



CITY OF WOODBURN
ENGINEERING DIVISION

REQUEST FOR CONTRACT CLARIFICATION

PROJECT NAME: Capital Campaign Consultant for Woodburn Community Center

PROJECT No: N/A

DATE: August 1, 2023

CLARIFICATION REQUESTED BY: Rose City Philanthropy

QUESTION:

Question 1: Regarding the estimated cost of \$60 Million, approximately 33% has been secured. In addition to bonding, is the City continuing to explore other sources of public funds?

Answer 1: Beyond the \$15 million awarded by the Oregon State Legislature and the potential Urban Renewal contribution of up to \$5 million, the only other source of public funds the City will pursue is a general obligation bond measure, expected to be placed before the voters in November 2024.

Question 2: *Regarding Task 4 – Implement Capital Campaign: Seek & Secure Major Gifts:* Does the Woodburn Community Center currently have a base of existing donors at any level? Will the City provide the consultant with a mailing list for the District?

Answer 2: The City of Woodburn does not have what we consider to be a base of existing donors. However, the City operates the Woodburn Fiesta Mexicana each August, which is an event that is largely supported by corporate and local business sponsorship. The 2023 event is scheduled for August 18-20 has secured nearly \$100,000 in sponsorship funds to date. A list of current and prior event sponsors can be provided to the successful capital campaign consultant. The City can also provide mailing lists for Woodburn registered businesses, water/ sewer utility account holders and Woodburn property owners from the Marion County Assessor's Office records.

Question 3: *Regarding Task 4 – Implement Capital Campaign: Seek & Secure Major Gifts:* Will the Citizens Advisory Committee assist in mapping connections to potential donors in the community or is there a foundation or "Friends of" group to participate in a prospecting exercise?

Answer 3: It is possible that Citizens Advisory Committee members might assist in identifying potential donors within the community. A local non-profit organization recently expressed a desire to assist with the community center fundraising process. The City will assist the successful capital campaign consultant in partnering with the non-profit organization to solicit funds for the project.