



**MONDAY, JUNE 4, 2018  
CITY COUNCIL MEETING AGENDA  
Regular meeting 7:00 p.m.  
Scappoose Council Chambers  
33568 East Columbia Avenue**

<b><u>ITEM AGENDA TOPIC</u></b>	<b><u>Action</u></b>
<b>Call to Order</b>	
<b>Pledge of Allegiance</b>	
<b>Roll Call</b>	
<b>Approval of the Agenda</b>	
<b>Public Comments</b>	
<b>1. Consent Agenda ~ May 21, 2018 City Council meeting minutes</b>	
<b><u>New Business</u></b>	
<b>2. CEP Presentations</b>	
Staff: City Manager Michael Sykes	
<b>3. Resolution No. 18-11: Amendment to Park and Recreation Committee Term of Office</b>	
Staff: Assistant to City Manager Alexandra Rains	<b>Approval</b>
<b>4. Intergovernmental Agreement with ODOT for CTP Way Project</b>	<b>Approval</b>
Staff: Assistant to City Manager Alexandra Rains	
<b>5. Resolution No. 18-12: Rivers, Trails and Conservation Assistance Program</b>	<b>Approval</b>
Staff: Assistant to City Manager Alexandra Rains	
<b>6. Ord. No. 872: Amendment to Chapter 15.04 of the Municipal Code</b>	
Staff: City Planner Laurie Oliver	<b>Public Hearing/First Reading</b>
<b>Announcements ~ information only</b>	
<b>7. Calendar</b>	
<b>City Manager, Police Chief, Councilors, and Mayor</b>	
<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

1.

**MONDAY, MAY 21, 2018**  
**CITY COUNCIL MEETING AGENDA**  
**Regular meeting 7:00 p.m.**  
**Scappoose Council Chambers**  
**33568 East Columbia Avenue**

**Call to Order**

Mayor Burge called the meeting to order at 7:10 p.m.

**Pledge of Allegiance**

**Roll Call**

**City Council Members Present:**

Scott Burge	Mayor
Mark Reed	Council President
Patrick Kessi	Councilor
Megan Greisen	Councilor
Natalie Sanders	Councilor
Joel Haugen	Councilor
Josh Poling	Councilor

**Staff Present:**

Michael Sykes	City Manager
Norm Miller	Police Chief
Susan M. Reeves	City Recorder
Alexandra Rains	Assistant to City Manager
Dave Sukau	Public Works Director
Darryl Sykes	Treatment Plant Supervisor

Legal Counsel: Peter Watts

Press: Courtney Vaughn, Spotlight

**Approval of the Agenda**

Councilor Sanders moved, and Councilor Haugen seconded the motion to approve the agenda. (Motion passed 7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

**Public Comments**

There were no public comments.

**Interview for Park & Recreation Committee Alternate**

Council interviewed Lindsey Goodwick for the Park & Recreation Committee Alternate position.

Mayor Burge explained he is going to recommend appointing Lindsey as the Alternate, and Council would need to make a motion to add her appointment to the consent agenda.

Councilor Kessi moved, and Councilor Sanders seconded the motion to amend the consent agenda to add Lindsey Goodwick as the Alternate to the Park and Recreation Committee. (Motion passed 7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

**Consent Agenda ~ May 7, 2018 City Council meeting minutes, appointment of Kristen Persons from Alternate on the Park and Recreation Committee to Full Member, and appointment of Lindsey Goodwick as Alternate on the Park and Recreation Committee**

Councilor Haugen moved, and Council President Reed seconded the motion to approve the Consent Agenda ~ May 7, 2018 City Council meeting minutes, appointment of Kristen Persons from Alternate on the Park and Recreation Committee to Full Member, and appointment of Lindsey Goodwick as Alternate on the Park and Recreation Committee. (Motion passed 7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

**New Business**

**Resolution No. 18-09 Renaming of Tomee Park**

Assistant to City Manager Alexandra Rains explained after consideration of the potential for historical inaccuracy with regards to the name Tomee Park, the Scappoose City Council has proposed naming the park Chief Concomly Park. Chief Concomly was the Chief of the Chinook Tribe at the time that Thomas McKay settled in Scappoose. He was very well respected by both Native Americans and settlers along the lower Columbia River region which was home to the Chinook Indian tribe. Chief Concomly's daughter Timee (referred to as Tomee in Watt's History of Scappoose) was Thomas McKay's first wife and they had three children together. The Council believes that naming this park after Chief Concomly is an important way of celebrating and recognizing the rich Native American history of the Scappoose area.

Councilor Sanders moved, and Councilor Kessi seconded the motion to approve Resolution No. 18-09, amending Resolution No. 18-04 and changing the name Tomee Park to Chief Concomly Park. (Motion passed 7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

Council thanked Alex for her research.

**Resolution No. 18-10: Authorizing the South Columbia County Enterprise Zone**

CCET Executive Director Chuck Daughtry explained the enterprise zone sunsets every ten years, and this is the year for the South Columbia County Enterprise Zone to be renewed. He explained the Enterprise Zone exempts qualified businesses from a local property tax on new investments for a specified period of time. He explained there are sixty-nine enterprise zones in Oregon. He explained the other sponsors include the City of St. Helens, City of Columbia City, City of Vernonia, Port of St. Helens, and Columbia County, and they will all be considering a resolution like this.

Councilor Haugen talked about if the City of Scappoose creates an urban renewal district.

Chuck Daughtry replied he thinks it is pretty straight forward, it is a sequential thing, it just delays the money that comes into the urban renewal district by the incentive. He showed Council a calculation of the enterprise zone betterment payment for Cascade.

City Manager Sykes explained we were one of the first counties to have the Enterprise Zone.

Councilor Sanders moved, and Councilor Kessi seconded the motion to approve Resolution No. 18-10: Authorizing the South Columbia County Enterprise Zone. (Motion passed 7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

### **Contract with Murray Smith for the design of the Dutch Canyon Well Pumps**

Public Works Director Dave Sukau went over the staff report. He explained In November of 2017, Staff solicited bids from four Engineering Firms for the design of the new Dutch Canyon Well pumps. The bids were received back as follows.

- |                            |               |
|----------------------------|---------------|
| 1.) Murray Smith           | \$75,000      |
| 2.) Carollo Engineers Inc. | \$89,000      |
| 3.) John Grim & Associates | Nonresponsive |
| 4.) Stantec                | Nonresponsive |

This design has been on hold waiting for the completion of the well development for flow data to provide to the Engineers. This Project is a Council Goal and has been budgeted for in the 2018 – 2019 Budget as a Capital Infrastructure Upgrade. Staff recommends that City Council authorize City Manager Sykes to contract with Murray Smith for the design of the Dutch Canyon Well pumps.

Public Works Director Dave Sukau explained the presentation he gave in February is still relatively accurate information. He explained with the contract withhold we were about \$34,000 over the contracted amount for additional development. He explained that additional cost was because there were high amounts of sand and they needed to continue to flush for an extended amount of time.

Councilor Greisen asked what was the total cost paid to the company?

Public Works Director Dave Sukau replied \$239,807. He explained after that the City made an agreement with GSI for \$13,700 to work with Crow Water, which was \$32,310 for this portion of the work. He explained in that work they have wrapped up the flows, and they know that they can produce 350 gallons per minute, with the sand being in a tolerable amount. He explained now we are looking at the Murray Smith contract for \$75,000.

Councilor Greisen asked if that is specific for the pump design?

Public Works Director Dave Sukau replied correct.

Treatment Plant Supervisor Darryl Sykes explained at this point we are at a cross roads with our information with GSI as to whether we want to try to do some further modifications to the well which would give us a sand production of zero at a high range, which is what we would like to do. He explained if we do some of this further work we will end up probably making the well a

smaller well as far as the casing. He explained staff is wanting to hire Murray Smith to come in and look at our casing size and really have the expertise to determine if we do make that a small well, will we be able to get those yields that we are hoping for.

Councilor Greisen asked with the small wells, cost wise is it more cost effective to have smaller pumps, and have more wells than doing a larger well with a larger pump?

Treatment Plant Supervisor Darryl Sykes replied he couldn't speak on that, but he does know that each well has to be permitted and go through a process with the State.

City Manager Sykes explained staff is updating the Master Plan and later this summer there will be a couple of work sessions, one on the conservation plan, which will give us an idea about what our capacity is, and the other regarding capital improvements and recommendations. He explained typically the estimate in the Master Plan is about a million dollars, and this will be the most productive well we have if in deed we are able to get 400 gallons a minute. He explained if we are not able to get 400 gallons a minute because of the sand issue worst case is that we can run it as it is at 350 gallons a minute, and couple that with the 300 gallons a minute with the other well and maximize our water right in that location, which is 650 gallons. He stated the frustrating thing about wells is that you never know if they are going to be successful. He explained this is kind of a hit and miss situation and he thinks that makes it even more important for the City to take a long hard look at some other alternatives that we might have, and he thinks our Master Plan does that in a couple of different ways. He thinks short term our future is this well. He stated those two wells should put us in pretty good shape for some time.

Public Works Director Dave Sukau explained this is a work in progress, but it is critical to get Murray Smith on board and become part of the team to help facilitate the future improvements.

Councilor Haugen asked if this does not work is there a potential to drill deeper that might have less of a problem with sand?

Treatment Plant Supervisor Darryl Sykes replied he doesn't believe so, but we would have to speak with the hydrogeologist.

Public Works Director Dave Sukau explained in the report that was just done, the last twenty feet where the casing is, is actually below the water table, so we are as deep as we need to be.

Councilor Sanders moved, and Council President Reed seconded the motion to approve City Manager Sykes to contract with Murray Smith for the design of the Dutch Canyon Well Pumps. (Motion passed 7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

## **In Car and Body Worn Cameras**

Police Chief Norm Miller went over the staff report. He explained Officer body-worn camera systems have become a prevalent and effective form of technology among law enforcement agencies and have benefitted both officers and the public alike. There are many benefits to officer-worn cameras, such as: improved digital evidence gathering; reduced time in court; increased successful prosecutions; streamlined reporting; and use as a training tool. Additionally, cameras improve quality of service by more efficient clearance of public complaints, reduced liability claims, and by protecting officers from false accusations. Over the years technology has changed as with anything we use. We currently are using the ICOP in car camera system since 2006. This has been a great asset for the public, field officers and courtroom testimony. But this system is out dated in many aspects, the technology is firmware rather than software. The system is starting to fail in cars and the body worn microphones are discontinued, leaving the department with diminishing use of cameras. In 2017 City County Insurance did a Request for Proposal in regards to Body Worn Cameras, where Utility was awarded the proposal. CIS also put out a grant to all members for 2017/2018 which gives the agency \$1000.00 if they chose to go with Utility. In 2017 Washington County also went out for RFP regarding In Car and Body Worn Camera Systems. On February 12, 2018 Washington County gave notice of intent to award to Utility. He explained Washington County has agreed to let us join the RFP. Scappoose Police Department did a comparison of three different companies who provide In Car and Body Cameras. In the comparison Utility Associates Inc., stood out with many different advantages. The warranty is one of the longest, along with any improvements to equipment, which we can upgrade without extra cost since we are current customers and automatically get an upgrade at 2.5 years into contract. Data storage is added into the cost along with installation of equipment. Utility is also the only company which provides uniform solution for body cameras. Cost is in the middle of the three companies we looked at, but we are also able to pay a yearly payment to help keep current and future budget spending with a fixed cost.

### **Included with the Purchase:**

- BodyWorn and Rocket IoT Vehicle Video/Communications/Camera triggers
- Includes AVaiLWeb™Smart Redaction™& Smart Shot 360™ SaaS,
- Training and Configuration, Warranty and Technical Support with Unlimited Video Storage and Download
- BodyWorn Camera and Mount BodyWorn Ready Uniforms:
- Bluetooth BodyWorn Wrist/Belt Trigger
- AvailWeb Video Management Software and Mapping Interface License
- Unlimited Download & Storage–Based on the Department’s Retention Policy
- Smart Redaction Software License
- Smart Shot 360 Software License
- Installation and Training –Onsite and Online Training Included
- Full Warranty
- 24/7 Technical Support for the Life of the Contract (60 months)

Every Vehicle (Qty.8) will be equipped with the following:

- Rocket IoT™ Vehicle Control Unit, DVR, and Communications Hub
- BodyWorn Vehicle Triggers and Wireless Offload
- Front & Rear Facing HD Vehicle Cameras
- Tablet Interface for Local Viewing of Video
- Setup of Rocket IoT Control Interface through Vehicle MDT
- Installation, Validation, Configuration
- Full Warranty
- 24/7 Technical Support for the Life of the Contract (60 Months)

Period of Agreement = 5 Years

Total System Price, Inclusive of all Hardware, Software Licenses, Data Storage/Retrieval, Warranty, and Support for a period of Five (5) Years for: **\$122,160**, with a Multi-Year Purchase Discount of **\$28,360** with **0% Interest** Financing making total cost **\$93,800** which equals annual payments of **\$18,760/year** for five years. There is no additional money being spent out of the range of the current budget for this fiscal year and this has been budgeted for the 2018-2019 year. He explained staff recommends council approve the purchases of In Car and Body Worn Cameras from Utility Associates Inc.

Council President Reed moved, and Councilor Greisen seconded the motion that Council approve City Manager Sykes to sign the contract as proposed by Utility Associates Inc, regarding the purchase of In Car and Body worn camera systems. (Motion passed 7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

### **Discussion on possibly canceling the July 2 City Council meeting**

City Manager Michael Sykes explained this decision is really up to City Council. He explained there isn't a lot on the agenda, and it can be moved to July 18. He stated if Council wants to cancel the meeting, staff can work around it.

Council agreed to cancel the July 2 Council meeting.

### **Announcements ~ information only**

### **Calendar**

Mayor Burge went over the calendar.

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

City Manager Sykes reminded Council that the City/County dinner meeting will be on May 29. He went over a handout he gave Council from the League of Oregon Cities, which shows the success of a number of city measures around the State. He explained Council should have a copy

of the Department Report. He explained the City submitted another grant application for one of the programs that was discussed earlier for the Watts House, trying to renovate the front porch. He explained he has completed all the evaluations for Department Heads that report to him, and that went really well. He stated that was pretty easy because frankly all of them are very good and do a very good job. He explained staff will be accepting bids through June 14 for Concomly Park. He explained staff is still waiting for an IGA with ODOT for Charles T. Parker Road. He explained we had a staff meeting to move forward with implementing the court recommendations that were presented to Council.

Mayor Burge explained it is Public Works week, and he thanked staff for their service.

Public Works Director Dave Sukau explained in parks they have been working pretty aggressively to get things done before next month when they are planning on doing a lot of paving and crack sealing projects. He explained in the fall they are hoping to get started on some dam excursion projects. He stated it will be a busy summer for them.

Councilor Poling thanked Chief Miller for going over the school safety, he liked seeing that.

Councilor Kessi thanked Councilor Greisen for helping to get a School Resource Officer for the School District and getting funds for that. He talked about the daycare issue that was recently brought to their attention. He stated if the City does the Urban Renewal District they will have an ability to fund fees for small businesses, and until then we could do a small business grant, and they thought that might be the best way to fund fees for small businesses that maybe can't afford the fees, but we may need their service, like a daycare.

Mayor Burge replied he thinks there are two options, a direct cash grant or a relief of fees grant. He stated ultimately, we thought the Urban Renewal could pick up those fees, if that is ever in place. He stated in the interim, maybe it is something where we look around and say a daycare is something we really need, they apply, we award the grant, and say we want to support this opportunity.

Council's general consensus is they would be interested in this.

City Manager Sykes stated actually this is one of Council's Goal ~ support small businesses, so what staff will do is take Council's comments and see if we can get a committee to take a look at this, and then bring it back to Council.

Mayor Burge replied maybe it can be done by an allocation of some of the betterment funds that the City receives, so we can have something sooner than later. He stated he knows staff did a great job of working with the daycare to help clear the hurdles and get them moving forward.

City Manager Sykes replied staff found out that site had been a daycare center before we had system development charges, so the City ended up waiving the system development charges because of the fact that it had already been an existing use, and didn't feel it was appropriate to charge them again.



Councilor Greisen thanked staff for answering the questions and taking the time to do that. She thanked Chief Miller for his work. She thanked staff for dinner.

Councilor Sanders also thanked City staff. She explained there is an invitation that has gone out, it is a collaboration between the Department of Human Services, which created a group called Everything Child Columbia County, and SHEDCO is also involved. She explained it is basically a group that is trying to get caring Oregonian put together with Foster Parents and DHS so every child can have opportunities and feel hope. She explained there is a celebration at DHS on June 8, from 11am to 1pm. She can send the invitation out to anyone who is interested.

Council President Reed also thanked City staff.

Councilor Haugen stated Alex and Garrett did a really nice job with the launch of Friends of Scappoose Parks. He explained an idea popped up, and it doesn't cost anything, and it would be a good thing to just roll with which would be creating an official heritage tree status for the Chief Concomly great white oak tree, it is about 300 years old, and that would be kind of neat, as the launch for the Friends of Scappoose Park to have this determined as a heritage tree. He asked if it isn't already designated it would be great to do that.

Councilor Haugen explained since we are going out for different RFP's he thinks it would be consistent to have an RFP for the Municipal Court Judge.

Mayor Burge stated maybe it should be just a five-year contract. He would think if we go out for an RFP for the Judge, we should also do one for the City Prosecutor, just like before. He stated maybe in the future we make it a five-year contract.

Legal Counsel Peter Watts replied you might want to have the contract less than five. He explained it if is open ended like it is, then those people serve at the Council's pleasure, so if they are not performing then you can go out for an RFP. He explained the problem with over four years is you are binding a future Council. He stated an open-ended contract gives you the most discretion in making the best decisions.

Councilor Haugen moved, and Councilor Kessi seconded the motion that Council authorize the City Manager to prepare an RFP for Municipal Court Judge, and City Prosecutor.

Councilor Kessi asked what has the Judge and City Prosecutor's compensation been like the last few years?

Chief Norm Miller replied it has been the same for Judge Wood the whole duration of his contract, and the City Prosecutor the same. He stated what they were paid five years ago, is exactly what they are getting paid now, but there is not a review process and some things kind of fell through the cracks in regards to that.

(Motion passed 7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

Councilor Haugen stated welcome back Peter.

Legal Counsel Peter Watts replied thank you.

Councilor Greisen explained the School Counselor from Grant Watts contacted her to be one of the speakers on their career day. She stated if anybody would like to talk to little kids about their job, or if you know someone who does please let her know. She explained this will be taking place on June 13.

Mayor Burge explained Libby with Columbia River PUD will be moving to take a new position. He explained she has been really active in the County, and the County will be losing a great asset.

### **Adjournment**

Mayor Burge adjourned the meeting at 8:28 pm.

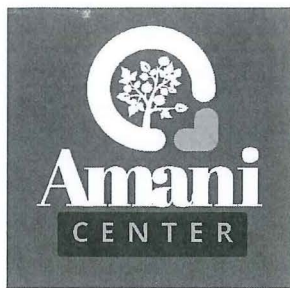
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Scott Burge, Mayor

Attest:

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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

May 29, 2018

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 forged partnership, the Amani Center will be able to continue providing much needed services to underserved child abuse victims in our community.

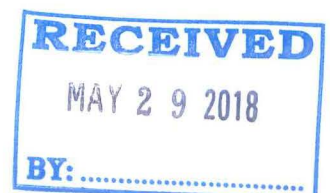
Children are our most vulnerable population. When children do not have access to specialized child abuse medical and forensic assessment services, it may result in further abuse, death or long term health issues. Children who do not have an opportunity to heal from the trauma of abuse may have adverse 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 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**

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

Child Abuse Forensic Evaluations & Support Services \$ 5000 2018/2019 FY

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

### Proposed schedule

Project Start Date: 7/1/2018 Project Completion Date: 6/30/2019

**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.**

Please see attached "Statement of Benefits" and "Description of Assessment Program and Positions" for program explanations.

The Amani Center is requesting grant funding to support all agency operations in order to provide Child Forensic Evaluations and Family Support Services. 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 than Columbia County's average (per 2010 census). Last year, 13.8% of the clients served by the Amani Center were residents of Scappoose and/or victimized in Scappoose. This is a steady statistic from the previous year (also at 13.8%).

The Amani Center is requesting funding in the amount of \$5000 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 for the 2018/2019 fiscal year. To sustain our current level of services (an increase to 4 days/week from 2 days/week for full assessment capacity compared to 2017/2018 FY), the Amani Center is seeking funding in the amount of \$602,626 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 the assessment resources necessary within the center, and help to sustain the necessary medical coverage & availability for 4 days/week.

The importance of the assessment team, including 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 the 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 the Amani Center provided 145 such assessments, an increase based on the number of providers available in 2017 over 2016. At a time when service needs suggest 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 days per week in 2018. Already we have seen an increase in the number of children we see each week, a confirmation that the staffing increase was a necessity in our community. Unfortunately we do not see this need decreasing in the future so this grant would allow us to stabilize funding via established and ongoing grant & fundraising efforts, and allow the Amani Center to serve our clients by retaining the increased hours and availability each week.

**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 cities 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.

## PROJECT BUDGET

**Total Estimated Costs:** \$602,626

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

Please see attached Amani Center budget - FY 2018/2019

**Breakdown estimated**

**costs by source:**

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

% 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 three separate Victims of Crime Act grants, funding from the City of St. Helens, Justice Reinvestment Act Grant, Fundraising Events, Contributed Support Donations from community members, Joseph E Weston Grant, Samuel Johnson Foundation, Columbia Pacific CCO, CAMI grant and several other small foundation or employee contribution grants. Additional funding comes from medical billing as well.

## Amani Center 2018/2019 FY Budget

### **REVENUE**

<b><u>GRANT REVENUE</u></b>	
Government Grants	\$284,064.00
Foundation Grants:	\$49,603.00
Community Grants	\$9,000.00
<b><u>MEDICAL BILLING</u></b>	
Medical Billing	\$140,334.00
<b><u>FUNDRAISING</u></b>	
Event Revenue	\$84,700.00
Individual Contributions	\$33,200.00
<b><u>FEES FOR SERVICE</u></b>	
Fees for service	\$1,375.00
<b><u>OTHER INCOME</u></b>	\$350.00
<b>Estimated Yearly Revenue</b>	<b>\$602,626.00</b>

### **EXPENSES**

<b><u>PERSONNEL EXPENSES</u></b>	\$444,538.00
<b><u>DIRECT PROGRAM EXPENSES</u></b>	\$50,338.00
<b><u>SHARED EXPENSES</u></b>	\$75,020.00
<b><u>ADMINISTRATIVE EXPENSES</u></b>	\$4,380.00
<b><u>FUNDRAISING EXPENSES</u></b>	\$28,350.00
<b>Estimated Yearly Expenditure</b>	<b>\$602,626.00</b>



## **PROJECT MANAGEMENT**

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**Provide a brief narrative outlining the major tasks and projected time schedule for completing of 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 as has seen and will continue to see both programmatic and organizational growth for many years to come.

**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 & 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 are grants. The Amani Center has extensive experience managing projects, accurately tracking statistical data and reporting to funders on progress.

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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**

# **AMANI CENTER**

Grant Application Documentation for the City of Scappoose, OR

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## **Organizational Background**

In the late 1990s, child abuse assessment and treatment services were still not available in Columbia County. Victims had to be transported to Cares Northwest in Portland for services. The number of assessment slots was extremely limited (under 20). Private transportation to make this long trip was not always available, so either local law enforcement or DHS personnel were forced to provide transport. This system was slow and costly, and many victims went unserved.

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*. The Center's mission was to "minimize trauma to child abuse victims through professional medical diagnosis and treatment in a secure and child-friendly environment with the goal of preventing child abuse in all forms."

Today our center serves children from birth to 18 years of age who live in Columbia County, Oregon and are suspected of having been abused.

We provide these children with *comprehensive, culturally competent, multi-disciplinary forensic assessments* and, when appropriate, testify in court on their behalf. We provide children and non-offending family members with crisis counseling and support services. We are the only agency providing services of this type in Columbia County.

During the past several years, we have seen consistent organizational and programmatic growth. We have developed a small, well-trained staff and an effective six-member board. The Amani Center is the home to several highly committed volunteers that help us in some way during the year (fundraising, family support services, writing newsletters, office work, etc.).

## **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 2016, the Amani Center provided 152 such assessments.

## ***AMANI CENTER***

Grant Application Documentation for the City of Scappoose, OR

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### ***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.

# ***AMANI CENTER***

## Grant Application Documentation for the City of Scappoose, OR

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***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

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

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

## ***AMANI CENTER***

### Grant Application Documentation for the City of Scappoose, OR

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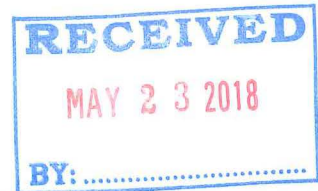
#### ***Statement on increased benefits***

The Family Support Services Specialist will meet the needs of the community and remove barriers by providing an underserved service through the provision of specialized support, referral and advocacy services, education, and crisis counseling. Furthermore, the position will continue to provide coordination of service-delivery through closely working with child abuse victims, non-offending caregivers, and local, state and federal partner agencies.

Child abuse victims will benefit from the Child Forensic Interview assessment program, as services will be provided in a sensitive manner in a child friendly setting. Based on the child's evaluation, referrals will be made to a therapist and/or specialist, as needed, as well as recommendations for further developmental and/or mental health evaluations. Moreover, caregivers will benefit from this service, as they will be able to consult with experts in the field of child abuse to discuss the child's needs and ways to facilitate the child's healing process. The child further benefits from his/her participation in an Amani Center evaluation because the Forensic Interviewer's evaluation report, recommendations and digitally recorded child forensic interview can be used in Grand Jury, in place of the child's testimony. This allows the child to heal further without having to re-tell his/her disclosure to more strangers.

The clients we serve are the most vulnerable victims in our community. Without medical/forensic child abuse assessment, treatment and support services, children may continue to be abused and continue to suffer from trauma. Deprived of intervention and support, some sexual abuse victims may exhibit sexual reactive behavior. This results in the victim acting out sexualized behavior with other children, further perpetuating the cycle.

The services the Amani Center provides to our community is emotionally difficult, detailed and requires specialized equipment and experts in the field of child abuse. The Amani Center staff is dedicated to assessing, intervening and supporting our community members whose lives are affected by child abuse. With your help, we can continue to provide the abused children of Scappoose with critical services, allowing them the opportunity to live a healthy, happy and productive life, potentially ending the cycle of abuse.



**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

Sponsor: CASA for Children, Inc.

Tax ID # 93-0923866

Contact Person: Betsy Miller, Executive Director

Daytime Phone 503-988-4174

Address: 2514 Sykes Rd.

City: St. Helens State: OR Zip: 97051

Signature: 

**PROJECT INFORMATION**

Project Title CASAs for Columbia County Amount Funds Requested: \$4,500 Needed by\*: 9/30/2018

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

**Proposed schedule**

Project Start Date: 7/1/2018 Project Completion Date: 6/30/2019

**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.**

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, often three years or more. 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 a growing group of CASAs in Scappoose and in Columbia County. Columbia County sends children into foster care at one of the highest rates in Oregon. Last year there were 307 Columbia County kids in foster care. An average stay in foster care is two years, although older children are likely to stay much longer. In 2016-2017 we were only able to provide a CASA for 29%.

CASAs are a diverse group of community members of all ages, races, and socio-economic backgrounds. At present, there are 13 active CASA volunteers that are Scappoose residents, a little more than a third of our active CASAs.

Most CASAs come in with little or no knowledge of the foster care or juvenile court system. Our extensive training for new CASAs and continuing professional support ensures that they have all the tools and knowledge they need to do the best advocacy work possible. CASAs are able to review the children's records. They investigate the facts of the case, thoughtfully consider what is best for the child, and accurately describe the child's condition and circumstances to the presiding judge. When new CASAs graduate, they are sworn in by a judge and we assign them to a CASA Supervisor who will support and coach them in the work that they do.

During the 2018-2019 fiscal year, if our project is funded, we project we will serve 92 children from Columbia County, including 12-15 children in Scappoose, ages birth through 18.



**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 frequently to see that they are safe, and apply their efforts to resolving the children's situations so that they can be reunited with their family or move on to adoption or guardianship.

CASA for Children's Columbia County program contributes to the community being a safe, exceptional place for children to grow up. Over time CASA has become a key player in the health and well-being of this vulnerable group of children in the community. At present, 13 Scappoose residents are actively involved in this effort. CASA volunteers take a longer term relationship-building approach to helping foster children and this strengthens the community by improving the children's future prospects.

## PROJECT BUDGET

**Total Estimated Costs:** \$223,481

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

Costs were based on the previous 3 years and our organizational budget.

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services	3,825	33,709	96,356	76,957
Supplies	300	1,000		
Capital				
Materials	375		4,309	839
Other		951	2,757	2,103
Total	4,500	35,660	103,422	79,899

% of Total Budget provided by Sponsor: 16 %

**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 of Administrative Services for each of the counties we serve (\$32,160 for Columbia County) and also from a federal program, Title IV-E, which supports training costs for volunteers and staff (an estimated \$3,500). Funds for Columbia County total \$35,660.

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Other #1: We also receive funding from a mix of local, state, and national funding sources.

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This includes National CASA, \$15,600; Columbia Pacific CCO, \$15,000; NW Natural, \$5,000; NW Natural, \$5,000; and the James & Shirley Rippey Family Foundation, \$15,000. Pending is a proposal to the Reser Family Foundation, \$10,000. Other #2 includes funds from our local breakfast giving event in St. Helens on June 19th, individual contributions, and organization-wide fundraisers including a 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 2018-2019 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, 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. (An ad that played at the Scappoose movie theater this year was very successful in bringing new volunteers in.)

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 services nonprofits will take part in the training, approximately 4 training sessions next year with the goal of assigning 16 new CASAs.

We will also plan events aimed at retaining our current group of CASAs for as long as possible. CASA assignments can be stressful and take as much as 20 hours per month over a period of years. In Columbia County, long driving distances add to cost and the time commitment. CASA for Children arranges for continuing education as well as social events and recognition events to build a welcoming team atmosphere.

The Columbia County Program Manager, CASA Supervisor, 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, in fiscal years 2016, 2017, and this last year 2018.

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 87 children this year, a few less than expected (96) due to the challenges of recruitment. During fiscal year 2019 we are aiming to have 16 new CASAs, a total of 40 active CASAs, and serve 92 children.

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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**

COMMUNITY ENHANCEMENT PROJECT APPLICATION



Sponsor: Scappoose Community Club

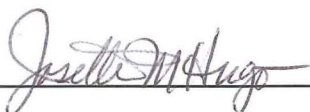
Tax ID # \_\_\_\_\_

Contact Person: Josette Hugo

Daytime Phone 503-320-7125

Address: PO Box 933

City: Scappoose State: OR Zip: 97056

Signature: 

**PROJECT INFORMATION**

Project Title	Amount	Funds Requested:	Needed by*:
Farmer's Mkt/Party in the Park	\$5000		06/16/18

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

**Proposed schedule**

Project Start Date: 06/16/18 Project Completion Date: 09/29/18

**Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

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The City and Club have agreed to work jointly in planning and supplying volunteers to coordinate for special events during the summer/fall months of 2018 at Heritage Park. This funding request will help the Community Club implement these projects. Initial events include "Party in the Park" on June 16. This event is an open community event to be held in the afternoon involving the Scappoose Farmers Market with extended open hours, the start/finish of the Columbia Century Challenge bicycle ride, and additional events as part of the "Party in the Park" activities such as food carts, live music by performing bands, vendors, and a beer garden, to be held in the afternoon. Other events the Club has been requested to be involved as volunteers or for other organizational needs, are a summer in the park movie concert series on Fridays during the Month of August, and a 5k Run at the end of the market season that is similar to the "Party in the Park" event. Successful efforts this summer will lay down the base for further events, or a major community summer event that would fill the void left by the departure of the Sauerkraut Festival at sometime in future.

**Estimate how many residents will be served or benefit if this project is funded.**

We hope to entice many of our citizens within the City of Scappoose, as well as those who travel Highway 30 on their way to various destinations in the County. And since we have partnered with the Columbia County Century Bike Tour, we will also have many attendees from out of the area.

**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 clearly enhance the Community by achieving the 2018-19 Council Goals & Objectives under Goal 1 in the following ways:**

- Promote Community Events
- Promote and Support Small Local Businesses (i.e., vendors, Farmers' Market)
- Promote and Support County Wide and Local Tourism (Special event draws, i.e., farmers' market, music concert, party in park event, cycling tourism, 5k run, and reaching out to the community-at-large and travelers through increased exposure of the Rotary Children's Fountain designed by international known, Michael Curry, increasing pedestrian traffic for nearby local businesses on Columbia and E. 2nd.

## PROJECT BUDGET

Total Estimated Costs: \$8650<sup>00</sup>

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

costs by source:		Breakdown estimated		
	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital		5800	Market Bdgt	
Materials		350	Sign/Ads	
Other		2000	Bands	
Insurance		500		
Total		8650		

% of Total Budget provided by Sponsor: 100 %

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 Scappoose Community Club has established funds, as well as, supporting funds derived from vendor fees of the Scappoose Farmers' Market. CEP funding will help supplement and maintain the Club's sustainability. \*Other funding may be obtained through sponsorships from the local businesses.



**Will the project be completed with the proposed funding or will future funding be necessary?**

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The Community Club will be able to complete the project with the requested funding as we have estimated costs for both the June and the September events.

## **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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The Scappoose Community Club will provide the key volunteer support needed to complete the major tasks and project time line as scheduled for each task, and oversee the completion of the tasks, in conjunction with City staff. Additionally, the farmers' market manager will continue to oversee all farmers' market operations during the time of the ongoing special events, coordinating closely with the organizers of those events.

Explain whether this project is part of a coordinated effort involving other individuals or organizations within the community. Describe how the project activities have been coordinated with other individuals or organizations.

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This project is part of a coordinated effort with the City of Scappoose to reintroduce city-wide activities and festival opportunities. We are soliciting corporate sponsorships to involve our business community, but we have not yet heard back from them as to their level of involvement. We do have involvement with various local vendors, particularly food vendors.

**Describe prior experience managing similar projects.**

*See below*

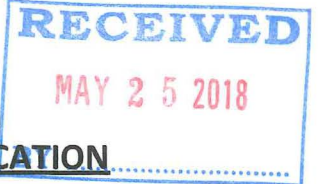
**Have you received a Community Enhancement grant for this project in the past?**

**The Scappoose Community Club has not requested past funding for this event, although the Club has successfully operated other major events such as the Sauerkraut Festival, farmers' market, Christmas Holiday lighting, Scappoose Clean Up Day, other activities over the past several years.**

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**Applications must be submitted by 3:00 pm, May 30, 2017, 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 D.O.G. and Columbia Humane Society

Tax ID # D.O.G. -27-3413816

CHS - 93-0919021

Contact Person: Bo Henderson Daytime Phone: (503) 709-6022

Address: c/o 51270 Bankston Rd

Scappoose, OR 97056

Signature:

**PROJECT INFORMATION**

Project Title

Amount Funds Requested:

Needed by\*:

COLUMBIA COUNTY DOG FAIR

\$2,000

Upon availability

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

**Proposed schedule**

Project Start Date: 09/07/2018 Project Completion Date: 09/09/2018

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

Our event is the Columbia County Dog Fair, to take place in Veterans Park on Saturday, September 8<sup>th</sup>, which will be a joint fundraising event for both the off-leash area of Veterans Park, stewarded by the Scappoose Dog Owners Group (D.O.G.) and the Columbia Humane Society in St. Helens. The permitting for this event has already been approved by the City Council.

The planned opening of the event is a 5k run/walk for dogs and companions (which is an event included with the entry fee), on a route recently approved by the Scappoose Police Department. This run will be the 3<sup>rd</sup> annual 5k run previously promoted, planned and funded by the Scappoose D.O.G.; for this year, it will be incorporated into the Fair, instead of being a stand-alone event. After the 5k, planned events, demonstrations and public participation throughout the day are to include things like a Canine Talent Show, a Costume Contest (possibly themed), an Agility Course Demonstration and participation, Police K-9 demonstrations, Flying Disc competition, Dog Training Demonstrations, a 'barn hunt' demonstration, a vaccination clinic, a Canine Photo Scavenger Hunt for children 12 and under, a Photo Booth, an "ask-a-vet" booth and other dog-related activities. It is also intended to incorporate vendors and representatives of companies and businesses related to the pet industry, local craftspeople, as well as food vendors. The all-day entry fee that will be charged is planned to be \$30 for families and a \$15 single entry fee. This fee is being utilized in order to raise funds for the groups.

## PROJECT BUDGET

Total Estimated Costs: \$3,000

How were these costs estimated (quotes, catalog, previous projects, etc.)? Quotes, catalog/internet research.

costs by source:

Breakdown estimated

	CEP	Sponsor	Other #1	Other #2
Personnel Services	0	0 (volunteers)	0	
Supplies	1,000	125	375	
Capital				
Materials	1,000	125	375	
Other				
Total	2,000	250.00	750.00	

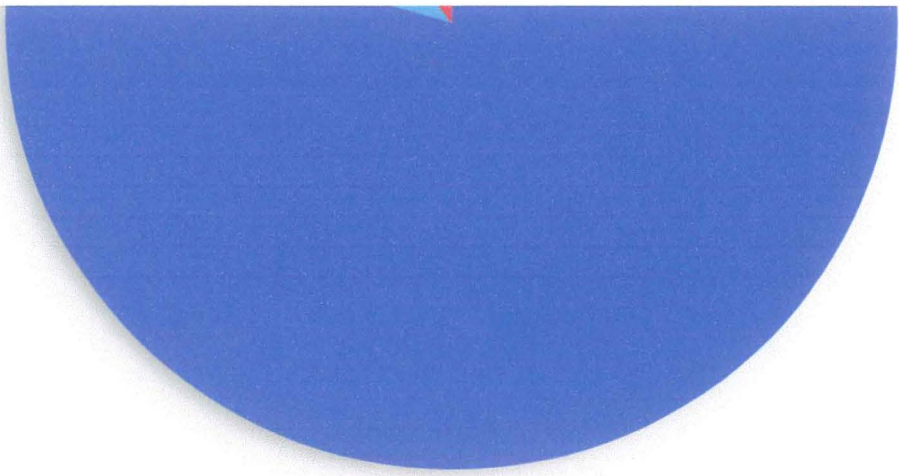
% of Total Budget provided by Sponsor: 10%

**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, funding is secure. Worst case scenario, if no other funding sources (ie grant and sponsorships) are obtained, there is a cost share agreement between the 2 sponsors of 100% of the total cost. Steps are currently in place to obtain platinum/gold/silver sponsorships for businesses and/or individuals, along with the proposed grant request.

However, as this is a fundraiser for the 2 non-profit sponsors, our hope is that all funding for the event can be secured through sponsorships and grants. Any remaining funds, along with any profit generated from the event through entry fees and donations, will be split in an agreed upon amount between the 2 groups.

A DRAFT detailed budget outline is attached.



CATEGORY		AMOUNT
<b>Main event</b>	<b>SUBTOTAL</b>	<b>\$2,371.35</b>
Veterans Park Permit		\$1.00
Equipment Rental - Tents for shade x 2		\$480.00
Tables		\$67.50
Chairs		\$43.20
Table cloths		\$1.00
Venue-Specific Staff		\$50.00
T-Shirts for staff		\$750.00
Security		\$1.00
Set Up		\$1.00
Clean Up		\$10.00
Parking signs & temp. resident passes		\$50.00
Temp Fencing		\$120.00
Stakes for fencing		\$80.00
Portable garbage cans		\$18.00
Port-o-Potty's		\$563.04
Dumpster		\$134.61
Advertising		\$1.00
<b>Event 1 - 5K</b>	<b>SUBTOTAL</b>	<b>\$304.00</b>
Maning the route		\$1.00
Signs		\$100.00
Water for runners and volunteers		\$100.00
Registration Table		\$12.00



Ribbons		\$10.00
Pre-registration - web set up		\$1.00
Bullhorn		\$20.00
"Swag Bags" with people & dog treats		\$60.00
		\$0.00
<b>Event 2 - Talent Contest</b>	<b>SUBTOTAL</b>	<b>\$19.40</b>
Staging area - table		\$12.00
Ribbons		\$5.00
Chairs		\$2.40
<b>Event 3 - Costume Party</b>	<b>SUBTOTAL</b>	<b>\$119.40</b>
Staging area - table		\$12.00
Ribbons		\$5.00
PA system		\$100.00
Chairs		\$2.40
<b>Event 4 - Agility Demo</b>	<b>SUBTOTAL</b>	<b>\$14.40</b>
Staging area - table		\$12.00
Chairs		\$2.40
		\$0.00
<b>Event 4 - Ask the vet</b>	<b>SUBTOTAL</b>	<b>\$14.40</b>
Staging area - table		\$12.00
Chairs		\$2.40
		\$0.00
<b>Event 5 - CHS information</b>	<b>SUBTOTAL</b>	<b>\$14.40</b>
Staging area - table		\$12.00
Chairs		\$2.40
		\$0.00
<b>Event 5 - Scavenger Hunt</b>		
Staging area - table		\$12.00
Chairs		\$2.40
T-shirts?		



**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 goal is to produce an entry fee family fair experience for dogs and dog lovers, working to establish the groundwork for what could become an annual public event. This would not only support the two non-profits, but also support the City of Scappoose's goals 1H and 1J of the 2018-19 Council Goals and Objectives by providing a Scappoose-based destination event of interest, potentially reaching visitors throughout Columbia County, and into the Portland tri-county METRO area, the Astoria area, and the Vancouver and Longview/Kelso communities in Washington - much as the Sauerkraut Festival and Summerfest did.

## **PROJECT MANAGEMENT**

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

The proposed time frame for the event, from load-in through clean-up, would include Friday late afternoon/evening for rough set-up, and Saturday from 7 am for final set-up. 8am is the time for arrival of 5k participants, then through the end of the fair events at 5pm, and close with final cleanup. Security would also be present to oversee the site on Friday night, along with a Sunday morning grounds check to ensure that the park has been left clean and in good condition.

This event would require closing off Roger Kucera Way on Saturday, as a safety consideration for expected children and dogs, and will utilize all of Veterans Park, including the dog park for off-leash play. Temporary fence stakes and plastic fencing to control admission would be utilized, and would be removed immediately after the event. There will be consideration for the parking of guests of residents affected by the closure with the utilization of temporary passes.

For all others, convenient parking has already been offered, by the kind permission of Mr. Bruce Grabhorn, in the field beyond the north end of Veterans Park. As with past events, entrance to the park will be from this parking area.

For the 5k run, the route will be pre-marked (all markings to be removed after the event). The day of, volunteers will be located at the start (from Grabhorn field) and along the route to guide runners and walkers. Additional volunteers will offer "traffic control" at the crossing of Apple Valley Rd and S/V highway to allow people to safely cross over to the CZ Trail (route map attached).

Public advertising is slated to begin on or about July 1, 2018.



Have you received a Community Enhancement grant for this project in the past? If so, was the project successful? Please describe: No



COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Scappoose Historical Society

Tax ID # 93-0967506

Contact Person: Karen Holmberg or Renee Pizzo

Daytime Phone 503-970-3920 or 503-396-1326

Address: P.O. Box 441

City: Scappoose State: OR Zip: 97056

Signature:   


PROJECT INFORMATION

Project Title	Amount	Funds Requested:	Needed by*:
<u>Museum Operation</u>	<u>\$ 5000.00</u>		<u>8/1/2018</u>

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

Proposed schedule

Project Start Date: on going Project Completion Date: on going

**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.**

The CEP fund will be used to help maintain our Curator so she is able to keep the Watts House Museum open to the public 3 days a weeks, plus provide private tours for school groups as part of their history of Scappoose and Oregon studies. To continue our participation with the Scappoose Community Club for Christmas events as well as other events held at Heritage Park.

We are also opening the House for additional hours for the Party in the Park for Tours and for community members to have a chance to identify family members in old photos we have in our collection.

Since we are open to the public every resident of the City of Scappoose can be served and benefit from the Watts House Museum.

**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?**

**Maintaining and operating the Watts House Museum helps to provide education to the local community on the history of the founding families of Scappoose as well as the surrounding area. We are constantly updating and adding to the historical information of the area, we are also involved with the newly formed Columbia County Heritage Association which includes all of the local museums in Columbia County.**

**We also work closely with the Columbia County branch of Oregon Outreach, Inc. The students at the Scappoose site spend time volunteering at the Historical Society on, an almost, weekly basis during the school year. These students have become so invested in the Museum and surround park that they have even directed problem causing teens away from the Watts House, gazebo and Heritage Park making our community safer for everyone.**

## PROJECT BUDGET

**Total Estimated Costs:** \$10,000

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

Based on the museum being open 3 days a week plus community events

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$5000	\$5000		
Supplies				
Capital				
Materials				
Other				
Total	\$5000	\$5000		

% 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?**

The main source of operating income for the Watts House Museum is from annual dues and Fund Raisers -Mother's Day Teas, Harvest Luncheon and Wine Tastings



## **PROJECT MANAGEMENT**

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

The Watts House Museum is open to the public for Tours 3 days each week from 10am to 2pm.

During the Christmas season the Watts House is open for Tours every Friday, Saturday and Sunday evenings for Tours except during private parties. This requires personnel to be at the House and lead the Tours.

As this is an on going project that requires considerable time and effort on the part of the volunteers, we have appointed a curator who coordinates the Tours schedules as well as the day to day cleaning and care of the Watts House Museum. The curator is also responsible to keeping the house open for Tours and is present at the House at least the 3 days a week that it is open to the public.

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

We have received a Community Enhancement Grant for many years now, The City of Scappoose has always been generous in helping the Historical Society successfully keep the Watts House Museum operating and since this is a City owned property, we count on your continued contributions.

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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**

May 29, 2018

TO: The Mayor and Council  
City of Scappoose

Thank you for the opportunity to once again request funds from the City's Community Development funds available for the upcoming budget cycle.

We have been working hard to expand our community's historical work and access to the House and Museum. Briefly, our work this year is breaking new ground and we are very excited about our accomplishments, but it is requiring more and more time to be available to the public for our work.

**HISTORICAL WORK:** This year organizing our historical records and pictures has been accomplished, and we have been able thru donations to purchase a fireproof and waterproof file to store these records for safekeeping. We are presently identifying old pictures that have little or no identification as to the people in them. The process is starting with old school pictures going back to the 1930's so far. We will be giving the public opportunities to cooperate with this effort. We are going to restart our oral interviews with people in the community who have participated so much in Scappoose's history and development, and these will be preserved with recordings of the interviews. We would like to begin the cataloging of our records and be on line with the other historical groups in the County so that all of our records will be available to everyone since our history in the County overlaps a great deal from community to community. We will be identifying the special contents of the House – some are original to the House, some historical family pictures on display, and so on. We are working on updating the museum displays throughout the House and basement portion of the Museum. We are also beginning to see an increase in time for researching and documentation of records.

**EVENTS AND ACCESS TO THE HOUSE:** Last year we expanded our hours that the House is open to the public from just four hours on Saturday to the same hours three days (Tuesday, Thursday and Saturday) per week, and many weeks more than that for meetings with guests or meeting with people from other agencies, special tours, work during the holidays, and now evening hours for our historical work and interviews. We are looking for new ways and events to make the House available, and this year's harvest luncheon will be historical and feature a menu reminiscent of the Oregon Trail days, the Watts family history coming to Oregon via the Oregon Trail, but also displaying our artifacts of this period. This year there will also be an Ice Cream Social, and our student volunteers from Scappoose Academy host their annual tea, and they held our first Halloween trick or treat event at the House last year. We will be hosting events to help identify old pictures on file.

This year we respectfully ask your consideration to increase our contribution from the Community Development funds to help with our ever increasing amount of work and hours that the Museum is available to the public, and now anticipating even more work beyond the established hours for the public by going directly to our elder citizens to record their histories, and accomplishing our extra work load to keep the Museum current and interesting by updating and creating new displays.

We also would like to invite you to visit the House and Museum any time to see first hand what we are accomplishing for the community. We are very proud of our work and would like to share it with you. Thank you for your consideration of our request.

Respectfully submitted,

Karen Holmberg  
President and Curator  
of the Scappoose Historical  
Society

RECEIVED

MAY 25 2018

BY: .....

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 ASAP

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

Proposed schedule

Project Start Date: June 25<sup>th</sup>  
2018 Project Completion Date: July 27<sup>th</sup>  
2018

**Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

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, PingPong, Foosball, Wii, intramural games, outdoors, arts & crafts, and take weekly field trips to the theatre, bowling, OMSI, Clackamas Aquatics Park, and Oaks Park. Members pay a \$20 membership fee and a trip fee. 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 Watts Elementary. The Rec. Center is open Mon-Thurs 10am-5:00pm. Fridays are trip days. The Rec. Center provides a safe, supervised place for the children of our community to meet and play. This year is the 24<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 1H promote community Events and goal 4 "Keep Scappoose one of the 5 safest communities in Oregon". It also meets goal 5 "Promote and enhance Parks and Rec. Opportunities." It meets these because the Rec. Center keeps kids off the streets and in a safe place, supervised. The Rec. Center is the only Parks & Rec opportunity the city provides the youth and it is greatly appreciated by the Parents, kids, & community.

Thank you for your on-going support, and for helping families of all backgrounds have an affordable summer activity for their youth.

## 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/fees 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?

membership dues and trip fees  
Scappoose Kiwanis



## PROJECT MANAGEMENT

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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 5 weeks of the summer. 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. We have been able to provide the youth this summer activity for the past 24 years thanks to your support!

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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**



COMMUNITY ENHANCEMENT PROJECT APPLICATION BY: .....

Sponsor: Scappoose Middle School

Tax ID # 93 0561782

Contact Person: Cindy Kriek

Daytime Phone 503 543-7163

Address: 52265 S. Col. River Hwy

City: Scappoose State: OR Zip: 97056

Signature: Cindy Kriek

PROJECT INFORMATION

Project Title

Amount Funds Requested: Needed by\*:

SMS Feather Bazaar & Raffle \$ 2,500<sup>00</sup> September 2018

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

Proposed schedule

Project Start Date: 12-10-18 Project Completion Date: 12-14-18

**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.**

This is a Bazaar that gives the students of Scappoose Middle School an opportunity to purchase gifts for their family and friends, using their "Feathers" that they earn by being safe, respectful and responsible, as currency. The funds from the CEF grant will be used to purchase items for the bazaar and Raffle.

This will be our Fifth annual bazaar. The students look forward and enjoy the bazaar each year. This project has been extremely well received and each year 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 300 students at Scappoose Middle School. Over 600 residents and their family members will benefit from the Bazaar.

The impact the Bazaar and Raffle have on the students, staff and families in our community is amazing! The PBIS program (Positive Behavior Interventions & Supports) is a recognition program that uses positive reinforcement for students who make the right choices. The feathers are recognition of doing the right thing in the areas of being safe, respectful & responsible. The bazaar is our biggest feather reward. Our school members are very supportive of this function. Board members and the superintendant are invited to visit the bazaar, and several of them have been able to stop by and experience this activity in the past.

Students earn feathers by their good behavior and they gain a sense of pride by being able to give gifts to their family and friends that they would not be able to afford. Staff members gain a sense of giving to the community with their donations and witnessing the student's joy and thankfulness. Families in our community enjoy receiving these gifts, and knowing their child was able to provide these gifts by practicing good behavior and making good choices. We provide the local newspaper with information and photo opportunities, and they have printed an article reporting the success the bazaar each year, and we include an article in our parent newsletter each year after the bazaar.

Approximately 35% of our students in the district qualify for the Free & Reduced lunch program, and 30% of our students here at SMS qualify. Programs such as the Feather bazaar provide a much needed way to fill the void in many of our student's lives. Your support & help funding this activity will be greatly appreciated by students, staff and families in our community.

## PROJECT BUDGET

Total Estimated Costs: 2,500<sup>00</sup>

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

costs by source:		Breakdown estimated		
	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies	2,500 <sup>00</sup>			
Capital				
Materials				
Other <i>staff Donations</i>			? ?	
Total				

% of Total Budget provided by Sponsor: 100 %

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. Scappoose Middle School will donate a small amount when the budget allows, the staff, community members, and local businesses are very generous with their donations.

## **PROJECT MANAGEMENT**

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

- Buy items for the Bazaar To be completed by December 14<sup>th</sup> 2018
- Set up tables and organize items To be completed by December 14<sup>th</sup> 2018
- Hold Bazaar To be completed by December 14<sup>th</sup> 2018

**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 chosen as a recent of the CEF grant in years past.

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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**





COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: SOUTH COLUMBIA COUNTY CHAMBER OF COMMERCE

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

Contact Person: SIMON DATE - EXEC DIR

Daytime Phone 503.397.0685

Address: 2194. COLUMBIA BLVD

City: ST. HELENS State: OR Zip: 97051

Signature: 

PROJECT INFORMATION

Project Title

Amount Funds Requested: Needed by\*:

WINGS & WHEELS

\$ 5,000

07-31-18

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

Proposed schedule

Project Start Date: 8.14.18 Project Completion Date: 8.14.18

**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.



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!

## PROJECT BUDGET

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

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

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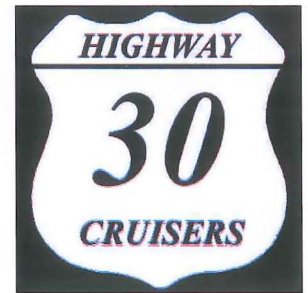
We have received this grant in the past and it has been extremely successful because of that. The grant is very important to the success of the event, and we thank you for your kind award last year.

---

**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 2018***

**Saturday, August 18, 2018 / 9:00 am – 5:00 pm**

**Join us at the Scappoose Fly in | Cruise in Wings & Wheels 2018 Festival. This year marks a special opportunity as the South Columbia County Chamber of Commerce partners with the Highway 30 Cruisers and the Northwest Antique Airplane Club to bring you a better than ever Community Event! Held at the Scappoose Airpark, Wings & Wheels features a unique set of attractions including classic car cruise in, motorcycles, military vehicles, airplanes, gyroplanes, music, vendors, kids' activities, food, beer garden and more! The combined efforts of the planning partners, assures that 2018 will be bigger and better than ever!**



*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**

*General Admission is free / Expected attendance is 3000*





COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: St Vincent dePaul Scappoose Food Pantry

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 (BANK) Pantry Operation \$ 3000<sup>00</sup>

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

Proposed schedule ongoing year around service to the community

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

The Scappoose Food Pantry is a continuously operating resource for people in need of assistance with food in the Scappoose Community.



**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.

The St. Vincent de Paul Food Pantry is an extension and partner Agency of the Oregon Food Bank. The pantry is supported by the Columbia Pacific Regional Food Bank with Food supply.

The food pantry serves approximately 1000-1200 families (Roughly 3200-3800 individuals) annually thru Food Distribution 2 days per week.

In March of 2018 the pantry entered into a relationship with the Scappoose School District to support the Back Pack Food Program. Currently this program serves 12-15 families (25-30 students) with FOOD THAT IS TAKEN home on weekends during the school year. This program will be supported during the 2018-19 school year and it is anticipated that it will grow in numbers. With only internal support of the School District the budget for the program has been very minimal. The addition of an outside source of support will allow for expansion of this important program.

In addition to "Food" the St Vincent de Paul conference also offers some financial assistance to residents for utility bills and other various needs as the financial ability of the organization allows.

**2018-2019  
COMMUNITY ENHANCEMENT PROJECT  
APPLICATION INSTRUCTIONS**

The following is the process schedule for the Community Enhancement Projects Grant Program:

- May 1 Applications for project proposals will be available. (Application form is attached)
- May 29 Applications must be completed and returned to City Hall, 33568 East Columbia Avenue, by 3 pm.
- June 4 Council will hear sponsor presentation of proposed project. Council meeting will be held in the Scappoose Council Chambers, 33568 East Columbia Avenue. Presentations should be limited to 5 minutes after which the Council will have up to 5 minutes to ask questions.
- June 18 Council approves project list. Contracts will be executed by September 30, 2018, or grant is forfeited.

**General Instructions**

- One request per organization.
- Applicants must be from non-profit groups, and organizations to be eligible for a grant.
- All projects must be within the City's Urban Growth Boundary to be eligible for funding. Attached is a map with the City's Urban Growth Boundary outlined in black.
- Each project must meet one of criteria listed on the City Council's evaluation form (attached).
- **A maximum limit of \$5,000 is being placed on the application for funding for an individual project.**
- Projects will be evaluated on how the project enhances the quality of life in the City while achieving the values described in the City's Vision Statement (attached).
- Each project is evaluated by City Councilmembers individually and reviewed by the City Council together to determine funding which may be as fully funded, partly funded, or not funded.
- Sponsors are encouraged to limit question responses to the spaces provided on the application. Additional information may be provided during the presentation of the proposed project. Every question should have a response. If question does not apply to your proposed project, indicate this response in the appropriate space.

Application packets will be available on the website at [www.ci.scappoose.or.us](http://www.ci.scappoose.or.us) or at Scappoose City Hall, 33568 East Columbia Avenue, from 8:00 am to 5:00 pm Monday through Friday. Any questions regarding the application should be directed to Susan Reeves, City Recorder, at 503-543-7146, ext 224.

## **Community Enhancement Project Evaluation**

**Evaluation Process:** Following presentation of the proposals, each City Councilmember will evaluate the projects and allocate their share of funds available by the June 19 Council meeting. Based on funding requests and money available, the City Council will determine how much funding to appropriate for each project. Funding may be full, partial, or none.

**Criteria:** Projects must meet **one or more** of the following criteria to be eligible for funding. If not, the application will not be considered further.

- (a) Improves the appearance of the community.
- (b) Meets an aspiration outlined in the City Vision Statement (see attachment)
- (c) Benefit youth, seniors, low income persons and/or underserved populations.
- (d) Address a Council Goal(s) (see attachment)

**Applicant Information:** Name of non-profit group, or organization should be listed in Sponsor Information. Contact person, phone and address should be provided for notification purposes and in case further information is required. The contact person should be the person who prepared the project proposal, or is able to answer questions about the project. The person signing the proposal should be the person authorized to submit the application.

### **Project Information**

**Project Title, Amount Requested and Funds Needed by:** Sponsor should indicate when the requested funds are required as availability of funds is contingent on City's receipt of disbursements from the State. Sponsor should identify the date the project will begin and when the project will be completed.

**Project Description:** This should be a short description for the proposed program or project **including for what purpose it will be used and how it benefits the Scappoose community.**

Estimate how many residents within the boundary area will be served or will benefit, if the project is funded. Also complete the information indicating whether or not the project and/or sponsor have received Community Enhancement grant funds in past years.

Complete a brief description of how the project meets the values described in the City's Vision Statement and/or City Council Goals. (no more than 200 words please)

**Project Budget:** Please submit a budget for this project. List the amounts and sources of the funding for the Sponsor's share of the project and whether the sponsor has secured funding from the other sources. **Reimbursement of project costs incurred prior to July 1, 2018, is not allowed, unless previously authorized by City Council.** List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.

### **Project Management**

Provide an outline of the major project tasks and completion dates for the tasks. Describe prior experience managing similar projects. Explain whether this project is part of a coordinated effort involving other individuals or organizations within the community. Describe how the project activities have been coordinated with other individuals or organizations.

\*\*\*\*\*end of instructions\*\*\*\*\*

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?

### "Caring Community"

The St Vincent de Paul Food Pantry, Financial Assistance, and Back Pack Program Support are all programs that support people in the Scappoose Community whose basic needs require support from ~~the~~ outside. Low Income, Elderly, Unemployed, Underemployed, Disabled or simply in need of help due to other circumstances are all people whom receive help from St Vincent de Paul.

## PROJECT BUDGET

Total Estimated Costs: \$21,818 2016/17 fiscal year expenses

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

Previous year expenses (pantry & financial assistance)

Back Pack program (backpack cost x # of students) 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 ability of this organization to serve the Scappoose community is based upon donations from multiple sources. Donations of Food thru food drives by various organizations and individuals. Financial Contributions from organizations and individuals AND THROUGH GRANTS.

Grants from the following organizations that were secured 2017-18 year

City of Scappoose Community Enhancement, Scappoose High School Community 101 Class (Oregon Community Foundation), Oregon Food Bank (facility upgrades) Oregon Charitable Checkoff Grant (facility upgrade) Joseph Weston Foundation, Scappoose Police Dept. Donut Day Proceeds a Food Drive, Scappoose Post Office Letter Carriers Food Drive, Boy Scouts Food Drives

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

St Vincent de Paul (Scappoose Food Pantry) Food Bank has received the Community Enhancement grant in prior years.

The receipt of this grant combined with our other sources of funding bring together our ability to serve people in need on a year around basis.

2016/17 Statistics 1022 families served thru the food pantry  
43547 lbs of food distributed. 22 families helped with utility assistance (5 months) May-September of 2017

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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**

## **PROJECT MANAGEMENT**

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

*The food pantry is a year around operation that is operated by volunteers. Our request is not for a specific project.*

**CITY OF SCAPPOOSE**

**Council Action & Status Report**

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**Date Submitted:** May 30, 2018  
**Agenda Date Requested:** June 4, 2018  
**To:** Scappoose City Council  
**From:** Alexandra Rains, Assistant to City Manager  
**Subject:** Park and Recreation Committee Term of Office

**TYPE OF ACTION REQUESTED:**

☒ **Resolution**

☐ **Ordinance**

☐ **Formal Action**

☐ **Report Only**

**ANALYSIS:** Resolution No. 15-15, which established the Parks & Recreation Committee, and the Committee's Bylaws, do not reflect the same requirements for the term of office for members. Resolution No. 15-15 has the terms as two years, and the Bylaws are for three years. The Mayor, City Council and Committee have been following the terms as set forth in the Bylaws. Staff has drafted a resolution in order to create consistency between the two documents.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Staff recommends City Council approve Resolution No.18-11.

**SUGGESTED MOTION:** I move City Council approve Resolution No. 18-11, thereby accepting the amendment to Section 4 amending the term of office for members.



## **RESOLUTION NO. 18-11**

### **A RESOLUTION ESTABLISHING A PARKS AND RECREATION ADVISORY COMMITTEE FOR THE CITY OF SCAPPOOSE AND RESCINDING RESOLUTION'S 15-15 and 17-27**

**WHEREAS**, the City of Scappoose recognizes the substantial benefits from public input regarding the planning, development, and construction of city parks and coordinating community activities on city parks; and

**WHEREAS**, at the recommendation of the Mayor, and with the approval of the Scappoose City Council, the City feels it is appropriate to establish a Parks and Recreation advisory committee to make recommendations to the City Council regarding development of new parks for the City of Scappoose and coordinating community activities and programs for public benefit;

#### **NOW THEREFORE, BE IT RESOLVED:**

**Section 1: Establishment.** A Parks and Recreation Committee is hereby established.

**Section 2: Responsibilities.** The Committee shall have the responsibilities to advise the City Council on the planning, construction, land acquisition, operating and maintenance, and organized and coordinated activities and other issues related to parks in the City of Scappoose.

**Section 3: Membership.** Membership shall consist of nine (9) members appointed by the Mayor and with the consent of the City Council in accordance with Scappoose Municipal Code 2.04.080. Any vacancy shall be filled by appointment by the Mayor, with the consent of the City Council for the un-expired term of the predecessor in office. The membership of the Committee shall be comprised of individuals who shall live, work or have significant interest in parks and recreation opportunities in the City of Scappoose. Members shall be registered voters. Members shall receive no compensation.

The Committee shall also consist of ex-officio members without vote to advise and assist. Ex-officio members shall include a City Councilor.

**Section 4: Term of Office.** Committee members shall be appointed for a term of three (3) years, excepting in cases where such appointment is made to fill a vacancy.

**Section 5: Election.** At its first meeting, the Committee shall elect a Chairperson and Vice-Chairperson who shall serve at the pleasure of the Parks and Recreation Advisory Committee.

**Section 6: Staff Involvement.** The City Manager will assure that the committee is properly staffed.

**Section 7: Meetings and Rules.** A majority of the voting membership of the Committee shall constitute a quorum. The Committee shall make recommendations to the City Council consistent with the laws of the State of Oregon, and with the Charter and ordinances for the City of Scappoose. The Committee shall meet at such times and places as may be fixed by the Committee, but no less than once each month. The Parks and Recreation Advisory Committee shall at all times abide by the provisions of the Oregon Public Meeting Laws and the Parks and Recreation Committee Bylaws (attachment A).

**PASSED AND ADOPTED** by the Scappoose City Council this \_\_\_\_ day of June, 2018, 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 Park and Recreation Committee**

## **BYLAWS**

### **ARTICLE I – NAME**

Scappoose Park and Recreation Committee

### **ARTICLE II – AUTHORIZATION**

Established by resolution by the Scappoose City Council, Resolution No. 15-15, passed August 3, 2015.

### **ARTICLE III – PURPOSE**

- A. Advise and make recommendations to the City Council on park and recreation policies and issues.
- B. Support community and City Council efforts to maintain, develop and promote parks and recreation opportunities.

### **ARTICLE IV – RESPONSIBILITIES/OBJECTIVES**

- A. To advise the City Council on park and recreation matters.
- B. To support the development of a Master Plan and updates as necessary.
- C. To be the City's ambassadors in developing and promoting park and recreation activities.
- D. To act as a facilitator for community forums that serve as a catalyst for the promotion and development of park and recreation activities.
- E. To encourage building partnerships and coordination with other local, regional and state organizations that enhance park and recreation opportunities that benefit the City of Scappoose and south Columbia County.
- F. To respond to additional matters relating to parks and recreation as requested by the City Council

### **ARTICLE V – ORGANIZATION AND STRUCTURE**

#### **Section 1 Membership**

- A. Membership of the Scappoose Park and Recreation Committee shall consist of a maximum of nine (9) voting members appointed by the Scappoose City Council. A majority of SPRC members shall be from the private sector.
- B. Members shall live or work or have significant interest in parks and recreation opportunities in the City of Scappoose.

- C. Ex-officio representatives of related organizations and the business community may also be invited to participate in SPRC meetings and work sessions as determined by the voting members.
- D. Members of the SPRC 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 two full subsequent terms; however, no more than two consecutive full terms may be served by any member.
- E. 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 Committee 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.
- F. 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 SPRC shall elect a Chair and Vice Chair every twelve (12) months.
- B. The duties and powers of the officers of the SPRC, who shall be elected annually in July, shall be as follows:
  - (1) Chair
    - Preside at all meetings of the Committee
    - Development of a written agenda in sufficient time to allow for distribution to Committee prior to any regular meeting.
    - Call special meetings of the Committee in accordance with the By-laws;
    - See that all actions of the Committee are properly taken;
    - Presents the Committee's 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 SPRC, 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 SPRC and is not a member of the Board.

Recording Secretary

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

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

- A.** The SPRC 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 SPRC shall schedule and publish regular meeting dates on a monthly 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 SPRC membership, setting forth and the reason for calling such a meeting.
- C.** SPRC 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 SPRC 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 SPRC by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the SPRC 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 SPRC 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 SPRC activities shall be made to City Council annually.

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

Amendments to these bylaws may be recommended at a regular membership meeting or at a special meeting of the SPRC called for that purpose, provided that written notice has been sent to each member at least fourteen (14) days before the meeting. The notice shall state the amendments that are proposed to be made in the bylaws. Only the changes that have been specified in the notice shall become effective upon the affirmative vote of a majority of SPRC board members and is subject to the approval by City Council.

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

The above bylaws for the Scappoose Park and Recreation Committee have been duly considered and reviewed, and are hereby recommended for adoption by the Scappoose City Council this 3<sup>rd</sup> day of August, 2015.

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

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**Date Submitted:** May 30, 2018

**Agenda Date Requested:** June 4, 2018

**To:** Scappoose City Council

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

**Subject:** Intergovernmental Agreement with ODOT for CTP Way Project

**TYPE OF ACTION REQUESTED:**

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

**ANALYSIS:** The Oregon Legislature dedicated funding for the Charles T. Parker Way Project in House Bill 2017, Section 71d (2017). This funding does not become available to the City until 2021 but, only project expenses incurred after the City executes an Intergovernmental Agreement (IGA) with ODOT will be eligible for reimbursement when said funds are released, so its important the City execute an agreement prior to construction of the road.

In practice, funds directed to the City as a result of this agreement would be made available to reimburse Oregon Tech for their share of the Charles T. Parker Way Project. This will help to support OMIC's growth and longevity.

**FISCAL IMPACT:** The IGA will ensure funds are available to reimburse Oregon Tech for their share of the Charles T. Parker Way Project. No dedication of City funds is required now or at any time in the future.

**RECOMMENDATION:** Staff recommends Council authorize the City Manager to execute the IGA with ODOT for the Charles T. Parker Way Project, subject to review by the City's attorney.

**SUGGESTED MOTION:** I move Council authorize the City Manager to execute the IGA with ODOT for the Charles T. Parker Way Project, subject to review by the City's attorney.

Request for Council Action

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

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**Date Submitted:** May 30, 2018

**Agenda Date Requested:** June 4, 2018

**To:** Scappoose City Council

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

**Subject:** Rivers, Trails and Conservation Assistance Program

**TYPE OF ACTION REQUESTED:**

☒ **Resolution**

☐ **Ordinance**

☐ **Formal Action**

☐ **Report Only**

**ANALYSIS:** In furtherance of the City Council's 2018-2019 goal of identifying development opportunities for the Vista Property, staff reviewed the Rivers, Trails and Conservation Assistance Program offered through the National Park Service (NPS). Participation in this program would allow the City to work with planning staff at the NPS to develop a trail system plan for the property. This assistance would not include funds to build trails or a trailhead.

**FISCAL IMPACT:** None, there are no matching funds required to participate in this program.

**RECOMMENDATION:** Staff recommends Council pass Resolution No. 18-12 authorizing the City Manager to submit an application to the Rivers, Trails and Conservation Assistance Program to develop a trail system plan for the Bella Vista Property.

**SUGGESTED MOTION:** I move Council pass Resolution No. 18-12 authorizing the City Manager to submit an application to the Rivers, Trails and Conservation Assistance Program to develop a trail system plan for the Bella Vista Property.

**Request for Council Action**



## RESOLUTION NO. 18-12

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCAPPOOSE  
AUTHORIZING THE CITY MANAGER TO MAKE APPLICATION FOR THE RIVERS,  
TRAILS AND CONSERVATION ASSISTANCE PROGRAM MADE AVAILABLE  
THROUGH THE NATIONAL PARK SERVICE FOR ASSISTANCE TO DEVELOP A TRAIL  
PLAN FOR THE BELLA VISTA PROPERTY.

**Whereas,** The Rivers, Trails and Conservation Assistance Program is made available through the National Park Service and is accepting applications; and

**Whereas,** the City of Scappoose desires to participate in this program to the greatest extent possible as a means of planning for needed park and recreation enhancements; and

**Whereas,** the Scappoose City Council has listed the identification of development opportunities for the Vista Property as a 2018-19 Goal; and

**Whereas,** the City only provides 3.02 acres of parkland per 1000 residents which is short of national and state guidelines by nearly half; and

**Whereas,** there are no matching funds required for participation in this program

**Now, therefore, be it resolved:**

Section 1: The Scappoose City Council authorizes the City Manager to apply to the Rivers, Trails and Conservation Assistance Program made available by the National Park Service.

Section 2: This Resolution shall be effective upon passage.

**PASSED AND ADOPTED** by the Scappoose City Council this \_\_\_\_ day of June, 2018, 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

6.

**City of Scappoose**  
**Council Action & Status Report**

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**Date Submitted:** 5/30/18  
**Agenda Date Requested:** 6/04/18  
**To:** Scappoose City Council  
**Through:** Michael Sykes  
**From:** Laurie Oliver  
**Subject:** Amendment to Chapter 15.04 of the Scappoose Municipal Code

**Type of Action Requested:**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Resolution</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Ordinance</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Formal Action</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Report Only</b>

**Issue:** Chapter 15.04 of the Scappoose Municipal Code, which governs building construction, alteration and repair, requires compliance with uniform codes such as the American Public Works Association Standards, the Oregon Structural Specialty Code, etc. While all of the other uniform codes in this section refer to compliance with the “current” version of the applicable code, one does not and that is the Fire Prevention Code of the Scappoose Rural Fire District.

Specifically, Chapter 15.04.010 (5) requires compliance with the Scappoose Fire District Ordinance 93-01, which is from 1993. Staff has drafted an amendment to the language to remove the specific reference to the ordinance number and to replace it with the word “current” (see attached Exhibit A of Ordinance 872 for the exact language).

**Recommendation:** Staff recommends that City Council approve Ordinance 872.

**Suggested Motion:** I move that Council approve Ordinance 872 as presented.

**ORDINANCE NO. 872**

**AN ORDINANCE OF THE CITY OF SCAPPOOSE AMENDING SCAPPOOSE MUNICIPAL CODE CHAPTER 15.04 REGULATING BUILDING CONSTRUCTION, ALTERATION AND REPAIR**

**WHEREAS**, the City of Scappoose regulates building construction, alteration and repair and requires compliance with uniform codes; and

**WHEREAS**, Chapter 15.04.010 (5) references an outdated Scappoose Fire District Ordinance from 1993 and the City of Scappoose wishes to reference the current fire ordinance.

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

**Section 1.** Chapter 15.04.010 (5) of the Scappoose Municipal Code shall be amended to read as shown on the attached Exhibit A (additional language underlined and deleted language ~~stricken~~).

**Section 3.** Severability. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

**CITY OF SCAPPOOSE, OREGON**

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

First reading: June , 2018  
Second reading: June , 2018

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

## EXHIBIT A

In the text below, language to be omitted is ~~strikethrough~~, and proposed language additions are underlined. Only the section to be modified is included.

### Chapter 15.04

#### BUILDING CONSTRUCTION, ALTERATION AND REPAIR

##### Sections:

15.04.010 Compliance with uniform codes.

15.04.020 City administration.

15.04.030 Violation--Penalty.

15.04.033 Building Official - Authority to Impose Administrative Civil Penalty.

15.04.035 Appeal Procedures.

15.04.037 Unpaid Penalties.

15.04.040 Minor plumbing installation labels.

15.04.050 Test for water piping.

15.04.010 Compliance with uniform codes. A. In addition to compliance with this chapter and other ordinances of the city, any permit or approval, building and other related activities shall comply with the current version of the following:

1. American Public Works Association Standards;
  2. Current edition of Oregon Structural Specialty Code and Fire and Life Safety Regulations;
  3. Current edition of Oregon Mechanical Specialty Code and Mechanical Fire and Life Safety Regulations;
  4. Current edition of One and Two-Family Dwelling Specialty Code;
  5. Current Scappoose Fire District Ordinance ~~93-04~~, the Fire Prevention Code of the Scappoose Rural Fire District;
  6. Current edition of Oregon State Plumbing Specialty Code;
  7. Current edition of Uniform Electrical Code;
  8. Current edition of Uniform Sign Code, as published by the International Conference of Building officials;
- [...]

# CITY OF SCAPPOOSE

## June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Scappoose Farmers Market 9 am - 2pm
3	4 City Council 7pm	5	6	7	8	9 Scappoose Farmers Market 9 am - 2pm
10	11	12	13	14	15	16 Scappoose Farmers Market 9 am - 2pm
17	18 Council Work Session 6pm  City Council 7pm	19	20	21 Economic Development Committee noon  Parks & Rec. Committee 6pm	22	23 Scappoose Farmers Market 9 am - 2pm
24	25	26	27	28 Planning Commission 7pm	29	30 Scappoose Farmers Market 9 am - 2pm