei Juntunen replied that was a pretty significant dollar amount on #3 that would free up resources for #8.

Becky Hewitt stated if you want to do all of 1<sup>st</sup> Street that is about four million. She went over the finance list.

Lorelei Juntunen stated if we can get to where your priorities are then they can work with that and turn it into a finance plan. #1 and #2 stay as they are, #3 as it is, meaning the landscaping is out, #4 and #5 stay on the list but will get reduced to accommodate the other things that were discussed, #8 stays and the strike out goes away, #6 we will try to fund it all, and number #7 comes off.

Mayor Burge stated he would put #5 before #4.

Councilor Haugen stated he would even move it down one more.

Becky Hewitt replied in terms of Councils priorities, you would get the grants and loans in there, you would fund at least a portion and maybe all of 1<sup>st</sup> Street sidewalk improvements, and then put some funding toward future improvements on West Columbia.

Lorelei Juntunen replied that makes sense. She stated which makes it much more likely that we will do all of the enhanced sidewalks on 1<sup>st</sup> Street. She thanked Council.

Council President Kessi asked did we look at putting trees in the middle of Highway 30?

Kim Isaacson replied yes, they did a preliminary study of that which they haven't presented to the TAC or Council. He stated that was a way to think about how they might eliminate some of the left turn lanes and that may also provide opportunity to provide protective crossings but to do that you might have to sacrifice some left turn options. He explained because that is very

complicated and involves ODOT they just sort of came up with a conceptual snapshot and left it at that. He stated that is something that could be developed further if needed.

Becky Hewitt explained the study of the US 30 and Columbia intersection could be a little bit broader to think about a larger portion of the corridor and consider whether there are opportunities for planted medians or things like that and just sort of revisit a little bit of the length of Highway 30 and the circulation there. Then you might be able to consider that type of option and see what would it mean from a transportation perspective, things they weren't able to evaluate as part of an Urban Renewal process.

Lorelei Juntunen went over the proposed goals. She explained in terms of the last goal, support the growth and retention of local businesses, we definitely have a lot of infrastructure investments that can do that, but you could add the concept of tenant improvements through storefront loans to make sure you are really achieving that goal, otherwise she feels like all of the changes and additions Council has made really do advance the goals. She went over the next steps. She thanked Council so much for their time and attention.

Council thanked Lorelei.

City Manager Sykes stated to Lorelei thank you and ZGF for all your time and efforts.

#### **Ord. No 882: Establishment of Scappoose Urban Renewal Agency**

Mayor Burge opened the public hearing at 8:27 p.m.

Elaine Howard explained the process of the Ordinance to establish an Urban Renewal Agency.

Mayor Burge asked if there was anyone who would like to speak on this matter.

Len Waggoner, Scappoose, explained he is on the TAC and they have been going over the questions and such, but his whole issue tonight is to talk about the Scappoose Middle School. He explained he considers there are two properties in the City of Scappoose that can effectively pay for the Urban Renewal. He explained the zoning for the Scappoose Middle School is zoned Commercial, which would allow the construction of about 275 housing units and those housing units could be marketable in the \$300,000 plus range with a parking tower which could total around 85 million dollars of gross, will basically do about a 25 million dollar bond to pay for it. He explained if you are not going to have the Middle School as an opportunity, you basically cut the opportunity to pay for all this in half. He explained when Council approved the airport you approved the concept of employing 8,000 people. He stated those 8,000 people are going to come here and when they get here, they are going to have to find a place to live. He explained the perimeter communities to Portland are going to be the next destination. He stated the practical look at this, that it is a potential site, that site should be addressed, that site should be in the program. He stated it is totally remiss on our part if we don't have that opportunity. He stated the sale of that property would definitely enhance the School District.

Fire Chief Mike Greisen, Scappoose, read a letter to the Council.



## SCAPPOOSE FIRE DISTRICT

P.O. Box 625 SCAPPOOSE, OREGON 97056

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May 20, 2019

To the Scappoose City Councilors:

We all want economic growth. I am here on behalf of the Scappoose Fire District to encourage the City to look at other revenue sources to finance this growth. I also am here to say that the Urban Renewal District plan as proposed has too many flaws to successfully foster growth.

I am deeply concerned that overlapping tax districts were not specifically notified that you plan to formally consider the Urban Renewal District (URD) during this meeting. It was generally stated at the last meeting that you would consider the report at your May meeting. No mention was made of Ordinance No. 882.

When considering an Urban Renewal District, we must remember that URD tax revenue cannot be used to pay for services. An Urban Renewal District raises income for special projects by diverting future taxes away from services.

History has shown that city services are downsized and positions are eliminated due to URDs. The City Manager is well aware of this downsizing because it has happened in Astoria, Forest Grove, and Hood River. Now the City of Albany is getting ready to downsize City services. The City of Albany is looking at a two year plan to eliminate fire fighters, police officers, library, parks and other positions due to increased personnel cost and no new tax revenue to pay for the increase.

You conducted an Urban Renewal Survey asking what improvements Scappoose citizens want to see in the City. These included better roads, better sidewalks, additional police officers and a safer community. You stated that the Urban Renewal District will provide the funding needed for these improvements. Were Scappoose residents ever asked what services they would reduce or eliminate to have the improvements they wanted? Did the City ask its citizens what services and positions they would recommend for reduction or elimination due to insufficient tax revenue available for City services?

Again, Urban Renewal tax revenue cannot be used to pay for services. With the ever-increasing costs of PERS and health care, how will the City pay for increased costs when it has forfeited future tax revenues to create the Urban Renewal District? Does the City have a plan for laying off employees, eliminating positions and cutting services to the citizens of Scappoose?

The Forgone Revenues Statement for overlapping districts is incomplete and therefore incorrect because it does not include the lost revenue for operating levies. Both Scappoose Fire District and Columbia 911 stated in the meeting that they each have 5-year operating levies, and still this information was not included. The citizens of Scappoose Fire District have voted to renew this levy every 5 years to pay for the personnel needed to provide the fire and EMS services they value and require.

This vital tax information was requested multiple times. We were told it would be done in the future by another individual. This information was never provided at a meeting which allowed the necessary discussion to understand how the calculations were determined. One spreadsheet was e-mailed out with no explanation of how the calculations were completed.

The 5-year operating levies for Scappoose Fire and Columbia 911 provide more than half of each District's total tax revenue. These funds are essential to provide the services our citizens requested and expect. Over the life of the Urban Renewal District, the report says Scappoose Fire District will lose \$3,378,415. Actually, the District will lose \$7,094,671 when the levy is included. The report says Columbia 911 will lose \$774,202. Actually, Columbia 911 will lose \$1,625,824 when the operating levy is included. Did the consultants accidentally omit this information even though they were told the two districts operated on 5 year levies? Or was it a deliberate decision to understate revenue loss so City councilors could sell their plan for an urban renewal district?

The URD prospective financial report shows that taxing districts will not lose any tax revenue until 2021, during which the City will lose \$5,830, the Fire District \$2,014, and 911 \$461. We believe these calculations are incorrect and flawed. Actually, as soon as you sign ordinance No. 882 and before the ink dries, the City of Scappoose will lose \$77,443, Scappoose Fire District \$56,508 and Columbia 911 \$13,089.

The Fire District currently needs to replace fire apparatus. Our existing apparatus require increasingly frequent repairs and then are not available for emergencies. We are planning a 10 year capital levy to pay for the apparatus. A 10 year capital levy allows the District to purchase the equipment after the taxes have been received and avoid interest expense.

The signing of the URD will force the Fire District to ask citizens for a bond measure to replace needed fire apparatus instead of going out for a 10 year capital levy. Bond measures include interest expense because funds are received in advance instead of over 10 years. The interest cost alone would cost taxpayers \$1.3 million.

At last year's meeting, the URD development of commercial and industrial jobs was discussed, as was the need to put a new fire station in the industrial area. In the URD Survey, citizens also wanted a fire station on the east side. A new station sounds great, but it takes tax dollars to pay for personnel to staff that station. An increased voter-approved operating tax measure would be necessary to pay for the service needed to staff another fire station. While the URD would benefit from the station, only citizens outside the URD would be paying to staff it.

It would take 2700 residential homes to provide the necessary tax dollars to staff the new fire station. The City has no long range plans for a development of that size at this time. All of these homes would have to be built outside the URD in order to be taxed. Only commercial and industrial structures outside the URD would generate tax revenue which could be used for services. Unfortunately, most available land for commercial and industrial building structures is in the URD.

There are also police and water and sewer services to consider. We have yet to see the financial plan for water and sewer treatment plants. This will be the largest expense in the URD. If there is growth in URD residential or commercial structures, water and sewer rates could be increased to provide the funds needed to protect services in that department.

Economic growth requires increased police service. However, there would be no URD funds to pay for that. Like Clatskanie, the City of Scappoose could contract with Columbia County Sheriff's Office at a reduced cost to citizens. However, we believe the community supports their own police department and will not want to contract with the Sheriff's office for those services.

In conclusion, the citizens of Scappoose deserve to know all necessary information regarding the costs of the URD and how those costs will affect the services they expect and need. Further investigation and discussion into the tax information and calculations presented are needed before agreeing to Ordinance No. 882. In addition, serious analysis of alternative financing options such as voter-approved bond measures must be considered and presented to citizens.

Respectfully submitted,



Michael S. Greisen  
Fire Chief  
Scappoose Fire District



### Alternate Plan for Water & Sewer Treatment Plant Development

Building with bonds guaranteed by taxpayers spreads tax burden over 100% of the city.  
This is more equitable than putting 25% of the City in an Urban Renewal District with  
a resulting loss of revenue to the overlapping districts.

Phase 1:	2020	
	15 Year Bond Measure	\$15 Million
	Pay with bond tax funds	\$7.5 Million
	\$500,000 annually with Systems Development charges	\$7.5 Million
Phase 2:	2035	Higher assessed valuation for same bond amount at same rate
	12 Year Bond Measure	\$15 Million
	Pay with bond tax funds	\$10 Million
	\$500,000 annually with Systems Development charges	\$5 Million
	2045 Pay off bond early	

Systems Development Charges are allowed under ORS 223.307 to pay for expenditures relating to repayment of debt for capital improvements.

Councilor Haugen asked how Chief Greisen came up with the calculations?

Fire Chief Mike Greisen replied on the calculations that were provided by whomever the consultants hired and by using the City's tax rate of \$3.2268 which the City is losing close to 9 million dollars. He explained the second calculation was the Scappoose Fire Districts with the tax rate of \$1.1145 plus the \$1.24 levy.

Lorelei Juntunen replied she would like to see a copy of the testimony so they could go through it point by point and provide any comments that would be helpful, but local option levies are not affected by Urban Renewal in the State of Oregon. She explained they would want to double check and make sure they are using the same terminology and understanding this correctly, but they believe they actually represented their numbers correctly. She explained they are working with Tyberius Solutions to do the financial analysis and he has been at meetings previously.

Elaine Howard stated, to make it clear, permanent rate levies are what are impacted by Urban Renewal and local option levels are not impacted, but they used to be. She stated they would like to be able to sit down with Chief Greisen and go through the numbers and help clarify some of the issues.

Mayor Burge stated he will leave the public hearing open and continue it to the next meeting.

Councilor Greisen asked City Manager Sykes if he faced any of that downsizing when he was in Forest Grove?

City Manager Sykes replied he is not aware of any downsizing in Forest Grove at all. He stated the City is still very robust and doing very well.

Mayor Burge asked if there were any other questions? Seeing none he explained we are waiting for the response which will be at the next meeting.

Legal Counsel Peter Watts stated if Council is going to hold the public hearing open you will need to wait to do the first reading at the next meeting.

City Manager Sykes explained the meeting on June 3 will be a full meeting and then the second meeting in June will be fairly full.

Mayor Burge stated we will continue this until the second meeting in June.

#### **Announcements ~ Information only**

##### **Calendar**

Mayor Burge went over the calendar.

##### **City Manager, Police Chief, Councilors, and Mayor**

City Manager Sykes explained Council has a copy of his department report.

Councilor Haugen explained Cara Heinz is the new Chair of the Park and Recreation Committee.

##### **Executive Sessions:**

- 1. ORS 192-660(2)(e) Real Property Transaction**
- 2. ORS 192-660(2)(e) Real Property Transaction**

Mayor Burge read the opening statement and then went into Executive Session at 8:53 p.m.

**In attendance:** Mayor Burge, Council President Kessi, Councilor Greisen, Councilor Poling, Councilor Haugen, Councilor Lesowske, City Manager Sykes, Legal Counsel Peter Watts, City Planner Laurie Oliver, City Recorder Susan Reeves, and Anna Del Savio, Columbia County Spotlight.

Mayor Burge came out of Executive Session into open session at 9:14 p.m.

## **Adjournment**

Mayor Burge adjourned the meeting at 9:14 p.m.

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Mayor Scott Burge

Attest:

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City Recorder Susan M. Reeves, MMC

**RESOLUTION NO. 19-04****A RESOLUTION APPROVING A COUNTY ORDER TO FORM A SERVICE DISTRICT FOR PUBLIC TRANSIT WITH A PERMANENT TAX RATE**

WHEREAS, the Board of County Commissioners for Columbia County, Oregon, by order intends to initiate the formation of the Columbia County Rider Service District, hereinafter referred to as the "District," for the purpose of providing public transportation through a service district established in accordance with ORS 198.715 and 451.435; and

WHEREAS, the Board's order will also propose a permanent tax rate for the District in the amount of \$0.18 per \$1,000 of assessed property value within the District; and

WHEREAS, the City of Scappoose is located within the service area of the proposed district and pursuant to ORS 198.835(3), no part of a city may be included within the boundaries of the proposed district without a resolution by the city approving that inclusion;

NOW, THEREFORE, BE IT RESOLVED, that,

1. If the voters approve the formation of the District, then the City Council of the City of Scappoose hereby consents to be included in the district; and
2. A certified copy of this Resolution shall be delivered to the County Board to accompany the request for initiating formation.

**PASSED AND ADOPTED** by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage on this \_\_\_\_ day of June 2019.

**CITY OF SCAPPOOSE, OREGON**

\_\_\_\_\_  
Scott Burge, Mayor

Attest: \_\_\_\_\_

Susan M. Reeves, MMC, City Recorder



## AMANI CENTER Columbia County Child Abuse Assessment Program

Mailing Address: PO Box 1001, St Helens, OR 97051

Medical Assessment & Administrative Office: 1621 Columbia Blvd., St. Helens, OR 97051

Phone: (503) 366-4005

Fax: (503) 366-0314

e-mail: [amanicenter@comcast.net](mailto:amanicenter@comcast.net)

May 28, 2019

City of Scappoose

Attn: Honorable Mayor and City Council Members

33568 East Columbia Avenue

Scappoose, OR 97056

RE: Community Enhancement Project Application

Dear Honorable Mayor and City Council Members,

The Amani Center is honored to receive your letter and invitation to submit a grant proposal. With our established partnership, the Amani Center will be able to continue providing much needed services to underserved child abuse victims in our community.

Children are our most vulnerable population. When children do not have access to specialized child abuse medical and forensic assessment services, it may result in further abuse, death or long term health issues. Children who do not have an opportunity to heal from the trauma of abuse may have adverse effects well into adulthood. This may affect their ability to parent and function successfully as an adult in society.

Research has found that traumatic childhood experiences are major risk factors for the leading causes of illness and death as well as poor quality of life in the United States. Therefore, I believe an investment today in the intervention and elimination of traumatic childhood experiences, such as child abuse, will substantially increase the quality of life in our community!

Again, thank you for the opportunity to apply for funding through the City of Scappoose Community Enhancement program. We look forward to continuing the strong relationship we have built with the City of Scappoose. Together we can ensure children are healthy and safe!

Sincerely,

Cassy M. Miller

Executive Director



**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

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Sponsor: Amani Center

Tax ID # 93-1295272

Contact Person: Cassy Miller or Beth Pulito

Daytime Phone 503-366-4005

Address: Po Box 1001

City: St Helens State: OR Zip: 97051

Signature: \_\_\_\_\_



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**PROJECT INFORMATION**

**Project Title**

Child Abuse Forensic Evaluations  
and Support Services

**Amount Funds Requested: Needed by\*:**

\$ 5000

2019/2020 FY

\*Availability of funds is contingent on City's receipt of disbursements from the State

**Proposed schedule**

Project Start Date: 7/1/2019 Project Completion Date: 6/30/2020



## Amani Center – Project Description

Program explanation attached as “Executive Summary” and “Description of Assessment Program and Positions”

The Amani Center is requesting grant funding to support all agency operations in order to provide Child Forensic Evaluations and Family Support Services for victimized children in Scappoose and Columbia County. The purpose of this project is to ensure that alleged child abuse victims in Columbia County are provided with quality medical and forensic assessment/intervention and support services in a timely manner while in a secure and child-friendly environment. The number of requests for the Center’s assessment/treatment services has continued to increase each year.

The City of Scappoose has a 2% higher rate of people under the age of 18 years than Columbia County’s average (per 2010 census). *Last year, nearly 14% of the clients served by the Amani Center were residents of Scappoose and/or victimized in Scappoose. This statistic has held steady for the past 3 years (2016-2018). Additionally, 16% of the total services provided by the Amani Center went to children and families from Scappoose.*

**The Amani Center is requesting funds in the amount of \$5,000 from the City of Scappoose to support the center’s ongoing Child Abuse Assessment Services.** This funding request represents less than 1% of our annual budget requirements for the 2019/2020 fiscal year. To sustain the current level of services and meet the increasing needs of child victims in Columbia County, the Amani Center is seeking total funding in the amount of \$719,269 from multiple grantors, project revenue streams and community members through contributed support donations. Acquiring this funding will retain existing program services and positions within the agency, provide necessary assessment resources, help to sustain essential medical practitioners, and provide supplies required for the center’s operations.

The importance of the assessment team, including a Medical Examiner, Child Forensic Interviewer and Family Support Services Specialist, is crucial to the victim, their caregivers and our community partners. The immediate intervention by the assessment team is integral to the physical and emotional welfare of the child. This initial process is the most important step taken in the healing of the child and the support of non-offending caregivers. Furthermore, the specialized services provide professional diagnosis of child abuse and expert testimony used later for medical/therapeutic treatment and throughout the investigation/prosecution of offenders.

Last year, we provided 246 such assessments. At a time when the service need suggests that ethically and morally our community should be increasing services to this vulnerable population, we are continually faced with the possibility of not being able to provide an adequate number of services to these children and their families. Through diligent fund sourcing and tireless fundraising, we were able to increase Medical Examiner days from 2 to 4 for a portion of 2018. We saw an increase in the number of children seen each week, a confirmation that the staffing increase was a necessity in our county. Unfortunately, we do not see this need decreasing in the future. Our current goal is to sustain funding for these added days with the potential to add a fifth day, if funding becomes viable.

Amani Center – Addressing Community Enhancement, Scappoose Vision Statement & Council Goals

Explain how this project would enhance the Community while achieving one of the values described in the Scappoose Vision Statement and/or City Council Goals.

The Amani Center program addresses the Community Enhancement Program criteria by benefitting youth and underserved populations (criteria “C” on the application). Furthermore, we are also able to support the current City of Scappoose Council Goals, as well as sustain the community’s Vision Statement.

The Amani Center is proud to be a partner with Scappoose Police Department to help keep Scappoose one of the 5 safest communities in Oregon. Scappoose Police Department may refer any child that they suspect to have been abused, neglected or a witness to violence. The Amani Center staff work side-by-side with Scappoose Police Department, DHS and families to ensure that appropriate services are offered.

Further, the Amani Center is committed to providing law enforcement a secure facility to observe forensic interviews and to be provided with written reports, as well as a DVD recording of the interview to further assist with their investigation.

This collaborative endeavor provides law enforcement with specialized child forensic interviewing and medical examinations for their cases in a trauma-informed manner. Additionally, it contributes to reducing further trauma that child victims may experience by providing the child friendly and safe environment to collect case information and to ensure the safety of child victims, thereby supporting part of Scappoose’s Vision Statement of a Caring Community where people will feel safe and be at peace in their homes.

## Amani Center – Project Budget and Secured Funding

### Project Budget

Total Estimated Costs: \$719,269

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Please see attached Amani Center budget – FY 2019/2020

% of Total Budget provided by Sponsor: 99+ %

Is there Secure Funding for Sponsor's share of the total costs? Does the project include funding from other public or private agencies and what are the sources of funding?

The Amani Center has secured funding through multiple streams including: Victims of Crime Act (VOCA) grants, the Justice Reinvestment Act, the Child Abuse Multidisciplinary Intervention (CAMI) Fund, the City of St. Helens Enterprise Zone benefits, Fundraising events, Contributed Support Donations from community members, Columbia Pacific CCO, several smaller foundations including Oregon Community Foundation, Joseph E Weston Grant, Samuel S. Johnson Foundation and employee contribution grants. Additional funding comes from medical billing as well.

# Amani Center 2019/2020 FY Budget

*Proposed budget- Not Board Approved*

## **REVENUE**

<b><u>GRANT REVENUE</u></b>	
Government Grants	\$ 239,959
Foundation Grants:	\$ 74,603
Corporate Grants:	\$10,000
Community Grants	\$ 28,500
Training Grants	\$ 5,000
<b><u>MEDICAL BILLING</u></b>	
Medical Billing	\$ 189,408
<b><u>FUNDRAISING</u></b>	
Event Revenue	\$ 118,700
Individual Contributions	\$ 49,000
<b><u>FEES FOR SERVICE</u></b>	
Fees for service	\$ 3,200
<b><u>OTHER INCOME</u></b>	\$ 900
<b>Estimated Yearly Expenditure</b>	<b>\$ 719,270</b>

## **EXPENSES**

<b><u>PERSONNEL EXPENSES</u></b>	
Gross Salary	\$448,771
Med/Dental Benefits	\$24,266
Gross Taxes	\$50,477
<b><u>GENERAL EXPENSES</u></b>	
Office Rent	\$31,170
Telephone/Fax/Internet	\$3,564
Storage Facility	\$1,320
Water	\$276
Shredding	\$336
Bookkeeping (SMJones)	\$9,000
Payroll/Tax Services	\$1,600
Legal Fees / Services	\$6,000
Office Equipment / Lease	\$2,700
Website Maintanance (Host) DirectNic (Prepaid 2 yrs)	\$96
HIPAA Security	\$15,000
IT Support	\$11,026
CACCareNet (Client Files)	\$1,800
Server BackUp (Carbonite)	\$660
Log Me In (JoinMe)	\$240
SurveyMonkey	\$384
Square	

Direct Timekeeping	\$720
Fundraising Expenses	\$40,700
Staff Holiday Gift	\$300
<b><u>DUES</u></b>	
NCA Membership Fee	\$300
Network Membership Fee	\$750
Chamber Dues	\$500
OR Tax	\$75
<b><u>FEES</u></b>	
SAM	\$50
Secretary of State-DBA	\$50
Secretary of State-Annual Report	\$50
MDT Summit Conference	
Network Meetings	\$1,030
<b><u>INSURANCE</u></b>	
General Liability	\$4,510
D&O Policy	\$2,000
Umbrella	\$750
Cyber Liability	\$1,051
NP Liability Insurance	\$5,329
Worker's Comp Insurance (.0043 per \$100 payroll)	\$800
<b><u>VARIABLE EXPENSES</u></b>	
Training Expenses (Grant Funded)	\$5,000
Equipment Maintenance/Repairs	\$6,000
Office Maintenance/Repairs	\$2,000
Office Supplies & Postage	\$4,500
Background Check Expenses	\$3,000
Legal- VOCA-SST Expenses	\$3,828
Emergency- VOCA-SST Expenses	\$1,358
Therapy-VOCA-SST Expenses	\$3,828
Training-VOCA-SST Expenses	\$2,175
Reserve / Emergency Fund	\$12,000
<b>Estimated Yearly Expenditure</b>	<b>\$719,269</b>

### Amani Center – Project Management

Provide a brief narrative outlining the major tasks and projected timeline schedule for completing each task.

The Amani Center child abuse evaluation and support services is an existing and ongoing project. All services are provided and recorded during the calendar year and all financials are on July 1 – June 30 fiscal year. This project has been operating and in effect since 2003. The Amani Center will continue to provide services to children and their non-offending caregivers as long as the need exists in Columbia County. This project is on a continual cycle and has seen, and will continue to see, both programmatic and organizational growth for many years to come.

Amani Center – Past Community Enhancement grant recipient

Have you received a Community Enhancement grant for this project in the past? If so, was the project successful? Please describe:

Yes, we have received a CEP grant in the past. We believe that the continuation of services and growth at the Amani Center has proven the agency's ability to successfully create and maintain programs by providing child victims of abuse, their caregivers and our community partners the support and services they need.

The primary source of revenue for the Amani Center is grants. The Amani Center has extensive experience managing projects, accurately tracking statistical data and reporting to funders on progress.



## AMANI CENTER

### Columbia County Child Abuse Assessment Program

Mailing Address: PO Box 1001, St Helens, OR 97051

Medical Assessment & Administrative Office: 1621 Columbia Blvd., St. Helens, OR 97051

Phone: (503) 366-4005

Fax: (503) 366-0314

e-mail: [amanicenter@comcast.net](mailto:amanicenter@comcast.net)

### Executive Summary

The Amani Center was founded in response to community need. In the late 1990s, child abuse assessment & treatment services were still not available in Columbia County. Child victims of sexual assault, physical abuse, neglect and other crimes are not only impacted by the crime itself but are often traumatized by the investigative process that occurs after a crime. Without child abuse assessment services, children are often asked to tell the most traumatizing story of their life multiple times to different systems that are often intimidating. Children's ability to provide statements or testimony is often effected by their age and development. Without special training for interviewers and consideration for the unique needs of children, arrest and prosecution outcomes were bleak, children were additionally traumatized and they were not receiving appropriate medical care, follow up supports and services. Child victims in Columbia County faced additional barriers as the nearest facility able to provide forensic medical and assessment services was in Portland. Children had to be transported to Portland and the number of assessment slots was extremely limited. Trips to Portland from our rural community can be upwards of 2 hours each way and emergency room visits can take several hours or more. Our most vulnerable community members faced barriers of poverty, lack of transportation, lack of medical insurance or ability to pay, and inexperience navigating services and systems. Private transportation for this long trip was not always available and limited services such as bus or taxi transportation resulted in either local law enforcement or DHS personnel providing transportation for victims to receive services. This system was slow and costly, and many victims went un-served.

In 2000, a consortium of public and private agencies took action to solve the problem of lack of local child abuse assessment & treatment services. They created the Amani Center. Today our center serves children from birth to 18 years of age who live in Columbia County, Oregon and are suspected victims of abuse, neglect or victims/witnesses of crime (including domestic violence). Columbia County is a large rural area with many remote, geographically isolated and underserved communities lacking in services and resources. Many of the children we serve come from families facing the challenges of poverty, disability, mental health and addiction issues. We provide culturally competent, trauma informed services and are able to accommodate clients with language and cultural barriers.

Amani Center staff provide comprehensive, multi-disciplinary forensic medical assessments and forensic interviews. When appropriate, staff testify in court on behalf of the child. We provide children and non-offending family members with family support services, advocacy, referrals to community organizations and services, as well as compassionate trauma informed crisis support. We are the only agency providing services of this type in Columbia County.

Our services have benefits that ultimately affect every member of our community. The CDC estimates that each victim of child abuse results in an economic cost of \$210,012 and impacts ripple out through family, friends, schoolmates, neighbors and beyond. Victims are more likely to struggle in school, have negative health outcomes, mental health challenges and possibly even react with violent behavior themselves. This results in impacts to the local economy and to all Oregonians due to the costs of Child Welfare interventions, foster-care, special education, self-sufficiency benefits, juvenile department involvement, law enforcement investigations and more. The Amani Center provides information and resource referrals to any family members, caregivers, youth, investigators, community members and community partner agencies who call or stop in for support or assistance.

We continue to see an increased need for Amani Center services in our community and many barriers still exist for the families we serve. As individuals become better at identifying child abuse and our community continues to face increases in parental substance abuse, lack of accessible mental health interventions and an expanding population, more children are identified needing services and support. Our agency has stretched and innovated to continue to be responsive to the community need and to break down these barriers to services. We have developed a small, well-trained staff with an effective board of directors, and have established many strong relationships with community partners and programs. We will continue to provide these services until every child in Columbia County is able to live a life free from abuse.



### **Description of Assessment Program and Positions**

The purpose of this project is to ensure that alleged child abuse victims in Columbia County are provided with quality medical and forensic evaluations and support services in a timely manner while in a secure and child-friendly environment. The number of requests for evaluation services has continued to increase each year since the opening of the center in 2003. Increasing the capacity of our Assessment Program is a vital step in the strategic development of our agency. It will enable us to assist child abuse victims with a timely, specialized and comprehensive child abuse medical and forensic assessment in a child friendly environment.

The demand for our services is staggering, because child abuse is now at epidemic levels. Studies show that every 36 seconds one child in the United States is neglected/abused—and that one in every four girls and one in every six boys will be sexually abused by the time they are 18 years of age.

Since our incorporation in 2000, *we have provided Child Abuse Forensic Assessments to over 1320 children/adolescents*. The Forensic Assessment is conducted by a *team*, which includes a highly trained Child Forensic Interviewer, a Board Certified Registered Nurse Practitioner or Medical Doctor, and a Family Support Specialist. The process includes a digitally recorded interview using Oregon Interviewing Guidelines, a full medical examination using Oregon Medical Guidelines, a determination of abuse, the identification of appropriate treatment, the creation of a safety plan and a referral(s) for follow-up care. In 2018, the Amani Center provided 246 assessment services to children.

#### ***Forensic Interviewer:***

The purpose of the Forensic Interviewer program is to provide children with a skilled child abuse forensic interview by a certified Child Forensic Interviewer. The forensic interview is often times partnered with a medical assessment, which includes a complete physical examination, digitally recorded interview (using Oregon Interviewing Guidelines), determination of abuse, identification of appropriate treatment, and referral for follow-up care.

The child victim will benefit from the Forensic Interview assessment program, as services will be provided in a sensitive manner in a child friendly setting. Based on the child's examination, referrals will be made to a therapist and/or specialist, as needed, as well as recommendations for developmental and/or mental health evaluations. Moreover, caregivers will benefit from this service, as they will be able to consult with the professionals to discuss the child's needs and ways to facilitate the child's healing process. The child further benefits from the Forensic Interview assessment program because the videotape as well as the Forensic Interviewer's assessment and treatment recommendations can be used in Grand Jury in place of the child. This allows the child to heal further without having to re-tell their disclosure to more strangers. We anticipate that over 350 referrals for suspected child abuse victim Forensic Interview assessments will be received during a one-year period.

#### ***Child Abuse Medical Examiner:***

The Medical Examiner provides highly skilled and specialized head-to-toe medical evaluations to alleged victims of child abuse and/or domestic violence. The use of a specialized piece of machinery called a colposcope (used for good light and magnification) is used to assess sexual abuse and to capture quality photographs of physical injury. The Medical Examiner is the designated child abuse medical provider for all of Columbia County. As such, the Medical Examiner may serve as a trainer/consultant regarding child abuse cases within Columbia County. The Medical Examiner provides quality and professional care based guided by Amani Center practice protocols and standards established by the Oregon Medical Child Abuse Guidelines.

#### ***Intake/Family Support Services Specialist (FSSS):***

The FSSS position has enabled the Amani Center to provide intake and support services for child victims of abuse and/or domestic violence and support and follow-up services for non-offending caregivers. Additional services offered by the FSSS have included information and referral, advocacy, and Crime Victims Compensation assistance. The FSSS provides support to the child and family pre, post and during the assessment process.



**Mission Statement:** To provide forensic child abuse evaluations and support for children and their families who may have been impacted by abuse or neglect.

The primary goal of the Center is to ensure that children (birth to 18 years of age) suspected to be victims of sexual abuse; physical abuse, emotional abuse, neglect, and/or domestic violence are provided with quality evaluative and support services in a child-friendly setting.

### ***Amani Center Board of Directors Membership List***

Stacia Tyacke – Chair  
Dave Wasylenko – Vice-Chair  
Tami McDonald – Secretary  
Toni Nelson – Treasurer  
Stan Mendenhall – Board Member  
Molly Hruska – Board Member  
Matt Edwards – Board Member

### ***Amani Center Staff List***

Cassy M. Miller – Executive Director  
Beth Pulito – Fundraising & Outreach Coordinator  
Maria Fenstermaker – Administrative Assistant  
Amelia Kercher – Program Manager  
Nick Schwarz – Forensic Interviewer  
Aaron Brown – Forensic Interviewer, Intake & Family Support Services Specialist  
Terrianne MacEllven – Intake & Family Support Services Specialist, Forensic Interviewer  
Ellen Sperl – Intake & Family Support Services Specialist  
Linda Eddy – Medical Examiner  
Roberta Bentson-Royal – Medical Examiner  
Heather Sutton – Medical Biller



**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

Sponsor: CASA for Children, Inc.  
Tax ID # 93-0923866  
Contact Person: Betsy Stark Miller, Executive Director  
Daytime Phone 503 988 5115  
Address: 2514 Sykes Rd.  
City: St. Helens State: OR Zip: 97051  
Signature: Betsy Stark Miller

**PROJECT INFORMATION**

Project Title CASAs for Columbia County Amount Funds Requested: \$5,000 Needed by\*: 9/30/2019

\*Availability of funds is contingent on City's receipt of disbursements from the State

**Proposed schedule**

Project Start Date: 7/1/2019 Project Completion Date: 6/30/2020

## **Project Description:**

CASA for Children helps keep children safe when they have been abused and neglected, removed from their families, and placed in the protective custody of the juvenile court. Our organization, serving Multnomah, Washington & Columbia counties, recruits, trains, and supervises volunteer Court Appointed Special Advocates called CASAs. The CASA idea is simple but powerful. A CASA from the local community visits with a child or teen in foster care as often as possible, gathers information, attends court dates and family decision meetings, and speaks up for the child for the entire term of his or her stay in foster care. The CASA's sole responsibility is to advocate for the children's rights and best interests, help protect them from the dangers of their situation, help get them the services they need to stay physically and mentally healthy, and help find them a safe, permanent home.

City of Scappoose CEP funds will be used to recruit, train, supervise, and retain an increased number of CASAs in Scappoose and Columbia County. Columbia County sends children into foster care at one of the highest rates in Oregon. Last year there were 132 Columbia County kids in foster care. An average stay in foster care is two years, although older children are likely to stay much longer.

Former foster children suffer from depression, anxiety, and PTSD at twice the rate of others their age. Only a small percentage get an education beyond high school and, as adults, former foster children are much more likely than others their age to experience poverty and homelessness. If children are able to have the benefit of a CASA advocate, their circumstances are improved in the short-term and, in the long term, they are more likely to attain stability as adults. CASAs get better results for their kids because they are able to concentrate on the needs of one child, or a small group of children.

When children have a CASA, they:

- are twice as likely to receive counseling while in care;
- spend, on average, eight fewer months in foster care;
- move from home to home fewer times. On average, children without a CASA move 6.6 times while children with a CASA average 3.9 moves;
- do better in school. Studies show they are more likely to pass courses, behave better, and avoid expulsions;
- are far less likely to come back into the child welfare system after being reunited with their family, adopted, or placed in a guardianship.

CASAs also benefit our communities financially. With a CASA to guide them, a child leaves the child welfare system faster than those without a CASA, saving the State of Oregon on average \$24,375 per child in court and foster care costs.

During the 2019-2020 fiscal year, if our project is funded, CASA for Children projects we will serve 92 children from Columbia County, including 8 children in Scappoose, ages birth thru 18. As a result, we hope to achieve more success stories like Justin's\*.

Justin's learning disability, coupled with irregular attendance in the past due to his living circumstances, had him many years behind his peers academically. He needed intensive help with reading. Because of his CASA's advocacy he was able to receive tutoring 5 days per week. His guardian reported to the CASA "Justin worked very hard this summer and the results are amazing! The best part of the tutoring is that his confidence is building and he is attempting to read things! Before the tutoring, he would avoid reading at all costs. He would avoid playing family games and ask others to read things for him only if absolutely necessary. Mostly he would avoid situations entirely and isolate himself. Justin has noticed his improvement and excitedly read a book to his aunt to show her his progress in reading! He has a lot of work to do but this is a very successful start". Every child that goes into the court system without a well-trained CASA represents a missed opportunity for a better outcome.

\*Name has been changed

**Explain how this project would enhance the Community while achieving one of the values described in the Scappoose Vision Statement and/or City Council Goals?**

CASA for Children in Columbia County meets the CEP eligibility criteria in a number of ways. It benefits youth, low income persons, and underserved populations. All of the children we serve, due to their circumstances, are very low income. When children enter foster care, case workers in the child welfare system (DHS) struggle under heavy caseloads and are not able to provide many of the services children need to keep them safe and healthy. A trained CASA advocate is able to focus his or her full attention on a single child or a small family group during the time they are in foster care, visit them frequently to see that they are safe, and apply their efforts to resolving the child or children's situations so that they can be reunited with their family or move on to adoption or guardianship.

The district attorney may have more than 70 current cases, the individual attorneys are likely to have 50 or more, and the DHS social worker will be responsible for the welfare of 25-30 children. All are struggling with heavy caseloads and as a result there is no time for deep consideration and attention to detail. The judge will often turn to the CASA's report first because CASAs stay with their children for their entire time in foster care. The judge will ask the CASA to address the court and, four times out of five, the judge will implement the CASA's recommendations.

CASA for Children's Columbia County program also contributes to the "Lifelong Learning" aspiration of the City Vision Statement by helping to provide educational opportunities for all ages and ability levels. The CASA Educational Advancement Project specifically supports educational achievement for children in foster care by training and supporting CASA volunteers as they remove barriers and improve the circumstances for children's academic progress.

Educational stability and progress are the best predictors of success for foster children. Foster kids have lower standardized test scores, lower academic progress, drop out at a higher rate, and have challenges in developing social and peer relationships. Because many children entering foster care are falling behind in school when they are removed from their families and fall further behind while they are in foster care, CASA for Children is committed to focusing on appropriate goals for CASAs and children to aim for while children are in foster care.

This grant will be used to provide CASAs training in educational advocacy. CASAs are trained to remove barriers to success, advocate in the classroom, and work to obtain tutoring, transportation, or help their CASA child get an individual education plan (IEP). Behaviors that are the result of trauma, or symptomatic of recognized disabilities such as Attention Deficit Hyperactivity Disorder (ADHD), can often appear to be simply bad behavior. CASAs work with teachers to help them understand the difference. In school, children with CASAs are shown to pass more courses and have fewer behavior problems.

## PROJECT BUDGET

**Total Estimated Costs:** \$234,651

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Costs were based on previous 3 years of organizational expenditures

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services	4,025	34,500	97,500	77,354
Supplies	250	1,000	2,500	5,000
Capital				
Materials	375		1,500	5,500
Other	350	497	3,000	1,300
Total	5,000	35,997	104,500	89,154

% of Total Budget provided by Sponsor: 15 %

**Is there secure funding for Sponsor's share of the total costs? Does the project include funding from other public or private agencies and what are the sources of funding?**

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CASA for Children receives secure funding from the State of Oregon through the Department

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Administrative Services for each of the counties we serve (\$35,997 for Columbia County).

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Other #1: We also receive funding from a mix of local, state, and national funding sources. This includes Columbia Pacific CCO, \$15,000; NW Natural, \$10,000; Joseph E. Weston Public Foundation, \$30,000; and the James & Shirley Rippey Family Foundation, \$15,000.

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Pending are proposals to the Reser Family Foundation for \$10,000 and the Ford Family Foundation for \$10,000.

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Other #2 includes funds from our local Columbia County recognition event and individual contributions, as well as allocated proceeds from annual events like the golf tournament and our auction/dinner.

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## **PROJECT MANAGEMENT**

**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

During fiscal year 2019-2020 we plan to serve 92 children in Columbia County. All of the activities of the project: recruiting, training, and supervising are ongoing throughout the year.

Our recruitment staff and local Program Manager will make an estimated two presentations per month at local organizations including chambers of commerce, schools, community events, fairs, and places of worship. They will meet and talk with people who have an interest in being a CASA and schedule orientations for prospective CASAs, accept applications, and arrange interviews. In addition recruitment staff will place advertisements and brochures at local businesses and public buildings

Whenever there are five or more new recruits, staff will schedule a 35-hour training so that CASAs can learn while their interest is high. The Program Manager, CASA Supervisors from Portland and Hillsboro, and speakers from a range of child service non-profits will take part in 3 training sessions next year with the goal of assigning 15 new CASAs. These trainings are held specifically for Columbia County residents, in Columbia County, rather than the Portland area in order to remove barriers to participation, specifically travel time and cost.

The Columbia County Program Manager and Recruitment Specialist will lead these efforts with support from the central office in Portland including the Executive Director, Development Director, Program Director, Recruitment Manager, and front office staff.



**Have you received a Community Enhancement grant for this project in the past? If so, was the project successful? Please describe:**

Yes, CASA for Children received \$3,454 in 2015, \$3,732 in 2016, \$4,088 in 2017 and \$4,133 in 2018. This increasing investment over the years illustrates both the need for these services and the benefit they provide the community.

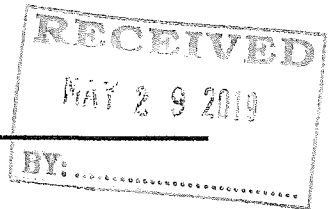
CASA for Children's Columbia County office opened in January 2015 with a small group of CASAs from the previous program serving 24 children. With the help of the City of Scappoose CEP grants, we have grown to serve 92 children this year, meeting our goal for the year. In fact, we exceeded our goal of 40 total active CASAs by 3. During fiscal year 2020 our goal is to recruit and train an additional 20 new CASAs in order to serve 110 children.

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**Applications must be submitted by 3:00 pm, May 29, 2019, at Scappoose City Hall, 33568 East Columbia Avenue. Please limit question responses to the spaces provided.**

**Scappoose Motto**  
**Small Town, Big Community**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



Sponsor: Friends of Scappoose Parks (City of Scappoose)

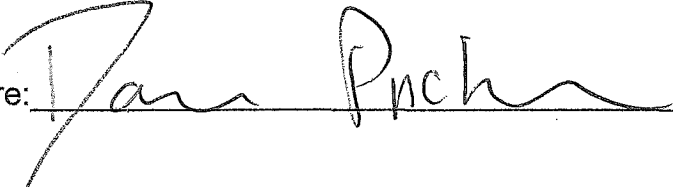
Tax ID # 93-6002251

Contact Person: Dana Pricher

Daytime Phone 541-490-7476

Address: 32758 NW Bella Vista Dr

City: Scappoose State: OR Zip: 97056

Signature: 

**PROJECT INFORMATION**

**Project Title**

**Amount Funds Requested: Needed by\*:**

Earth Day Festival and Regular Volunteer Service projects: \$2600 July 1, 2019  
\*Availability of funds is contingent on City's receipt of disbursements from the State

**Proposed schedule**

Project Start Date: July 1, 2019

Project Completion Date: June 30, 2020

**Project Description:**

The Friends of Scappoose Parks will be the chief organizing entity for the 2020 Scappoose Earth Day Festival. The event will be held in April 2020 and will consist of volunteer service projects such as planting trees and flowers in a city park(s) or surrounding area, trash cleanup, and other projects to enhance the natural environment. Additionally, live music, food, and educational/informational booths from local and regional organizations focused on sustainable living practices and recreational involvement will be present at the event. The event will be free and open to the public, so that all residents of Scappoose and surrounding communities may participate. Friends requests \$1600 for materials and supplies to successfully conduct the 2020 Scappoose Earth Day Festival.

In addition to the 2020 Earth Day Festival, Friends has regularly scheduled service days where residents can spend a Saturday morning with neighbors working on a service project, doing minor clean-up events, and experience the outdoor

opportunities that the City has to offer. Friends does not currently have tools that can aid volunteers in these efforts and has relied upon tools brought by volunteers and loaned by friends and family members. Friends requests \$ 1000\_ for tools and materials for use on volunteer service projects.

**Explain how this project would enhance the Community while achieving one of the values described in the Scappoose Vision Statement and/or City Council Goals?**

This project will benefit the Scappoose community by helping to build a sense of pride and ownership of our local parks and outdoor spaces. The Scappoose Vision Statement includes: building a caring community, local pride and passionate stewardship. These events will help citizens to connect with each other, with their public spaces and the environment. The projects foster civic engagement by encouraging people to interact with their neighbors and to be a part of the public process. They build local pride by enhancing our public spaces with natural beauty and opportunities for learning. The Earth Day festival includes many opportunities for residents to learn about sustainable practices and environmental stewardship while the service projects provide opportunities for hands-on care and interaction with the environment.

Finally, the service projects completed during the Earth Day festival and work days have long-lasting benefits that extend beyond just the day of the event by enhancing our local parks and open spaces for all to enjoy.

**PROJECT BUDGET**

**Total Estimated Costs: \$6700**

How were these costs estimated (quotes, catalog, previous projects, etc.)?

\_Previous projects, catalogs\_\_\_\_\_

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services	500	3375		
Supplies/tools	550	50	100	
Plants/Materials	1000	500		
Food/music vendor	250			
Other (marketing)	300	75		
Total	2600	4000	100	

% of Total Budget provided by Sponsor: 60%

**Is there secure funding for Sponsor's share of the total costs? Does the project include funding from other public or private agencies and what are the sources of funding?**

Sponsor will primarily provide personnel services to plan and coordinate events and service projects with City Staff and by providing volunteers the day of the events as needed. \$1000 of Sponsor funds will be donations and services from local businesses and groups to provide music, food, materials, and marketing services for the events. In addition, Sponsor will apply for \$100 tool/material grant from SOLV Oregon for supplies related to service projects the 2020 Scappoose Earth Day Festival.

The budget estimates are based on the Earth Day Festival that Friends of Scappoose Parks planned in conjunction with the City of Scappoose and the Scappoose Library in April 2019. The estimates for tools and materials for service projects are based on the current prices at ACE Hardware and Scappoose Sand and Gravel.

### **PROJECT MANAGEMENT**

**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

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**For Earth Day Event** planning will begin approximately 4 months in advance.

#### **2-4 months prior to event**

- Set date and Schedule of event activities in coordination with the City of Scappoose
- Design Press kit for marketing and distribute marketing materials; marketing materials to be distributed on a regular basis up until the event

#### **1-2 months prior to event**

- Secure commitments from music providers (bands) and food vendors
- Obtain permits from City/County as needed
- Determine Earth Day service project locations and design
- Contact partner organizations for booths (Earth Day) and supplies (tables, dishware, trash)
- Contact plant and landscaping vendors and/or non-profit organizations (such as the Garden Club or Scappoose Bay Watershed Council) for willingness to provide in-kind donations
- Identify willing volunteers for coordination of day-of operations of the event
- Develop event agenda

#### **1-2 weeks prior to event**

- Acquire plant and landscape material for planting projects
- Prepare planting area and service project framework
- Deliver and stage service project materials for event
- Acquire materials and supplies for crafts and games

- Check-in with, distribute instructions, assign roles for volunteers

#### Day of Event

- Day-of setup
- Manage operations of volunteers participating in the event
- Clean up and take down of event site
- Provide debrief for City newsletter and local press

#### **SERVICE PROJECTS TIMELINE**

Ongoing planning with other local groups such as Historical Society, Garden Club, Boy Scouts, CZ Trail Committee and Parks Dept to identify projects.

1 to 2 weeks prior to service day – finalize project details and make supply list.

2 weeks prior send out newsletter and Facebook posts to notify volunteers, confirm project with Public Works Dept

1 week prior – secure materials for project, continue contacting volunteers

Day of – stage materials and tools, coordinate volunteers, clean-up

Follow up – post pics of completed projects on FB, email list

**Have you received a Community Enhancement grant for this project in the past? If so, was the project successful? Please describe:**

No, Friends of Scappoose Parks has not received the CEP grant in the past. Friends cosponsored and organized the 2019 Earth Day Festival with the City of Scappoose and the Scappoose Library. The event, the first year such an event has been held, was a success that approximately 100 people attended. This project would build on the success of and insights from the 2019 event to improve and expand it for next year. Service Projects completed in March, April and May of 2019 relied on the use of personal tools from volunteers and tools borrowed from local partners (City of Scappoose, Scappoose Bay Watershed Council).

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**Applications must be submitted by 3:00 pm, May 29, 2019, at Scappoose City Hall, 33568 East Columbia Avenue. Please limit question responses to the spaces provided.**

**Scappoose Motto**  
**Small Town, Big Community**



**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

Sponsor: Scappoose School Dist

Tax ID # \_\_\_\_\_

Contact Person: Jolene Jonas

Daytime Phone 503 543-2873

Address: 28250 Hafferman Rd

City: Scappoose State: OR Zip: 97056

Signature: Jolene J Jonas

**PROJECT INFORMATION**

**Project Title**

**Amount Funds Requested: Needed by\*:**

Annual Mike Sheehan Chess Tournament \$ 3,500 9/1/2019

\*Availability of funds is contingent on City's receipt of disbursements from the State

**Proposed schedule**

Project Start Date: 9/1/2019 Project Completion Date: 3/31/2020

**Project Description:**

Mike Sheehan was a well loved and respected member of our community for decades. When he passed in 2018, we decided to do something special in his memory. Since he was such an avid chess player, teaching the sport to generations of children, we organized a chess tournament in his name (logo in attachment). 60+ students and their families from around the PNW region came to Scappoose High School to participate in the chess competition. Students from K through 12 represented a sea of diversity where everyone was treated with respect. As the students competed, parents explored our city, shopped in our stores, ate in our restaurants. The event was a complete success.

Based on that experience, we decided it should become an annual event. We believe it is important that students can have fun in a competitive event focused on intellectual vs physical skills such as football or basketball.

In addition, the Sheehan family is donating three tournament quality chess sets to each of the Scappoose schools.

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**Explain how this project would enhance the Community while achieving one of the values described in the Scappoose Vision Statement and/or City Council Goals?**

Our goals and objectives for the event are as follows:

Promote lifelong learning by encouraging the advancement of chess skills while providing an environment that increases cultural diversity,

Promote local pride by sharing our historical/cultural artifacts with the families who participate in the event,

Promote and support our local businesses as the attending families explore what our city has to offer,

Align with Friends of Scappoose Parks, providing a map of our city parks for exploration during and after the competition,

Grow community outreach by bringing in families from throughout the PNW region who have never visited our city,

Create a marketing/branding program via an annual event that more and more families will attend,

Promote and support local tourism, again via the new families that find their way to our city/county,

Help create a unique Scappoose "brand" of a small town that encourages and honors intellectual achievement.

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## PROJECT BUDGET

**Total Estimated Costs: \$3,500**

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Previous project, with adjustments based on what we learned

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$3,000*			
Supplies	\$500**			
Capital		\$600***		
Materials			\$500****	
Other				
Total	\$3,500	\$600	\$500	

\*Ryan Svenson to coordinate all aspects of the event

\*\* Medals/Plaques

\*\*\* Scappoose School facility costs

\*\*\*\* Tshirts for participants/volunteers

% of Total Budget provided by Sponsor: 12%

**Is there secure funding for Sponsor's share of the total costs? Does the project include funding from other public or private agencies and what are the sources of funding?**

Yes,

We anticipate \$20 per participant to cover their participation plus a Tshirt. This will not cover all our expenses. We anticipate an additional \$600 to \$800 from other sponsors. Last year's primary sponsors were Pat and Mary Kessi, as well as Phillip Margolin, a prominent Oregon author.

Last year's attendance was 60. We hope to double it this time.

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## **PROJECT MANAGEMENT**

**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Plan and organize the successful implementation of the annual Mike Sheehan Memorial Chess Tournament (MSMCT). This is to be a sanctioned Oregon Scholastic Chess Federation (OSCF) event;

Organization of the event to include but not limited to the reservation of school facilities, coordination of the event with OSCF, management of registration, making arrangements for food services and custodial services, solicitation and training of volunteers and the design and purchase of official tournament t-shirts using the designated logo;

Promote the legacy and memory of Mike Sheehan as it relates to chess, strategic thinking\* and community involvement. At whatever level the Sheehan family wants to be involved, include them in planning and conducting the event;

Develop a budget and secure sponsors as needed. Recognize sponsors in a meaningful manner;

Utilize the resources of OSCF;

Showcase the City of Scappoose, whose motto is "Small Town, Big Community", for its livability, parks, unique history, recreational opportunities and good schools. Keep the City Council and the City Park and Recreation Committee apprised of tournament details and plans. The City of Scappoose is the primary sponsor of the tournament;

Partner and work cooperatively with the Scappoose School District (SSD) in planning, scheduling and use of facilities. The SSD is one of the main sponsors of this event;

Advertise the MSMCT in our extended community. Utilize social media as appropriate;

As much as possible, encourage the establishment of chess clubs in each of the Scappoose schools, the two charter schools, local private schools and the home school community;

Promote and create ways to drive visitors and participants to local businesses and sites of interest during their visit;

\*Having students learn strategic thinking was important to Mike Sheehan. As a well-respected attorney, he served as the legal advisor to the Scappoose High School Mock Trial team. Mock Trial is a national program. Under his leadership and that of the sponsoring teacher, SHS teams did exceptionally well in local and regional competition. Playing chess teaches strategic thinking skills.

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**Have you received a Community Enhancement grant for this project in the past?  
If so, was the project successful? Please describe:**

No

**Applications must be submitted by 3:00 pm, May 29, 2019, at Scappoose City Hall, 33568 East Columbia Avenue. Please limit question responses to the spaces provided.**



COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: South Columbia County Chamber of Commerce

Tax ID # \_\_\_\_\_

Contact Person: Hope Wirtz

Daytime Phone 503-397-0685

Address: 2194 Columbia Blvd.

City: St. Helens State: OR Zip: 97051

Signature: [Signature]

PROJECT INFORMATION

Project Title

Amount Funds Requested: Needed by\*:

Wings + Wheels 2019 \$ 5000<sup>00</sup> 07-31-19

\*Availability of funds is contingent on City's receipt of disbursements from the State

Proposed schedule

Project Start Date: 8-17-19 Project Completion Date: 8-17-19

**Project Description** (a short description of the proposed program or project including for what purpose or how the CEP funds will be used). Also, please estimate how many residents will be served or benefit if this project is funded.

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Wings and Wheels is a community event held at the Scappoose Airpark and features a unique set of attractions including gyroplanes, classic car cruise-ins, motorcycles, military vehicles, race cars, model train exhibit, music, local vendors, kids activities, food, brews, and much more.

I have included a flyer at the end of this package with more information pertaining to the event.

We are anticipating over 3,000 people will attend this year's event.

**Explain how this project would enhance the Community while achieving one of the values described in the Scappoose Vision Statement and/or City Council Goals?**

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This event is currently the only festival in the city of Scappoose. The cities vision discusses a connected community and local civic pride. This event connects local business partners and celebrates our airport.

Additionally, this year, we have partnered with the Northwest Antique Airplane Club, and Highway 30 Cruisers to add more collaboration to the community (these have been separate events in the past).

The Port of St Helens has been instrumental each year in helping us put this on, and have, once again, continued to support this.

We will also have a half-marathon race to start the day that includes running around Honeyman Road. Any additional pressure you can place on the mayor to run all 13.1 miles would be appreciated!

This year we are adding a 5K run as well.

## PROJECT BUDGET

**Total Estimated Costs:** \_\_\_\_\_

How were these costs estimated (quotes, catalog, previous projects, etc.)?

\_\_\_\_\_ Breakdown estimated  
costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies	2500	7500		
Capital		1000		
Materials				
Other	2500	6000		
Total	5000	14,500		

% of Total Budget provided by Sponsor: \_\_\_\_\_%

Is there secure funding for Sponsor's share of the total costs? Does the project include funding from other public or private agencies and what are the sources of funding?

Yes, the event is run by sponsorships from both public and private entities.

## **PROJECT MANAGEMENT**

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**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

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We will be on-boarding sponsors through the middle of August to maximize exposure, and to ensure the community is presented with the most complete vendor line-up.

Until that date we will be recruiting as many vendors as possible.

We will be advertising and trying to get as many runners as possible, too, for the half-marathon.

Volunteers will also be a big push for us. We will endeavor to get as many for the race portion (around the course) as possible. This will continue until the day before the actual race.

A lot will follow the same format as last year.

**Have you received a Community Enhancement grant for this project in the past? If so, was the project successful? Please describe:**

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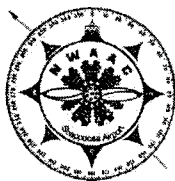
We have received this grant in the past and it has been extremely successful because of that. The grant is very important to the success of the event, and we thank you for your kind award last year.

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**Applications must be submitted by 3:00 pm, May 29, 2018, at Scappoose City Hall, 33568 East Columbia Avenue. Please limit question responses to the spaces provided.**

**Scappoose Motto**  
**Small Town, Big Community**



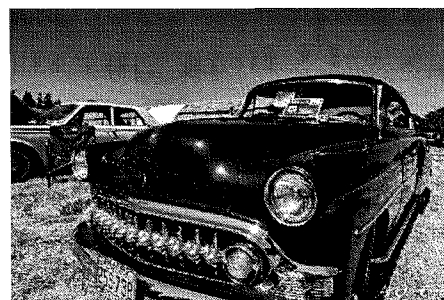
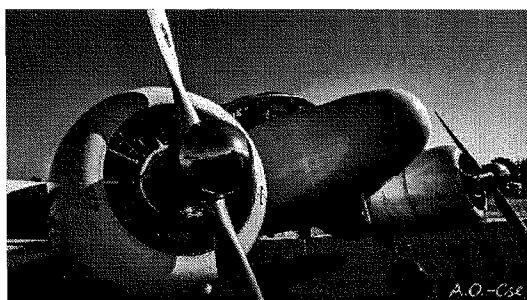


# *Scappoose Fly In / Cruise In Wings & Wheels 2019*

**Saturday, August 17, 2019 / 9:00am – 5:00 pm**

## **Sponsor Information**

**We invite you to become a sponsor of the Scappoose Fly in | Cruise in Wings & Wheels 2019 Festival. Hosted in partnership with the South Columbia County Chamber of Commerce, Highway 30 Cruisers and the Northwest Antique Airplane Club, we bring you a one-of-a-kind Community Event. Held at the Scappoose Airpark, Wings & Wheels features a unique set of attractions including airplanes, gyroplanes, classic car cruise in, motorcycles, military vehicles, music, vendors, kids' activities, food, brews and more!**



*Planes / Cars / Bikes / Vendors / Music / Food / Kids' Activities / Beer Garden / Military Vehicles / Helicopters / Half Marathon / And More!!*

**Scappoose Industrial Airpark  
53835 Airport Road, Scappoose, OR 97056**

This event features the combined strengths of the partners, each of whom bring a long history of successful events. Cars, planes, food, beer garden, vendors ... this community festival has something for everyone! 2019 promises to be a bigger event than previous years reaching a significantly wider audience and ensuring a higher attendee count. Your sponsor commitment will place you in front of a large market reach spanning multiple communities.

We eagerly look forward to hosting Wings & Wheels 2019 and hope you will join us as a sponsor of this outstanding opportunity.

*General Admission is free / Expected attendance is over 4000*

### **About the South Columbia County Chamber of Commerce**

The South Columbia County Chamber of Commerce is the go-to place for information about local businesses and the South Columbia County area. The Chamber serves as a connector, supporter and advocate promoting the general welfare, prosperity and economic growth of the business community. The Chamber seeks to increase opportunities for businesses and build collaborative efforts contributing to the vitality of our region.

***Strength of Business is our Priority***

## **We hope you will join us as a sponsor of the *Scappoose Fly In / Cruise In Wings & Wheels 2019 Festival***

The Event is an excellent opportunity to market your business directly to over 4000 Event attendees and to 10,000+ community supporters through websites, social media, partner media and Event advertising.

### **\$5,000 Presenting Sponsor**

- Sponsor will be promoted and named on the front of program as, *Wings & Wheels 2018 presented by (Your Business Name)*. Must commit by 6/15
- Sponsor will receive verbal recognition during the Event – approximately hourly 30 second commercials by DJ
- Sponsor may provide up to 3 signs/banners to be displayed at the Event (not to exceed 3' x 5')
- Sponsor will be featured at the top of the Wings & Wheels webpage as Presenting Sponsor
- Sponsor will be Spotlighted in Event social media posts
- All benefits listed below

### **\$2,500 Premier Sponsor**

- Sponsor will receive verbal recognition during the Event – four (4) 30 second commercials by DJ
- Sponsor may provide two signs/banners to be displayed at the Event (not to exceed 3' x 5')
- Sponsor will be featured in Event social media posts
- Sponsor will be featured on the Wings & Wheels webpage
- All benefits listed below

### **\$1,000 Supporting Sponsor**

- Sponsor logo will appear on Event print materials, including the Event activities program
- Sponsor logo will appear on Wings & Wheels webpage
- Sponsor will be recognized in Event social media posts
- Sponsor will be recognized on Event related press releases sent to local print and TV media
- Complimentary 10' x 20' booth in the vendor area
- Sponsor will receive verbal recognition during the Event – approximately hourly acknowledgements by DJ
- All benefits listed below

### **\$500 Community Sponsor**

- Sponsor will receive verbal recognition during the Event – four (4) acknowledgements by DJ
- All benefits listed below

### **\$250 Friend Sponsor**

- Sponsor name will appear on Event print materials, including the Event activities program  
Must commit by 7/15
- Sponsor will be acknowledged on the Wings & Wheels webpage
- Complimentary 10' x 10' booth in the vendor area
- Sponsor may provide one sign/banner to be displayed at the Event (not to exceed 3' x 5')

***Wings & Wheels 2019 Half Marathon Race***  
**Sponsor Opportunities**

**\$5,000 Blitz Sponsor**

- Sponsor logo will appear prominently at the top of the Race bibs
- Sponsor will receive verbal recognition during the race – four (4) 30 second commercials by DJ
- Sponsor will be featured at the top of the Race webpage and registration page as Blitz Sponsor
- Sponsor will be spotlighted in Race social media posts
- Sponsor will be featured on the South Columbia County Chamber of Commerce website prior to the Race or within one (1) month
- All benefits listed below

**\$2,500 Surge Sponsor**

- Sponsor logo will appear prominently on Race bibs
- Sponsor will receive verbal recognition during the Race – two (2) 30 second commercials by DJ
- Sponsor will be featured on the Race webpage and registration page as Surge Sponsor
- Sponsor will be Spotlitged in Race Facebook page
- All benefits listed below

**\$1, 000 Dart Sponsor**

- Sponsor logo will appear on Race bibs
- Sponsor logo will appear on Sponsor Recognition signage at Race start/finish
- Sponsor logo will appear on the Race webpage and registration page as Dart Sponsor
- Sponsor will be recognized in Race social media posts
- All benefits listed below

**\$500 Swift Sponsor**

- Sponsor logo (small) will appear on Race bibs
- Sponsor will receive verbal recognition during the Race – two (2) acknowledgements by DJ
- Sponsor logo will appear on the Race webpage and registration page as Swift Sponsor
- All benefits listed below

**\$250 Dash Sponsor**

- Sponsor name will appear on Race bibs – must commit by 7/15
- Sponsor be acknowledged at the start and finish of the Race – acknowledgements by DJ
- Sponsor name will appear on the Race webpage and registration page as Dash Sponsor
- Sponsor name will appear on Sponsor Recognition signage at Race start/finish

**Additional Sponsorships** available: for example, Beer Garden, Trophies, Half Marathon, Parking ...

The Event committee and Chamber staff are open to your suggestions regarding other ways we can help you promote your business.

**Participating supporters to Date**

Oregon Aero ~ Port of Columbia County ~ City of Scappoose ~ Scott Burge Insurance  
More to be added...!



**Community Enhancement Project Application**

**Sponsor:** Columbia Humane Society

**Tax ID:** 93-0919021

**Contact Person:** Lisa Beggio, CNED

**Daytime Phone:** 503-369-7643

**Address:** Box 845

**City:** St. Helens **State:** OR **Zip:** 97051

**Signature:** Lisa Beggio, CNED

**Project Information**

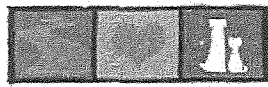
**Project Title :** Columbia County Dog Fair

**Amount Funds Requested: When Needed By:** \$1500.00/Upon Availability

**Proposed schedule**

**Project Start Date:** 09/07/2019

**Project Completion Date:** 09/07/2019



Columbia  
humane society  
*... compassionately person.*

### **Project Description**

Our proposed event is the Columbia County Dog Fair, to take place in Veteran's Park on Saturday, September 7th. This fundraiser for the Columbia Humane Society (CHS), will also provide a fun and educational event for Columbia County. We are still working on obtaining the necessary permits.

Once again our goal is to create a family fair experience for dogs and dog lovers alike. This will be the second year that CHS has hosted this event. Last year it was hosted in conjunction with the Scappoose D.O.G. who have since disbanded as a 501(c)(3). We once again hope that this event will help to support the City of Scappoose's goals of 1D and 1E of the 2019-20 Council Goals and Objectives by providing a Scappoose-based destination event of interest. Our aim is to attract visitors from throughout Columbia County, and into the Portland tri-county METRO area, the Astoria area, and the Vancouver, and Longview/Kelso Communities in Washington.

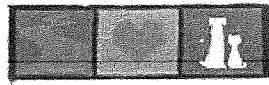
The opening of the fair will be roughly 10:00 am. All vendors will be in place and we will begin to start our demonstrations and games at this time. We would like to have as much public participation as possible throughout the event in various demonstrations, and other dog related activities. CHS would like to focus on education of the public about the humane treatment of animals, humane training, and the importance of spaying and neutering your pets to help ease the population of unwanted pets in our community. We would like to encourage local vendors and businesses in the area, along with food vendors, to attend the event.

Columbia County Dog Fair 2019 Budget

Item	Budget	Actual Cost
Printing/Advertising	\$700.00	
Garbage Disposal	\$45.00	
Electronics	\$75.00	
Ribbons	\$50.00	
Volunteer Care	\$200.00	
Misc Items	\$600.00	
Total Estimate	\$1,670.00	

**Is there secure funding for Sponsor's Share of total Costs? Does the project include funding from other public or private agencies and what are the sources of funding?**

Yes, funding is secure. Worse case scenario, if no other funding sources (ie grant and sponsorships) are obtained, then CHS will pick up the cost of putting the event on from our fundraising budget. Steps are currently in place to obtain platinum/gold/silver sponsorships for businesses and/or individuals, along with the proposed grant request.



Columbia  
humane society  
*...and associated community projects...*

## **Project Management**

Planning stages of the event are already happening. We have started working on obtaining the permit from the City of Scappoose. We have started working on Vendors, as well as games and activities that will be occurring during the event. Once we have the final permit from the City we will start advertising the event.

This event will require closing off Roger Kucera Way on Saturday, as a safety consideration for expected children and dogs; and would utilize all of Veterans Park, including the dog park off-leash play area.

Set up will begin around 7:00 am on September 7th, we will start putting out signs and such to direct people to the parking areas. Vendors will begin to arrive around 8:00 am, we will have a volunteer that will be managing vendors and vendor parking.

At each entrance of the park we will have a volunteer that will be collecting cash donations for entry into the event. This is also the location that each person who is over the age of eighteen that is entering the event will have to sign a waiver of liability.

Events for the day will begin taking place at 10:00 am and will continue on until 3:00 pm. We will then have clean up from 3:00 pm to 5:00 pm. We will leave the park in good condition with all garbage picked up and in the appropriate places, all signs will also be retrieved from the park.

**Have you received a Community Enhancement grant for this project in the past? If so, was the project successful? Please describe:**

Yes, we did receive a grant last year for this project. The project we felt was very successful. We had a turn out of about seventy five people and their dogs to the event and a great time was had by all. The several different vendors we had, all had a wonderful time, and the activities that we had were a big hit, we are hoping to expand on all of those this year and make it even better. Over all we were able to raise just about \$3000.00 for CHS to help us continue our mission to assist the community in the successful rehoming and training of adoptable animals. We look forward to bringing this event to Scappoose again this year.



**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

Sponsor: Scappoose Community Club

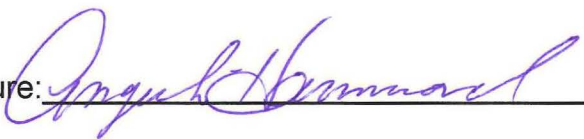
Tax ID # EIN 93-0773464

Contact Person: Angela Hammond

Daytime Phone 503-349-6416

Address: P.O. Box 933

City: Scappoose State: OR Zip: 97056

Signature: 

**PROJECT INFORMATION**

Project Title	Amount Funds Requested:	Needed by*:
Funding Music at the Farmers' Market	2500	Upon approval
	\$	

\*Availability of funds is contingent on City's receipt of disbursements from the State

**Proposed schedule**

Project Start Date: May 18, 2019 Project Completion Date: Sep 28, 2019



**Project Description:**

This project will return a full season of music and entertainment to the Scappoose

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Farmers' Market by restoring funding. Currently, the sponsor of the farmers market, the

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Scappoose Community Club, limited the FM music and entertainment budget to

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build our overall budget for other community projects. In years past, we received some

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supplemental support for music via CRPUD grant funding, but grant focus has shifted

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and our full season of music has been reduced to some key dates, or events, as a

---

result. Still, our local musicians and customers enjoy music at the market. This project

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will fill this void. The Scappoose Community Club is a mutual benefit with members

---

nonprofit (501c4). The market is managed by volunteer manager, Bill Blank.

---

The Market has covered music at the beginning of the market season. If approved, this

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grant will reimburse and cover music for the remainder of the season, allowing the

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Scappoose Community Club to use, what otherwise be an expense, for other various

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community projects such as Christmas and Holiday lighting, Clean Up Day, Welcome

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Island upkeep, and other community events during the summer, such as Movies in the

---

Park, and participating in future planned events.

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Music adds to the festive mood of the community, enhancing the experience and

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creates a sense of joy and civic pride, while bringing others together at a popular

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community weekly gathering place throughout the summer months.

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**Explain how this project would enhance the Community while achieving one of the values described in the Scappoose Vision Statement and/or City Council Goals?**

GOAL 1: Promote Economic Development Opportunities that create local jobs

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1E. Promote and support local businesses

---

The Scappoose Community Club Farmers' Market has been a job innovator for the community of Scappoose and outlying area for 17th years. Our vendors often use this venue to test business opportunities and demand for their talents. Over the years, some of our vendors have opened successful "brick and mortar" businesses and have developed supplier relationships with other established businesses. Musicians appearance at the market leverage their careers in music. The request enhances popular attraction and element to the market, while promoting the area and local vendors as well. It also serves as a two-prong opportunity to support music and help self-starting businesses explore their potential. Our community has an amazing number of talented musicians and performers. The farmers' market is a great community venue for exposure, at the same time providing encouragement and financial support for that talent. In previous discussion with the City regarding how the city can help support the farmers' market as a local event, we determined an area where the Community Enhancement Project Grant Program fits this need best is filling a void and restoring sponsored music at the market, i.e., Goal 1E. This would allow us to use what otherwise would be an expense, for other community projects.

---

## PROJECT BUDGET

\$2500

**Total Estimated Costs:** \_\_\_\_\_

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Previous projects \_\_\_\_\_

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services	NA	NA	NA	NA
Supplies				
Capital	\$2000			
Materials	\$ 300			
Other	\$ 200			
Total	\$2500			

% of Total Budget provided by Sponsor: 0 %

**Is there secure funding for Sponsor's share of the total costs? Does the project include funding from other public or private agencies and what are the sources of funding?**

Market revenues initially cover the first two months for music. Other expenses include event promotional materials and advertising. Material expenses above include new event signage and a new music event canopy. CEP will cover and replace upfront expense. While the market will cover upfront expenses, the request is for full funding of this request, allowing the Club to build up revenues for other projects and future events benefiting and enhancing the community, attracting visitors and stimulating the local economy.

**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

The opening date was May 18th and the final Market is on September 28th.

This converts to 20 markets during the season. The project includes booking 20 music acts and promoting event. Purchasing a new event canopy and new sandwich board signage for event postings. The Community Club and revenues from the Farmers' market will secure event funding during this time line. CEP funds will be used to replace market expenses, upon approval.

Have you received a Community Enhancement grant for this project in the past? If so, was the project successful? Please describe:

No

---

Applications must be submitted by 3:00 pm, May 29, 2019, at Scappoose City Hall, 33568 East Columbia Avenue. Please limit question responses to the spaces provided.

**Scappoose Motto**  
**Small Town, Big Community**



May 29, 2019

Mayor and Council  
City Hall  
Scappoose, Oregon 97056

Re: Community Enhancement Funds Application

We are pleased to have the opportunity to apply this year for these funds, and hope to have your favorable response to our request.

For the new members of the Council, I did elaborate more fully on the history and function of the House and Museum to give you background information of our purposes and accomplishments. I hope the information will be helpful when considering this application.

I would also like to invite any of you who would like to visit the Watts House to do so. We are a working museum and it is always changing. We like to keep it interesting and new for any repeat visitors.

And before closing, thank you from all of us at the Historical Society for the taking care of major deferred maintenance items at the House. What a change and improvement, and we are very grateful.

Respectfully submitted,

Karen Holmberg  
President and Curator  
Cc: Michael Sykes  
City Manager



COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Seppose Historical Society

Tax ID # 93-0967506

Contact Person: Daren Holmberg

Daytime Phone 503/970-3920

Address: P.O. Box 441

City: Seppose State: OR Zip: 97056

Signature: Daren Holmberg

PROJECT INFORMATION

Project Title

Amount Funds Requested: Needed by\*:

Watts House Museum \$ 5000.00 when available

\*Availability of funds is contingent on City's receipt of disbursements from the State

Proposed schedule

Project Start Date: ongoing Project Completion Date: \_\_\_\_\_

## PROJECT DESCRIPTION

The Watts House Pioneer Museum was established per the sales agreement with the Watts family so that the House could become a cultural center for the community, and a depository and reference archive for the history of the community and the families and their descendants who founded Scappoose.

The House has a long history and has served many purposes: A residence for the Watts, a public library for twenty years while they lived at the House, a boarding house for teachers when the Watts could no longer navigate the stairs easily, City Council meetings were held at the House, and the City Charter was written in the parlor while Grant was the first mayor. It has been a rental for a time, City Hall, and finally the House was refurbished and is now a full-time museum. The House has survived several fires, and there are many documented stories that the House is haunted.

We have the House open at least three days a week, but most weeks it's available more than that. We hold fund raisers such as our annual spring teas, harvest luncheon, a month-long Christmas celebration for the community, including visits from Santa, and participate with the Park's summer activities. Our volunteer students hold their fund-raising tea in the spring, and the House is available for rent. We give tours to the schools and other organizations upon request.

We have a large archive of written documents and history, historical pictures, and artifacts. The last several years we have been spending a lot of time organizing these records, and now have most of them in fireproof and waterproof safes. We are continually receiving new donations and material. We are presently raising funds to redo and bring up to code the basement display cases and install locks. They were built in 1976, and are in bad need of repair, and to make them secure for our priceless artifacts.

We will be starting oral histories soon primarily for the seniors who remember the early days of Scappoose.

We also do a lot of research upon request, and I have written a story about the House for the Columbia County Museum Association in St. Helens to be in their next biannual publication.

We have also begun distributing two of our history books compliments of Betsy Johnson's Foundation, but we are committed to finishing this project ourselves. The project is approximately half done.

Since Rose Watts was one of the original members of the Garden Club, it has been my goal to assist the City with the flower beds and pruning for the benefit of the Park.

The House has become a place to visit for tourists, we are open to the community and students, and it is available for their use. We think we are fulfilling the Watts' dream for the House, and the City's requirements for community enhancement funds.

## EXPLAIN HOW THIS PROJECT WOULD ENHANCE THE COMMUNITY WHILE ACHIEVING ONE OF THE VALUES DESCRIBED IN THE SCAPPOOSE VISION STATEMENT AND/OR CITY COUNCIL GOAL

We believe our work would qualify according to the Scappoose Vision Statement under the sections Caring Community, Lifelong Learning, and Local Pride.

We believe we meet all of the criteria to be eligible for funding.



We have been involved with Council's Goal 5. While only a small part, we have done or are doing research for the Chief Concomly Park, Chapman Landing, and would like to provide information for the candle protection and restoration that I have available from the family and their personal pictures. They would gladly share this information with the City.

**IS THERE SECURE FUNDING FOR SPONSOR'S SHARE OF THE TOTAL COSTS? DOES THE PROJECT INCLUDE FUNDING FROM OTHER PUBLIC AND PRIVATE AGENCIES AND WHAT ARE THE SOURCES OF FUNDING?**

Our funding, besides the City's contribution, comes from membership and sponsor dues, fund raising activities, gift store, and private and corporate donations occasionally. The money we receive from the City dictates what projects and improvements can be accomplished. For example, we would like to distribute our history books to the libraries of the schools who do not have them already. Complete our display case funding so that we have secure display areas. We also have in mind other display expenses and projects to show more of what is available at the museum and to take advantage of the room available for more displays. This would include more displays of school materials, pictures of pioneers and original businesses, Chapman Landing artifacts, and so on. We do have personnel and contractual costs, but the members are very generous donating their time as are our vendors who provide services and materials at times; i.e. framer. Our goal is to invest as much as possible into the Museum itself and use only what we need to for professional services. I am personally paid \$200/mo. as the curator of the museum.

**PROJECT MANAGEMENT**

Our work is ongoing and is always developing. The work is never done. The display cases we have the estimate and Willemse would be ready any time to begin the work. We already have \$2,000 of the \$2,800 needed for this project. The book printing would be immediate and in time for the new school year. The other display and records work would be ongoing. Our personnel costs are according to our schedule of events and when needed for special projects. We are also wanting to seek the services of a Native American expert to evaluate our collection of artifacts. We are constantly having to prioritize what we can do, but the above are some immediate objectives we would like to accomplish.

Our funding is not part of a coordinated effort involving other organizations. We only participate independently when there are activities in the Park, but also with the City since you own the building.

**HAVE YOU RECEIVED A COMMUNITY ENHANCEMENT GRANT FOR THIS PROJECT IN THE PAST? IF SO, WAS THE PROJECT SUCCESSFUL? PLEASE DESCRIBE:**

We have received annual funds to keep the House open and available to the public per the agreement the City had with the Watts when the House was purchased. I think the success of the ongoing work of the Scappoose Historic Society speaks for itself with the increasing interest and visitors to the House, and the attendance of our events and activities. We are very grateful for the ongoing support of the work we do.

COMMUNITY ENHANCEMENT PROJECT APPLICATION



Sponsor: Scappoose Kiwanis

Tax ID # 93-0571326

Contact Person: Amanda Longtain

Daytime Phone 503-866-8901

Address: 34350 Heron Meadow DR

City: Scappoose State: OR Zip: 97056

Signature: Amanda R Longtain

PROJECT INFORMATION

Project Title

Amount Funds Requested: Needed by\*:

Scappoose Youth Rec Center \$ 5,000<sup>00</sup> ASAP

\*Availability of funds is contingent on City's receipt of disbursements from the State

Proposed schedule

Project Start Date: June 24<sup>th</sup> Project Completion Date: July 26<sup>th</sup>  
2019 2019

### Project Description:

Scappoose Youth Rec Center, held at Petersen Elementary is a Rec. center for youths between the grades 4-8 in the previous school year. Students can play board games, Ping pong, Foosball, Wii, intramural games, outdoors, arts & crafts and take weekly field trips to the theatre, bowling, Clackamas Aquatics park, and Oaks park. Members pay a \$20 membership fee and a trip fee (trip fees are discounted for members) Our goal is to keep it affordable for ALL families in the city. The monies donated by the city of Scappoose and the Kiwanis help supplement the trip fees and bussing. It also helps pay wages for 3 staff. Two of which are teachers in the district and one is an assistant secretary at Grant Walle. The Rec Center is open Mon-Thurs 10 am-5pm, Fridays are trip days. The Rec Center provides a safe, supervised place for the children of our community to meet up and play. This year is the 25<sup>th</sup> year the Rec Center has been in existence. It has always been funded and sponsored by the City of Scappoose and the Scappoose Kiwanis.



**Explain how this project would enhance the Community while achieving one of the values described in the Scappoose Vision Statement and/or City Council Goals?**

This project meets 10 "promote Community Events", goal 4 "Keep Scappoose one of the 5 safest communities in Oregon", and goal 5 "promote and enhance parks and Rec opportunities".

The project meets these because the Rec. Center keeps kids off the streets and in a safe place, supervised.

The Rec Center is the only parks and Rec opportunity the city provides the youth and it is greatly appreciated by the parents, kids, and community. Thank you for your on-going support.

## PROJECT BUDGET

Total Estimated Costs: \$9,450

How were these costs estimated (quotes, catalog, previous projects, etc.)?

costs by source:	Breakdown estimated			
	CEP	Kiwanis Sponsor	membership Other #1 dues	Other #2
Personnel Services	52%	17%	21%	
Supplies				
Capital				
Materials				
Other Trips	52%	17%	21%	
Total				

% of Total Budget provided by Sponsor: 52 %

Is there secure funding for Sponsor's share of the total costs? Does the project include funding from other public or private agencies and what are the sources of funding?

1. membership dues ; fees
2. Scappoose Kiwanis

## PROJECT MANAGEMENT

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

The major task is to provide a safe, Supervised, and fun place for our youth to come to for part of their summer break. For many of our members the Rec Center is the highlight of their summer.

We start the week after school gets out and end the beginning of August.



Have you received a Community Enhancement grant for this project in the past? If so, was the project successful? Please describe:

Yes. We have and the project has been very successful with about 100 members and all field trips maxed out with member participation. We have been able to provide the youth this summer activity for the past 25 years thanks to your support!

---

Applications must be submitted by 3:00 pm, May 29, 2019, at Scappoose City Hall, 33568 East Columbia Avenue. Please limit question responses to the spaces provided.

**Scappoose Motto**  
**Small Town, Big Community**

RECEIVED

Nov 23 2019

BY: .....

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Scappoose Middle School

Tax ID # 93-0561782

Contact Person: Cindy Kriech

Daytime Phone 503 543-2770 <sup>OR</sup> 503 543-7163

Address: 52265 S. Col. River Hwy

City: Scappoose State: OR Zip: 97056

Signature: Cindy Kriech

PROJECT INFORMATION

Project Title

Amount Funds Requested: Needed by\*:

Holiday Feather Bazaar \$ 2500<sup>00</sup> Sept 2019

\*Availability of funds is contingent on City's receipt of disbursements from the State

Proposed schedule

Project Start Date: 12-9-19 Project Completion Date: 12-13-19



### Project Description:

The bazaar gives the students at Scappoose middle School an opportunity to "purchase" gifts for their family and friends using their "feathers" that they earn for being Safe, Respectful and Responsible as currency. The grant from CEP will be used to purchase items for the Bazaar and raffle.

This will be our 16<sup>th</sup> annual bazaar. The students look forward and enjoy the bazaar each year. The bazaar has been extremely well received and each year it is more successful.

**Explain how this project would enhance the Community while achieving one of the values described in the Scappoose Vision Statement and/or City Council Goals?**

We have approximately 320 students at Scappoose middle school. I believe over 1000 residents and their family members will benefit from the bazaar.

Approximately 30% of our students at Scappoose middle school qualify for the Free/reduced lunch program. The impact the bazaar has on our students and staff is amazing! School employees and our School Board are very supportive of the bazaar. Students gain a sense of pride by being able to give gifts as a result of their good behavior. Staff gain joy by seeing the effect of their donations on the faces of the students.

Programs like the bazaar provide a much needed way to fill the void in many of our students lives. Your continued support of funding for this activity is greatly appreciated by students, staff and families in our community.

## PROJECT BUDGET

Total Estimated Costs: 5000<sup>00</sup>

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Previous bazaar's held  
costs by source:

Breakdown estimated

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies	<u>2500<sup>00</sup></u>			
Capital				
Materials				
Other <u>Donations</u>	<u>2500<sup>00</sup></u>	<u>monetary &amp; items</u>		
Total				

% of Total Budget provided by Sponsor: 50 %

Is there secure funding for Sponsor's share of the total costs? Does the project include funding from other public or private agencies and what are the sources of funding?

Unfortunately there is not a secure funding option  
for the bazaar. We rely on the CEP and donations  
from community members, local businesses, staff, and my  
sister and her friends.

## PROJECT MANAGEMENT

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

Our major task is buying items for the bazaar. We start buying items the day after Christmas. We get some really great deals then. We continue to buy items for the bazaar as needed up until the last day of the bazaar. Items are "priced" and sorted throughout the year. The week of the bazaar, tables are set up and items displayed. Restocking happens about every hour during the bazaar. The bazaar is completed when every student has had the opportunity to shop, no later than December 13, 2019.

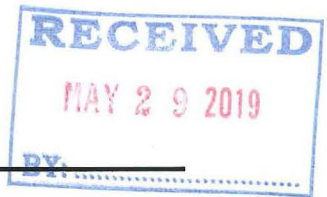
Have you received a Community Enhancement grant for this project in the past? If so, was the project successful? Please describe:

YES! We have been Fortunate enough to have been awarded CEP grant funds in years past.

---

Applications must be submitted by 3:00 pm, May 29, 2019, at Scappoose City Hall, 33568 East Columbia Avenue. Please limit question responses to the spaces provided.

**Scappoose Motto**  
**Small Town, Big Community**



**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

Sponsor: Scappoose Public Library District

Tax ID # 93-0954162

Contact Person: Jeff Weiss

Daytime Phone 503-543-7123

Address: 54269 SE Second St

City: Scappoose State: Or Zip: 97056

Signature: Jeffrey V Weiss  
Digitally signed by Jeffrey V Weiss  
DN: cn=Jeffrey V Weiss, o=Scappoose Public Library, ou=Scappoose  
Public Library District, email=jweiss@scappooselibrary.org, c=US  
Date: 2019.05.21 15:23:46 -0700

**PROJECT INFORMATION**

Project Title Movies and Concerts in Heritage Park Amount Funds Requested: \$ 2000 Needed by\*: 7-1-19

\*Availability of funds is contingent on City's receipt of disbursements from the State

**Proposed schedule**

Project Start Date: 6-15-19 Project Completion Date: 9-2-19

**Project Description:**

This project is a series of 5 free concerts (1 Classical, 1 jazz, 1 soul, 1 children's, and 1 folk) and 5 summer movies to be held in Veteran's Park. It is an expansion of our successful Movies in the Park program from 2018. All programs are family friendly and free and open to the public. The schedule is as follows:

**Concerts:**

June 15: Red Yarn (children's concert)

June 29: Brown Calculus (R&B)

July 13: Trio Subtonic (Jazz trio)

July 27: Madero Winds (classical wind sextet)

Sept 2: Adam Miller presents Songs of the Labor Movement (Labor Day Picnic)

**Movies**

August 2: Back to the Future

August 9: Bumblebee

August 16: Dirty Dancing

August 23: Pee Wee's Big Adventure

August 30: Wizard of Oz

Performer fees for concerts: \$2375

Movie Rental Fees to studios: \$1915

**Explain how this project would enhance the Community while achieving one of the values described in the Scappoose Vision Statement and/or City Council Goals?**

This project would help the city fulfill two items in the Scappoose Vision Statement, helping to build a Caring Community and Local Pride.

The community has few free local events for citizens. We have no events like 13 Nights on the River or Halloweentown. What the library is doing and has done in the past year is provide successful free activities and programs to the community as a whole in public spaces for small money.

These events benefit the low income, youth, and senior population in the community by providing free weekend activities during the summer. We have to supplement our budget with grants and donations to continue to do this. As a point of reference, the Scappoose Library budget is half of the St Helens Library budget and 15% of the Astoria Library budget.

All three libraries serve similar sized populations. That's why we are asking for support from city council. For any event, we have to pay performers and have other costs related to the event. We have to pay movie studios to show films in the park. We have to promote events and purchase advertising to make the event successful. If these events are important to the council, we need your financial support.



## PROJECT BUDGET

**Total Estimated Costs:** 6900

How were these costs estimated (quotes, catalog, previous projects, etc.)?

performer contracts (personnel services), movie rental fees, promotional materials, equipment rental

**Breakdown estimated**  
**costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services		900		
Supplies				1000
Capital				
Materials				800
Other	2000	1100	1200	
Total	2000	2000	1200	1700

% of Total Budget provided by Sponsor: 29 %

**Is there secure funding for Sponsor's share of the total costs? Does the project include funding from other public or private agencies and what are the sources of funding?**

Funding from sponsor is secure. Other sources include a grant from the Columbia County Cultural Coalition for \$1,200 and a private donation of \$1000. The Community Club and the Watts House have committed to participating in the events. We are also working with JJ Duehren to find other local sponsors and free publicity like we did last year. We have an advertising insert commitment from the Spotlight for the events. All CEP money will go towards performer fees and film rental costs. We have funding commitments for the June activities. In the budget, the "other" category is all hard costs (performer contracts and film rental costs). The "supplies" is for equipment we will need to rent or purchase for the events. The "materials" is the budget for advertising and signs.

**PROJECT MANAGEMENT**

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

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Reserve park for events, schedule events (done).

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Book talent (done). Book films (done)

---

Connect with previous event partners (Watts House & Community Club) (done).

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Create promotion for event (ongoing).

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Plan pre-event activities (ongoing).

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Get vendor and community booths (ongoing)

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Find other event sponsors (ongoing)

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All ongoing activities to be completed by June 15  
except sponsors and booths for August films.

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Events start mid-June, but we would use the CEP funding for events  
that occur after July 1. All events to be completed by September 5.

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Have you received a Community Enhancement grant for this project in the past? If so, was the project successful? Please describe:

We received a \$1000 CEP grant last year for showing 5 movies and purchasing equipment for the showings (projector, screen, small PA). This year, we are expanding to 10 events. At last year's events, we had between 100 and 200 people of all ages attending each event. We will be using the same partners as last year (Watts House, Community Club, City of Scappoose, South County Spotlight, JJ Duehren) to ensure continued success. We are also adding the South County Chamber as a new partner. At this point, most of the major activities relating to planning and talent booking are complete. The library has a track record of successful low cost events. Last year's events were paid for by the library, \$2150 from corporate and local sponsors, \$1000 from the city, and \$750 from the Columbia County Cultural Coalition. We are planning the events listed in this grant in addition to

the dozens of events we have each summer for children during Summer Break.

**Applications must be submitted by 3:00 pm, May 29, 2019, at Scappoose City Hall, 33568 East Columbia Avenue. Please limit question responses to the spaces provided.**

**Scappoose Motto**  
**Small Town, Big Community**



COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Society of St Vincent de Paul St Wendelans, Scappoose

Tax ID # 93-0456525

Contact Person: Mike Bradley

Daytime Phone 503 849 9921

Address: 51555 SW OLD PORTLAND RD

City: SCAPPOOSE State: OR Zip: 97056

Signature: Mike Bradley

PROJECT INFORMATION

Project Title

Amount Funds Requested: Needed by\*:

Food Pantry / School Back Pack \$ 3000<sup>00</sup>

\*Availability of funds is contingent on City's receipt of disbursements from the State

Proposed schedule

The food Pantry is a year around operation  
The Back Pack program operates (9 mos) during school year

Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

The Scappoose Food Pantry is open Mondays & Thursdays  
from 1-3pm to serve people in the Scappoose Community

The Back Pack program delivers a weekend food bag  
to the schools in the Scappoose School District for students  
whom have been identified as being food insecure. The bags  
are delivered to the schools for distribution on Fridays  
each week during the school year

### Project Description:

The Society of St Vincent de Paul St Wendesbury Scappoose Conference works to support those in need in the Scappoose Community in 3 areas of need.

1. Operation of a year around food Pantry as a Partner Agency of the Oregon Food Bank working thru the Columbia Pacific Regional Food Bank for food supply

The pantry is open 2 days per week, Monday & Thursday from 1-3pm. The pantry is open to anyone whom qualifies based upon FEDERAL Income Guidelines. In fiscal 2017-18 1057 families were provided food thru the Pantry Operation.

2. Provides assistance to individuals with essential items such as Utility Bills, Fuel Vouchers for essential travel and Personal items such as clothing & household goods

3. In Cooperation with the Scappoose School District provides food for use on weekends to students that are identified as food insecure. During the 2018-19 school year the volunteers have provided take home bags to 50-60 students per week in the districts 5 schools.



Explain how this project would enhance the Community while achieving one of the values described in the Scappoose Vision Statement and/or City Council Goals?

Scappoose Vision Statement  
"Caring Community"

The 3 areas of service we offer Food Pantry,  
Financial Assistance, and School Back Pack Program  
support people who lack basic needs. The Low Income,  
Elderly, Unemployed, Underemployed & Disabled all benefit  
from the service we provide. The support provided shows  
these people that despite the circumstances that exist  
in their lives that this Scappoose Community Cares  
about their struggles and has support in place to help  
with their basic needs.

## PROJECT BUDGET

**Total Estimated Costs:** 30,144

How were these costs estimated (quotes, catalog, previous projects, etc.)?

2017/18 fiscal year expenses

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials				
Other				
Total				

% of Total Budget provided by Sponsor: \_\_\_\_\_%

**Is there secure funding for Sponsor's share of the total costs? Does the project include funding from other public or private agencies and what are the sources of funding?**

The funding to operate the SODP St Wenceslaus Conference comes from multiple sources. Examples in list below.

Food donations from Organizations & Individuals

Financial Gifts from businesses & Individuals, and their grants such as this. A short list of providers

as follows. City of Scappoose, Oregon Charitable Checkoff

Grant, Oregon Community Foundation thru Scappoose High School Comm 101 class,

Joseph Weston Foundation, Samuel Johnson Foundation, Scappoose

Police Dept. (DONUT DAY CASH & FOOD DONATIONS) Scappoose Post Office

Letter Carriers (food drive) Healthy Smiles of Scappoose, Scappoose Smoke Shop

### PROJECT MANAGEMENT

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

The SUDP ~~St. Wenceslaus~~ Scappon Conference operates year around with a group of dedicated volunteers. Our request is for general support of the services we provide to the community and not a specific project.



Have you received a Community Enhancement grant for this project in the past? If so, was the project successful? Please describe:

SIDP Scappoose has Scappoose Conference has received the Community Enhancement Grant in previous years. The receipt of this grant combined with all of the other sources of funding we receive allow us to serve the community. In fiscal 2017-18 we served approximately 56,015 lbs of food to 1057 families, provided financial assistance to approximately 53 families or individuals with the need and supplied week end food for 60-60 students in the Scappoose School District each week of the School Year.

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Applications must be submitted by 3:00 pm, May 29, 2019, at Scappoose City Hall, 33568 East Columbia Avenue. Please limit question responses to the spaces provided.

**Scappoose Motto**  
**Small Town, Big Community**



COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Tumblwheel Studios

Tax ID # 83-3052325

Contact Person: Jenna Reineking

Daytime Phone 406-855-2773

Address: 52330 SW 4th St.

City: Scappoose State: OR Zip: 97056

Signature: 

PROJECT INFORMATION

Project Title

Tumblewheel Studios Community Workshops

Amount Funds Requested: Needed by\*:

\$ 3925

7/1/2019

\*Availability of funds is contingent on City's receipt of disbursements from the State

Proposed schedule

Project Start Date: 7/1/2019 Project Completion Date: 12/31/2019

**Project Description:**

The Community Enhancement Program funds will be used to offer a series of three to four free

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public art workshops between August, 2019 and December, 2019. The focus of this project, is

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to bring arts education to the youngest, oldest, and most underserved members of our

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community, who may not have access to these types of activities or materials. These eight hour,

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rolling admission events, will take place throughout the Scappoose community. Potential

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venues include Veterans Park, Scappoose Middle School, the Senior Center, and potentially the

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Library. Our workshops will offer attendees the opportunity to learn by doing. Participants

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will be emboldened to develop an exploratory process, in a nurturing environment.

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Students will be exposed to a wide variety of art making techniques, such as printmaking,

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ceramics, sculpture, drawing, and painting.

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Funds will be used to purchase supplies, provide stipends for volunteers, guest artists,

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vendors, and other partners. As well as offset additional costs associated with event production.

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By collaborating with other artists and interpreters, each workshop will be committed to inclusivity,

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and the ability to accommodate a diverse population.

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Tumblewheel Studios is dedicated to strengthening local community by offering children, families,

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and individuals, access to a creative environment where they can develop new skills, exhibit their

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talents, and learn how to express themselves through art.

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**Explain how this project would enhance the Community while achieving one of the values described in the Scappoose Vision Statement and/or City Council Goals?**

Tumblewheel Studios art education workshops are focused on bringing educational opportunities to

all ages and ability levels, regardless of race, color, creed, or income status. Creative problem solving

is at the heart of all artistic practice. It is through the cultivation of this skill that our communities

youth can more fully develop their criticality and ability think outside the box.

Money is stretched thin throughout our nation and often art is seen as a dispensable form

of education. That is why Tumblewheel Studios provides free art education workshops - to

give our community back opportunities that should be available to all. We provide the tools,

materials, and knowledge for creative growth. As we age, it becomes harder and harder to

maintain our creative flair. Our art education workshops nudge people back into activities that

are mentally stimulating, uniquely rewarding, and promote a lifetime of learning.

These events will offer community members the opportunity to learn and create together. We

believe that art has the ability to transcend boundaries and bridge gaps, be they social, economic,

etcetera. Art is a common thread overcoming all barriers, providing an outlet for human emotion

and growth. Art is a way to question, reason, and explain when others ways are inadequate, blocked

or lacking.

## PROJECT BUDGET

**Total Estimated Costs:** 5415

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Quotes, Previous Projects, Researched Costs

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services	2400	700		
Supplies	700	170		160
Capital				
Materials				
Other	825	360	100	
Total	3925	1230		

% of Total Budget provided by Sponsor: 23 %

**Is there secure funding for Sponsor's share of the total costs? Does the project include funding from other public or private agencies and what are the sources of funding?**

The funding provided by the Sponsor is secure and in the form of donated Volunteer hours, as

well as a percentage of revenue generated by youth summer camp programming at Touchstone

Preschool. These funds will be used towards event liability insurance, gas, and event promotion.

Additional funds have been secured via donations from local community partners, such as

InRoads Credit Union, which will be used to reserve event sites. A portion of art materials and

supplies have been generously donated by Blick Art Materials, Artist & Craftsman Supply, and

participating local artists.

## **PROJECT MANAGEMENT**

**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

We are currently in the process of reaching out to community organizations to plan dates for our proposed events. Tumblewheel Studios is hoping to collaborate with the Scappoose Middle School, Police Department, and the Senior Center. However, we are also interested in involving other local organizations in the form of catering, music, and other local talent. We will have dates, locations, and partners confirmed no later than July 31st. During the month of July, we will flesh out workshop activities, and begin workshop promotions via social media, community boards, and flyers. Our tentative date for the initial class is August 17th - subsequent class dates are roughly October 19th and December 14th, with the potential for a fourth workshop sometime in September or November. The first week of each month will be used to purchase additional supplies needed for the workshop, as well as to create informational handouts for attendees.

Tumblewheel Studios currently offers free public workshops, as well as after-school programming, and supports local curriculums by supplying innovative approaches to learning.

We have partnered with the Lake Oswego Festival of the Arts, and Art in the Pearl, to provide arts education and hands on art making opportunities to communities in Northwest, Oregon.

**Have you received a Community Enhancement grant for this project in the past? If so, was the project successful? Please describe:**

\_\_\_\_\_

This is our first time applying for a Community Enhancement grant.

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**Applications must be submitted by 3:00 pm, May 29, 2019, at Scappoose City Hall, 33568 East Columbia Avenue. Please limit question responses to the spaces provided.**

**Scappoose Motto**  
**Small Town, Big Community**

<b>CITY OF SCAPPOOSE</b>
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## Council Action & Status Report

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**Date Submitted:** May 29, 2019

**Agenda Date Requested:** June 3, 2019

**To:** Scappoose City Council

**From:** Alexandra Rains, Assistant to City Manager

**Subject:** Amendment to Economic Development Committee Bylaws

**TYPE OF ACTION REQUESTED:**

☐ Resolution

☐ Ordinance

☐ Formal Action

☒ Report Only

**ANALYSIS:** At their May 16<sup>th</sup> meeting, the Economic Development Committee recommended City Council consider revising the Committee's bylaws to allow additional consecutive terms to be served by its members. Currently, the bylaws only allow two consecutive terms, and four consecutive terms is being proposed. The Committee felt this was important for two primary reasons, 1) its often difficult to find volunteers to serve on the Committee, particularly in a town with such a high percentage of citizens who commute for employment, and 2) the three existing members who's terms are expiring in August, were only given a one-year long second term, in order to establish the staggered terms required by the bylaws.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Staff recommends Council approve Resolution No. 19-05, thereby approving the updated language to the Economic Development Committee's Bylaws.

**SUGGESTED MOTION:** I move Council approve Resolution No. 19-05, thereby approving updated language to the Economic Development Committee's Bylaws.

**Request for Council Action**



**RESOLUTION NO. 19-05**

**A RESOLUTION AMENDING RESOLUTION NO. 18-22, CITY OF SCAPPOOSE ECONOMIC DEVELOPMENT COMMITTEE BYLAWS, ARTICLE V, SECTION 1E, MEMBERSHIP.**

**WHEREAS**, the Scappoose City Council created an Economic Development Committee to promote the creation and retention of local jobs that will help build a stronger community, and to advise and make recommendations to City Council; and

**WHEREAS**, the members of the Committee volunteer their time to meet once per month for a lunch meeting and occasionally for additional meetings on an as needed basis; and

**WHEREAS**, its difficult to find volunteers who have the time necessary to serve on the City's Economic Development Committee, particularly since more than 70 percent of the Scappoose citizens commute for employment; and

**WHEREAS**, in order to ensure a full membership, the Committee requested Council extend the number of full subsequent terms a member may serve from two to four terms; and

**WHEREAS**, three of the City's existing members only served a one-year long, second term in order to establish the staggered terms required in the bylaws.

**NOW THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:**

**Article V, Section 1E.** E. Members of the SEDC will be appointed by the Scappoose City Council for terms up to three years, or a portion of three years if appointed to fill an unexpired term. Expiration dates for terms shall be staggered so that no more than one-third or up to three of the members' terms will expire in any year. It is recommended that members who have filled an unexpired term may serve for four full subsequent terms; however, no more than four consecutive full terms may be served by any member.

**PASSED AND ADOPTED** by the Scappoose City Council on this \_\_\_\_ day of June, 2019, and signed by me and the City Recorder, in authentication of its passage.

**CITY OF SCAPPOOSE, OREGON**

\_\_\_\_\_  
Scott Burge, Mayor

Attest: \_\_\_\_\_  
Susan M. Reeves, MMC, City Recorder

**City of Scappoose Economic Development Committee**

**BYLAWS**

**ARTICLE I - NAME**

Scappoose Economic Development Committee

**ARTICLE II-AUTHORIZATION**

Established by resolution by the Scappoose City Council, Resolution No. 15-14, passed July 20, 2015 and then by Resolution 18-22, passed October 1<sup>st</sup>, 2018 which rescinded Resolution No. 15-14.

**ARTICLE III - PURPOSE**

- A. Advise and make recommendations to City Council on economic development policy and issues to support advancing the economy and prosperity.
- B. Work to create and promote the Scappoose Economic Development Strategic Plan.

**ARTICLE IV - RESPONSIBILITIES/OBJECTIVES**

- A. To design, develop and promote an economic development strategic plan.
- B. To provide oversight and review of economic development marketing strategies and products.
- C. To enhance communication and understanding of economic development strategies, and build relationships between the Scappoose public sector, community, and business community.
- D. To act as a forum for sharing information on best economic development practices, current issues and resources available for communities and businesses.
- E. To encourage connections and coordination with other regional, state and national organizations working for the benefit of economic growth and enhancement of the Scappoose area economy.
- F. To respond to additional matters relating to economic development as requested by the City Council

**ARTICLE V - ORGANIZATION AND STRUCTURE**

**Section 1 Membership**

- A. Membership of the Scappoose EDC shall consist of a maximum of nine (9) voting members appointed by the Mayor with the consent of the City Council in accordance with Scappoose Municipal Code 2.040.080. A majority of SEDC members shall be from the private sector.
- B. Members shall live or work or have significant interest in economic development in the City of Scappoose.

C. Membership shall represent the private-for-profit, not-for profit and public sectors. The SEDC should include:

- (1) members with backgrounds in economics and business,
- (2) members who are geographically distributed throughout the industrial and commercial zones of the City,
- (3) members who represent a wide range of business sectors and types in Scappoose,
- (4) members with demonstrated leadership, commitment and expertise.

D. Ex-officio representatives of related organizations and the business community may also be invited to participate in SEDC meetings and work sessions as determined by the voting members.

E. Members of the SEDC will be appointed by the Scappoose City Council for terms up to three years, or a portion of three years if appointed to fill an unexpired term. Expiration dates for terms shall be staggered so that no more than one-third or up to three of the members' terms will expire in any year. It is recommended that members who have filled an unexpired term may serve for four full subsequent terms; however, no more than four consecutive full terms may be served by any member.

F. An alternate to each member may be selected. The alternate member may participate in discussions, but shall have no vote, unless a regular member of the Commission is absent or not participating due to a conflict of interest; in such case the alternate shall be called upon to vote. In no case shall both the member and alternate both have a vote on the same motion.

G. Members, or their alternates, missing three (3) consecutive meetings will be considered for removal. The commission will present a written recommendation to Council for their action.

## **Section 2. Officers**

A. The SEDC shall elect a Chair and Vice Chair every twelve (12) months. The City Economic Development Coordinator or designee shall serve as Recording Secretary.

B. The duties and powers of the officers of the Scappoose Economic Development Commission, who shall be elected annually in July, shall be as follows:

### **(1) Chair**

- Preside at all meetings of the Commission
- Development of a written agenda in sufficient time to allow for distribution to Commission prior to any regular meeting.
- Call special meetings of the Commission in accordance with the By-laws;
- See that all actions of the Commission are properly taken;
- Presents the Commissions views, recommendations or actions to the City Council and any other appropriate body as designated by the Mayor, Council or Council's liaison to the commission.
- Co-Sign official documents of the SEDC, with Recording Secretary.

### **(2) Vice Chair**

- During absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform the duties and be subject to all of the duties of the Chair.

C. The following position is filled by City of Scappoose staff assigned to the SEDC and is not a member of the Board.

Recording Secretary

- Keep summary minutes of all meeting of the SEDC;
- Give or serve all notices required by law or required in the SEDC
- By-laws;
- Prepare the agenda of all meetings of the SEDC;
- Be custodian of SEDC records;
- Inform the SEDC of correspondence relating to business of the
- SEDC and attend to such correspondence;
- Co-Sign official documents of the SEDC, with Chair.

## **ARTICLE VI - MEETING PROCEDURES AND QUORUM**

A. The SEDC shall hold regularly scheduled meetings. Members will be reminded by written notice, including electronic means such as email, at least five (5) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. The SEDC shall schedule and publish regular meeting dates on a quarterly basis. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone, on request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

B. Special meetings may be called at any time by the Chair or by a petition signed by not less than three of the SEDC membership, setting forth and the reason for calling such a meeting.

C. SEDC Meetings shall be publicized in accordance with the Oregon public meetings law.

D. A majority of current membership entitled to vote shall constitute a quorum for the transaction of business.

E. Robert's Rules of Order shall guide the SEDC in all cases not otherwise provided for in these rules. All final determination of procedure shall be the responsibility of the Chair.

F. Matters referred to the SEDC by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the SEDC after such reference, providing that an appropriate amount of time is allowed for public notice if required by law.

G. Committees and subcommittees shall meet at the call of the SEDC Chair and the respective committee or subcommittee.

H. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

I. A report of the SEDC activities shall be made to City Council annually.

## **ARTICLE VII - AMENDING BY-LAWS**

Amendments to these bylaws may be made by the City Council or may be proposed by the Economic Development Committee to the City Council. City Council will consider all amendments proposed by a majority of the Economic Development Committee.

#### **ARTICLE VIII - APPROVALS**

The above bylaws for the Scappoose Economic Development Commission have been duly considered and reviewed, and are hereby recommended for adoption by the Scappoose City Council this 1<sup>st</sup> day of October, 2018.

DRAFT

# CITY OF SCAPPOOSE

## June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> Scappoose Farmers Market 9 am - 2pm
<b>2</b>	<b>3</b> City Council 7pm	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Scappoose Farmers Market 9 am - 2pm
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> Planning Commission 7pm	<b>14</b>	<b>15</b> Farmers Market 9am-2pm & Heritage Park – Library presents Red Yarn children's concert Summer Reading Kickoff 1-2:30pm
<b>16</b>	<b>17</b> City Council 6pm (starts earlier)	<b>18</b>	<b>19</b>	<b>20</b> EDC ~ noon  Park & Rec Comm. & Friends of Park meeting ~ 6pm	<b>21</b>	<b>22</b> Scappoose Farmers Market 9 am - 2pm
<b>23/30</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> Planning Commission 7pm Heritage Park - Concerts in the Park: Brown Calculus Jazz /soul duo 3:00pm to 5:30pm	<b>28</b>	<b>29</b> Scappoose Farmers Market 9 am - 2pm