

**HUMAN SERVICES COMMITTEE
MINUTES
March 17, 2015**

Present

Councilor Mike Beilstein, Chair
Councilor Frank Hann
Councilor Bill Glassmire

Staff

Nancy Brewer, City Manager
Marci Laurent, Management Assistant
Carrie Mullens, City Manager's Office

Visitors

Jennifer Moore, United Way of Benton and Lincoln Counties (UWBLC) Executive Director
Cheryl Precious, Co-Chair UWBLC Community Impact Committee

SUMMARY OF DISCUSSION

	Agenda Item	Recommendations
	Call to Order	2:02 pm
I.	United Way Social Service Allocations Semi-Annual Report	Accept the United Way Social Service Allocations Semi-Annual Report for Fiscal Year 2014-2015.
II.	Council Policy Review and Recommendation: 4.01, "Guidelines for Commercial Vending and Fundraising Activities in City Parks"	Amend Council Policy 4.01, "Guidelines for Commercial Vending and Fundraising Activities in City Parks" as recommended by staff and to correct typographical errors.
III.	Other Business <ul style="list-style-type: none"> • Simple Shelter Request 	Information
	Adjournment	3:02 pm
	Next Meeting	April 7, 2015 Madison Avenue Meeting Room 500 SW Madison Avenue

CONTENT OF DISCUSSION

I. United Way Social Service Allocations Semi-Annual Report

Ms. Laurent said the report was for the period ending December 31, 2014. She noted that the amount of Council approved allocation (from the General Fund) should have been identified as \$237,750, not \$237,500. The levy added an additional \$113,150 and UWBLC receives \$8,000 to administer the program, leaving \$342,900 for agency distribution. Attachments to the staff report include agency narratives and financial information. The Vina Moses report was not included in the report and was distributed to the Committee during the meeting (Attachment 1).

Councilor Hann requested information about challenges, strengths, consolidation, and resource sharing.

Ms. Moore explained that UWBLC is currently involved in two processes. This report is a look back at the prior funding cycle. Applications for the next funding cycle are due March 18 and the allocations committee will review and evaluate them prior to bringing a recommendation to this Committee.

Ms. Precious said the allocations committee discussed how to find interagency efficiencies and obtain more collaboration to develop best practices in the community. Instead of agency presentations during the funding cycle application process, UWBLC initiated themed roundtable discussions with agency leaders. The discussions resulted in better collaboration between agencies and identified areas where UWBLC can invest additional dollars to fill service gaps and help agency operations be more efficient.

Councilor Hann said measurements reported as the amount spent is not as useful as reporting what has been done to make a difference. He requested more information in the future about results. Ms. Moore said the funding model shifted from funding programs to financing solutions. Emergency and transitional services is one component that will always be needed since it responds to immediate needs. Another component is how to keep those problems from happening.

Ms. Precious said UWBLC is researching investment strategies for UWBLC funds. For the last three or four years, the UWBLC Vision Councils reviewed funding models and developed a strategy to break the cycle of childhood poverty. UWBLC will be announcing a new process that will be for larger and potentially multi-year grants for collaborative community solutions that address this new strategy. This includes ensuring children are ready for kindergarten up to and including preparing them for the workforce.

Ms. Precious noted that homelessness was considered in all five roundtable discussions with mental health services identified as a significant gap in the community. UWBLC will discuss the larger issues identified in the discussions and reach out to the community to start addressing gaps.

In response to Councilor Glassmire's request for specific examples, Ms. Precious said UWBLC has been exploring a case management model. Frequently a client needs more than one service and an advocate to help them navigate agencies and resources. Agencies have expressed a need for a dedicated staff person to coordinate best practices and services between agencies.

Ms. Moore added that during roundtable discussions, UWBLC asked agencies what their biggest challenge was other than funding. The most frequent response was a need for someone to help coordinate the efforts between agencies.

In response to Councilor Hann's inquiry, Ms. Moore confirmed that centralized intake was discussed.

Chair Beilstein said there will always be needs and the problems will never be completely eliminated. There is no magical solution. He noted that according to the staff report, City funding for some agencies is minimal compared to total budget. The exception is Casa Latinos Unidos (CLU) who received very little funding other than the City allocation. He noted that the financial statements from Corvallis Community Children's Centers (CCCC) have formatting issues and he requested a corrected statement from CCCC and information about CLU funding prior to the next Council meeting (*not received in time to be included with the minutes*). Councilor Glassmire corrected Chair Beilstein, noting that the CLU report identified a large allocation from the Meyer Memorial Trust.

Ms. Moore confirmed that UWBLC is working with agencies on clear expectations for completing the report form. She noted that some agencies are only reporting on the amount funded by the City.

Chair Beilstein added that he is always impressed by the agency reports, the amount of services the agencies provide, and the efforts of the volunteers.

Councilor Hann opined that there may be some fundraising fatigue in the community. Ms. Moore responded that she meets monthly with a group of 30 local organizations that participate in fundraising activities. The group just finished producing a planned giving guide that highlights all participating organizations. The next focus is an event calendar and discussion about the number of fundraising activities scheduled in the community.

Ms. Brewer reported that Senator Gelser is working on a mental health solution with a focus on keeping youth out of the mental health system. The ground work is currently being completed for a bill to be presented at a future legislative session. She suggested UWBLC make contact with Senator Gelser's office since this approach is similar to the current focus of UWBLC.

Ms. Brewer said there has been an increase in calls from people who need assistance, but not necessarily emergency assistance. There may be a need for more social contact and/or home health services that people are not currently receiving. The increase in non-emergency calls is a significant cost to the City.

Councilor Hann said *Way Station, Inc.* is a mental health organization providing services with a focus on jobs, housing, programming, etc. The program was developed on the east coast and has been replicated throughout the country.

In response to Chair Beilstein's inquiry, Ms. Brewer explained that Mayor Traber would appoint someone from this Committee to the UWBLC allocations committee once he knew who was interested in serving. Chair Beilstein volunteered.

Ms. Precious said an appointment in late summer for the next cycle would provide that Councilor an opportunity to attend the roundtable discussions.

Councilor Glassmire requested that future reports include a brief summary (one or two sentences) explaining the status of each program. He submitted a memo related to the request (Attachment 2). UWBLC briefly discussed how that information could be obtained.

The Committee unanimously recommends Council accept the United Way Social Service Allocations Semi-Annual Report for Fiscal Year 2014-2015.

Councilor Hann said a case management model is a good idea. Advocating for clients with many gaps in service is important. Chair Beilstein agreed and added that a good example is the valuable service the Homeless Coalition has provided.

II. Council Policy Review and Recommendation: 4.01, "Guidelines for Commercial Vending and Fundraising Activities in City Parks"

Ms. Brewer said when this Committee reviewed the Policy in December, former Councilor Hervey expressed concerns about neighbors not being able to barter food in parks. The recommended language amendment allows for the exchange of food grown in a City-owned community garden. There are other minor edits in the Policy.

In response to Councilor Glassmire's inquiry about changing "City Manager" to "Department Director" throughout the policy, Ms. Brewer explained that if it is not a high liability issue, the Director (or designee) can be the responsible party.

Chair Beilstein said he would prefer the "City Manager (or designated representative)" be identified as the responsible person. The Department Director would always be the designated representative unless they are gone. He noted an error under Guidelines a.: the word "use" is missing in the first sentence between "to" and "any."

Chair Beilstein opined that former Councilor Hervey's request was something more similar to a farmer's market concept within a neighborhood. Residents of that neighborhood would bring food into their neighborhood park for exchanging. The issue was that if money was exchanged it would be considered commercial activities and it might compete with the Corvallis Farmer's Market. This version of the Policy would still require a permit since it only exempts food grown in city-owned community gardens.

Ms. Brewer said Parks and Recreation is not supportive of a frequently scheduled farmer's market type activity in various parks in Corvallis. Many people walking in a park create vegetation and turf damage. The concern is the amount of maintenance required after an activity. A concessions permit helps pay for maintenance to rebuild vegetation and turf.

Chair Beilstein agreed that the recommended changes are a good compromise between the Department and former Councilor Hervey's request.

Councilor Glassmire provided Ms. Brewer with additional errors to be fixed prior to the policy moving forward for Council adoption.

The Committee unanimously recommends Council amend Council Policy 4.01, "Guidelines for Commercial Vending and Fundraising Activities in City Parks" as recommended by staff and to correct typographical errors (Attachment 3).

In response to Chair Beilstein's request, Ms. Brewer agreed to include the vendor application form and fee schedule with the minutes (included in Attachment 3).

III. Other Business

Simple Shelter Request (4/7/15)

Ms. Brewer said staff will provide some possibilities for consideration related to the list of items requested by Simple Shelter. Some items are not in the City's control. Staff had discussions with the Homeless Coalition to clarify some the requests; e.g., the number

and size of lockers needed. Ms. Brewer said this is a difficult issue with many challenges. There have been continued requests to allow camping in parks; however, the City's parks are in residential areas and neighborhoods are opposed to camping in parks. The Willamette Park campground closed due to noise, destruction, fights, drug dealing, inadequate restroom facilities, and other nuisance issues. The neighborhood developed a master plan that redeveloped the camp area into a community garden.

In response to Councilor Hann's inquiry about the charge to this Committee related to the Simple Shelter request, Ms. Brewer said the Committee has been asked to provide feedback to Council about whether there are issues the City should pursue related to the request. She added that when she and the Mayor met with the Simple Shelter group, she expressed her concern that different groups are requesting different resolutions for the same population. She agreed that there are multiple needs of the homeless population that require different responses. Some homeless individuals do not want to live inside any facility, many have medical and mental health care needs, there is a fair amount of drug and alcohol abuse, individuals with convictions related to sex offenses have difficulties finding housing, and others couch surf because they cannot afford housing even though they work. All of these populations have very different needs.

Councilor Hann requested that Ms. Hass-Holcombe attend the meeting to provide information and summarize some of the barriers. Chair Beilstein said Community Outreach and other organizations related to this issue should also be invited to provide an objective overview.

Ms. Brewer added that Simple Shelter was surprised to learn that the City does not own vacant land and/or buildings that could be used for camping or other homelessness needs. The City's vacant land at the airport is far away from other services and does not include bus service.

Chair Beilstein said the two parks owned by the City and located in Linn County may or may not be appropriate. He requested a summary of initiatives the City has provided to the homeless population, including fareless transit, social service funding for various agencies, etc. It will be helpful to have a summary to identify what the City is already doing and to provide a sense that there are some limits to the City's capacity.

Respectfully submitted,

Mike Beilstein, Chair

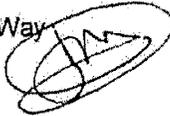
United Way of
Benton & Lincoln Counties

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2330 NW Professional Dr, Ste 101
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Phone (Benton): (541) 757-7717
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Memo

DATE: March 10, 2015
TO: Human Service Committee, City of Corvallis
FROM: Jennifer Moore, United Way



14-15 Interim (6 mo) Reports: Vina Moses

As per our administrative contract, United Way has recently compiled funded program interim reports—covering the first 6 months of the award period—for the 14-15 City of Corvallis Social Service funding cycle.

Reports for two Vina Moses programs funded through the Social Service Fund were not included in the original packet, but are attached here.

Vina Moses Center
Christine Duffney
vinamoses@proaxis.com

Program Name: Clothing and Household

City SSF request	3000	Award	3000
United Way request	3000	Award	0

Program description:

The Vina Moses Center provides clothing and household items to low income families and individuals in Benton County. Clothing and household items are donated by members of our community and distributed by volunteers and staff at the Center. Once a year we purchase new shoes, socks, underwear and school supplies for children returning to school from summer break. In December we provide food and gifts to help with the Holidays and extra food when the children are home from school. Our clients include infants, school age children, people with disabilities, seniors, single parents, homeless and the working poor. We serve more than 3,500 families each year. Families may shop at the Center once a month for clothing and household items they need. There is no cost to our clients.

Significant program changes?

No significant changes.

How has the award been spent?

This award has been spent to provide 5272 visits to our Center.

Describe how your agency will partner and/or collaborate with other organizations during this cycle to achieve the success outcomes indicated above.

Most collaboration in this program is referrals made by us or most usually from agencies sending clients to us for their clothing and household needs.

Number of people served to date.

4314 clients served.
3500 to served 7/1-6/30.

Program Budget (July 1 - Dec 31, 2014)

Agency Vina Moses

Funding Request \$

\$3,000.00

Program Clothing & Household

Grant Award \$

\$3,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)	Committed (C) or Pending (P)?	Amount
1	United Way Grant funding (curr		\$0.00
2	City of Corvallis SSF award		\$3,000.00
3	Funding Source A*		\$85,360.00
4	Funding Source B*		\$51,961.00
5			
TOTAL PROGRAM FUNDING			\$140,321.00

total secured -->

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Expense A	\$23,766.00	
2	Expense B	\$72,286.00	
3			
4			
5			
TOTAL PROGRAM EXPENSES		\$96,052.00	0.00%

Balance	\$44,269.00
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Vina Moses Center
Christine Duffney
vinamoses@proaxis.com

Program name: FISH Emergency Services

City SSF	request 3000	Award 3000
United Way	request 3000	Award 0

Program description:

FISH Emergency Services mission is to improve the quality of life of families and individuals by providing financial assistance when all other resources have been depleted. The program assists with rent, utilities, medical needs and transportation to low-income families and individuals in Benton County. Our clients include families with children, individuals, people with disabilities, seniors, single parents, homeless and working poor.

Significant program changes?

No specific changes.

How has the award been spent?

We paid 34 rents serving 88 individuals.
We helped 70 families (190 individuals) with utilities,
Transportation 34
Misc 10
Medical 10

Describe how your agency will partner and/or collaborate with other organizations during this cycle to achieve the success outcomes indicated above.

Number of people served to date.

332 individuals served.
I expect similar number for 7/1-6/30
These are unduplicated

Program Budget (July 1 - Dec 31, 2014)

Agency Vina Moses

Funding Request \$

\$3,000.00

Program FISH

Grant Award \$

\$3,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)	Committed (C) or Pending (P)?	Amount
1	United Way Grant funding (curr		\$0.00
2	City of Corvallis SSF award		\$1,500.00
3	Funding Source A*		\$3,500.00
4	Funding Source B*		\$6,429.00
5			
TOTAL PROGRAM FUNDING			\$11,429.00

total secured -->

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Expense A	\$5,105.00	44.00%
2	Expense B	\$4,139.00	36.60%
3			
4			
5			
TOTAL PROGRAM EXPENSES		\$9,244.00	\$0.81
Balance		\$2,185.00	

General

In the summary report, maybe a two-line summary of the most important information about each program? That information could be quantitative, such as number of clients, or qualitative, such as individual client evaluations. That summary would not be intended to be complete in any way, but rather to suggest possible directions for more thorough evaluation.

In the summary report, maybe a brief overview of total program finance (funding for year or period, expenses for period, number of hours spent with clients). This kind of information is already in the narratives; the objective of this suggestion would be to make gross analysis and comparison easier.

For several of these programs, those which are responding to social dystunctions, I would be happy to see that their caseload decreases as time goes by. Programs in this category include ABC House, CARDV, some COI services, the Homeless Shelter Coalition, Jackson Street Youth Shelter, South Corvallis Food Bank.

The above paragraph notwithstanding, my answer is not to cut funding. But I would be happy to see parallel initiatives, by these programs or others, to address the causes of the problems being addressed. For example, for ABC House, in addition to the diagnosis of abuse, I would be happy to see an education program to prevent child abuse.

Specific comments, for only a few programs

ABC House (p5) – well funded

Benton Furniture Share (p9) – more than 3/4 of target number of clients already

Habitat for Humanity (p13) – losing money

Boys and Girls Club (p17) – well funded, “Future Millionaires”?

CARDV (p20) – not much money spent on client services

Old Mill Relief Nursery (p71) – seems very effective; expense budget is not right?



City Council Policy – Leisure and Culture Activities

Policy # 4.01

**Guidelines for Commercial Vending and Fundraising Activities
in City Parks**



Policy:

This policy will apply any time a City park is used as a venue and money or item donations are requested for goods, services or the opportunity to participate, and all money and item donations are for the benefit of a person or group other than the City. **Food grown and exchanged in City-owned community gardens is exempt.**

The benefitting person or group need not be the permit requestor, and the collection of the money or items need not take place on park grounds for this Policy to apply. Some examples include: ice cream vendors; concerts where food donations are requested; races with entry fees; raffle tickets sold during a picnic; a donation jar on a display table at a fair, etc.

Purpose:

To establish a policy regarding the use of City parks for personal or organizational financial gain.

Scope:

This policy applies to any individual or organization of any type that will be requesting money or item donations for an event or activity in any public park.

Goals:

Provide a venue for activities that complement the public parks and provide a user-based revenue source to support the parks.

Guidelines:

Issuance of a Permit

- a. A completed and signed Concession Permit application will be required of anyone wishing to use any public park as a venue to sell any service, goods or opportunity to participate. A list of items/services to be sold or opportunities to be had and a description of equipment to be used must accompany the application. No permits will be processed without payment of appropriate fees. All Concession Permit applications shall be submitted to the Parks and Recreation Office at 1310 SW Avery Park Drive, Corvallis, Oregon 97333.
- b. In determining whether or not to approve a permit, the ~~City Manager~~ **Department Director** (or designated representative) shall take into consideration the number of such permits for similar concessions already in operation in any one location and the probable positive or negative effect on park users. It is understood a permit is not exclusive nor is it to be construed as a limitation on the City in granting similar rights,

privileges, and authority to other persons, and the event is not granted any exception to existing City rules, regulations and ordinances.

- c. The length of the concession activity must be of a limited duration, ranging from a few hours to three months. The permit shall be immediately revocable by the Department Director (or designated representative) if any portion of ~~the Concessions~~ **this** Policy is breached.

Rules and Regulations

- a. The City retains priority use of its facilities and reserves the right to reject all applications for commercial vending or fund-raising activities in the parks. The City further reserves the right to conduct concessions using its own staff or contractors.
- b. The concessioner holds the City harmless from liability for their activity and if there is substantial risk involved, as determined by the City Manager, the concessioner **shall** provide a certificate of insurance in accordance with City specifications, listing the City as an Additional Insured.
- c. Any approved concessioner must agree to abide by all applicable Federal, State, and local laws, rules and regulations.
- d. All concessions must display a valid Corvallis Parks and Recreation Concession Permit when using a park for commercial vending or fund-raising gain.
- e. All concessions involving food must have an approved Benton County Health Department certificate, if applicable.
- f. Any activity or event associated with commercial vending or fund-raising gain in the parks must not endanger persons or property or detract from the public's recreational use or aesthetic enjoyment of the parks.
- g. The concession must only occur in locations approved by the ~~City Manager~~ **Department Director** (or designated representative) and authorized by permit.
- h. Utilities used by or for the benefit of the concessioner shall be paid for by the concessioner at a rate to be determined by the Parks and Recreation **Department** Director.

Agreements

An agreement will be used at any time when a request to use the park for commercial vending or fund-raising gain:

- a. Covers a period in excess of three consecutive months in any calendar year;
- b. **includes** ~~the~~ circumstances and/or risks **that** set a precedent; or,
- c. ~~The concession~~ requires an exception to existing rules and regulations.

Permitted and Not Permitted Activities

Examples of profit activities that may be permitted in designated areas of a park include, but are not limited to:

- a. Food/beverage that can be consumed in the park;
- b. ~~Paintings~~ Apparel and other items associated with a specific event;
- c. **Paintings and** handcrafted art items;
- d. Small carnival games, usually as part of an event;
- e. Flowers/vegetables/plants; and
- f. Footraces.

Examples of profit activities that are not permitted in designated areas of a park include, but are not limited to:

- a. Garage or rummage sales; and
- b. Selling used cars or other large equipment.

Definitions:

Concession – Undertaking and profiting by a specific activity.

Fee – Payment due to the City.

Public Park – an area of land owned or managed by the City, and set aside and maintained by the City, for the recreation and relaxation of the public.

Selling – The transfer of ownership of goods, services, or opportunities for participation in exchange for money or items.

Review/Update:

The Parks and Recreation Director will prepare this Council Policy review every three years for Council approval.

Rev #	Name	Change Date	Character of Change
0		10-07-1991	Adopted
1		04-17-1995	Revised
2		11-17-1997	Revised
3		06-19-2000	Revised
4		01-22-2002	Revised
5		03-21-2005	Revised
6		12-01-2008	Revised
7		12-19-2011	Revised

8		xx-xx-2015	Revised
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Corvallis Parks & Recreation
1310 SW Avery Park Drive
Corvallis, OR 97333
Phone: (541) 766-6918
FAX: (541) 754-1701

APPLICATION FOR PERMIT TO OPERATE A CONCESSION IN A CITY PARK

COST: The Concession Permit fee is \$120, payable upon submission of this application. If your permit application is denied, all but a \$10 processing fee will be refunded to you.

Name: _____ Phone: _____

Organization name, if applicable: _____

Full address: _____

Proposed park for concession: _____

Proposed hours of operation: _____

Proposed date(s) of operation: _____

(Note: An approved permit may be valid for no more than 3 months.)

Will you, or any other party at your event, be accepting donations? YES NO

What items will be sold? (raffle tickets, food**, entrance fees, souvenirs, etc.) Attach a separate sheet of paper if needed.

****Per Council Policy 91-4.01, all concessions involving food must have an approved Benton County Health Department certificate. If you, or anyone at your event, will be selling or serving food to the public, you MUST contact the Environmental Health Department of Benton County at least 30 days in advance of the event to arrange for any required permits, licenses, or certificates. For more information visit the Benton County web site or call 541-766-6841. **FAILURE TO OBTAIN THE REQUIRED PERMITS, LICENSES, OR CERTIFICATES FROM BENTON COUNTY WILL CAUSE THE CITY TO CANCEL YOUR EVENT WITHOUT REFUND OR LIABILITY.****

Please provide a description of any equipment which will be used (BBQs, tents, etc.):

OVER →

Previous experience operating a concession/fundraising event/etc. (where and when):

References familiar with your vending/fundraising experience:

Name	How Known	Phone #

Applicant acknowledges he/she has read, understands, and will comply with all provisions of City Council Policy 91-4.01 *Guidelines for Commercial Vending and Fundraising Activities in City Parks*. If approved, applicant agrees to post the laminated Concession Permit in a conspicuous place during the event. Applicant agrees to contact Parks & Recreation if plans change from those indicated on this application, at least 2 business days in advance of the event date in case additional permits or fees apply. **Failure to notify Parks & Recreation of changes may result in additional charges, permit denial, or permit revocation.**

Signature

Date

Staff Initials

FOR OFFICE USE ONLY

NOT VALID UNLESS SIGNED BY PARKS AND RECREATION DIRECTOR

Concession Permit Application:

Approved

Denied

Parks and Recreation Director

Date

\$120 Permit Fee
Payment Method:

- Check # _____
- Visa/MasterCard # _____
- Cash

Date Paid: _____ Staff Initials: _____