



Meeting Agenda  
Collaboration Corvallis  
Neighborhood Livability Work Group  
March 11, 2013  
5:00-7:30pm  
Corvallis Library  
645 NW Monroe Avenue

Meeting Materials:

- Memorandum – March 7, 2013, Background Information on Police Staffing and Corvallis Crime Rates
- Draft Summary Meeting Minutes – December 11, 2012
- Draft Summary Meeting Minutes – January 2, 2013
- Draft Summary Meeting Minutes – January 15, 2013

I. Public Comment (15 minutes)

II. Review of Draft Minutes (10 minutes)

1. December 11, 2012
2. January 2, 2013
3. January 15, 2013

III. Discussion Items

1. **Tentative** – Finalize recommendations on implementation of a Property Maintenance Code and Rental Housing Licensing Program (15 minutes)
2. Presentation on Police Staffing levels and Corvallis crime rates (45 minutes)
3. Discussion and formulation of recommendation regarding police staffing (30 minutes)
4. Discussion and formulation of recommendation regarding creation of a Community Relations Advisory body (30 minutes)

IV. Adjournment



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MEMORANDUM

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TO: Neighborhood Livability Work Group

FROM: Eric Adams, Project Manager

DATE: March 7, 2013

SUBJECT: Collaboration Corvallis – Background Information on Police Staffing and Corvallis Crime Rates

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Attached to this memorandum is additional information regarding police department staffing levels that was prepared by the Corvallis Police Department for the work group's consideration. The work group had previously forwarded a recommendation to the Collaboration Corvallis Steering Committee to increase the current number of sworn officers to be consistent with comparable university communities. That recommendation was returned to the work group for further consideration. The attached information will be discussed at the March 11, 2013, work group meeting, and be accompanied by a presentation from Corvallis Police Chief Jon Sassaman. Items that will be covered include:

- Enforcement and education efforts that would be possible with additional staffing; particularly with respect to recent recommendations from the Collaboration Corvallis project.
- Potential budgetary impacts on the criminal justice system (i.e., District Attorney's Office, Benton County Jail, Municipal Court) due to increased staffing and effective enforcement of community livability ordinances.
- Crime rates for Corvallis, how they compare with other jurisdictions, and why current crime rate statistics do not accurately reflect the prevalence of crimes most often impacting neighborhood livability.
- A staffing study completed Matrix Consulting in 2008, which focused on the use of crime statistics and staffing ratios to formulate an optimal number of sworn officers.
- Challenges with effectively implementing and enforcing both existing and proposed ordinances and neighborhood livability programs without commensurate staff.

## CITY OF CORVALLIS POLICE DEPARTMENT STAFFING DISCUSSION

	FY 1991/92	FY 2011/12
City of Corvallis Police Department Sworn Staffing:	53 Sworn	53 Sworn
City of Corvallis Population:	45,000	55,055
City of Corvallis Police officers per thousand residents:	1.17	0.96
Oregon State University Enrollment	14,264 (Fall 1993)	26,393 (Fall 2012)
OSU Demographic Fall 2012	90.3% (19,702) Undergraduates/25 years of age and younger	
2012	49% of all Calls for Service occurred within the Central District (University & Downtown)	
2012	Calls for Service: 26,998	
2012	Police Units Dispatched to Calls for Service: 52,953	

### 2010 Census Population & Corvallis Police Districts:

- See Attached “Corvallis Police Districts and 2010 Census Population”

### Efficiency Measures Implemented:

1. 2012 (O-6), no report written, 11,758 incidents, est. at \$293,950 savings in officer time
2. 2012 CopLogic On-Line reporting system, 679 reports, est. at \$33,950 savings in officer time
3. 2012 Records non sworn staff report taking. 1522 reports, est. at \$54,792 savings in officer time

### Crime Comparison:

- See Attached “Corvallis Police Department Part I Crime Comparison”

### Like Jurisdictions:

- See Attached “Police Staffing of College or University Cities with Comparable City Populations”

### League of Oregon Cities:

League of Oregon Cities 2009 analysis of Oregon Police Departments. Data has not been updated by LOC since 2009. Of 123 Oregon Cities - Corvallis ranks 120<sup>th</sup> in terms of staffing per 1,000 population above Columbia City, Prairie City and Newberg. Of all Cities with populations greater than 50,000 Corvallis has the lowest staffing ratio.

Data Group	Total Cities	Officer Per 1,000		
		Low	High	Average
Statewide	123			
0-2,000	27	0.50	4.73	2.00
2,001 – 5,000	26	1.06	2.74	1.79
5,001 – 10,000	24	1.05	3.28	1.71
10,001 – 20,000	19	1.20	2.10	1.50
20,001 – 50,000	17	0.95	1.83	1.35
Over 50,000	10	<b>0.96 (Corvallis P.D.)</b>	1.64	1.29

**Survey Results:**

- 2011 International City Managers Association (ICMA) Survey:
  - Provided Corvallis Survey results, identifying “Key Drivers” established for the City of Corvallis. Key Drivers identifies the most important characteristics of a City and those which will most likely have the most influence on residents’ opinions. The survey notes that Key Drivers are a factor in “knowing where to focus limited resources”. Police Service were identified as one of only two Key drivers. Police Services were additionally the only city service identified as a Corvallis Key Driver, a National Key Driver and a Core Service.
  
- City of Corvallis Citizen Attitude Survey:

	2010 % of respondents who felt very or somewhat safe	2011 % of respondents who felt very or somewhat safe	2012 % of respondents who felt safe
In your neighborhood during the day	96%	97%	97%
In your neighborhood after dark	84%	84%	78%
In Corvallis’ downtown during the day	95%	96%	94%
In Corvallis’ downtown after dark	71%	70%	57%

- 81% of respondents indicated Police Services are Excellent/Good

**2008 Matrix Consulting Allocation Study Key Finding:**

- Insufficient unobligated time for Community Policing.

**City of Corvallis 20/20 Vision Statement:**

- Central City: “A continued public safety commitment makes downtown a safe place at any time of day or night.”
- Education and Human Services: “OSU and Corvallis are active partners with a range of shared resources and cooperative agreements to support mutual interests in areas such as fire and police protection...”
- Where People Live: “Corvallis residents determine livability by the quality of the schools, the safety and security of citizens and their property...”

**City of Corvallis Community Development Comprehensive Plan, Section 10.8 Police Protection:**

- **Section 10.8.1:** As the City expands in population and service area, police and enhanced 911 services shall be expanded. Coordination with the Willamette Criminal Justice Council, Benton and Linn Counties, and other government agencies shall be increased to ensure that the high quality of these critical services is maintained and provided in a cost-effective fashion.
- **Section 10.8.2:** The City of Corvallis Police Department shall continue to work with neighborhoods to develop and implement community policing, traffic and crime prevention initiatives.

**Cost Containment Initiatives:**

- Volunteers for crime prevention and other programs: \$1,600 budget for entire crime prevention program
- Shared building, records and evidence functions with Benton County; 9-1-1 shared with 10 User Agencies

**Looking to the Future:**

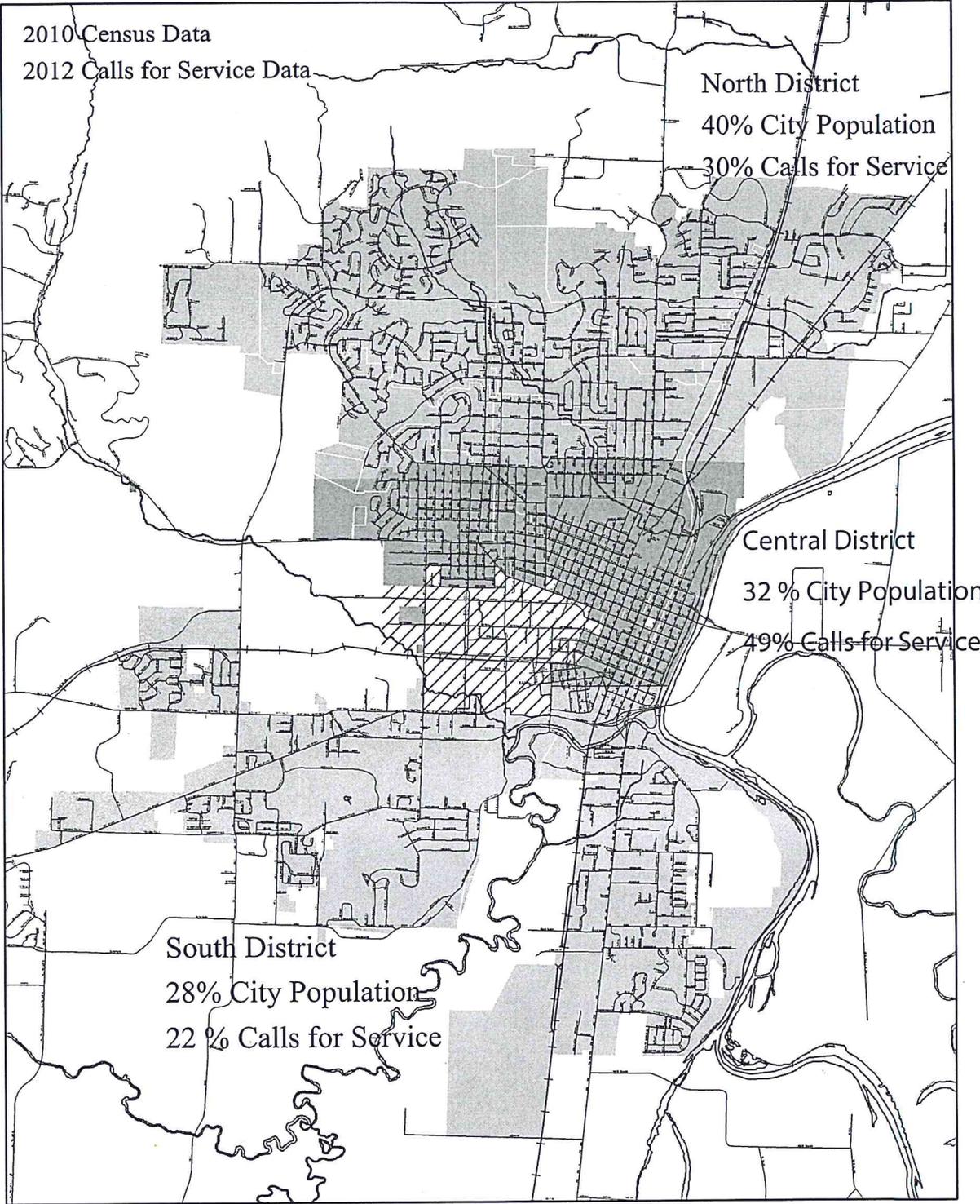
- Public Safety Tax
- Challenge to provide Community Policing, public service and neighborhood livability as charged by our Mission.

**Staffing Goal:** Corvallis Police to be at: 1.2 officers/thousand population

- Officer per thousand population represents a national standard of staffing measurement.

Our **mission** is to enhance community livability by working in partnership with the community to promote public safety and crime prevention through education and enforcement; to maintain public order while preserving the legal rights of all individuals; to provide effective, efficient and courteous service; and to reduce the impact of crime.

# CORVALLIS POLICE DISTRICTS



# Corvallis Police Department

## Part I Crime Comparison with National and Like-Sized Cities (2011 data)

	Index Crime/ 1000	Violent Crime Clearance	Property Crime Clearance	Fatal & Injury Accidents/ 1000	Police Officers/ 1000
<b>National</b>	<b>33.0</b>	<b>48%</b>	<b>19%</b>	<b>7</b>	<b>2.4</b>
<b>Like-Size Cities</b>	<b>35.0</b>	<b>48%</b>	<b>20%</b>	<b>6</b>	<b>1.7</b>
<b>Corvallis</b>	<b>33.2</b>	<b>42%</b>	<b>17%</b>	<b>2</b>	<b>0.97</b>

*Data Sources: FBI Uniform Crime Reports/ODOT Traffic Crash Data Summary*

**POLICE STAFFING OF COLLEGE OR UNIVERSITY CITIES WITH COMPARABLE CITY POPULATIONS**

CITY AND STATE	POPULATION	COLLEGE OR UNIVERSITY	STUDENT POPULATION	SWORN STAFF	CIVILIAN STAFF	SWORN PER 1000
Spartanburg, SC	37,334	University of South Carolina	5,495	127	41	3.4
Petersburg, VA	32,326	Virginia State University	5,890	101	53	3.12
Charlottesville, VA	43,511	University of Virginia	21,106	117	36	2.69
Joplin, MO	50,559	Missouri Southern State University	5,591	111	52	2.19
Chapel Hill, NC	58,011	University of North Carolina	28,136	120	18	2.07
Boulder, CO	98,889	University of Colorado	29,894	167	104	1.69
Bowling Green, KY	58,894	Western Kentucky University	21,048	90	58	1.53
Fayetteville, AR	75,102	University of Arkansas	24,595	113	47	1.5
East Lansing, MI	48,666	Michigan State University	47,954	58	43	1.2
Eugene, OR	156,929	University of Oregon	24,591	180	120	1.15
Chico, CA	86,187	California State University	16,470	95	52	1.1
Corvallis, OR	55,055	Oregon State University	26,393	53	33	0.96
Davis, CA	66,016	University of California	32,290	62	45	0.94



**Collaboration Corvallis**  
**NEIGHBORHOOD LIVABILITY**



**MINUTES**

<b>DATE</b>	December 11, 2012
<b>CHAIR</b>	Phil Hestand
<b>MINUTES TAKEN BY</b>	JayLene Seeley
<b>ATTENDEES</b>	Charlyn Ellis, Karen Levy-Keon, Phil Hestand, Robert Reff, Tammy Barnhouse, Eric Adams
<b>GUEST SPEAKERS</b>	Chris Westfall, City of Corvallis

**PUBLIC COMMENTS**

1. Kent Daniels commented that he spoke at the Steering Committee meeting in opposition to the recommendation to increase the number of police officers in Corvallis. Spent a number of years on the Parks board and has been active in a lot of other things in city government and has a problem with language that talks about giving priority one thing over another without an increase in budget. Without an increase in funding that money would most likely come from the library, Parks and Rec and the City Planning budgets. He urged the workgroup to be very cautious about a solution that is very costly. Police officers are one of the most costly public employees. Also, when you increase the number of police officers it automatically increases everything within the criminal justice system. He hopes the work group can find ways to address what he sees as social behavior problems in our neighborhoods, without increasing the number of police officers. He also commented that he was involved with the start of the City Housing Code and it has always been enforced by complaint. The code needs to be enforceable and should require inspections of rental properties. The housing code fee needs to be reassessed and increased. The current fee of \$10 per year per unit is a negligible thing.
2. A community member that lives in the Wilson Elementary School area, is also a part-time student and works as a provider for Good Samaritan commented that he is concerned about maintaining a livable community. He offered his support to the work group and his support to the idea of asking residents to host two new students per quarter to share a conversation and meal time. He commented that he would be the first to volunteer his family. He sees this as a way to engage with students, especially with the undergrad students. When you know your neighbors you behave better. Put a name to a face – not just seeing them as “OSU student”. He believes this will help build better social accountability.
3. Betty Griffiths commented that she was following up on the testimony she provided to the Steering Committee. She was surprised to see the recommendation about the increase in the number of police officers because she had been following the meeting notes and had not seen this in them. She shared with the work group some ideas that came from that meeting. One was are there ways we make progress by doing things differently rather than assuming an increase in police personnel will solve the problem? Can things be done smarter, better? Is an increase in law enforcement the best way to solve these problems? An increase in police will undoubtedly bring an increase in arrests and convictions, we need to look at the entire system of law enforcement and the financial resources to handle and unknown increase in the case log. Are there ways to use OSU Public Safety non-sworn officers off campus? Can they be used by the City Police? She continued by stating that she thinks this recommendation requires a lot more investigation and she encouraged the work group to spend additional time examining these issues along with possible alternatives, along with the fiscal impacts of each of the alternatives.

### RESPONSE TO PUBLIC COMMENTS

1. Rob Reff commented that it is important to put some context to some of the decisions that were made. Early in the process he asked about fiscal impact and the work group was told not to consider it in their process. He stated that he wanted to be fair about what the group had been scoped to do. He stated that he thinks decisions need to be made on fiscal impact. That is a huge part of the process. But, the work group was not charged with doing that. Having been told not to worry about fiscal impact that guided his philosophy on making decisions and recommendations.
2. Karen Levy-Koen stated that the understanding of the work group is that they would meet for two hours twice a month and the group does not have the capacity to do all of the in-depth research that may be attached to the recommendations.

### APPROVAL OF MEETING MINUTES

Moved and seconded to approve the meeting minutes from the November 13, 2012 meeting. Minutes approved unanimously.

### STEERING COMMITTEE MEETING OVERVIEW BY ERIC ADAMS

- Productive discussion overall.
- Healthy discussion on a number of the recommendations, especially around the police staffing recommendation.
- Information provided by CPD and OSP very compelling as was the amount of discussion had on the various municipal code tools that are in place now.
- Value of increased staffing not so obvious to all members of the community. Residents of neighborhoods located away from campus are not experiencing the issues behind the recommendation.
- Remaining recommendations from each of the work groups were accepted
- Moving forward, the project management team will be working with City and OSU staff to determine who will take lead on further exploration of recommendations or moving through an implementation process.
  - Matrix tracking document requested. Valuable tool. Eric is working to create this document.

### PRESENTATION ON PROPERTY MAINTENANCE AND RENTAL LICENSING BY KEN GIBB & CHRIS WESTFALL, CITY OF CORVALLIS

Ken Gibb commented, as a means of introduction, that this is the third time that they have been before the work group in terms of exploring the additional tools to enhance neighborhood livability. One of the tools identified that university communities commonly use would be a property maintenance code. They are bringing back additional information from the last time that Chris Westfall spoke to the work group. This is still very early in the discussion stage. The presentation will be an overview of what it might contain and some of the issues that would prompt consideration of this mechanism.

Chris Westfall presented a PowerPoint presentation showing how a Property Maintenance Code such as the International Property Maintenance Code, might improve code clarification for issues they have some tools

on that may not be complete or may be out of date and others where they are looking for synergy that may come from integrating the code with new code provisions. What is currently being seen where his department does not have the tools, time or resources to address are:

- Complaint-driven situations
- Land use incompatibility
- Over occupancy
- Creation of unapproved dwelling spaces
- Aging housing stock in addition to contemporary housing stock – significant difference

Additionally, the building codes are for construction only. They are maintenance codes. They are designed, intended and scoped for the sole authority of building a building. They are development codes. The Fire Code is part of the integrated codes but it is for multi-family, commercial and industrial. There is also a housing code that has been enhanced recently to provide some habitability standards – minimum maintenance conditions for heat, water service, etc. There are six standards in all. And finally, there is the Land Development Code which is a use-based way of identifying what the occupant load of properties can be.

The PowerPoint presentation illustrated a number of examples of poor living conditions, unsafe living conditions, unapproved dwelling spaces, etc. Problems are not discovered until a complaint is filed. The people living in these conditions are often students or low-income people who often do not have other housing options.

A property maintenance code and landlord licensing program would apply to all properties. The code would apply to all owner-occupied and owner rental properties. A property maintenance code could enhance what can currently be addressed with new authority. The property maintenance code would allow us to get in front of all of the complaints. The success of that would hinge on having a rental license requirement which would include a routine inspection, an approved floor plan and a registered owner or agent that can be contacted to resolve issues that are their responsibility under the property maintenance code.

1. Question: What happens when you become aware of conditions where there are dangerous situations that have to be mitigated by having the tenants vacate immediately?

Response: As soon as we identify that that is the condition, we have a list of resources and options that can be provided to the people effected by those outcomes. There is a lot of support from landlords and property maintenance companies in the community that will often absorb a tenant for a short time. Some of the people living in these unsafe spaces are there because they have no other choice. People in these situations may not immediately recognize the benefit of not living in these spaces, but if they can be protected from being placed in those situations in the first place is where I see the value of the Property Maintenance Code to ensure that those spaces are not there.

2. Question: Why is this (Property Maintenance Code) being brought up by this committee? Isn't this something that should be on the agenda of the City Council? This doesn't seem to be a town-gown issue as much as a town issue. Shouldn't this be taken forward in a totally different level rather than coming out of this work group?

Response: Since 2007, we have worked with Council to define what code enforcement would do. We assembled with them a matrix of our responses and identified how we would implement the code enforcement program. Five years out, we have accumulated a records – based on complaints – the conditions shared with you tonight that have brought us to this point. I came to the group in the Fall

with a list of options that we could consider as a community to get at livability issues in general. This is a follow up to that conversation. This is definitely a community-wide concern and issue. This is responding to complaints you are hearing and addressing.

3. Question: Moving forward is this most expeditions to get this to the Steering Committee and therefore the City Council because we are pushing it, or is it something that should come from somewhere else?

Response: (Ken Gibb) I think this group should decide if this falls under your realm and make a recommendation and then we would go from there. It is on your table at this point and that's the only table it is on.

Rob Reff commented that there is some confusion as to the process in general. This falls outside the zone/project area. But we have made other recommendations that have impact outside that zone. Some dynamics have changed as we have moved forward.

Eric Adams responded that because this would have applicability or merit outside of the project area boundary isn't something that the group needs to be concerned about. This strategy was brought to the work group's attention for a couple different reasons. One is that it would be a very direct way for implementing the regulatory program that would bring to bear landlord accountability for some of the livability concerns the group has been hearing about. That was identified as an objective and goal of this work group. Beyond the property maintenance and habitability considerations other models that the group has looked at have a third component to their programs to where the behavior of tenants is also addressed through these and if the property has repeat instances of disorderly conduct or other nuisance issues, if the landlord or property manager doesn't respond to that, a license – within those communities – can be revoked. That piece could be integrated into this strategy as well.

4. Question: What percent of rental dwellings in Corvallis are in trouble; that have real potential problems for people trying to live there?

Response: (Chris Westfall) I hesitate to put a number on it. There are north of 14,000 rental units in Corvallis. We are seeing around 200 per year in these unlivable conditions. That number has increased within the last three years from about 80.

5. Question: Will OSU be paying licensing fees for all their dwelling units?

Response: The Property Maintenance Code wouldn't apply to OSU because it is a state entity.

6. Question: When you go to a more regular inspection process is that one of the advantages to that is that you are removing some of the power differentials that are involved in the complaint-driven process so that if you inspect regularly it removes some of those power differentials?

Response: Yes. If we are there because it is a routine process, it doesn't require someone to take a risk to file a complaint

It is the functional intent of the Property Maintenance Code to prevent the catastrophic outcomes experienced with the complaint-based program.

Kent OH has adopted a Property Maintenance Code within the last two years. One of the challenges that they have faced was resistance from the general community to accept the idea of having interior

inspections from the beginning, so they phased that in. A challenge we recognize going into this is the amount of effort to build from a code approval base to an actual operational program. A phase-in implementation can take significant time and resources.

Chris Westfall will provide additional information about comparative communities that have a Property Maintenance Code, to Eric for distribution to the work group members. He will also provide fee structure information to Eric.

7. Question: (Rob Reff) How many landlords does the city of Corvallis have?  
Response: (Ken Gibb) Approximately 2500.

#### REVIEW OF NEXT MEETING

- Date: January 2, 2013
- Eric would like feedback from the group about what types of issues surrounding this strategy that they would like to discuss.
- Rob Reff would like ASOSU Legal to attend a meeting
- A community input meeting/session will be scheduled after the first of the year.
- Eric asked the work group to think about who they want feedback from

#### OTHER BUSINESS

- Rob Reff commented that there seems to be confusion about the process. It is his understanding that the work group is he recommending group and not the deciding group. It seems things are more complex than that. He asked whether it is the responsibility of the work group to fully vet and research all aspects that are touched upon – such as budget – in each recommendation. Have the rules of engagement changed?
- Eric Adams (Project Manager) responded that none of the work groups have the expertise to assess financial liability. If that is going to be a primary component upon which recommendations are based, the project should stop right now. As that is not the intent of the Steering Committee, we will move forward based on the original scope of work. There are costs for action as well as costs for inaction.
- Eric reviewed those things that the work group needs to come to resolution on:
  - Property Maintenance Code
  - Police Staffing
  - Education and Public Outreach Programs
- Rob Reff commented that before any additional recommendations are sent on to the Steering Committee, he would like to have a conversation about process. There hasn't been an expectation that the work group members attend, there was confusion by the Steering Committee about why we did things the way we did, etc.

<b>ADJOURNMENT</b>	Meeting adjourned at 7:05 pm
<b>NEXT MEETING</b>	The next meeting will be held on January 2, 2012, 5:30 – 7:00 p.m. at the Corvallis-Benton County Public Library.



Collaboration Corvallis  
**NEIGHBORHOOD LIVABILITY**



## MINUTES

DATE	January 2, 2013
CHAIR	Dan Schwab
MINUTES TAKEN BY	JayLene Seeley
ATTENDEES	Eric Adams, Charlyn Ellis, Robert Reff, Shauna Wilson, Karen Levy-Keon
GUEST SPEAKERS	None

<b>PUBLIC COMMENTS</b>
None

<b>DISCUSSION ITEMS</b>
<ul style="list-style-type: none"> <li>• Dan Schwab reported the following: <ul style="list-style-type: none"> <li>○ The Office of Student Conduct has received tentative approval to hire more staff.</li> <li>○ Notice will go out to students winter term regarding Student Conduct Code application for off-campus violations. Application of the Code will begin spring term 2013. This will provide everyone with plenty of notice.</li> <li>○ The Office of Student Conduct will have a full time Assistant Director position for community standards. This position will do a lot of work as a liaison with the community and building programing for off-campus and on-campus programs, orientations for students moving off campus, etc.</li> <li>○ The other position will be a hearing officer and another .50 FTE for administration.</li> </ul> </li> <li>• Eric Adams apologized to the work group for a mistake on one of the recommendations that had been submitted to the Steering Committee. The memo wording was incorrect regarding application of the Code of Student Conduct to off campus behavior. The language of the recommendation has since been corrected.</li> </ul> <p><u>Review Comments on Neighborhood Livability Outreach and Education Programs</u></p> <ul style="list-style-type: none"> <li>• Eric commented that he felt the work group received relatively decent feedback from the November 27, 2012 meeting. He referred the work group to the comments in his memo of December 22, 2012 that speak to how some of the concepts could be applied. For example, distributing tips on how to hold neighborhood block parties to create that community feel to reach out to students which might help alleviate the difficulty of neighbor-neighbor introductions. Other ideas that came out of that meeting: <ul style="list-style-type: none"> <li>○ Focusing efforts to educate freshman about off campus living expectations through the new residence requirement.</li> </ul> </li> </ul>

- It is critical to continue partnering with ASOSU as they have clearly demonstrated a willingness and commitment to help address some of these issues.
- Dan Schwab pointed out that ASOSU voted against the application of the Code of Conduct to off campus violations due to concerns about double jeopardy. He feels that they misunderstand the term double jeopardy which is a legal term/concept. He thinks that once they understand the process their concerns will be alleviated.
- Rob Reff commented that he had feedback from students as well. Students need to understand that “double jeopardy” is a legal term that applies to legal proceedings and police jurisdiction. Being a student at a university is a privilege in terms that you have to take care of yourself and certain standards of behavior. Students have to maintain a certain standard to be a student.\
- 5% or less of students have interaction with law enforcement. There are students that believe they are safe off campus from problems with law enforcement.
- Eric asked Dan Schwab which programs that the work group has looked at make sense for implementation through the Office of Student Conduct.
  - Neighborhood Association Support Programs
    - Attend meetings to help support the neighborhood when things come up.
    - The NA would like to have students who live in the neighborhood be engaged in neighborhood discussions.
    - Eric would like to see a City staff person work as a liaison with the NA.
  - Community Off-Campus Living Class/Orientation offered throughout the year.
  - Party Bags which include water for the DD, chips, and signs for the neighbors that let them know the point of contact for the party, etc.
  - Student Ambassador Programs
    - Needs to be fleshed out more.
    - Doesn't want the Ambassador to be seen as a “rat”. They should be Ambassadors of how they can help their community.
    - Would this be a paid position? Is there incentive?
    - Eric commented that he has looked at a couple different models. There is one at Ohio State that has been in place a number of years. Their ambassadors are paid employees. They are not meant to be the neighborhood rat. Neighborhoods know who they are. If an issue comes up they can go to that person and he/she is able to engage other resources to help address the problem. University of Michigan just initiated a similar program. Their students are volunteers. The program came about due to some student violence that occurred in Ann Arbor. University of Colorado tried the same type of program a number of years ago and then stopped the program and put together their Community Living Class that is a remedial training for students who end up getting citations.
- Eric asked Dan Schwab whether there will be enough resources to implement any of these various programs.
- Dan's response was that the goal of his office with one of the new 1.0 FTE positions, would be to begin implementing these programs. He sees his office doing as much as they possibly can.
- Eric asked Dan Schwab what he sees as necessary from the City or the Neighborhood Associations to make those programs successful.
- Dan's response was that at some universities the City actually helps subsidize the positions. That

would be welcome because then it is more of a joint effort. If that is not the case then budgetary help to fund programming from the City would be very helpful.

- Eric then asked are there roles in these programs that the police staff can help with.
- Dan's response was absolutely.

#### Discussion of Police Staffing Levels

- There is a perception within part of the community that the police staffing levels are just fine. That the police department is doing a fine job and there is no need for additional staff. That adding more staff would be a huge cost for no real added benefit. This may be true within some areas of the community but not everywhere.
- There is also a perception that the police can be more efficient.
- The work group is concerned when they hear that from the police officers that they can't handle certain situations safely because they don't have enough staffing.
- Chief Sassaman will return to one of the future meetings to give a more detailed discussion about the need for increased staffing levels. He and his staff are in the process of doing additional research so that they can respond to the work group and the commentary and testimony from the Steering Committee meeting.
- Chief Sassaman provided the following information to Eric in an earlier discussion:
  - In 2012 the police department had approximately 24,000 calls for service and because of a strategic decision that was made a number of years ago as a result of their staffing level, they decided to essentially dismiss calls when they would respond. If there was no follow-up needed and the issue was able to be resolved at the time of response, no additional citation or crime rate data was being collected for these calls. These calls were written off as 0-6 or dismissed. Roughly 11,000 of the 24,000 calls were dismissed.

#### Off-Campus Living Guide

- This is close to being ready for production. Need to get funding in place. Steve Clark's office is currently coordinating with Benton County to get funding in place to make the initial run possible.
- Moving forward from that, the work group has talked about making the guide available on a website that would be complimentary to the hard copy of the guide. The website creation and maintenance would go through the Office of Student Conduct.
- There is not enough money to distribute a hard copy to every off-campus student. All students will get an email with a link to the online version of the guide.
- There should be strategic distribution of the guide. We should not over print the guide.
- There may also be opportunities to partner with property management companies to distribute the guide.
- Creation of a class would be important. Each student would receive a certificate when they take the class and could provide the certificate to their potential landlord.
  - Are there legal issues to be considered? Would this class have to be made available to anyone in the community, not just OSU students?
  - Is it out the realm of possibility to offer this class to everybody in the community? Could it be both proactive and reactive, i.e., if you want to get into an apartment you take the class or if a landlord has problem with a tenant and refers them to the class?
  - This is a community problem. Not just an OSU problem.

- Could this be a fee generating class? Through OSU extension or LBCC?

#### Neighbor-to-Neighbor Program

- Approximately 30 students at OSU have gone through their mediation training. They are interested in finding way to partner with OSU.

### PROPERTY MAINTENANCE & RENTAL LICENSING PROGRAMS

Eric referred the work group to his memo giving preliminary overview of Property Maintenance and Rental Licensing Programs. He mentioned that Chris Westfall gave a detailed presentation at the December 11, 2012 meeting. He outlined in greater detail the framework of what that type of program could look like in Corvallis.

- Is this still a concept that has merit that should be pursued further?
  - Yes. The work group still wants to move forward with this issue.
  - The work group would like to hear more testimony from students on this issue. That testimony could be very compelling.
  - It is also key to have the Neighborhood Associations align with the work group in support of these programs.
  - One issue that came up was whether these programs threaten historic/vintage housing.

Chris Westfall: The Property Maintenance Code would not require anyone to bring their property up to the current building code. The PMC would identify minimum standards such as exterior alterations. There would be a provision that would allow for exclusions for the historic district and historic structures. If you are not in the historic district and it is not a designated historic structure, it would be incumbent on the property owner who decides to rent a property to provide minimum light and exiting provisions from sleeping rooms and from living areas. The impacts other than that – even for designated historic structures – would just be for electrical system upgrades getting specifically at vintage houses with antiquated electrical systems that can't be required to be changed any other way. There are some requirements for maintaining the exterior conditions in a sound manner. Those may effect some changes to properties that haven't been maintained. The only other exterior alteration I might anticipate would be for lighting and exiting. The provisions in the PMC would allow for exceptions. The code is designed to anticipate historic districts.

Staff from the City of Corvallis are preparing a survey to send out to jurisdictions/communities with similar demographics to Corvallis. They plan on sending the survey to 15-20 similar communities with an anticipated response from 8-10 communities. The 4 categories of questions:

1. Program specific
2. Effectiveness of program
3. Policy implications/anticipated outcomes
4. Draw out information about cost and management of program

Ken Gibb: We are not trying to cover e very university community in the country but we are trying to get a representative sample of comparable communities and institutions.

Rob Reff asked for clarification about the fee for the current rental housing program.

Ken Gibb: The \$11 per unit annual fee covers the enforcement of the rental housing code which looks at

plumbing, weatherization and general condition of a unit and covers cost of enforcement on those issues. It also provides for a rather extensive information referral service both for landlords and tenants, i.e., if a landlord is confused about how they exercise and FED, we will point them in the direction to those who can provide legal advice and other resources. This program is more heavily weighted to information and referral than it is to code enforcement. The fee is going up next year to \$12. There is no licensing. It is complaint driven only.

The City of Corvallis will bring a 2 page summary of the survey to the January 15, 2013 meeting for the work group to review before it gets sent out.

Rob Reff: Why are we rushing? He thinks this would be a great opportunity for ASOSU to survey student tenants, gather hard numbers, etc. He commented that he would like the work group to take more time to get questions and data and be better prepared before seeking public comment and testimony. The group was hit back hard on their recommendation for increasing police staffing and he doesn't want to see that happen again. He would like to have more data and stronger numbers before moving further on with this recommendation.

Eric Adams: There are a couple things that necessitate moving forward. First, is the City's budget process. If this is something that will be put in place, recommendations must be completed by the end of February so that it can be built into the City's budget process. Second, per the scope of work for the Collaboration project, it is an item that we are overdue on. Having feedback from the students is possible and important but the project has repeatedly reached out to ASOSU and asked them to engage more fully in this process, without any response. It has completely fallen flat.

Rob Reff commented that he disagrees. He believes meetings should not be held when students are on break and out of town. He has had discussions with students who believe this is an important topic. He has no hard data from students; only anecdotal stories.

Dan Schwab commented that he believes that the work group needs to engage with students. The group needs the momentum of the students' voices.

#### OTHER BUSINESS AND REVIEW OF NEXT MEETING AGENDA ITEMS (JANUARY 15, 2013)

- Work group needs to reach a consensus on education and outreach program recommendations by the next meeting on January 15, 2013. Dan Schwab will draft information to help the work group make their decisions to be distributed to work group members prior to the next meeting.
- Public comment/outreach meeting for the Property Maintenance Code and Landlord Licensing Program scheduled for January 29, 2013. Location TBD.
- February 12, 2013 meeting – conclusion on Property Maintenance Code and Landlord Licensing Program recommendations.
- February 26, 2013 – Police staffing discussion to be continued.
- Victoria Nguyen has resigned from the work group.

ACTION ITEMS	PERSON RESPONSIBLE	COMPLETED
None		

<b>ADJOURNMENT</b>	Meeting adjourned at 7:20 pm.
<b>NEXT MEETING</b>	The next meeting will be held on January 15, 2013, 5:30 – 7:00 p.m. at the Corvallis Benton County Library.



**Collaboration Corvallis**  
**NEIGHBORHOOD LIVABILITY MEETING**



**MINUTES**

<b>DATE</b>	January 15, 2013
<b>CHAIR</b>	Dan Schwab
<b>MINUTES TAKEN BY</b>	Digital Recording/Transcribed by JayLene Seeley
<b>ATTENDEES</b>	Dan Schwab, Karen Levy-Keon, Phil Hestand, Eric Adams, Rob Reff, Charlyn Ellis
<b>GUEST SPEAKERS</b>	

<b>PUBLIC COMMENTS</b>	
<ol style="list-style-type: none"> <li>1. Nancy Haygood, from Avery Addition commented how important it would be onsite managers who really live at the complexes instead of those with office hours Monday – Friday from 9-5. She lives in a complex with 40 units and for the last 3 years there has not been onsite management. She also commented that she feels if there was onsite management it might negate some of the end of semester garbage overflow, couches on sides of the roads, etc.</li> <li>2. A community member commented that she was in attendance because she supports the licensing process that the work group is considering however, she does have some concerns. Not all historic resources are designated historic resources and the photo survey that is ongoing right now is identifying additional resources that may be eligible for honorary designation in some way. Her concern is that if there is a process that brings everything up to code we may be throwing historic babies out with the bath water. What she would like to see is language in the licensing procedure that triggers some kind of review for a structure that is more than 50 years of age. The Uniform Building Code gives the building inspector latitude for historic resources.</li> <li>3. Tom Jensen, a resident that lives near Chintimini Park, commented that he appreciated the recent article in the paper and the increased scrutiny of student behavior off campus. He went on to say that he heard at an earlier meeting that Corvallis Police forward a list of arrests to the OSP and they cross-reference that list with the (OSU) student roster. He commented that the demographics needs to be looked at. In the last few years Corvallis’ population has not really changed by the student population has increased and that is only possible because a lot of non-student persons have left town. He commented that the increase in conflicts is reflective of a lot of this growth. He doesn’t think it is a good idea to have the City help pay for this in that the City is already paying for it when the police are showing up the first time. Students that live off campus are citizens of the community and they deserve the same coverage and protection that everyone else gets. He went on to say that he feels that a lot of the costs could be defrayed or aren’t even necessary if a couple of things happen in that the University provide more housing and parking on campus. This has more of the students from which the conflicts are coming, on campus and closer to deal with. If developers were responsible for providing enough parking for their tenants and then mandating that the tenants use the available off-street parking that would reduce a lot of the need for increasing city police presence off campus. He also commented that he agrees that these units need to have an onsite manager. He feels there is a level at which a manager needs to be on site. He also feels that each unit needs to have a main contact person listed on the lease. He suggested that how “unit” is defined should be looked at more closely. The Land Development Code has is as a living room/kitchen area, but the Rental Housing Code says any individually leased portion. It would be a lot easier if it was changed consistently to “every individually leased portion” if developers wish to continue with individually leasing rooms, each individually leased room should be</li> </ol>	

considered a unit. He continued that all of this would increase the amount of responsibility placed on a unit. The manager would increase that further. By putting the sources of the conflicts closer to campus or on campus, both in housing and parking, would reduce the need for any of this activity off campus.

4. Lexie of ASOSU at Oregon State University commented on a student's perspective on the rental licensing issue. She stated that not all things she is going to share are true for every landlord or every tenant or every student. First, she pointed out that pointing fingers at tenants – especially student tenants – as the source of the sub-standard housing issue in Corvallis, it is not just students. This can happen anywhere. She continued that community members do have problems with some students who come in a make a ruckus and tear stuff down, but at the same time this is going to affect future potential students who want to come to OSU who might be turned away by how unavailable housing is and how unhealthy a lot of it is, too. With the current graduate students, professionals, professors, non-traditional students, students with health concerns, low-income first generation students, students with families and children, etc. are the groups of people that are being affected by this. The poor and unhealthy housing in Corvallis is forcing people to commute from other communities. If landlords are held accountable and responsible to the tenants, that creates a trusting relationship between them. You will then not need police to step in. You will not need to point fingers at students anymore or bad tenants because there is a relationship. If there are standards and you are keeping them (students) accountable, they will have an easier transition to off campus housing. Lexie commented on the “broken window” theory: If a tenant moves into a place that is already trashed, they will probably just trash it. If a landlord is doing illegal or unfair things, the tenant is probably going to do that right back. If there is no respect or trust in the relationship, it is chaos. When a landlord is absent because they live in Arizona or California, there is no communication and no key person to go to when there are problems. When landlords try to cheat tenants out of their deposits or rent, tenants are going to try and cheat the landlord(s). It is important to look at the people interested in being landlords in Corvallis. Not all landlords here are slum lords, but that seems to be what Corvallis is asking for. At \$11 per year for the opportunity to be a landlord it seems you are asking people to take advantage of an easy opportunity to make good money. They profit greatly. They are not held accountable and responsible. They cannot be reached. They have money and legal representation. Additionally, with overcrowding and sub-standard living conditions, those are pretty much caused, controlled and allowed by landlords. Any opportunity to shove a student or family into a small, tight space gives them more money. Lexie continued stating that she does not believe that students and tenants are not to blame for the sub-standard housing in Corvallis. Also, nobody wants to file a complaint. The process currently is complaint-driven. If there is no other housing options available, it is very stressful to make a complaint due to the risk of being evicted. Tenants are scared of repercussions. In the couple of days that she has been speaking to student tenants about these issues, she has learned about physical abuse by landlords, legal repercussions, financial issues, fines, homelessness or loss of home, fear of bad reputation or record when the tenant tries to rent in the future. There is also a social stigma attached to filing a complaint. She stated that it is very important to get that this issue be brought to the Steering Committee as well as the City Council. She ended by stating that she fully supports the proposed landlord licensing program. ASOSU is proposed to support whatever is necessary to provide information in support of this program.

- Eric Adams commented that the work group intends to hold a larger public outreach meeting on the topic of the Property Maintenance Code and Landlord Licensing Program on January 29, 2013, in this same location.
- Lexie then mentioned that the public outreach meeting is scheduled for two weeks out but to date she has not seen a public notice about that meeting. There has been no outreach to the college or the students at all.
- Eric Adams responded that the information about the meeting would be distributed by the end of the week (January 18<sup>th</sup>) as well as other contacts directly to the OSU community, property owners, etc. It will be in the paper on January 16<sup>th</sup> and will be in the paper again the Saturday before the meeting.

## APPROVAL OF MEETING MINUTES

Moved and seconded to approve the meeting minutes from the November 27, 2012 meeting. Minutes approved unanimously.

## REVIEW PROPERTY MAINTENANCE/RENTAL LICENSING PROGRAM – CHRIS WESTFALL AND KENT WEISER, CORVALLIS COMMUNITY DEVELOPMENT DEPT.

- Chris Westfall discussed the results of the survey that was created by Corvallis Community Development. The survey was sent out to 17 different university communities. To date they have received six responses. Of those six, all identified that they have adopted the ICC's Property Maintenance Code. Five identified that they have a component for rental licensing that operates with their Property Maintenance Code in some form or another. The numbers run from 1000 rental units (inspected annually) to 10,000 units (3500 units inspected every three years). The programs are similar to the approach that has been discussed previously. Another question that was asked was "What was your motivation in pursuing and adoption of the Property Maintenance Code". All of them had looked at the same things that this community has been currently discussing, which is the conditions of the properties, the disproportionate power structures existing with disadvantaged members of the population – students as well as lower income and other factors. All of the communities responded to the question, "How has this program supported your expectations and alignments with anticipated outcomes?", that it has been very favorable in terms of changing the path towards deterioration of built environment, towards maintaining and in fact improving to begin with to bring things up to a minimum standard.
- One thing that has been looked at is the idea of the difference between coming up to a current Building Code as opposed to coming up to the Property Maintenance Code as they are not quite the same thing. When asked the question, "Have you seen an impact on the rental availability rates?", the answers that came back were "short term, but not long term".
- Ken Gibb commented that this was not a random sample survey of communities across the country. They went to pre-identified communities that had some type of Property Maintenance Code and/or Landlord or Rental Licensing program in order to learn more about them.
- The following communities responded to the survey:
  - Oxford, OHIO (Miami University)
  - Charlottesville, VIRGINIA (University of Virginia)
  - Newark, DELAWARE (University of Delaware)
  - Bloomburg, PENNSYLVANIA (Bloomburg University)
  - East Lansing, MICHIGAN (Michigan State)
  - Mansfield, CONNECTICUT (University of Connecticut)

1. Question: Did the survey ask what was being charged for the licensing?

Response: (Chris Westfall) We did not ask specifics about fees. We asked how they might structure a program funding mechanism. The response we got back it that they are basing it off the fee structure. We did not ask specifically for dollar amounts. (Ken Gibb) Each community is going to be a little bit different. We will talk later about how it might look here based on the estimated number of units in Corvallis (13,000 units).

2. Question: Does UC Davis and Washington State have the ICC Property Maintenance Code within their communities?

Response: (Chris Westfall) I do not know. We did not include those in our comparator community tiers. (Ken Gibb) UC Davis is on our list of comparator cities for other things we do and I think we may have checked with them and they may not have it in place. We will verify that. Washington State is not on our typical list.

3. Question: Did you ask what type of resourcing this required them to do such as personnel, etc.?

Response: (Chris Westfall) What we asked was by categories of management – inspection staff and assistance. We also asked if there was need for abatement action on the part of implementation of the code. Some of the implementation approaches we have seen is the upfront expense of hiring the staff, getting the program mechanics available and then also abatement programs.

- A two-page (draft) memo provided to the work group and meeting attendees. It is intended to address why the program is needed, what the key features are, what the program benefits are from the perspective of Corvallis Community Development Department and what the implications are.
- Eric Adams asked the work group if the bulleted lists in the draft memo if they have covered all of the topic areas and issues that they have heard about and that they feel a Property Maintenance Code and Rental Licensing Program would be good at addressing. The draft memo will be provided to the public with the notice of the January 29<sup>th</sup> meeting and is currently posted in the Collaboration Project document archive making it available to the public right now.
- Ken Gibb commented that assuming there is a recommendation to move forward with this concept, one of the things that he wants to emphasize is that there is a concept of looking at a Housing and Neighborhood Services work group that would take the existing housing programs and include what would be called a “Code Compliance Function” that would in part be responsible for managing the licensing and Property Maintenance Code components of the program. There is a current complaint-cased code enforcement program that would be wrapped into this program. There would also be a community liaison position. They foresee this position acting as a focal point for contact with neighborhood associations and community groups and information referral. It would be a point of contact for students and other OSU-sponsored activities in helping the transition with off campus living. They would also work with both landlords and tenants as a referral service, consultation on city issues and finally they would be the internal city contact for various city departments. This is a very rough outline of what the duties might be under that function of this concept. His office is currently trying to scope out a budget for this program. The best estimate at this time is in the range of \$55-\$60 per year per dwelling unit.

4. Question: Have you thought of an escalation process so that if the complaint system starts showing the same landlord that you increase your inspections with them and that maybe their fee would go up for them also?

Response: Ultimately, if this gets through the Steering Committee and the City Council, we will get the scope of what that programming is. What our job will be is to match our revenue with the scope of the program that it ultimately approved. That is why there is a danger of throwing out numbers at this point in the process. Based on what is known, that is what the cost range is at this point. The City will have to learn. Regarding penalties, we will have to learn different ways of doing that. There will

probably be some re-inspection fees. There is different ways to make it more of a penalty not to comply with the codes.

5. Question: There are other inspections for Section 8 Housing done by a different agency. How would that fit in all of this? Could one inspection cover all of these needs as opposed to having multiple inspections of dwelling units?

Response: (Chris Westfall) This is a good question. There is also a fire department inspection for multi-family units and commercial properties that is already in effect. At this point we are talking about a code that applies to all properties in the community. There is potential overlap for multi-family units and some of the other interagency inspection requirements. All of our focus currently is to try and coordinate those inspections to reduce the number of inspection contacts for each unit. Section 8 inspections involve other expectations and requirements.

6. Question: Could you explain what multi-family is?

Response: (Chris Westfall) For the purpose of the Property Maintenance Code one or two families is identified as a single family unit, three or more is identified as a multi-family unit. Anything with three units or more, the Fire Department has the authority to inspect.

7. Question: Part of the advantage with this system is that it is not complaint driven. However, is there still a place for complaints?

Response: (Chris Westfall) That was what Ken was referencing with his diagram earlier. Currently what we are doing is just complaint based. That will need to continue. What we are looking at is carrying that forward into an identified program such as this. (Ken Gibb) One of the successes of the current Rental Housing Code, with its limited scope, is the requirement for a dialog between the tenant and the landlord before it gets into an enforcement situation. We will want to carry that forward with the new program.

## DISCUSSION AND ADOPTION OF PUBLIC OUTREACH & EDUCATION PROGRAM RECOMMENDATIONS

**Motion #1:** Off campus living orientation for students preparing to move off campus.

**Rationale:** Currently there is no organized orientation provided for students preparing or desiring to live off campus. Beginning Fall of 2013, all traditional freshman students are required to live on campus. OSU and the City of Corvallis have knowledgeable and experienced personnel who could provide orientation and programming on how to live off campus, promoting and supporting community livability.

- Beginning fall 2013, all traditional first year students will be required to live on campus. Currently there is no orientation on how to live off campus, i.e., selecting a good landlord, selecting a good roommate, be a good neighbor.

1. Question: How does the Office of Student conduct envision the implementation of this class/orientation? When will it occur, what is the incentive for students to attend? What is the attendance goal?

Response: (Dan Schwab) I would say probably late winter or spring term where we would be presenting in the residence halls. Motivation is always key. We are hoping there may be some

incentives. Some other things: when you get to a point where a landlord might recognize that the tenant has been through the orientation, they may give preference to that tenant. This is very preliminary.

- Karen Levy-Koen commented that she thought it would be a good idea to have a parallel track for parents. She believes that parents whose children are moving off campus have concerns. They want to know that their student child will be in safe housing, etc.
  - Dan Schwab responded that they could mostly likely have an information website for parents. There is also a parent newsletter that goes out to parents of first year students. Secondary to this, his office is hoping to put together a class that students would attend after they have violated a city ordinance and have been referred to the Office of Student Conduct.
2. Question: (Phil Hestand) Could this be seen as trying to push students off campus for second, third and fourth years? How would we balance that so it doesn't seem students are being pushed off campus? I am concerned about making everybody take this class and then having them feel obligated to move off campus.

Response: (Dan Schwab) We would have to balance this very carefully.

- Charlyn Ellis voiced her concern that only OSU students are getting this information. She would like to see the program eventually expanded to include LBCC students or even high school students who are going to move out of their parent's houses but are not going to college. It is not just the OSU students who need this information.
- Dan Schwab commented that none of this will be secret information. There will be a companion website that is available to everyone.
- Eric Adams: What does the work group think an appropriate implementation timeframe would be?
- Dan Schwab: It is all personnel dependent. If he gets the go ahead to hire later this term, he can see some of this rolling out spring 2013.

***Motion: Workgroup recommends to the Collaboration Corvallis Steering Committee that OSU, with assistance from the City of Corvallis, develop and provide orientation programs that prepare students for living off campus. Depending on staffing and funding, the pilot program will take effect spring 2013.***

***Motion passed unanimously.***

**Motion #2 #3:** Implement a Community/Neighborhood Welcome program

**Rationale:** Due to the concentration of rental housing units in neighborhoods surrounding the Oregon State University campus, many permanent residents and students who live in these areas are new neighbors to one another each year. This dynamic can become a disincentive for permanent residents and students to invest time to become acquainted and communicate openly about their respective neighborhood livability expectations.

- Rob Reff commented that there was a program like this at the last university he worked at and he thinks it does a lot for good will. It sets a tone. It makes people feel welcome. The mayor of that community addressed all the incoming students and told them that they were all now students of the community and part of the town. He thinks the overall spirit of collaboration between the students,

residents and the university increases.

- Charlyn Ellis commented that she doesn't think this program will have much of an impact.
- Others commented that they think this program will create good will.
- Rob Reff commented that there is still a lot of hostility in the community and there is healing that needs to be done in the community and this program is a goodwill gesture that opens the door for dialog to occur. He continued that he doesn't think there will be a huge financial impact from this program but that it is about setting a tone and bringing people together. There is potential to get everyone together. Students greeting new permanent residents. Student athletes being involved.
- Dan Schwab commented that this program will give people a reason to meet their neighbors.
- Meet Your Neighbor Week. OSU and City leadership in action.
- Implementation timeframe – fall 2013 at the earliest.

***NOTE: When these motions go forward to the Steering Committee the work group would like Motion #3 to go before Motion #2.***

***Motion: Workgroup recommends to the Collaboration Corvallis Steering Committee that the City of Corvallis and OSU develop and implement a Community/Neighborhood Welcome program with assistance from other community stakeholders.***

***Motion passed unanimously.***

**Motion #3 #2:** City of Corvallis and OSU support of Neighborhood Associations and Student Living Groups

**Rationale:** The citizens of Corvallis living in close proximity to Oregon State University have raised significant concerns about livability issues. Best-practices in other University towns with effective education and outreach strategies include city government support of neighborhood associations and student living groups. This support might consist of providing staff assistance to facilitate constructive communication regarding livability issues between neighbors; developing neighborhood-specific livability goals and communication plans; and securing third party funding for initiatives that promote livable neighborhoods.

- Eric Adams: This would be along the lines of the community liaison staff person that Ken Gibb spoke about earlier and housed within the housing and neighborhood services group. This program would also partner well with the Office of Student Conduct as well as other offices and programs as needed within OSU. It would be a key point of contact between neighborhood groups, residents within the neighborhoods and OSU as appropriate.
- Phil Hestand commented that over the years what he has seen is that a lot of neighborhood associations are very active when there is a "hot issue and then they either die off or become dormant and then will resurrect with the next issue. He feels that the community needs something that is going to be sustainable.
- Rob Reff would like to see City Councilors involved and coming together with their constituents.

***NOTE: At this time, Chair Dan Schwab had to leave the meeting. Phil Hestand stepped in to continue chairing the meeting.***

*Before leaving, Dan Schwab commented on Motion #4. He sees the position in his office that will be working with a lot of the neighborhood associations as mediation qualified. That will be a hiring criteria for that position.*

- Implementation timeframe – fall 2013

*Motion: Workgroup recommends to the Collaboration Corvallis Steering Committee that the City of Corvallis identify and assign to a department the responsibility of providing support to neighborhood associations and student living groups.*

*Motion passed unanimously.*

**Motion #4:** Neighborhood Livability Dispute Mediation Service

**Rationale:** Many times there are significant conflicts between neighbors that are difficult to resolve. Typical interventions might not always be successful. Professional mediation has proven to be a viable solution in many college town communities. Mediation organization and qualified personnel are located in the local community and available to assist with dispute resolution.

- Implementation timeframe – fall 2013

*Motion: Workgroup recommends to the Collaboration Corvallis Steering Committee that Oregon State University and the City of Corvallis identify coordinate and make available to community members a mediation/conflict resolution service.*

*Motion passed unanimously.*

**DISCUSSION – FORMAT FOR JANUARY 29, 2013 PUBLIC OUTREACH MEETING**

- The meeting on the 29<sup>th</sup> will be a work group meeting but it will be dedicated to the topic of the Property Maintenance Code and Rental Licensing Program.
- Location: Corvallis Benton County Library
- Rob Reff asked whether or not the work group wanted to set a time limit for people’s comments?
- Eric Adams responded that it will be necessary to manage the public feedback process. Prefacing the beginning of the meeting that it is the first step in gathering information from the public, that there will be subsequent meetings where the work group will continue to refine the strategy as they move forward with recommendations. If it gets carried forward from the Steering Committee level, there will be other public meetings on these topics before the City Council.
  - Meeting framework
    - Provide a general overview
    - The research that has been done and what has been learned from that
    - The strengths of the program
    - Open the floor for public testimony/comment
  - Public Notice framework/plans
    - Article or two in the newspaper
    - Press Release will be issued
    - Notice will be sent out to the interested parties email list
    - Neighborhood Associations will be notified

- Landlord and property management groups will be notified
- OSU Today
- Direct email to ASOSU leadership
- Has reached out to The Barometer with no response to date
- Work group members encouraged to distribute meeting information as widely as possible

ACTION ITEMS	PERSON RESPONSIBLE	COMPLETED
None		

<b>ADJOURNMENT</b>	Meeting adjourned at 7:00 pm.
<b>NEXT MEETING</b>	The next meeting will be held on January 29, 2013 5:30 – 7:00 p.m. at Corvallis Benton County Library.