



Collaboration Corvallis
Steering Committee Meeting Agenda
October 6, 2014
1:00-3:00pm
Downtown Fire Station
400 NW Harrison Boulevard

- I. Call To Order
- II. Opening Remarks – Mayor Manning and President Ray
- III. Review of March 19, 2014, Meeting Summary Notes
- IV. Public Comment Opportunity
- V. Project Management Update
 - a. Recommendation Implementation Status
 - b. Update from OSU Corvallis Community Relations Director
- VI. Status of Community Relations Advisory Body
- VII. Status of Intergovernmental Agreement and Steering Committee
- VIII. Other Business
- IX. Adjournment



MEMORANDUM

TO: Collaboration Corvallis Steering Committee

FROM: Eric Adams, Project Manager

DATE: October 2, 2014

SUBJECT: Status of Completed Actions and Ongoing Efforts to Implement Recommendations

Attached to this memo are matrices prepared separately by staff from the City of Corvallis and Oregon State University (OSU) that provide the status of each of the 68 work group recommendations accepted by the Steering Committee. Staff will be available at the October 6, 2014, meeting of the Steering Committee to answer any questions about information contained in the matrices.

**Collaboration Corvallis - Status of City Implementation Actions
October 2014 Update**

Item No.	Item/Work Group/Description	Primary Responsibility	Status	Next Steps
Neighborhood Livability				
1.1	Off Campus Living Guide	OSU / City	OSU led with city support. Guide was finalized, published and distributed Fall 2013.	Completed. OSU currently updating the on-line edition.
1-2	CPD/State Police Coordination	City/OSU	Levy Passed in Nov.13, Officers hired. Training time is 10-12 months before realized solo capacity. Enhanced relationship and information is occurring and on-going with OSP/OSU and Office of Student Conduct.	Newly hired officers will attend the Police Academy in Oct. 2014. Staff will begin work estimated 7/2015. Ongoing effort.
1-3	SRN warnings	City	Expanded use of SRNs within current staffing levels. CPD staff have increased the use of SRN's for CMC violations and expanded the CMC to include initial response fee. Staff implemented an electronic notification system with Property Owners/Managers who sign up. This is an on-going effort. Community Development (Housing and Neighborhood Services Division) is also tracking SRNs. OSU Student Conduct Office provides follow-up on individual cases as applicable.	Completed - Ongoing work effort
1-6	ITGA participation	City/OSU	City/OSU joined International Town/Gown Association, City staff attended 2013 ITGA conference.	Completed – ongoing participation
1-7	Safer Universities Project	City/OSU	Secured national expert to visit on April 9 th 2013.	Completed

**Collaboration Corvallis - Status of City Implementation Actions
October 2014 Update**

Item No.	Item/Work Group/Description	Primary Responsibility	Status	Next Steps
1-8	Community Policing – Increase police officer staffing with a goal of 1.2 per 1000 residents	City	City Council authorized levy includes additional police officers with a focus on livability. Levy approved by voters. Officers hired and in training. Additional officers achieve staffing ratio of 1.02 Officers per 1000 residents.	Hiring completed – ongoing implementation effort. Following training, levy funded officers will begin their Livability work - estimated July 2015.
2-1	Increase alcohol fines	City	Ordinance amendments approved by Council.	Completed
2-2	Social host ordinance	City	This work was completed in March 2013 and is currently in effect.	Completed
2-3	Monitor SRN effectiveness	City	Progress to be evaluated through neighborhood livability survey. City and OSU staff have worked on a survey format.	Funds included in 2014-15 budget. Survey projected to be conducted in late fall 2014.
2-4	Gravel parking enforcement	City	Existing conditions survey planned to enhance enforcement.	Survey work scheduled for late 2014.
2-5	Refuse disposal enforcement	City	Proposed code changes part of PMC proposal being considered by ASC.	ASC recommendation to City Council anticipated by the end of 2014.
3-1	Implement Property Maintenance Code (PMC) program	City	City Council directed the development of the program on 5/20/13. Initial program design completed – concept under consideration by ASC.	ASC recommendation to City Council anticipated by the end of 2014.
3-2	Progressive Code Enforcement Model	City	Part of PMC program proposal. Initial program design completed – under consideration by ASC.	ASC recommendation to City Council anticipated by the end of 2014.
3-3	Explore additional property maintenance education and outreach options	City	This Collaboration recommendation intended to occur within 2 years of implementation of PMC program.	On hold until PMC program in place and can be evaluated and resources to support additional effort are available.

**Collaboration Corvallis - Status of City Implementation Actions
October 2014 Update**

Item No.	Item/Work Group/Description	Primary Responsibility	Status	Next Steps
4-1	Off campus living orientation program	OSU/City	OSU led effort with City support. OSU held off-campus living expo in March 2014 and the City participated in the event. City staff is also involved in the 2015 planning process.	Continued work led by OSU to make this an annual program with expanded components. Community Development's Housing and Neighborhood Services Division (HNS) will dedicate additional time to support these activities within the limits of available resources.
4-2	Neighborhood Liaison Program	City	Part of PMC program endorsed by City Council for program design. Initial program design completed – under consideration by ASC. In the meantime, Staff is providing code compliance services and proactive outreach within resource limitations.	HNS Division will dedicate additional time to these activities within the context of available resources. PPTF recommendations may also address this item.
4-3	Welcome week program	OSU/City	OSU led effort with City support. OSU sponsored Good Neighbor Day held on September 28, 2014. The City was a partner with involvement in planning and execution of the event with Community Development and Police staff actively participating. Community Development, Police, Fire and Public Works Staff will also participate in the October 3 rd Beaver Faire.	Annual community welcome program with multiple OSU, City and community partners.
4-4	Neighbor to neighbor mediation program	OSU/City	OSU has promoted Neighbor to Neighbor Inc. mediation services.	Additional promotion of OSU services. Additional work on mediation service design for neighborhoods when additional resources are available for City's neighborhood liaison program.

**Collaboration Corvallis - Status of City Implementation Actions
October 2014 Update**

Item No.	Item/Work Group/Description	Primary Responsibility	Status	Next Steps
5-1	Form a community relations advisory committee	OSU/City	Best practice research completed. OSU/City and Collaboration project staff have developed a proposal for the creation of this committee which would include neighborhood, community, OSU and City representatives.	Review by OSU administration and City (through a standing committee) during the fall 2014. Formation of the committee anticipated by January 2015.
Neighborhood Planning				
1.1	Rezoning Assessment	City	As acknowledged by Neighborhood Planning Work Group, this will need to be considered as a part of a community-wide Comp Plan Update. Council endorsed this approach in March 2014.	Incorporate Comprehensive Plan Update into future Planning Work Program.
2-1 through 2-3	LDC definitions	City	Included in LDC Package #1 which was approved by the Council in August 2014.	Completed
2-4	Parking requirements	City	LDC changed in 2013 to address parking for 4/5 bedroom units.	Completed
2-5	LDC standards for lot line adjustments	City	Included in LDC Package #1 which was approved by the Council in August 2014.	Completed
2-6	LDC setbacks for single attached units	City	Included in LDC Package #1 which was approved by the Council in August 2014.	Completed
2-7	LDC density calcs for replats and minor land partitions	City	Included in LDC Package #1 which was approved by the Council in August 2014.	Completed

**Collaboration Corvallis - Status of City Implementation Actions
October 2014 Update**

Item No.	Item/Work Group/Description	Primary Responsibility	Status	Next Steps
2-8	Increased notice area for major lot development option application	City	Included in LDC Package #1 which was approved by the Council in August 2014.	Completed
2-9	Minimum density calcs for infill development	City	Included in LDC Package #1 which was approved by the Council in August 2014.	Completed
2-10	LDC Floor area ratio	City	With consultant team and Staff support, citizen based Technical Advisory Team (TAT) have completed work on developing neighborhood design standards related items which includes this recommendation.	Staff is incorporating this item into LDC Package #2 which is scheduled for an October 15 Planning Commission hearing. City Council is scheduled to take action on Package #2 by the end of 2014.
2-11	LDC average front yard setback	City	Initial work completed as part of neighborhood design standards proposal described in 2-10. Due to complexity of this concept, TAT is not recommending move this item forward in LDC Package #2.	Not part of LDC Package #2 but may be considered for future action.
2-12	LDC residential design standards	City	Initial work completed as part of neighborhood design standards proposal described in 2-10.	Part of LDC Package #2 process as described in 2-10.
2-13	LDC pedestrian features	City	Initial work completed as part of neighborhood design standards proposal described in 2-10.	Part of LDC Package #2 process as described in 2-10.
2-14	LDC garages toward rear of lot	City	Initial work completed as part of neighborhood design standards proposal described in 2-10.	Part of LDC Package #2 process as described in 2-10.
2-15	LDC varied roof plane orientation	City	Initial work completed as part of neighborhood design standards proposal described in 2-10. TAT did not recommend including this item in LDC Package #2.	Not part of LDC Package #2.

**Collaboration Corvallis - Status of City Implementation Actions
October 2014 Update**

Item No.	Item/Work Group/Description	Primary Responsibility	Status	Next Steps
2-16	Consider citywide LDC amendments	City	Initial work completed as part of neighborhood design standards proposal described in 2-10.	Part of LDC Package #2 process as described in 2-10.
2-17	LDC residential window standards	City	Initial work completed as part of neighborhood design standards proposal described in 2-10.	Part of LDC Package #2 process as described in 2-10.
2-18	Assistance from Infill Task Force in developing neighborhood design <u>guidelines</u>	City	Infill Task Force is developing draft guidelines.	Infill Task Force submits proposal for City consideration.
2-19	Consider creating Neighborhood design <u>standards</u>	City	Initial work completed as part of neighborhood design standard proposal described in 2-10.	Part of LDC Package #2 process as described in 2-10.
2-20	Craft proposal for "historic preservation lite" program	City	Approved by City Council as a future work item.	To be considered in future Planning Work Program.
2.21	Residential Demolition Permit Process Changes	City	Staff developed implementation proposal for Urban Services Committee review based on Neighborhood Planning Work Group recommendation. USC recommended approval of phased package.	City Council consideration at October 6, 2014 meeting.
2.22	Historic Preservation City Plan	City	City Council forwarded recommendation for HRC consideration. HRC has had several subsequent discussions and has a special meeting scheduled in October to work on this concept.	HRC develops outline/schedule for inclusion in their work program.

**Collaboration Corvallis - Status of City Implementation Actions
October 2014 Update**

Item No.	Item/Work Group/Description	Primary Responsibility	Status	Next Steps
Parking and Traffic				
3-1	Increased TDM Marketing	OSU/City	OSU has taken the lead with OSU Transportation Options Program and annual marketing program commitment.	Continued implementation of TDM programs targeted to OSU students and employees.
3-5	Neighborhood Parking and Management Program	City	City Council approved revised RPD program. The matter has been referred to the voters.	Results of November 2014 election will determine next steps.
3-6	Bike/Pedestrian Corridor Safety Assessment	OSU/City	OSU has enhanced campus lighting, developed safety campaign.	Expanded safety assessments and physical improvements on campus. Additional assessment within University District Plan.
3-7	Remote Parking Lot Assessment	OSU/City	OSU is taking lead with City in support role.	OSU plans to conduct feasibility study in 2015
4-1	Expanded CTS service with OSU support	City/OSU	Implemented by City with significant funding support from OSU.	Completed.
4-2	OSU/CTS transit coordination	OSU/City	OSU implemented GPS technology on campus shuttles. OSU increased shuttle route frequency which will improve coordination with CTS service.	Completed.
4-5	CTS Vehicle Info Service	City	Vehicle Information System (VIS) providing real-time CTS bus location information to the public was fully implemented in November, 2013.	Completed

**Collaboration Corvallis - Status of City Implementation Actions
October 2014 Update**

Item No.	Item/Work Group/Description	Primary Responsibility	Status	Next Steps
4-6	CTS marketing plan	City	OSU assisted City with creation of new logo and branding.	Completed
4-7	Funding for Loop	City / OSU	Funding for FY 14-15 secured through agreement between Corvallis and Albany MPOs.	Completed
4-8	OSU commitment for CTS funding	OSU / City	An agreement exists between the entities for OSU funding of the CTS program. Currently OSU's annual contribution to the City is \$130,000 for regular transit service and 70% of the operating cost for the late night service (Night Owl).	Staff to develop a data-driven proposal for increased support to present to OSU. Will be addressed as work program allows.
4-9	On-campus transit hub	City	Draft report completed. By Corvallis Area Metropolitan Planning Area (CAMPO) agency.	CAMPO taking draft report to its Technical Advisory Committee in September and Policy Board in October 2014 for review and approval.
4-10	Market alternative modes of safe travel	OSU/City	City staff to support OSU marketing efforts-City Bicycle/Pedestrian Coordinator to work with OSU for advocating bicycle/pedestrian routes for students.	Completed

Collaboration Corvallis: OSU Priority Matrix

Updated: September 15, 2014

OSU DEPARTMENT INDEX

ASOSU – Associated Students, Oregon State

ATAC – Alternative Transportation Advisory Committee

ATH – Athletics

CCR – Corvallis Community Relations

CP&D – Capital Planning and Development

CFSL – Center for Fraternity and Sorority Life

COE – College of Engineering

DPS – Department of Public Safety

F&A – Finance and Administration

FS – Facility Services

NSP – New Student Programs

OSP – Oregon State Police

ODSL – Office of Dean of Student Life

RS – Recreational Sports

SCCS – Student Conduct and Community Standards

SHS – Student Health Services

SO - Sustainability Office

SSI - Student Sustainability Initiative

TS – Transportation Services

URM – University Relations & Marketing

UHDS – University Housing and Dining Services

OTHER DEPARTMENTS INDEX

CAMPO – Corvallis Area Metropolitan Planning Organization

CITY – City of Corvallis

CP – Corvallis Police Department

LBL – Linn-Benton Loop

PRIORITIES

1 – High

2 – Medium

3 – Low

Collaboration Corvallis: OSU Priority Matrix

Updated: September 15, 2014

1. LIVABILITY RECOMMENDATIONS

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
No. 1-1 Off-Campus Livability Guide	Initial print edition completed Updated on-line edition underway	Update guide electronically and house guide on CCR website Create mobile app Develop and distribute 'good neighbor' information Community Welcome outreach (9/28/14)	CCR URM	2 3 1 2
No. 1-2 Corvallis Police Dept., Oregon State Police, Department of Public Safety coordination	CPD, OSP and OSU have enhanced sharing of information as legally permissible and have an improved understanding of respective roles and where each can best assist the other	Ongoing	DPS OSP CP	2
No. 1-4 Enforce Student Code of Conduct	Additional SCCS staffing has allowed OSU to address more matters associated with off-campus student behavior	Ongoing status	SCCS	1
No. 1-5 Increase Student Conduct staffing	Community conduct coordinator and half-time graduate teaching assistant hired in January 2013	SCCS Assistant Director scheduled to be hired by Fall 2014	SCCS	Completed
Expand staffing in Greek Life	Interim assistant director hired July 2013	Realign and restructure CFSL in Fall 2014 academic year to achieve prioritized outcomes	CFSL DOSL	2
Expand staffing in Community relations	Community relations director hired May 2014	Achieve prioritized outcomes as assigned	DOSL URM VP	2

Collaboration Corvallis: OSU Priority Matrix

Updated: September 15, 2014

RECOMMENDATION	STATUS			NEXT STEPS	RESPONSIBILITY	PRIORITY																		
No. 1-6 Join and participate In International Town & Gown Association with city of Corvallis	Member as of 4-1-13 CCR Director & SCCS Coordinator attended 2014 ITGA Conference CCR Director completed and received ITGA Certificate in Town-Gown relations OSU story, "Fines Increase Accountability," featured in ITGA Newsletter			Attend annual conference, share, prioritize and implement best practices at OSU. Continue cost sharing of ITGA membership between City of Corvallis and OSU	CCR	Completed 3																		
No. 1-7 Consult with national underage drinking expert; hold speaker series; Identify next steps; work with Benton County, city	Dr. Robert Saltz visited April 2013 Haven and alcohol.edu mandatory education required of all incoming freshmen beginning Fall Term 2014 Benton County substance abuse Partnership formed 2013			Evaluate retaining substance abuse consultant to review OSU polices and stakeholders	SHS	1																		
No. 2-3 Monitor effectiveness of SRN's. Share SRN, citation, And incident reports with OSU	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Year</th> <th style="width: 20%;">SRN's Issued</th> <th style="width: 20%;">2nd Response</th> </tr> </thead> <tbody> <tr> <td>2011</td> <td style="text-align: center;">23</td> <td style="text-align: center;">12</td> </tr> <tr> <td>2012</td> <td style="text-align: center;">41</td> <td style="text-align: center;">13</td> </tr> <tr> <td>2013</td> <td style="text-align: center;">43</td> <td style="text-align: center;">28</td> </tr> <tr> <td>2014 (YTD as of 7/24)</td> <td style="text-align: center;">36</td> <td style="text-align: center;">11</td> </tr> <tr> <td colspan="3">* city-wide data, provided by Corvallis Police Department</td> </tr> </tbody> </table>			Year	SRN's Issued	2 nd Response	2011	23	12	2012	41	13	2013	43	28	2014 (YTD as of 7/24)	36	11	* city-wide data, provided by Corvallis Police Department			CPD continues its enforcement responsibility. SCCS determines action as required for individual cases	SCCS	1
Year	SRN's Issued	2 nd Response																						
2011	23	12																						
2012	41	13																						
2013	43	28																						
2014 (YTD as of 7/24)	36	11																						
* city-wide data, provided by Corvallis Police Department																								

Collaboration Corvallis: OSU Priority Matrix

Updated: September 15, 2014

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
No. 4-1 Off-campus living Orientation program	More than 2,000 students attended the off-Campus Living Expo (3-6-14)	Conduct annual Off-Campus Living Expo Develop and distribute preferred renters Card program and “good neighbor” educational curriculum for students.	CCR UHDS	2 2
No. 4-3 Expand “welcome week” Programming into community	Good Neighbor Day - Community Welcome scheduled for 9/28/14	Hold annual community welcome activities and event in partnership with ASOSU, CFSL, CCR, City of Corvallis, Property Managers, Neighborhood Association Leaders, and Student Health Center)	CCR	2
No. 4-4 Launch “neighbor-to-neighbor” Mediation service	Promote Neighbor-to-Neighbor, Inc.’s (N2N) mediation services	Promote as a student resource within website, brochures, etc. at OSU	CCR ASOSU	3
No. 5-1 Launch Neighborhood Relations Advisory Committee	Proposal drafted and campus and community stakeholders identified	Submit proposal to Corvallis mayor and OSU president. Hold first meeting of advisory board prior to start of fall term.	CCR URM VP	2

Collaboration Corvallis: OSU Priority Matrix

Updated: September 15, 2014

2. NEIGHBORHOOD PLANNING RECOMMENDATIONS

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
No. 3-1 Increase on-campus Housing percentage Of undergraduates to 28-30 percent by 2019	Bed totals: 2012: 4,670 beds 2013: 5,003 beds 2014: 5,091 beds	Incorporate housing strategic priorities within OSU District Plan by December 2015) Promote and gather public-private partnership housing proposals (Summer – Fall 2014)	CP&D UHDS	1
No. 3-2 Expand housing content to University District Plan	In progress	Formally submit University District Plan to City (April 15, 2015) Complete University District Plan (update December 2015) Implement City-approved OSU District Plan (Winter 2016)	CP&D	1
No. 3-3 Evaluate public-private partnerships for expanded Student housing	1 st phase completed: Request for Information/Interest	2 nd phase: Release RFP in summer 2014 Prioritize goals and desired outcomes of public private partnership programs Conduct consumer and economic analysis of housing needs, impact	UHDS F&A VP	2

Collaboration Corvallis: OSU Priority Matrix

Updated: September 15, 2014

3. PARKING AND TRAFFIC RECOMMENDATIONS

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
No. 3-1 Increase TDM programs and TDM marketing	Established Transportation Services department to develop and manage an OSU Transportation Options (TO) program	Improve awareness and usage of Beaver Bus campus shuttle	TS SO SSI	1
No. 3-10 Marketing to promote alternate modes of travel	Secured central University and Parking Services annual funding of \$140,000 to support TDM for OSU. A portion of this funding will be used to promote TDM/TO marketing	Launch Transportation Options (TO) website to serve as single campus source for up-to-date information. Link all OSU transportation-related websites to this site	URM CP&D CITY	1
	Created and distributed new TO brochure	Create and implement year-long marketing strategy and budget for TO		2
	Engaged in promotion at on-campus events	Continue to promote alternative modes of travel at 2014-15 events		1
No. 3-2 Fund on-campus bike sharing program	Bike Loan program implemented in January 2013 Bike fleet includes 16 bikes	Expand the number of bikes available for loan	RS SSI TS	3
No. 3-3 Expand way-finding signage To Oregon State campus From state highways, community	CP&D working with ODOT on regional way-finding project along Highway 20/34	Provide ODOT with recommended signage locations by October 2014	CP&D	3

Collaboration Corvallis: OSU Priority Matrix

Updated: September 15, 2014

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
No. 3-4 On-Campus Variable parking permit System	<p>Variable parking permit system approved April 2014</p> <p>Project on track to convert parking system for September permit sales and October 1 implementation.</p> <p>Materials ordered, site work in progress, policies and procedures being updated, staff training ongoing, outreach ongoing, website and web sales site updated, etc.</p>	<p>Launch system on 09-02-14</p> <p>Closely monitor and report on permit sales, lot usage per zone, and wait-list demand.</p>	<p>TS URM</p>	<p>1</p>
No. 3-6 Bike and pedestrian Corridor Safety Assessment	<p>OSU campus lighting, blue light system, and walkway map updated; lighting assessment completed</p> <p>2nd Annual “Be Bright Be Seen” Safety Campaign included:</p> <ul style="list-style-type: none"> • More than 1,700 people attended an event to learn about safety tips, alternative transportation options and register bikes • Promotion: more than 16,000 inserts for the university and city newspapers; and promotion on OSU social media platform 	<p>Conduct safety assessment of campus foliage.</p> <p>Evaluate placing video cameras on “Blue Lights” station.</p> <p>Prioritize improvement of campus pathway and external lighting; maintain foliage for safety purposes, promote personal safety tips</p> <p>Explore collaborative funding structure</p> <p>Include Transportation Planning and needs assessment within University District Plan</p>	<p>FS URM DPS OSP</p> <p>URM TS DPS OSP CITY</p> <p>TS CP&D</p>	<p>2</p> <p>3</p> <p>2</p> <p>2</p> <p>1</p>

Collaboration Corvallis: OSU Priority Matrix

Updated: September 15, 2014

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
No. 3-7 Remote Parking Lot Assessment	Initial discussions conducted	Launch zonal parking system, measure results, and consider next steps	TS	2
		Conduct feasibility study Winter 2015	UHDS ATH City	
No. 3-8 Expand OSU on-campus bike parking facilities	Secured 2014-15 central University and Parking Services annual funding of \$140,000 to support TDM for OSU. Approximately \$80K of this funding will be used to expand bicycle facilities on campus.	Develop and prioritize list of bicycle facilities and programs in coordination with the Capital Investment Plan (CIP) and with advice from the ATAC	TS CP&D ATAC	1
		Fund and implement plan		1
		Identify opportunities for on-campus partners to invest matching funds		3
No. 3-9 Expand OSU car-pool programs	A carpool permit program and incentives will be offered for the first time at OSU as part of the implementation of the zonal parking system,	Plan and launch carpool permit program and incentives in September 2014.	TS	Underway 1
		Track and report on Carpool Permit Sales and use of priority carpool spaces.		1
		Budget and management plan, including marketing efforts to expand the number of carpools and vanpools.		1

Collaboration Corvallis: OSU Priority Matrix

Updated: September 15, 2014

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
<p>No. 3-11 Neighborhood traffic Volume analysis on Jackson Avenue</p>	<p>Neighborhood traffic volume analysis completed by private consulting firm in June 2014. Twelve-hour traffic volume counts were taken on two consecutive days at 20 locations within nearby campus community. The results are posted on the Collaboration Corvallis website.</p> <p>OSU engineering students evaluated options for addressing traffic volume and cut-through traffic along Jackson Avenue between Arnold Way and 30th Street.</p>	<p>Use traffic counts as baseline information against future analysis following implementation of new on- and off-campus parking management strategies.</p> <p>Evaluate and report results</p>	<p>CD&P COE</p>	<p style="text-align: center;">1</p> <p style="text-align: center;">2</p>
<p>No. 4-1 OSU Funding for CTS</p> <p>No. 4-8 Evaluate OSU commitment for CTS funding</p>	<p>OSU provided \$60,000 in 2012 and 2013, to expand two CTS routes and greatly expand CTS marketing by providing \$8,000 to \$10,000 annually to CTS.</p> <p>Secured central University and Parking Services annual funding of \$140,000 to support TDM for OSU. \$20K of this funding will be paid to CTS for expanded service on routes that serve OSU.</p>	<p>Evaluate ridership Decide next steps and funding</p> <p>Evaluate long-term funding strategy by OSU for CTS and all local transit</p> <p>Consolidate OSU transit budget within Transportation Options programs.</p>	<p>CTS TS URM</p> <p>TS</p>	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p>

Collaboration Corvallis: OSU Priority Matrix

Updated: September 15, 2014

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
No. 4-7 OSU Funding for Linn-Benton Loop	OSU provides Linn-Benton Loop with \$102,000 annually, along with comparable contributions by LBCC, Benton and Linn counties' regional governmental organizations	Evaluate ridership	TS LBL	1
		Redefine Loop Governance		2
		Increase loop promotion	URM	2
No. 4-2 Improve OSU-CTS transit coordination	OSU provides \$8,000 to \$10,000 annually to fund CTS marketing efforts. Transportation Services staff in communication with CTS seeking opportunities for coordinated marketing, live bus tracking systems, studies for optimal location(s) for transit center(s).	OSU to engage in discussions with CTS to better align transit schedules	CTS TS	1
				2
No. 4-3 Expand OSU Shuttle Service to Campus	Transportation Solutions Task Force plan was approved for expanded shuttle service hours and weeks as well as improved appearance of the buses.	Launch on October 1 expanded OSU Beaver Bus service to include four buses operating within three OSU campus routes for 12 hours a day during the school year and one bus for 12 hours per day during summer and when OSU classes are not in session. conduct studies for additional shelters and ADA improvements	TS URM	1
		Approve funding for additional hours and weeks of service.	TS URM VP	1

Collaboration Corvallis: OSU Priority Matrix

Updated: September 15, 2014

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
No. 4-4 Implement OSU Shuttle Information and mobile apps Systems	Implement, utilize and promote live shuttle tracking via phone apps.	Implement Fall 2014 new routes and phone app and website	TS F&A Admin	Completed
No. 4-9 Evaluate on-campus transit hub	University transportation and planning staff met with CAMPO Director to understand study goals, timeline, and assist with study to evaluate the need for on-campus transit hub.	Evaluate CAMPO study in late 2014.	TS CAMPO	2



MEMORANDUM

TO: Collaboration Corvallis Steering Committee

FROM: Eric Adams, Project Manager

DATE: October 1, 2014

SUBJECT: Status of Intergovernmental Agreement

The Collaboration Corvallis project was formally initiated on February 10, 2012, when Corvallis Mayor Julie Manning and Oregon State University President Ed Ray signed the corresponding Intergovernmental Agreement (IGA), (attached). Almost three years have passed since then, and during that time, staff from the two organizations and more than 30 community volunteers have expended significant effort and resources to address the community planning issues that were identified through a companion Memorandum of Understanding.

Over a period of 18 months that began in May 2012, the three work groups formed to respond to the Collaboration Corvallis Scope of Work forwarded 68 specific recommendations for the Steering Committee's consideration. As of October 1, 2014, actions ranging from City Council subcommittee review to full implementation have been taken on 66 of the recommendations. Restructuring OSU's on-campus parking permit system, hiring additional police officers, amending various development code standards, hiring additional student conduct and community relations staff, and implementing new neighborhood livability programs are among some of the more significant accomplishments thus far.

The current IGA between Oregon State University and the City of Corvallis expires on December 31, 2014. Many of the intentions that led to its creation remain relevant, even as the two organizations continue to implement new programs and invest in additional resources that are focused on supporting livability throughout the community. As the set of issues that prompted the Collaboration project evolve and new community issues arise, it may be prudent for the IGA, or a modified version, to be retained so that the City of Corvallis and Oregon State University are able to collaborate in support of common goals. The Steering Committee is asked to reflect on the collective effort brought about by the IGA and offer guidance at its October 6, 2014, meeting on whether action should be taken by Oregon State University and the City of Corvallis to facilitate ongoing and future collaborative efforts.

City of Corvallis/Oregon State University
Intergovernmental Agreement
for the OSU/City of Corvallis Collaboration Project

The City of Corvallis, a municipal corporation of the State of Oregon, hereinafter referred to as CITY, and the State of Oregon acting by and through the State Board of Higher Education on behalf of Oregon State University, hereinafter referred to as OSU, and jointly referred to as PARTIES or individually as a PARTY, mutually agree as follows:

1. **PURPOSE.** The purpose of this Agreement is to implement the Memorandum of Understanding (MOU) between the PARTIES, dated September 27, 2011 (Attachment A).

2. **AGREEMENTS**

2.2. The PARTIES agree to the Project Scope of Work to be completed under this Agreement, hereinafter referred to as the PROJECT (Attachment B).

2.2.1. CITY and OSU will undertake respective initial actions to address traffic and parking and other issues as identified as soon as practicable and in advance of the beginning of the 2012-2013 school year. The text of this Section 2.2.1 shall hereby be incorporated into the Project Scope of Work.

2.2.2. The parties can amend the Project Scope of Work by written mutual agreement.

2.3. A Steering Committee shall provide policy oversight for the PROJECT.

2.3.1. CITY's Mayor and OSU's President shall, by mutual agreement, appoint members to the Steering Committee. The PARTIES shall have equal representation on the Steering Committee.

2.3.2. The Steering Committee shall make time-sensitive, measurable and outcome-based recommendations to the PARTIES to achieve PROJECT goals, as outlined in the MOU.

2.4. A Joint Management Team shall manage the implementation of the PROJECT.

2.4.1. Each PARTY shall appoint senior-level employees to the Joint Management Team. Each PARTY shall have equal representation on the Joint Management Team. Either PARTY has the authority to remove their appointee(s) to the Joint Management Team at any time. Each PARTY shall have an active appointee to the Joint Management Team at all times.

2.4.2. The Joint Management Team shall report PROJECT progress and status to the Steering Committee and make recommendations to the Steering Committee and

the PARTIES regarding implementation of the PROJECT.

2.4.3. Members of the Joint Management Team shall manage the implementation of the PROJECT for their respective PARTY, as advised by their PARTY's members on the Steering Committee.

2.4.3.1. The Joint Management Team must approve all PROJECT expenditures made under this Agreement. Procedures for approving expenditures must be mutually agreed upon by the PARTIES prior to any expenditure and must provide each PARTY equal authority over the expenditures' approval.

2.4.3.2. The Joint Management Team shall assign staff at their respective PARTY as necessary to meet the Project Scope of Work.

2.4.4. The Joint Management Team shall prepare and present a project assessment to the PARTIES hereinafter referred to as the ASSESSMENT, every 6 calendar months throughout the term of this Agreement. The ASSESSMENT shall detail with specificity:

2.4.4.1. The current status of the PROJECT; and

2.4.4.2. The actions that the Project Manager has taken to:

2.4.4.2.1. Achieve the PROJECT's shared goals as described in the MOU; and / or

2.4.4.2.2. Fulfill the purposes of the Project Scope of Work; and / or

2.4.4.2.3. Meet the deliverables in the Project Manager Deliverables (Attachment C).

2.5. A Project Manager shall coordinate the joint aspects of the PROJECT.

2.5.1. CITY shall engage a Project Manager that is mutually-agreed-upon by the PARTIES.

2.5.2. The Project Manager shall be an independent contractor; neither PARTY shall have direction and control of the Project Manager. The Joint Management Team shall work collaboratively with the Project Manager and provide general guidance to enable the Project Manager to successfully fulfill his/her scope of service.

2.5.3. The Project Manager shall:

2.5.3.1. Meet the deliverables in the Project Manager Deliverables;

- 2.5.3.2. Coordinate PROJECT objectives, tasks, findings, and recommendations, as identified in the Project Scope of Work (Attachment B);
 - 2.5.3.3. Coordinate and attend meetings with PARTIES' appointed representatives;
 - 2.5.3.4. Coordinate and attend meetings with each of the Work Groups and prepare progress reports, final recommendations, and findings from each Work Group;
 - 2.5.3.5. Facilitate public outreach meetings;
 - 2.5.3.6. Provide staff support to the Joint Management Team and Work Groups.
- 2.6. Work Groups shall provide input on the PROJECT.
- 2.6.1. CITY's Mayor and OSU's President shall, by mutual agreement, make appointments to Work Groups.
 - 2.6.2. CITY's Mayor and OSU's President may, by mutual agreement, remove appointees from the Work Groups. Procedures for removing appointees must be mutually agreed upon by the PARTIES prior to any removal.
 - 2.6.3. The Work Groups shall be coordinated by the Project Manager.
 - 2.6.4. Work Groups shall provide input on the PROJECT in their respective areas of expertise and interest.
 - 2.6.5. Work Groups may be formed to deal with issues including, but are not limited to Neighborhood Traffic and Parking, Neighborhood Planning, and Neighborhood Livability.
- 2.7. The Joint Management Team may approve the retaining of additional consultants and experts.

3. FINANCIAL AGREEMENTS

- 3.1. CITY and OSU acknowledge that in addition to costs associated with undertaking PROJECT, there may be costs associated with implementing PROJECT recommendations **during** and after the term of this Agreement. The Parties agree in principle, there is mutual desire to share in these implementation costs as deemed appropriate by both Parties at a future date.
- 3.2. The PARTIES shall equally share in expenditures that have been approved by the Joint Management Team. Either PARTY may invoice the other PARTY for half of the actual cost such PARTY paid for an expenditure approved by the Joint Management Team.

Such invoices shall be issued on a monthly basis and will be due net thirty (30) days.

- 3.3. Either PARTY may choose not to pay an invoice issued by the other PARTY to the Agreement for expenditures incurred more than thirty (30) days after the issuance of a written notice of termination or notice-to-cure.
- 3.4. The maximum total expenditures that may be approved by the Joint Management Team over the term of this Agreement shall not exceed \$300,000 (\$150,000 per PARTY).
 - 3.4.1. The PARTIES may mutually agree, in writing, to expenditures beyond the maximum total expenditure listed in 2.3.
 - 3.4.2. The Joint Management Team shall not approve any expenditure that exceeds the amount budgeted by the PARTIES in any given fiscal year.
- 3.5. If this Agreement crosses fiscal years, funding for future years is contingent upon the City Council and OSU approving appropriations.

4. GENERAL TERMS AND CONDITIONS

- 4.1. This Agreement is entered into pursuant to ORS 190.010.
- 4.2. This Agreement shall be effective as of the date of last signature below and continue until December 31, 2014. The Agreement may be renewed by written mutual consent of the PARTIES, for one (1) additional calendar year.
- 4.3. Notwithstanding Section 4.4.3, either PARTY may terminate this Agreement effective June 30 of any year, provided that the terminating PARTY provides the non-terminating PARTY with thirty (30) days written notice. PARTIES may, by mutual written consent only, agree to terminate this Agreement effective on another date.
- 4.4. Either PARTY may provide written notice-to-cure to the other PARTY within fifteen (15) days of any ASSESSMENT.
 - 4.4.1. The notice-to cure shall detail with specificity how the progress delineated in the ASSESSMENT substantially fails to:
 - 4.4.1.1. Achieve the PROJECT's shared goals as described in the MOU; and / or
 - 4.4.1.2. Fulfill the purposes of the Project Scope of Work; and / or
 - 4.4.1.3. Meet the deliverables in the Project Manager Deliverables.
 - 4.4.2. PARTIES will have thirty (30) days from receipt of written notice-to-cure to implement a mutually-agree-upon cure.
 - 4.4.3. If PARTIES do not mutually agree upon a cure, or if such cure is not implemented

within thirty (30) days of the receipt of the written notice-to-cure, either PARTY may terminate this Agreement with thirty (30) days written notice.

4.5. All notifications necessary under this Agreement shall be addressed to:

To CITY:

City of Corvallis
City Manager
PO Box 1083
Corvallis, OR 97339-1083
Telephone: 541-766-6901

To OSU:

Oregon State University
Vice President for Finance & Administration
Kerr Administration Building
Corvallis, OR 97331
Telephone: 541-737-3033

w/copy to:

Oregon State University
Procurement & Contracts Services
644 SW 13th Street
Corvallis, OR 97333

4.6. In performing this Agreement, each PARTY shall act as an independent contractor and each shall have the control of its own work and the manner in which it is performed. Neither CITY nor OSU is an agent or employee of the other.

4.7. Subject to the limitations and conditions of the Oregon Tort Claims Act ORS 30.260-30.300, each PARTY agrees to hold the other harmless and indemnify the other, its officers, agents, volunteers and employees from any and all liability, actions, claims, losses, damages or other costs including attorneys fees and witness costs that may be asserted by any person or entity arising from, during, or in connection with the performance of the work described in this Agreement, when such liability, action, claim, loss, damage or other cost results from the actions of that PARTY in the course of this Agreement. Nothing in this Agreement shall be deemed to create a liability for any party in excess of the Oregon Tort claims limits for either PARTY.

4.8. CITY and OSU shall provide insurance as indicated:

4.8.1. Workers' compensation insurance or self-insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. Any independent contractors retained to perform services or provide products associated with this Agreement shall also provide proof of workers compensation compliance.

4.8.2. General Liability coverage of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate each claim, incident, or occurrence for Bodily Injury and Property Damage, subject to the limitations and conditions of the Oregon Tort Claims Act; ORS 30.260 - 30.300. It shall include contractual liability coverage for the indemnity provided under this Agreement, and shall be in a form at least as broad

as Commercial General Liability ISO form CG 0001.

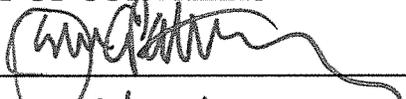
- 4.8.3. Automobile Liability coverage with a combined single limit, or the equivalent, of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired, or non-owned vehicles, as applicable.
- 4.8.4. Each PARTY shall furnish acceptable proof of insurance or self insurance certificates to the other PARTY to this Agreement with original endorsements for each insurance policy signed by a person authorized by that insurer to bind coverage on its behalf.
 - 4.8.4.1. Certificates must be received and approved by CITY prior to its issuance of a Notice to Proceed.
 - 4.8.4.2. Each PARTY shall be financially responsible for all pertinent deductibles, self-insured retention and/or self-insurance.
- 4.8.5. Either PARTY that hires an independent contractor to perform services or provide products associated with this Agreement shall require the independent contractor to indemnify both PARTIES.
- 4.9. Neither PARTY shall have the right to assign any portion of this Agreement. No assignment shall be of any force or effect.
- 4.10. PARTIES are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or will be construed to give or to provide, any benefit or right, whether directly, indirectly, or otherwise to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- 4.11. PARTIES shall comply with all applicable federal, state and local laws, rules and regulations on nondiscrimination in employment. The parties agree not to discriminate on the basis of race, religion, religious observance, gender identity or expression, color, sex, marital status, familial status, citizenship status, national origin, age, mental or physical disability, sexual orientation, or source or level of income in the performance of this Agreement.
- 4.12. PARTIES shall comply with the Americans with Disabilities Act of 1990 (Pub. Law No. 101-336), ORS 659A.403, ORS 659A.406, ORS 659A.142, ORS 659A.145, and all regulations and administrative rules established pursuant to those laws.
- 4.13. Personal identifying information: PARTIES agree to safeguard personal identifying information in compliance with Oregon Revised Statute (ORS) 646A.600, the Oregon Consumer Identity Theft Protection Act and the Fair and Accurate Credit Transaction Act provisions of the Federal Fair Credit Reporting Act.

4.14. OSU agrees to comply with Corvallis Municipal Code chapter 1.25 establishing and implementing the Living Wage. CITY may terminate this Agreement at any time if OSU is found to be in violation of the Living Wage Ordinance and does not correct the violation consistent with section 1.25.090 of the Corvallis Municipal Code.

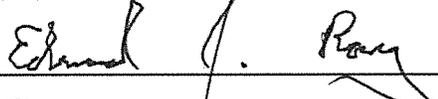
4.15. OSU agrees to keep payroll records for employees working on this Agreement and to provide those records to CITY if requested in accordance with section 1.25.070 of the Corvallis Municipal Code. OSU agrees to post the information provided by CITY about the Living Wage in a location where employees are likely to see the information. OSU also agrees to give each employee working on CITY business information provided by CITY about the Living Wage. OSU will notify CITY if he/she needs the information provided in a language other than English.

4.16. This Agreement is intended both as the final expression of the agreement between the PARTIES with respect to the included terms and as a complete and exclusive statement of the terms of the agreement. No modification of this Agreement shall be effective unless and until it is made in writing and signed by both PARTIES.

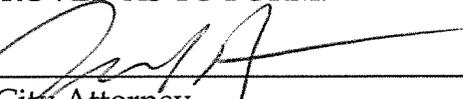
CITY OF CORVALLIS

By: 
Title: City Manager
Date: 2-10-2012

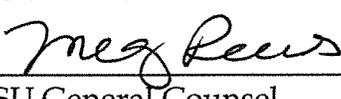
OREGON STATE UNIVERSITY

By: 
Title: President
Date: 2-10-12

APPROVED AS TO FORM:

By: 
City Attorney
Date: 2/9/12

APPROVED AS TO FORM:

By: 
OSU General Counsel
Date: 2-13-12

City Contact Information:

City of Corvallis
Community Development Department
501 SW Madison
Corvallis, OR 97339

OSU Contact Information:

Oregon State University
Facilities Services
130 Oak Creek
Corvallis, OR 97331

ATTACHMENT A

MEMORANDUM OF UNDERSTANDING Between Oregon State University and the City of Corvallis

This Memorandum of Understanding (MOU) is made and entered into this 27th day of September, 2011 by and between Oregon State University (OSU) and the City of Corvallis (City). This document sets forth the basis for a collaborative effort to address the opportunities and issues associated with the future growth of OSU and the Corvallis community. OSU and City intend to initiate work on developing a project scope that identifies particular topic areas related to the future of both parties and then a program of work which includes a public outreach process.

Oregon State University and the City of Corvallis have shared goals that include:

- Maintaining Corvallis' livability and unique sense of place and thereby enhancing the recruitment and retention of OSU students, faculty and staff, as well as other Corvallis residents, businesses and organizations.
- Supporting residents, students, faculty, staff and visitors through activities, services, programs, and opportunities consistent with our respective missions, goals, master plans and visions;
- Enhancing the educational, cultural, recreational, entertainment and economic contributions of OSU to the campus community and larger Corvallis community
- Furthering the economic development benefits associated with Oregon's largest research university
- Addressing the impacts of the OSU population on community livability especially in those neighborhoods near the campus

These shared goals have already resulted in many ongoing partnership efforts, e.g. OSU representation on the Corvallis Economic Development Commission, the Community Alliance for Diversity, reciprocal library services and support of transit services.

OSU and City agree that a focused and substantial collaborative effort is needed to address livability concerns, economic opportunities, and sustain other opportunities mentioned above. Therefore OSU and the City commit to the following:

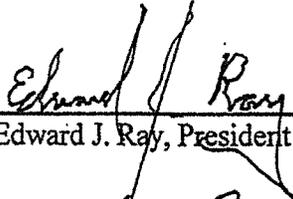
- Undertake a joint project to identify and address collaboration opportunity areas;
- Carefully define the scope of this project in order to include highest priority areas in a manageable work program over the next three years;
- Acknowledge that this project will require considerable commitment from OSU Administration and City Council leadership and from existing OSU and City staff resources;
- Form a scoping committee of OSU and City leadership and staff to identify the priority tasks, projected timelines, responsibilities, required financial resources and desired outcomes for this project; which could include consideration of issues such as, but not limited to, neighborhood parking, code enforcement, infill design, rental housing code, traffic mitigation, housing, density in OSU neighborhoods;

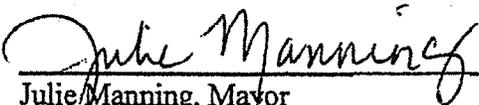
- Forming a Steering Committee that will provide general oversight to the project and public process, address issues that may arise during the course of the project and make recommendations to OSU and the City;
- The need to involve outside resources to assist with this effort given the current City and OSU staffing commitments;
- Form a City and OSU staff-led project management team charged with working with other assigned staff, forming working subgroups as necessary, completing project tasks, bringing in subject matter experts as necessary to assist with technical issues, and delivering recommendations for the Steering Committee to review and approve;
- Additional financial support that will be necessary over the life of the project and therefore. OSU and the City will need to share mutually agreed upon expenditures on an equal basis.
- OSU and the City agree that the project scoping process will include a review of OSU's growth impact and resource/service equity, including but not limited to systems development charges paid by public entities, including OSU.

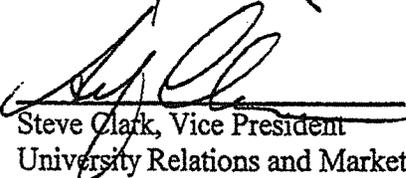
In Witness Whereof, the parties have executed their signatures:

Oregon State University

City of Corvallis


 Edward J. Ray, President

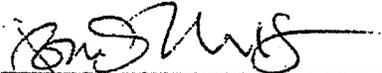

 Julie Manning, Mayor


 Steve Clark, Vice President
 University Relations and Marketing


 Roen Hogg, City Councilor, Ward 2


 Mark McCambridge, Vice President
 Finance and Administration


 Ellen Volmert, City Manager Pro Tem


 Jock Mills, Government Relations Director


 Ken Gibb, Community Development Director

Attachment B

PROJECT SCOPE OF WORK

OSU City of Corvallis Collaboration Project

Approved by Joint Scoping Committee – 12/2/11

I. Overarching Actions

1. Conduct Best Practices Research Related to the three Project Tracks

- For use by project steering committee, staff and work groups

Timeline: by February, 2012

Cost: Not to exceed \$2,500

Deliverable: Report on Best Practices within the three project topic areas

2. Develop an intergovernmental agreement (IGA) between the City and OSU to formalize financial and other commitments related to this collaborative process

Timeline: January 2012

Cost: No cost

Deliverable: Completed IGA

3. Appoint Project Manager to coordinate project tasks, manage any consultants and provide staff support to the Steering Committee and associated work groups

Timeline: by January, 2012

Cost: approximately \$60,000 - \$75,000 annually

Deliverable: Contract in place with selected Project Manager

4. Appoint Steering Committee

Timeline: by January 1, 2012

Cost: No cost

Deliverable: Steering Committee selected and ready to meet

5. Establish communication protocol for internal and external communications throughout life of project.

- Make sure roles and responsibilities are clearly defined up front, for both short- and long-term communication processes
- Develop a website to communicate organization, processes, meetings, etc. related to the project, with contact link to the Project Manager
- Establish protocols for developing and releasing communications

Timeline: ASAP

Cost: no external cost, utilize existing staff resources

Deliverable: Communication Plan

II. Discussion Points for Major Project Tracks

Track I Neighborhood Parking and Traffic Mitigation

- Primary study area - Decision to establish boundary was influenced by underlying residential zoning, new areas impacted by students, and street classification system. The Study Area Boundary was established with the recognition that other activities within the area (such as Corvallis High School and the Benton Center) are having an effect as well.
- Interested Parties: City Community Development, Public Works, and Police Staff, Neighborhood Groups, Student Representatives, OSU Planning and Engineering Staff

Objectives

1. Retain third party transportation consultant to conduct parking and transportation study for the study area.

Timeline: by January 1, 2012

Cost: up to \$75,000

Deliverable: Contract in place with consultant

2. Identify problem areas within study area and collect data regarding traffic volume and parking utilization

- a. Consider sub-zones within the overall geographic area
- b. Meet with neighborhood associations to identify potential areas of concern
- c. Use trip counts, surveys, and other tools to collect data
- d. Evaluate and incorporate work of the OSU Neighborhood Traffic and Parking Task Force

Timeline: have areas studied and data analyzed – TBD

Cost: unknown at this point – first need to review how we can leverage student help via ASOSU, neighborhood volunteers, then we will be in a position to project additional costs (probably hire students)

Deliverable: Comprehensive Traffic and Parking Study for the study area

3. Find opportunities to better manage traffic volumes and parking impacts within study area

a. Study area as one traffic system

b. Opportunities for new or adjusted parking districts or other parking management system

c. Work with consultant to analyze traffic patterns and distribution, as well as parking destinations and levels

d. Identify short term strategies for managing traffic along with long term solutions (solutions may not be confined to the study area, but may look to larger system fixes, such as park and ride lots, expanded shuttle routes, etc.)

e. Examine potential adjustments to on-campus parking system that would have a positive impact

f. Consider other measures that might be utilized (such as OSU restrictions on bringing vehicles to campus, or requirement for on-campus living)

Timeline: TBD

Cost: If follow-up studies are necessary, could incur additional costs, otherwise no further external cost (beyond cost of Project Manager and Study)

Deliverable: Recommendations from Working Group to the Steering Committee

4. Leverage transit system and OSU shuttle as much possible

a. Recommendations for this will come from previous studies, this project and the analysis of the data, as well as suggestions from the consultants.

b. Review potential for new and/or combined (City/OSU) routes

c. Determine financing strategy for expanded OSU shuttle and Corvallis Transit service

d. Determine long-term management strategy for CTS/OSU Shuttles

Timeline: November 2012

Cost: TBD

Deliverable: Recommendations from Work Group to the Steering Committee

5. Implement combined solutions to address both traffic and parking as much as practicable

a. Recommendations for this will come from the study and analysis of the data, as well as suggestions from the consultants.

Timeline: November 2012

Cost: TBD

Deliverable: Recommendations from Work Group to the Steering Committee

Track II Neighborhood Planning

- Interested Parties – City Community Development Staff, Neighborhood Groups, OSU Planning and Facilities Staff, Historic Resources Commission, Planning Commission, OSU Housing Staff, Property Owners and Developers

Objectives

1. Consider pros and cons of making adjustments to zoning/density in areas near the University

a. Review current zoning, City Comprehensive Plan, other local policy direction, as well as direction from the statewide planning program (DLCD)

b. Determine if there are appropriate locations within the City for lower and higher density housing

1. Include in the review, impact on traffic and livability in other areas; CTS impact; and other pedestrian, bicycle, and traffic impacts that would occur from having higher density zoning in areas further away from campus

c. Determine if the benefits of making such adjustments outweigh the disadvantages

Timeline: June 2012

Cost: No external cost beyond those identified for project manager, consultants and OSU/City Staff

Deliverable: Recommendations from Work Group to Steering Committee

2. Review current development standards, and identify potential measures that would minimize potential impact from the creation of high density housing in or near lower density residential areas

a. Develop and enact Land Development Code (LDC) language that would implement selected mitigation measures (measures to mitigate impacts to neighborhood character, privacy, parking, and other issues, as identified)

- b. Findings from the Neighborhood Parking and Traffic Study should be factored into potential regulatory changes

Timeline: June 2014

Cost: No external cost beyond those identified for project manager, consultants and OSU/City Staff

Deliverable: Adopted revisions to the Land Development Code

3. Review opportunities to provide housing for OSU students that is compatible within the community

- a. Evaluate ways to increase on-campus housing, such as on-campus living requirements, public-private partnerships, etc.
- b. Consider the merits and means to incentivize off-campus housing in preferred target areas such as downtown Corvallis, greenfield sites, etc.

Timeline: December 2012

Cost: No external cost beyond those identified for project manager, consultants and OSU/City Staff

Deliverable: Feasibility Memorandum from Work Group to Steering Committee

Track III Neighborhood Livability

- Interested Parties – City Housing, Code Enforcement, and Police Staff, University Planning and Housing Staff, Neighborhood Groups, OSU student conduct and community standards office, ASOSU, Landlords and Property Management Companies

Objectives

1. Create a sustainable program to mitigate issues associated with having a large student population within neighborhoods

- a. Develop livability standards that can be used as a guide for municipal code enactment and OSU Student Conduct standards

Timeline: December 2012

Cost: No external cost beyond those identified for project manager, consultants and OSU/City Staff

Deliverable: Recommendations from the Work Group to the Steering Committee regarding a program articulating livability standards for the community

2. Prepare associated municipal code amendments and student conduct standards and move them through the enactment process

Timeline: June 2013

Cost: No external cost beyond those identified for project manager, consultants and OSU/City Staff

Deliverable: Adopted municipal code amendments (City) and student conduct standards (OSU)

3. Develop a funding mechanism to support an enhanced code enforcement and student conduct program.

a. Create outreach and informational programs as key components of the new program

Timeline: June 2013

Cost: TBD

Deliverable: Establish ongoing financial commitment by City and OSU to maintain program

4. Evaluate and implement opportunities to utilize students, peers, and neighborhood volunteers in outreach and informational programs

Timeline: December 2012

Cost: No external cost beyond those identified for project manager, consultants and OSU/City Staff

Deliverable: A potential component of the Livability Program

5. Consider the merits of creating an ongoing City and OSU supported group that would monitor achievement of livability goals and make recommendations to the City and OSU

Timeline: June 2013

Cost: No external cost beyond those identified for project manager, consultants and OSU/City Staff

Deliverable: A recommendation to OSU and City regarding the advisability of such a group and if created, the scope and function of this group

ATTACHMENT C

PROJECT MANAGER DELIVERABLES

1. December 2012
 - 1.1. Provide a public report identifying problem parking and transportation areas based on the findings of the Transportation Consultant;
 - 1.2. Prepare recommendations to the Steering Committee based on the findings of the transportation consultant;
 - 1.3. Prepare recommendations to the Steering Committee identifying opportunities to better manage traffic volumes and parking impacts based on findings of the Transportation Consultant, data collected associated with parking utilization, input from Work Groups associated with parking and transportation, and public input;
 - 1.4. Provide written recommendations to the Steering Committee detailing mitigation measures to address neighborhood livability based on Work Group input;
 - 1.5. Provide written recommendations to the Steering Committee based on Work Group input evaluating the merits and means to increase on-campus housing and incentivize off-campus housing in preferred target areas;
 - 1.6. Post public outreach information and project updates on website available to the public;
 - 1.7. Provide quarterly regular progress reports summarizing community members' comments, questions, and concerns for the Steering Committee; and
 - 1.8. Provide written summaries following each Work Group meeting for the Steering Committee.
 - 1.9. Provide written recommendations to the Steering Committee outlining recommendations for revisions to CITY's Land Development Code, including opportunities for increasing or decreasing housing density based on Work Group input;
2. August 2013
 - 2.1. Post public outreach information and project updates on website available to the public;
 - 2.2. Provide quarterly regular progress reports summarizing community members' comments, questions, and concerns for the Steering Committee; and
 - 2.3. Provide written summaries following each Work Group meeting for the Steering Committee.
3. December 2013
 - 3.1. Post public outreach information and project updates on website available to the public;

- 3.2. Provide quarterly regular progress reports summarizing community members' comments, questions, and concerns for the Steering Committee; and
- 3.3. Provide written summaries of Work Group meetings for the Steering Committee.

4. June 2014

- 4.1. Prepare recommended language for revisions to CITY's Land Development Code implementing changes approved by the Steering Committee;
- 4.2. Provide quarterly regular progress reports summarizing community members' comments, questions, and concerns for the Steering Committee; and
- 4.3. Present final recommendations and findings from each Work Group for the Steering Committee.

**COLLABORATION CORVALLIS
STEERING COMMITTEE MEETING SUMMARY
March 19, 2014**

Present

Julie Manning, Mayor, Co-Chair
 Ed Ray, President, OSU, Co-Chair
 Hal Brauner, Councilor, Ward 9
 Jay Dixon, Benton County Commissioner
 Jim Patterson, City Manager
 Steve Clark, Vice President for University Relations and Marketing, OSU
 Glenn Ford, Vice President for Finance and Administration, OSU
 Jock Mills, Director of Government Relations, OSU
 Patricia Daniels, Community Volunteer
 Jim Moorefield, Executive Director, Willamette Neighborhood Housing Services
 Dolf Devos, President and Principal, Investors Property Management Group
 Brendan Sanders, Interfraternity Council

Absent

Roan Hogg, Councilor, Ward 2
 Dan Schwab, Director of Student Conduct and Community Standards, OSU

Staff Present

Eric Adams, Project Manager
 Ken Gibb, Community Development Director
 Rebecca Houghtaling, OSU Planning
 Terry Nix, Recorder

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Opening Remarks – President Ray & Mayor Manning	
III.	Review November 8, 2013, Meeting Summary Notes	Approved by consensus.
IV.	Public Comment Opportunity	
V.	Project Management Update	
VI.	Project Communications Plan Update	The proposed communications and engagement strategy was approved by consensus.
VII.	Community Relations Advisory Board	
VIII.	Other Business	
IX.	Adjournment	The meeting was adjourned at 3:45 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Mayor Manning called the meeting to order at 2:00 p.m.

II. OPENING REMARKS – PRESIDENT RAY AND MAYOR MANNING

Mayor Manning acknowledged the tremendous amount of work that has been done by the work groups and the recommendations that have come forward, many of which are being actively pursued by the City and the University just as it had been envisioned. Moving into the final year of the initial three-year timeframe, she said, the workflow has transitioned in large part from the work groups to the two respective organizations.

OSU President Ray said the Collaboration project had an initial three-year timeframe; however, coming off the successes of this initial work, he expects the organizations will continue to work together on common issues. It will take time for the organizations to work out all of the elements, and there is more to be done with respect to housing, parking, and other issues. He said that Mayor Manning has been a wonderful partner in this effort, and that it is important to think about how to manage transitions and keep the positive momentum.

III. REVIEW OF NOVEMBER 8, 2013, MEETING SUMMARY NOTES

The November 8, 2013, meeting summary notes were approved by consensus.

IV. PUBLIC COMMENT OPPORTUNITY

Jeff Hess said most of the new housing to accommodate OSU's growth has been off-campus and most of the costs have been visited on the community, including those who cannot afford to pay and who do not benefit from that growth. He said the Comprehensive Plan that guides how the City should develop predates what we now know about global warming. OSU professors have predicted that this area is expected to see droughts during summer, flooding during winter, and an influx of climate refugees. He said it makes sense to house students in a way that reflects the transient nature of their time in Corvallis as well as the significant climate impact that housing has on the environment. The most sustainable approach is to have students within walking distance of campus.

OSU President Ray said that housing has been an issue for the community for a long time and it will take time to get it right. The new campus master plan will take into account the need to build affordable, attractive housing that can serve as an appropriate alternative for students, faculty, and staff.

V. PROJECT MANAGEMENT UPDATE

City of Corvallis and OSU Parking Management Efforts

Project Manager Adams asked Mr. Clark and Mr. Patterson to discuss parking management efforts that came out of recommendations from the Parking & Traffic Work Group.

Mr. Clark said that OSU will be announcing a five-year parking plan to serve the campus and community. The plan will include multiple parking zones and a tiered pricing strategy. It was informed by this process and by national transportation experts, focus groups, an online survey, and outreach meetings. The goals are to provide for increased utilization of parking on campus, accessibility on campus, financial accountability and

transparency, cost sensitivity, and expanded car pool, commute and transit options. Following a second round of feedback, a recommendation will be sent to the Oregon Administrative Rule process on April 14. The plan is expected to take effect on September 15 of this year.

Mayor Manning acknowledged the work of the Urban Services Committee (USC), which has been working on a proposal for a City parking plan for consideration by the full City Council. Mr. Patterson shared highlights of the USC proposal. The three existing parking districts would be expanded one-half mile around the campus, permits would be sold only to residents of the parking zones, there would be two-hour free parking once per day in all parking zones, and there would be increased enforcement of parking districts year-round. The proposal will be forwarded to the City Council on April 7. The City is on track with the University to move both proposals forward to meet the goal of implementation by the fall of this year. Brief discussion followed.

Implementation Status of Recommendations

Mr. Adams drew attention to *Status of Completed Actions and Ongoing Efforts to Implement Recommendations*, a summary of actions the City and OSU have taken in responding to the work group recommendations. Of the 68 recommendations, 50 have been acted on in some way - 14 would be considered fully implemented or completed and 36 are in process. Mr. Adams said that although work remains to be done, the issues that prompted formation of the project are being responded to in a significant fashion.

Discussion followed regarding housing issues in the community. President Ray reviewed the campus master plan process. Councilor Brauner provided a brief update on the work of the City Council subcommittee, staff, and consultant related to the City's housing study.

Status of Work Groups

Mr. Adams briefly reviewed the status of the work groups.

VI. PROJECT COMMUNICATIONS PLAN UPDATE

Mayor Manning said the Steering Committee previously discussed how to best facilitate ongoing communication with work group members and the broader community as the recommendations continue to move forward.

Mr. Clark distributed and reviewed *Communications and Engagement Strategy*, which included steps for providing updates and inviting feedback related to Collaboration Corvallis activities and results. Tactics included providing an annual update to the community through local media and electronic communications, providing on-going communications to the City and University, providing updates as requested to neighborhood associations and community groups, and holding an annual town hall to provide updates and receive feedback from the public. Brief discussion followed.

The proposed strategy was approved by consensus.

VII. COMMUNITY RELATIONS ADVISORY BOARD

Mr. Adams noted that the existing Intergovernmental Agreement between the University and the City terminates on December 31, 2014, and that the Neighborhood Livability Work Group recommended formation of a Community Relations Advisory Board. He drew attention to his memo regarding *Common Elements of Community Relations Advisory Boards*, information he researched about similar groups in other university cities. Common elements of the groups include bylaws, funding and staff support, mission and responsibilities, and participating stakeholders.

Mayor Manning invited feedback about things the Committee members feel are important to consider when thinking about the next phase of the collaboration. The following comments came forward:

- A community relations advisory board should advise the organizations and should not dictate policy or allocate resources.
- It would be useful to have an advisory group that looks at the community as an integrated whole (schools, community mental health, diversity and inclusion).
- It would be useful if there was an avenue to cut through the bureaucracy and identify ways to give positive work experiences to students to the benefit the community.
- It needs to be determined if the Steering Committee would continue to meet, if the advisory group would report to the Steering Committee, and who would take responsibility for tracking the matrix of recommendations.
- The scope of work could change as strategies are put in place and new issues arise.
- Continuing time and commitment by the leaderships of the City and OSU send an important message to the community about how important this work is to both organizations.

VIII. OTHER BUSINESS:

The next meeting was tentatively scheduled for July, 2014, date to be determined.

IX. ADJOURNMENT: The meeting was adjourned at 3:45 p.m.