



**CORVALLIS
CITY COUNCIL AGENDA**

**March 17, 2008
12:00 pm only**

(Work Session at 7:00 pm)

**Downtown Fire Station
400 NW Harrison Boulevard**

COUNCIL ACTION

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. CONSENT AGENDA

The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.

- A. Reading of Minutes
 - 1. City Council Meeting – March 3, 2008
 - 2. City Council Work Session – March 10, 2008
 - 3. City Council Enterprise Zone Public Meeting – March 10, 2008
 - 4. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Bicycle and Pedestrian Advisory Commission – February 1, 2008
 - b. Citizens Advisory Commission on Transit – February 13, 2008
 - c. Committee for Citizen Involvement – February 7, 2008
 - d. Corvallis-Benton County Public Library Board – February 6, 2008
 - e. Historic Resources Commission – February 12, 2008
- B. Confirmation of Appointments to Watershed Management Advisory Commission (McDonnell, Schreck)
- C. Announcement of Appointments to Boards and Commissions (Citizens Advisory Commission on Transit - Hyne; Parks, Natural Areas, and Recreation Board - de-Vries)
- D. Announcement of Vacancies on Boards and Commissions (Commission for Martin Luther King, Jr. - Paul; Parks, Natural Areas, and Recreation Board - Noel)

- E. Approval of an application for a "Limited On- and Off-Premises Sales" liquor license for BMRCMC, LLC, dba Enoteca Wine Bar, 136 SW Washington Avenue (New Outlet)
- F. Authorization to proceed with a Local Share Grant application to Oregon State Recreation and Parks Department for Avery Park Rose Garden ADA Phase II project
- G. Schedule a public hearing for April 21, 2008 to consider the Fiscal Year 2008-2009 through Fiscal Year 2012-2013 Community Development Block Grant/HOME Investment Partnerships Program Consolidated Plan and Fiscal Year 2008-2009 Action Plan
- H. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(i) (status of employment-related performance)

III. ITEMS REMOVED FROM CONSENT AGENDA

IV. UNFINISHED BUSINESS

- A. Adoption of Findings of Fact and Order relating to an appeal of a Planning Commission decision (PLD07-00009, SUB07-00003 – Ashwood Preserve)
- B. Benton/Corvallis Enterprise Zone
ACTION: A resolution adopting the Benton/Corvallis Enterprise Zone, to be read by the City Attorney

V. MAYOR, COUNCIL, AND STAFF REPORTS

- A. Mayor's Reports
- B. Council Reports
- C. Staff Reports
 - 1. City Manager's Report – February 2008
 - 2. Council Request Follow-up Report – March 13, 2008
 - 3. Code Enforcement Program Update

VI. VISITORS' PROPOSITIONS – 12:30 pm *(Note that Visitors' Propositions will continue following any scheduled public hearings, if necessary and if any are scheduled)*

VII. PUBLIC HEARINGS – None.

VIII. & IX. STANDING COMMITTEE REPORTS, ORDINANCES, RESOLUTIONS, AND MOTIONS

- A. Human Services Committee – None.
- B. Administrative Services Committee – March 6, 2008
 - 1. Second Quarter Operating Report
 - 2. Fund Balance Financial Policy Review
- C. Urban Services Committee – March 6, 2008
 - 1. Systems Development Charge Annual Review
 - ACTION: A resolution establishing Systems Development Charge rates, per Municipal Code Chapter 2.08, to be read by the City Attorney*

X. NEW BUSINESS

XI. ADJOURNMENT

For the hearing impaired, a sign language interpreter can be provided with 48 hours' notice prior to the meeting. Please call 766-6901 or TTY/TDD telephone 766-6477 to arrange for such service.

A LARGE PRINT AGENDA CAN BE AVAILABLE BY CALLING 766-6901

A Community That Honors Diversity



CITY OF CORVALLIS
ACTIVITY CALENDAR
MARCH 17 - APRIL 5, 2008

MONDAY, MARCH 17

- ▶ City Council - 12:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- ▶ City Council - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard (work session)

TUESDAY, MARCH 18

- ▶ Human Services Committee - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Commission for Martin Luther King, Jr. - 12:00 pm - City Hall Meeting Room A, 501 SW Madison Avenue

WEDNESDAY, MARCH 19

- ▶ Watershed Management Advisory Commission - 5:30 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Planning Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

THURSDAY, MARCH 20

- ▶ Administrative Services Committee - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ No Urban Services Committee
- ▶ Parks, Natural Areas, and Recreation Board - 6:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard

SATURDAY, MARCH 22

- ▶ Government Comment Corner (School Board Member Anne Schuster) - 10:00 am - Library Lobby, 645 NW Monroe Avenue

WEDNESDAY, MARCH 26

- ▶ Downtown Parking Commission - 5:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

SATURDAY, MARCH 29

- ▶ Government Comment Corner (Councilor Bill York) - 10:00 am - Library Lobby, 645 NW Monroe Avenue

TUESDAY, APRIL 1

- ▶ Airport Commission - 7:00 am - Madison Avenue Meeting Room. 500 SW Madison Avenue

WEDNESDAY, APRIL 2

- ▶ City Legislative Committee - 8:30 am - Downtown Fire Station, 400 NW Harrison Boulevard
- ▶ Planning Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- ▶ Library Board - 7:30 am - Library Board Room, 645 NW Monroe Avenue

THURSDAY, APRIL 3

- ▶ Committee for Citizen Involvement - 7:15 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

FRIDAY, APRIL 4

- ▶ Bicycle and Pedestrian Advisory Commission - 7:00 am - Madison Avenue Meeting Room, 500 SW Madison Avenue

SATURDAY, APRIL 5

- ▶ Government Comment Corner (Councilor George Grosch) - 10:00 am - Library Lobby, 645 NW Monroe Avenue

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES**

March 3, 2008

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Consent Agenda Page 110			
New Business 1. Corvallis Energy Challenge 2. Health Hazard Annexation Exemption – McGarry Pages 111-112, 121-122			<ul style="list-style-type: none"> • RESOLUTION 2008-03 <u>passed U</u> • RESOLUTION 2008-05 <u>passed U</u>
Mayor's Report 1. Enhancing Community Livability – Music in Our Schools 2. Dr. Seuss' Birthday Page 112	Yes Yes		
Council Reports 1. ASOSU Lighting Project (Wershow) 2. City Club Meeting (Daniels) Page 112	Yes Yes		
Staff Reports 1. Solar Power Project – WWRP 3. Farewell Receptions – Julee Conway Page 113	Yes Yes		
Items of HSC Meeting of February 20, 2008 1. Social Services Semi-Annual Report 2. Deadly Physical Force Policy Pages 113-115			<ul style="list-style-type: none"> • Accepted report <u>passed U</u> • Review April 7, 2008 <u>passed U</u>
Visitors' Propositions 1. WOPR (Wilson, Foster, Foulke, Aulenbach, Stokes, Rasmussen, Miller) 2. Urban Renewal District/Downtown Commission (Dodson, Lampton, Ross) Pages 115-118	Yes Yes	Referred to City Legislative Committee	
Items of ASC Meeting of February 21, 2008 1. Potential Revenue Alternatives Pages 118-119	Yes		
Items of USC Meeting of February 21, 2008 1. Clearance Clarification – Sidewalk Cafés Pages 119-121	Yes		

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Other Related Matters 1. May 20, 2008, Election – Ward 7 Councilor Page 121			<ul style="list-style-type: none"> • RESOLUTION 2008-04 <u>passed U</u>
Unfinished Business 1. Urban Renewal Plan/Downtown Commission Pages 122-124	Yes	Referred Downtown Commission to USC	
Executive Session 1. Pending Litigation – Timberhill Shopping Center Retaining Wall 2. City Attorney's Annual Performance Evaluation Page 125	Yes Yes		

Glossary of Terms

ASC	Administrative Services Committee
ASOSU	Associated Students of Oregon State University
CM	City Manager
HSC	Human Services Committee
U	Unanimous
USC	Urban Services Committee
WOPR	Western Oregon Plan Revisions
WWRP	Wastewater Reclamation Plant

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES**

March 3, 2008

The regular meeting of the City Council of the City of Corvallis, Oregon, was called to order at 12:00 pm on March 3, 2008, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Tomlinson presiding.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

PRESENT: Mayor Tomlinson, Councilors Hamby, Beilstein, Brauner, Grosch, Brown, Wershow, Daniels, York

Mayor Tomlinson directed Councilors' attention to items at their places, including testimony from Rana Foster (Attachment A), information from Energy Trust of Oregon and Northwest Natural, an e-mail from Councilor Hamby regarding the proposed Downtown Commission (Attachment B), a letter to the City Attorney from David Picray (Attachment C), and material from Assistant to City Manager/City Recorder Louie.

II. CONSENT AGENDA

Councilors Daniels and Hamby, respectively, moved and seconded to adopt the Consent Agenda as follows:

- A. Reading of Minutes
 - 1. City Council Meeting – February 19, 2008
 - 2. City Council Work Session – February 19, 2008
 - 3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Airport Commission – February 5, 2008
 - b. Housing and Community Development Commission – February 6, 2008
- B. Announcement of Vacancies on Advisory Boards and Commissions (Commission for Martin Luther King, Jr. - McKay; Downtown Parking Commission - Kvidt; Watershed Management Advisory Commission - Strong)
- C. Announcement of Appointment to Watershed Management Advisory Commission (Schreck)
- D. Approval of an application for a "Full, On-Premises Sales" liquor license for La Roquita Mexican Restaurant, 370 SW Western Boulevard (Change of Ownership)
- E. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(h)(I) (status of pending litigation or litigation likely to be filed; status of employment-related performance)

The motion passed unanimously.

III. ITEMS REMOVED FROM CONSENT AGENDA – None.

X. NEW BUSINESS

A. Corvallis Energy Challenge

Annette Mills, co-facilitator of Corvallis Sustainability Coalition (CSC), introduced Jan Schaeffer, Communications and Marketing Director of Energy Trust of Oregon (ETO); Cassandra Robertson, CSC member and Program Director of the Get Smart Resource Efficiency Program through the Corvallis Environmental Center; and James Reismiller, CSC member and owner of Abundant Solar.

Ms. Mills announced the official launch of the Corvallis Energy Challenge. The CSC worked with the ETO during the past year on the community-wide Challenge program, which is designed to encourage homeowners, businesses, and local government to increase energy efficiency and benefit from clean, renewable energy. She thanked the Council for helping lay the groundwork for the program through the City's sustainability policy, programs, and practices. ETO selected Corvallis for the pilot Challenge program because of the community's commitment to sustainability and the CSC's ability to reach community members, raising awareness of the various benefits of energy-saving practices. The CSC includes representatives of more than 85 local organizations working on different aspects of sustainability. The Coalition's mission involves promoting an ecologically, economically, and socially healthy city and county.

Ms. Schaeffer reviewed ETO's formation and history. ETO began operation March 1, 2002. ETO pursued a community energy program to blend the programs of various energy providers and State agencies and provide cost savings. She introduced representatives of Northwest Natural; Pacific Power; and Consumers Power, Inc. She noted that, besides providing energy savings, the Challenge promotes creation of green-collar jobs and the green wave of economic development in the community.

Ms. Robertson said the Challenge applies to everyone in the community. She is leading the business aspect of the resource efficiency effort and hopes to work with 50 businesses during the next year to pursue efficiency measures, tax credits, and financial incentives.

Mr. Reismiller said he hired his first solar apprentice under the green-collar jobs concept. He envisions the Challenge revitalizing green-collar employment, making Corvallis a model. He announced that Solar CREEK (Clean Renewable Energy for Everyone's Kids) established a goal of installing a 100-kilowatt system on top of Corvallis High School (CHS).

Ms. Mills said the Challenge presents an opportunity for the community to take a leadership role in the state. The Challenge will produce green-collar jobs, promote the green economy, help citizens and organizations save energy costs and enjoy greater energy independence, and make homes more comfortable. She said the Coalition will review the Challenge with the Council in one year.

Councilor Wershow thanked the group for information regarding the solar project at CHS. He noted that the City is pursuing a solar project at the Wastewater Reclamation Plant (WWRP). He would like to consider installing a solar system at Osborn Aquatic Center and Linus Pauling Middle School.

Councilor Daniels noted the positive changes in energy resource options, many of which do not involve greenhouse gas emissions. She added that everyone's efforts, when combined, can have a great effect.

In response to Councilor Daniels' inquiry, Ms. Mills said the Web site for the Challenge (corvallisenergychallenge.org) would be activated today. Citizens and businesses can call the Coalition (866-368-7878) to learn about energy audits. Challenge lawn signs will be given to citizens who had home energy reviews.

City Attorney Fewel read a resolution endorsing the Corvallis Energy Challenge.

Councilors Wershow and Grosch, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2008-03 passed unanimously.

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

Mayor Tomlinson announced that he would read the Enhancing Community Livability – Music in Our Schools proclamation (included in the meeting packet) at various venues in the local school district during March.

Mayor Tomlinson announced that today marked Dr. Seuss' birthday, which he observed by reading some of Dr. Seuss' literature to a class at Jefferson Elementary School this morning.

B. Council Reports

Councilor Wershow reported that he met with the Associated Students of Oregon State University Community Affairs Task Force regarding a lighting project the Task Force proposed for the University campus and the adjacent neighborhood to the north. The meeting was attended by Police Chief Boldizar and Dan Mason on the Public Works Department Transportation Division.

Councilor Daniels reported that she and several other Councilors attended the February 25th City Club meeting, which included discussion of City finances. She commended Finance Director Brewer for her explanations of complex financial issues. She said Budget Commissioner Carone provided his perspective on the issues.

C. Staff Reports

City Manager Nelson referenced from the meeting packet a memorandum from Public Works Director Rogers regarding a solar power project at the WWRP. Staff hopes the project will generate annual savings equal to 50 percent of the WWRP's power needs.

Mr. Nelson announced that farewell receptions for Parks and Recreation Director Conway would be held March 5th for City employees, Council members, and advisory body members; and March 7th for the general public. He thanked Ms. Conway for her service to the community.

Mr. Nelson confirmed for Councilor Hamby that the solar project at the WWRP would be reviewed again by Urban Services Committee.

VIII. & IX. STANDING COMMITTEE REPORTS AND ORDINANCES, RESOLUTIONS, AND MOTIONS

A. Human Services Committee – February 20, 2008

1. Social Services Semi-Annual Report

Councilor Brauner reported that the Committee received reports from staff and United Way of Benton and Lincoln Counties Executive Director Moore, who administers the social service funds. The report indicated that all funds were being disbursed per the contract schedule.

Councilors Brauner and Wershow, respectively, moved and seconded to accept the social services semi-annual report for Fiscal Year 2007-2008. The motion passed unanimously.

2. Deadly Physical Force Policy

Councilor Brauner reported that Police Chief Boldizar presented to the Committee a draft policy, which is required by Oregon Senate Bill 111. The Bill was adopted during the last Legislative Session and will become law July 1, 2008, requiring every Oregon county to develop a deadly physical force policy. Benton County representatives have been developing a policy, with participation by Chief Boldizar and other members of Corvallis Police Department. The Council is required to take action on the draft policy, after the Benton County Board of Commissioners (BOC) conducts a public hearing and makes any amendments. The County public hearing will be held March 18th, and the Council will hold a public hearing April 7th.

Councilors Brauner and Wershow, respectively, moved and seconded to review the Benton County Use of Deadly Physical Force Plan, as amended, during the April 7th Council evening meeting.

Councilor Brauner clarified for Councilor Grosch that today's Council decision would approve conducting a public hearing and potentially taking action April 7th; the Council cannot approve the plan until it is forwarded by the County.

Councilor Grosch questioned whether the Council could amend the draft policy, after the County's public hearing, noting that he had several questions and opining that a public hearing should be held before the Council takes any action. He further opined that the draft policy was significant and warranted public review.

Councilor Brauner presumed that the Council would not be forced to adopt the County's policy. The policy was developed by a committee comprised of representatives of the Corvallis Police Department and the Benton County BOC, Sheriff's Office, and District Attorney's Office. The policy would be a county-wide, coordinated guideline. The Council is not forced to adopt any document it receives; the Council could submit to the County suggested policy amendments.

Mr. Nelson added that the policy is a statutory requirement but is prompted by Benton County. Two-thirds of the governing bodies within the county must approve the policy in an approve-or-reject format. Staff interpreted this provision to mean that any proposal from the County must be approved or rejected as presented.

Councilor Brauner commented that the Council could reject the policy and specify reasons for the rejection.

Councilor Grosch acknowledged the reason for the policy's development. The Council's first review of the draft policy was via Human Services Committee's report. He did not have enough opportunity to review the policy and understand the requirements outlined in it. He believes the Council needs opportunity to review the policy and receive public input.

Councilor Brauner noted that Council members could testify during the County's public hearing.

Councilor Beilstein observed that the policy addressed investigation and reporting responsibilities but did not address the "rules of engagement" officers apply to determine use of force in the field. The City policy that outlines "rules of engagement" was included in the staff report. The County policy would become an addendum to the City policy. He encouraged Council members to review the City policy, which provides insight into the rationale and parameters for procedures. He did not find anything in the County's draft policy to be controversial and believes it should supplement the City policy without problems. He noted that Senate Bill 111 was prompted by law enforcement situations in the Portland, Oregon, area.

Councilor Daniels added that the committee that drafted the County's policy included two elected officials: Sheriff Simpson and District Attorney Haroldson. She expressed understanding that Senate Bill 111 was intended to ensure that all law enforcement jurisdictions in an area have procedural consistency.

Councilor Grosch acknowledged the purpose of the draft policy. He said several community members question the credibility of all law enforcement agencies in the community in terms of how they conduct investigations. The draft policy would establish specific, stringent guidelines regarding investigations and responsibilities. Many citizens believe that investigations are intended to exonerate police departments and their officers. The draft policy was developed by a committee that included elected officials charged with defending the groups that are representing themselves. He urged that the Council have opportunity to conduct a full public hearing on the draft policy to determine how the policy might impact current practices and to ensure that any situation involving use of deadly force is fully investigated and that the investigation is available for public review and comment.

The motion passed unanimously.

VI. VISITORS' PROPOSITIONS

Reed Wilson reviewed a prepared statement (Attachment D). He spends a lot of his spare time hiking in nearby forests seeking endangered species.

Rana Foster distributed for the Council to view photographs of group hikes through areas that would be affected by the Western Oregon Plan Revisions (WOPR). She reviewed her written testimony (Attachment A). She announced that she submitted a copy of the WOPR to the Library's reference section. She offered to provide other information to the Council and to conduct hikes and slide presentations.

Chris Foulke reviewed his prepared statement (Attachment E).

Mahogany Aulenbach lives outside Monroe near Alsea Falls and has been a Benton County resident for 19 years. He would like more trails developed in area forests, which he considers opportunities for people to explore old-growth trees. The Alsea Falls area has bicycle trails with many old-growth trees more than 200 years old. His group conducts hikes every Sunday and will schedule other hikes as requested.

In response to Councilor Daniels' inquiry, Mr. Wilson stated that his group had not spoken with Benton County regarding the WOPR. The Board of Commissioners approved the WOPR with conditions. He clarified that the Oregon and California Railroad Act of 1937 (O&CRA) was the basis for the WOPR and a lawsuit from the timber industry. He added that the lawsuit was defeated but was settled upon appeal. The O&CRA was developed to prevent destruction by logging practices on Oregon and California Railroad lands. The Act was intended to provide permanent forest production, sustainable logging, protection of watersheds, and recreational facilities.

Councilor Grosch suggested that the WOPR be referred to the City Legislative Committee for review, allowing for additional public testimony. He said the WOPR would affect Corvallis because the eastern slopes of the Coast Range drain into the Long Tom and Willamette Rivers, which are sources of drinking water for Corvallis. The WOPR could affect drinking water quality and may exacerbate existing river problems involving water temperature and sediment.

Katy Stokes has been a Corvallis resident since 1970 and was "enchanted" with the community's proximity to forests. She observed that forests were becoming tree farms, and there was less forest land. When trees approach maturity, they are logged and replanted. She encouraged the Council to take a position opposing the WOPR. She noted that the Forest Plan from the mid-1990s set aside the forests as reserves, but they are slated for logging. Old-growth forests that are logged are gone forever; trees must grow for 200 or 300 years to create another old-growth forest. Land that is frequently logged does not produce good forests. She emphasized the need to take a strong position for conservation, which the Council can facilitate by opposing the WOPR.

Randy Rasmussen works for the American Hiking Society. The O&CRA provided for a sustainable supply of recreational facilities. He distributed information from the Society (Attachment F). He said outdoor recreation exceeded timber production in many parts of the nation as the predominant use of public lands. Outdoor recreation often exceeds forest-related gross receipts and benefits to local economies. Several traditional recreation opportunities are becoming more popular on public lands – most are trail based and non-motorized. He believes these recreational activities would be adversely affected by the WOPR. He said hikers do not oppose timber harvest and thinning and understand the necessity of forest management for consumer goods and long-term health of public lands. He believes the WOPR does not consider other forest uses and lacks balance by ignoring the importance of traditional recreation to society, its economic benefits, and the well-being of communities. He said quality of life, including outdoor recreational opportunities and viewsheds, attracts many people to Corvallis.

Kathy Miller values trees for their support of her physical, mental, emotional, and spiritual health. She noted that Europe has ancient art museums, and Oregon has old-growth forests. She believes the forests represent heritage and the future and should be protected for their importance to water quality. She expressed hope that the Council will oppose the WOPR.

Those testifying provided additional written information, including "A Citizen's Guide to the Western Oregon Plan Revisions" by Oregon Heritage Forests (Attachment G), the Fall 2007 issue of "KS Wild News" by Klamath-Siskiyou Wildlands Center (Attachment H), a letter from Philip Lappe (Attachment I), and a flyer announcing Coast Range hikes (Attachment J).

David Dodson serves on the Downtown Corvallis Strategic Planning Committee (DCSPC), which is investigating forming an Urban Renewal District (URD) for the Downtown area. From preliminary outreach efforts over the past several weeks, the Committee learned that the community was concerned about the lack of specificity in the URD plan regarding projects and associated costs. The Committee will spend additional time working with the consultant to incorporate additional specificity into the plan and outline anticipated costs of some of the projects.

Mr. Dodson said the Committee was forming a political action committee (PAC) to facilitate additional, needed outreach efforts to various organizations and community members.

Mr. Dodson said the Committee hopes to present a revised URD plan to the Council within four to six weeks.

Pat Lampton reported that the DCSPC would meet with the Corvallis-Benton Chamber Coalition Governmental Affairs Committee March 5th and with the Republic Central Committee during April. Additional coverage of the issue in the local newspaper will prompt more opportunities for outreach.

In response to Mayor Tomlinson's inquiries, Mr. Dodson said the Committee was still considering a November 2008 election regarding the proposed URD. The decision would depend in part upon the extent of work and time involved in providing additional specificity regarding projects. When those factors are finalized, the Committee will continue its outreach efforts. The Committee received mixed reactions from the community to the URD plan – some people wanted to proceed with existing project momentum, and other people wanted more time spent informing the community about the plan and its implications. Spending more time on outreach could postpone an election on the URD until early-2009. The Committee hopes to make a decision within four to six weeks.

In response to Councilor Daniels' inquiry, Mr. Dodson said anyone with concerns regarding the proposed URD plan may contact the Committee through the Downtown Corvallis Association (DCA).

Mr. Lampton noted that the proposed URD plan was based upon the Council's goal of revitalizing the Downtown area and was the culmination of extensive time and effort by many people. The overall project was a Council goal for a long time. The Council must be well informed about the plan in order to explain it to citizens. He urged Council members to submit their questions early. The Council can decide whether to postpone an election regarding an URD until 2009. He believes an URD would be beneficial to Corvallis, but the unique circumstances of Corvallis must be addressed soon.

In response to Councilor Wershow's inquiry, Mr. Lampton recalled that the 1990 URD plan involved many unique projects and encountered financing difficulties because of the economy at the time. He believes the 2008 URD plan is the result of a deliberate process that encompassed four years, a visioning process, a marketing study, and considerable outreach. He believes the strategic plan is very specific – people like the character of the Downtown area and do not want it turned into a shopping mall or a corporate commercial environment; people want a Downtown area that reflects history and meets existing shopping needs without tearing down structures; and people like the sustainability focus of creating something with existing structures. These views were incorporated into the strategic plan. He said urban renewal is a device to ensure that objectives are met. The degree of specificity in the plan appears to be a critical factor. The plan could extend 20 years, but it is difficult to be specific when market conditions and available properties 20 years into the future are unknown. The Council must determine the degree of flexibility it wants to allow for the URD, versus the degree of specificity that can be provided to the community. Determining the extent of flexibility within the URD plan has required considerable time by the Committee.

Councilor Wershow urged the Committee to get public support of the proposed URD plan.

In response to Councilor York's inquiry, Ms. Louie explained that a November 2008 election on the proposed URD plan would require that the Council begin the election process during April or earlier to incorporate the public process and outreach. The ballot title must be published during early-June.

In response to Councilor Daniels' inquiry, Mr. Dodson said the Committee would probably target the first half of 2009 for an election, if November 2008 is not a feasible election option. If the project was postponed longer, community interest could be lost.

Barbara Ross is a member of the DCA but not a member of the DCSPC. She reported that she and Catherine Mater attended the last meeting regarding the proposed URD and strongly believe that the

Council and Committee should pursue a November 2008 election. She and Ms. Mater agreed that specificity was needed in the plan; and with reasonable effort, two or three high-priority projects could be selected and outlined. The remaining URD revenue could remain flexible with target projects. She believes it is important to adhere to the Downtown plan and proceed with the URD opportunity to do something positive that would be acceptable to the community. She believes most people enjoy Downtown Corvallis, want to do something for the Downtown area, and would support an URD if some projects could be explained and publicly approved. She urged the Council to give the Committee a deadline for determining whether to pursue a November 2008 election. She offered to assist with the public outreach efforts.

VIII. & IX. STANDING COMMITTEE REPORTS AND ORDINANCES, RESOLUTIONS, AND MOTIONS – Continued

B. Administrative Services Committee – February 21, 2008

1. Potential Revenue Alternatives

Councilor Brown reported that the Council received a request to consider potential revenue alternatives to property taxes, which is provided for in Council Policy CP 10.02, "Revenue Policies," Section 10.02.120.033. Alternative revenue sources would provide stability for future funding of City services through diversification and non-reliance upon any single funding source. The Committee considered a list of potential revenue alternatives and asked staff to provide a revenue matrix; minutes from the disbanded Core Services and Downtown-Economic Vitality Plans Implementation Committees revenue discussions; and a comprehensive list of revenue alternatives, including those previously considered. After reviewing the requested information, the Committee will set a schedule for considering individual alternatives.

This issue was presented for information only.

Councilor Hamby requested that the fund balance financial policy review, scheduled for the Committee's March 6th meeting, be postponed until the financial policies were reviewed.

Councilor Brauner noted that the Council's March 10th work session agenda includes discussion of financial strategies and policies. He concurred with postponing the fund balance financial policy review until after the Council work session.

Mr. Nelson reminded the Council of its December 2007 financial strategy work session, when the Council agreed to postpone financial strategy discussions except for the issue of the fund balance, which would be discussed separately.

Councilor Hamby said he would like to hear from the Council subcommittee that was discussing financial issues before the full Council reviews the fund balance policy.

Councilor Hamby noted that the transportation maintenance fee (TMF) program initially broke down work on NW Walnut Boulevard (Walnut) and SW Western Boulevard (Western) into five years. He requested an update on the projects.

Mr. Rogers explained that the TMF fund was created for two uses: \$150,000 of the \$400,000 per year would be used for pavement preservation projects (street overlays), which was progressing; remaining funds were earmarked for reconstruction of Western (which was completed the first Summer of the program) and Walnut (which will not be completed until 2011). More work was completed on Walnut than was previously expected; all but approximately 1,000 feet should be completed this Summer. Work will be suspended for at least one year until TMF funds are sufficient to pay for additional work. Five years of TMF funds are needed to complete the Walnut project.

Councilor Wershow noted that the TMF fund was established for specific projects of community-wide need. The City does not have sufficient revenue to repair all streets.

C. Urban Services Committee – February 21, 2008

1. Clearance Clarification – Sidewalk Cafés

Councilor Grosch referenced from the meeting packet a diagram of a sample sidewalk café configuration. Staff explained to the Committee that the required four feet of clearance between the curb or any sidewalk object and the café delineation and the required three feet of maneuvering space within the café (for a total requirement of seven feet) was not possible in several locations in Corvallis because of limited sidewalk width. Staff sought direction for handling the situation. The Committee discussed whether to deny applications from restaurants that could not meet the spacial requirements or to develop an alternative. The Committee suggested that the total clearance requirement of seven feet is firm but could be considered one space, rather than separating the areas. This would allow flexibility in how people maneuver within the café. The Committee believes the pedestrian passageway clearance could be maintained and that the requirements could be achieved and administered by inspection staff and Police. The Committee recommended requiring seven feet of total sidewalk width, provided four feet are clear for pedestrian passage outside the café delineation. The revised sidewalk café program will be reviewed in one year, at which time any problems or concerns could be addressed. If requirements are too strict, many sidewalk café permit applications would be denied.

This issue was presented for information only.

Councilor Daniels added that the Committee emphasized that the four feet of pedestrian passageway clearance outside the sidewalk café delineation line was not negotiable. Café elements could not be placed within the four-foot clearance area; the pedestrian passageway must have four feet of unobstructed width.

Councilor Brauner concurred with the Committee's suggestion, acknowledging that it may not be possible to have the full seven feet of space. As long as the four-foot-wide passageway is maintained, the delineation line is marked, and no fence is installed, the seven feet could be considered one area. If a fence is installed, the four-foot and three-foot areas must be maintained.

Councilor Grosch responded that the Committee discussed this scenario and determined that the issue involves configuration of the seating area. If a sidewalk café did not have three feet of interior maneuvering space, tables and chairs could be arranged to meet the four-foot clearance requirement outside the café, even though the three-foot maneuvering space could not be provided inside the café. The business must determine whether the café would be accessible to patrons and servers. The Committee believed the businesses could determine solutions and was more concerned about potential migration of café elements into the pedestrian passageway clearance area.

Councilor Brauner expressed concern that the pedestrian passageway clearance be maintained and that the café area provide disability access.

Councilor York expressed concern that unfenced sidewalk cafés would leave the four-foot pedestrian passageway for use by pedestrians, patrons, and café service staff. He believes it will be difficult to enforce the exterior clearance requirement, and he expects that the areas will become congested when there is no other maneuvering space.

Councilor Grosch responded that the Committee discussed Councilor York's concern. Staff believes a solution can be achieved. The situation must be monitored. If a restaurant cannot meet the spacial requirements, it would not receive a sidewalk café permit the following year.

Community Development Director Gibb commented that sidewalk clearance requirements would be enforced. Staff will counsel sidewalk café permit applicants, investigate complaints, and determine whether the requirements should be revised for the next sidewalk café season. The issue presented to the Committee represented an interpretation of how staff would apply the existing legislation. Based upon the Committee's specific direction, staff issued a letter and information last week to initiate the process.

D. Other Related Matters

1. Ms. Louie reported that two candidates (Rick Schroff and Jeanne Raymond) completed the nomination process and qualified for the May election ballot. No additional filings were received for the Ward 7 Councilor position prior to the filing deadline February 29th. She recommended adoption of the proposed resolution scheduling the May 20th election.

Mr. Fewel read a resolution scheduling a special election for May 20, 2008, and forwarding Ward7 City Council candidates to the voters, and directing the Assistant to City Manager/City Recorder to publish notice of municipal election.

Councilors Grosch and Wershow, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2008-04 passed unanimously.

Councilor Grosch commented that three months had passed since Councilor Zimbrick's death last December, and he still misses Councilor Zimbrick's presence on the Council. He said it is sad to proceed with an election to replace Councilor Zimbrick, but he appreciated Mr. Schroff and Ms. Raymond expressing interest in the Ward 7 Councilor position and will welcome their input to the Council.

X. NEW BUSINESS – Continued

B. Request for exemption from voter approval of an annexation to address a health hazard (ANN08-00001 – McGarry Health Hazard Annexation)

Senior Planner Schlesener reported that the Benton County Health Department Environmental Health Division declared a health hazard for the property at 2520 SE Crystal Lake Drive because of a failing sewer system. The parcel is served by a private well and is contiguous to the City Limits. Adjacent property within the City Limits is zoned Low-Density Residential (RS-5). The subject property could be served by City water and sewer facilities if it was within the City Limits.

Ms. Schlesener explained that State statutes required that declared health hazards must be exempted from voter-approved annexation processes and must be annexed quickly through local annexation processes. Land Development Code Chapter 2.6 outlines the City's annexation process. Staff recommended Council approval of a resolution exempting the subject property from the voter-approved annexation process and forwarding the issue to the Planning Commission for determination of a zoning designation.

In response to Councilor Beilstein's inquiry, Ms. Schlesener said adjacent properties are likely to require health hazard annexations. Benton County representatives determined that the property owner's adjacent property was not considered a health hazard, but the septic system was close to failing. State laws strictly guide what the Environmental Health Division can declare as a health hazard.

Councilor Wershow inquired whether adjoining property owners would be interested in pursuing annexation by election.

Ms. Schlesener responded that property owners within non-annexed "islands" tend to have conflicting views regarding annexation.

Councilor Grosch added that many property owners along SE Crystal Lake Drive were happy being outside the City Limits but call him about City-related concerns. Over time,

more of the properties will be annexed because of failing sewer systems. Many of the properties have soil problems and were developed before regulations were established regarding buildings and septic systems.

Mr. Fewel explained that Corvallis City Charter Section 52 states that, unless mandated by State law, annexations will be presented to voters for approval. Oregon Revised Statute 222.855 mandates that properties declared to be health hazards must be annexed without voter approval.

Mr. Fewel read a resolution exempting a health hazard area from specific provisions of the Land Development Code.

Councilors York and Grosch, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2008-05 passed unanimously.

IV. UNFINISHED BUSINESS

A. Urban Renewal Plan/Downtown Commission

Mr. Nelson noted that the Council received status reports and conducted work sessions regarding a proposed URD and a proposed Downtown Commission. Following its February 19th work session, the Council forwarded the URD and Commission issues to a full Council meeting for discussion and direction to staff. He noted that staff assembled additional staffing and financing information, if the Commission is established.

Councilor Hamby opined that the proposed Downtown Commission charge seemed broad, open, and "loose" and that its proposed membership seemed too specific and not inclusive enough of the community as a whole. He referenced his e-mail (Attachment B), which suggested a Commission charge and membership composition. He said he purposely omitted from the charge reference to the proposed URD, as it can be added later if voters approve the URD plan. His suggested charge references the Downtown Strategic Plan (which includes urban renewal), defines the Downtown area, and gives the Commission permission to form subcommittees. He did not oppose the proposed number of Commissioners but suggested a different composition, including a DCA liaison. He would like a broader community representation on the Commission than was proposed. He expressed appreciation for the work of the Downtown Commission Ad Hoc Committee.

Councilor Brown concurred with Councilor Hamby's Commission composition suggestions. He noted that the Downtown area is of interest to people who own businesses and to their customers, so including their input would be important. If the City expends or diverts public money on the Downtown area, it is important that citizens be members of the Commission.

In response to Councilor Wershow's inquiry, Mr. Hamby said the Mayor would determine whether the five at-large Commission members represented a cross-section of Corvallis citizens.

Councilor Daniels thanked the Downtown Commission Ad Hoc Committee for its work but noted that the Committee did not hear from the public regarding the proposed Commission. The Committee received input from people with vested interests in the Downtown area. Helen Ellis, who served on an earlier Downtown Commission emphasized that the Commission should include citizens from throughout the community who were not directly connected to the Downtown area. She concurred with Councilor Hamby's Commission membership suggestion but noted that the Committee's report included a list of proposed Commission membership criteria.

Councilor Grosch concurred with Councilor Hamby's suggestions. He noted that the proposal was presented to the Council by a committee, and he would like Councilor Hamby's suggestions to be reviewed by the same committee, allowing discussion of potential effects of the suggestions.

Councilor Brauner also concurred with Councilor Hamby's suggestions and with Councilor Grosch's suggestion to refer the suggested amendments to a committee for review.

Mr. Gibb suggested that the Downtown Commission Ad Hoc Committee Chair be invited to attend the Urban Services Committee meeting when Councilor Hamby's suggestions will be reviewed.

Mayor Tomlinson summarized that Councilor Hamby's suggestions would be referred to Urban Services Committee for review.

Mayor Tomlinson recessed the meeting from 2:00 pm until 2:09 pm.

Councilor York said he was excited about the proposed URD but did not want to set a deadline for the people presenting the URD initiative. He believes the Council should let the DCSPC continue its work and return to the Council with a completed proposal. He did not want to force the Committee to prepare for a November 2008 ballot or to make a decision before it was ready to do so.

Councilor Brauner concurred with Councilor York, noting that the Committee must understand that a proposal for a November 2008 election must be presented to the Council by April 7th.

Councilor Grosch said he generally concurred with Councilors York and Brauner. He noted that the City would probably present the Senior and Community Center/Chintimini Park and Recreational Facilities bond measure to the voters in November. He urged the Council to consider the potential impact of including the bond measure and a URD on the same ballot. He noted the difficulty in getting financial issues approved during the past few years. He believes the bond measure can be promoted as a major community priority. While Downtown is a significant priority, he would not want the two issues confused – one would raise taxes for all taxpayers in the community, and the other would set aside incremental property tax increases for a specific area. He believes it may be difficult to get both issues passed on the same ballot. If the DCSPC wants to pursue the URD in November, he would support the effort; however, he believes the Council should consider which project is its greater priority. He considers the Senior Center the greater priority. He referenced

Mr. Dodson's statement that the Committee could postpone an URD election until May 2009. That scenario, which he supports, would provide time for the Committee to complete its work and promote the URD plan.

Councilor Wershow concurred with other Councilors' comments, particularly regarding the Senior Center. If the URD is not presented to voters until 2009, he does not believe a new Council composition will be a hindrance to voter approval of the URD.

Councilor Daniels said the DCSPC has been enthusiastic and striving to develop the URD plan for the November 2008 election. The Committee made URD plan presentations to various groups and received feedback, which prompted some Committee members to have concerns about the plan. If the Council and the Committee agreed to postpone submitting the URD plan to voters, she encouraged the Council to establish a deadline of early-2009 to avoid the proposed plan losing community interest.

Mr. Gibb said the DCSPC received public testimony urging it to proceed to the November 2008 election and urging it to postpone until the May 2009 election. The Committee will meet March 11th. Extensive work would be needed to meet the November election timeline, including public outreach and public hearings.

Councilor Daniels said she anticipated the DCSPC presenting an URD plan for the Council to adopt or amend and forward to voters. She surmised that the Council would conduct public work sessions or more than one public hearing to receive citizen input regarding a technical project with many aspects. She believes it would be useful for those working on a ballot campaign to know what actions the Council anticipated taking before rendering a decision.

VII. PUBLIC HEARINGS – None.

Mayor Tomlinson read a statement, based upon changes in Oregon laws regarding executive sessions. The statement indicated that only representatives of the news media, designated staff, and other Council-designated persons were allowed to attend the executive session. News media representatives were directed not to report on any executive session discussions, except to state the general subject of the discussion, as previously announced. No decisions would be made during the executive session. He reminded Council members and staff that the confidential executive session discussions belong to the Council as a body and should only be disclosed if the Council, as a body, approves disclosure. He suggested that any Council or staff member who may not be able to maintain the Council's confidences should leave the meeting room.

The Council entered executive session at 2:20 pm.

Deputy City Attorney Coulombe and Public Works Director Rogers discussed a proposed settlement of a pending lawsuit involving the failed retaining wall at Timberhill Shopping Center.

The Council conducted Mr. Fewel's annual performance evaluation.

(Councilor Hamby left the meeting at 2:48 pm.)

XI. ADJOURNMENT

The meeting was adjourned at 2:50 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

Visitors Proposition
Western Oregon Plan Revision-Opposition Resolution

March 3, 2008

Dear Corvallis City Council,

Please consider excepting the Western Oregon Plan Revision - Opposition Resolution

I offer time to hike our public lands around Alsea Falls and Alsea area with Benton Forest Coalition, who is loosely associated with the Coast Range Association.

We have hosted over a 100 people on these hikes to explore and enjoy Benton Counties Oregon and California Lands (O and C) upon which some of the last and best native coastal ancient forests stand.

These native forests are under appreciated and under visited by the public.

Other outreach:

Benton Forest Coalition hosted the Ashland base Klamath Siskiyou Wildlands Center to talk to the public in Corvallis about the Western Oregon Plan Revision(WOPR).

We hosted a slide show and pot luck to share our hike photos and we are currently seeking your review and consideration for acceptance of this Opposition Resolution.

On Feb 04, 2008 the Eugene CC accepted this Opposition Resolution.

We have in our backyard some of the most beautiful and intriguing ancient coastal forest left, perhaps in the entire coast range and these native forests are truly most special and on par with CA coastal Redwood forest parks.

The BLM in their scoping comment phase for the WOPR received 3000 comments to which these comments where foiyaed to look at content.

Analysis of each of these 3000 scoping comments showed that 95% of these comments said to seek protection for ancient forests/native forests the BLM manages in all six districts in the coast range.

For the final comments to the WOPR-DEIS(Draft Environmental Impact Statement) 29 thousand comments came in.

It could be construed that of these comments another 95% (27K) would have said the same thing, to use our public land for protection of native forests made up of very old trees given the term old growth.

It is our experience, that as we invite people to hike into these native forests that they are firstly impressed by what they see and learn as they go, experiencing these exceedingly special places and knowing in their hearts clearly, these forests must be protected and kept standing as intact native forests for generations to come. We have not aged the trees we measure, but it could be speculated they have been growing and contributing to our local air shed for over 250-500 years.

It takes that long to establish native forest successional balance and Man can never create this successional/ecologic balance by clearcutting and replanting a monoculture. Native Forests are on all levels, dynamic places and should be managed/conserved in ways that enhance and protect these dynamics, not totally in one motion, destabilize the entire system by one application of forest practice for revenue generation only. Future generations will decry our stupidity.

The WOPR-DEIS selected Alternative# 2, which is a "timber first alternative" to which all the areas we are hiking into over a half dozen months will be clearcut.

I can provide a map of these areas or see the Salem District DEIS map on line or in the paper copy of the WOPR at the public library and look for the Timber Management Area (TMA) south of Alsea, Oregon.

The TMA is drawn in a approximately straight line NNE to SSW, through the Aslea Valley and all the TMA area south of this straight line will be completely eliminated as clearcut.

The Northwest Forest Plan does not apply to the WOPR-DEIS, so a huge part of the Alsea Basin area's ancient forest and waterway which support listed: aquatic species, Marbled Murrelet, Northern Spotted Owl, Red Tree Vole and countless(1000's) of native forest dependant species will be forever lost within the TMA's entire cutting region.

This leaves few if any good options for a future human generational enjoyment of these native ancient old growth coastal rain forests, some of oldest native forests remaining in the entire Oregon coast range. Timber management area(TMA) involves/clearcuts: all of Alsea Falls, Green Falls, Tobe Creek, South Fork Alsea River, mainstem Alsea River, North Fork Alsea River, Bummer Creek: Swamp, Greasy Creek/Botkin Road, Lobster Valley area/Van Horn Road- Record Creek, Prairie Peak/Prairie Mountain both north and south sides into Lane County. Miller Road Green Peak area, Peak Creek: Fall, Coleman, and Rock creek to list a few, will all be clearcut of all native forests which are publicly owned. Trees of all age class will be cleared in the TMA.

Recreation potential in these areas will be eliminated/degraded and damaged by industrial removal of these last remaining O and C publicly owned native forest lands in the Alsea Basin.

Please consider excepting this Opposition Resolution.

We hike every Sunday and Monday if you are interested. We have pictures if you would like a slide show. There is a paper copy of the WOPR/DEIS with all the DEIS District Maps at the Corvallis Public Library reference section.

See Benton Forest Defense(BFD) for some web based images of hikes.

The Portland, Oregon BLM may still? have a digital copy of the WOPR-DEIS Vol's I-III on line, but may have taken it down by this date, March 03, 2008. Thanks, R. Foster 1415 SW Brooklane Dr Corvallis, Oregon 97333

Louie, Kathy

To: Nelson, Jon

Subject: RE: Discussion regarding the Downtown Commission

From: David M. Hamby [mailto:david.hamby@comcast.net]

Sent: Sunday, March 02, 2008 8:09 PM

To: Nelson, Jon

Subject: Discussion regarding the Downtown Commission

Jon, please make copies for the Council to be distributed at the noon meeting. Thank you, David.

Mayor and Fellow Councilors,

After much review, questions, thought, etc. regarding the creation of a Downtown Commission, I will be making the following suggestions for the charge and membership of the Commission, should we decide to go in that direction. The work done by the *ad hoc* committee is indeed admirable and has provided much of the background and foundation for my suggestion; I am very appreciative and supportive of the work that they've completed. I have attempted to simplify the charge to create a more definitive structure and I have altered the suggestion of Commission membership to provide more rounded representation. Thank you for your consideration; I look forward to our discussion.

David

CHARGE OF THE DOWNTOWN COMMISSION:

The Downtown Commission (DC) is charged with advising the City Council on activities supporting the implementation of the Downtown Corvallis Strategic Plan. "Downtown" refers to areas zoned "Central Business", "Central Business Fringe", or "Riverfront". Subcommittees may be formed as deemed appropriate by the Commission, however, members of subcommittees that are not on the DC shall be appointed by the Mayor.

MEMBERSHIP OF THE DOWNTOWN COMMISSION:

The Downtown Commission (DC) shall consist of 11 voting members, appointed by the Mayor. In addition to non-voting liaisons from the City Council and the Downtown Corvallis Association, DC membership shall consist of the following:

- three downtown business and/or property owners;
- one downtown resident who is not a downtown business owner;
- two neighbors in close proximity to the downtown area; and
- five members at large representing a cross-section of the citizens of Corvallis.

David M. Hamby
41) 738-6204 (home)
41) 737-8682 (OSU)
41) 766-6498 (city)

February 28, 2008

Corvallis City Attorney
456 SW Monroe, Suite #101
Corvallis, Oregon 97333

COPY

RECEIVED

MAR 03 2008

CITY MANAGERS
OFFICE

Dear Sir:

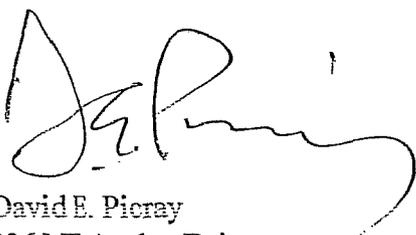
Pursuant to ORS 192.440(4), and in preparation for filing a petition to demand production of documents, I am hereby requesting that the fees demanded in an undated letter addressed to me by Corvallis Police Department (CPD) Captain Jonathan M. Sassaman, and which he mailed in late December of 2007, be waived or considerably reduced because such a waiver would be in the public interest for the following reasons:

- 1) It would benefit the general public to make available all records of the Corvallis Community Police Review Board because this agency was established for the express purpose of providing accountability to the public concerning the actions of the CPD. So that to deny or restrict access to records by way of exorbitant fees is contrary to the purpose of the agency and promotes further mistrust of the CPD, the review board, and the city officials who represented themselves as being supportive of citizen concerns over CPD accountability.
- 2) The fees represented by Capt. Sassaman are grossly exorbitant and clearly meant to deny access to the records. Specifically, he lists separate estimates depending on my preferences. In the first estimate, he specifies a fee of \$50.00 per hour for "Searching, Reviewing, Inspecting, Copying" and then estimates that it would require two and a half hours to accomplish those tasks for a total fee of \$125.00. He then estimates that for me to simply view the records there would be a fee of \$100.00 for "Reviewing and Inspecting/Separating" which indicates that there would be no need to search for or copy the documents. However, if he knows how many pages there are, as provided in his first estimate, then it appears that there should be no need to search for the documents. Thus, the only charges remaining in his estimate for me to view the documents are for two hours of "Reviewing and Inspecting/Separating." Therefore, since he already knows that there are 46 pages of material, he must know where they are and he must also have reviewed, inspected/separated them (whatever that means)--which also means that his request for searching, reviewing, inspecting, and separating known documents are clearly inappropriate at best and fraudulent at worst.
- 3) It would be in the public interest of and benefit the citizens of Corvallis to waive the exorbitant fees requested by Capt. Sassaman because to do otherwise will invite costly litigation to obtain the records pursuant to ORS 192.440. Moreover, it would benefit the citizen's of Corvallis to avoid additional litigation to defend against a federal civil rights action which I will consider bringing against Captain Sassaman and the City

of Corvallis based on the fact that I was told by a clerk at the Corvallis police reception desk that a police report costs just five dollars (although large reports may include an additional charge of fifteen cents per page). Thus, it seems that my right to equal protection of the law under the Fourteenth Amendment is being denied by Capt. Sassaman's demand for fees which are clearly meant to restrict or deny my access to public records.

In closing, the CPD stationery includes the slogan: "Working in Partnership with The Community." Therefore, you may wish to remind Mr. Sassaman that as a CPD employee, he is obligated to take that pledge to heart, to immediately cease his petty and unprofessional conduct, and to provide the public documents which I requested and am entitled to receive--unless it is his intention to further tarnish the reputation of the CPD and his fellow officers.

Respectfully,



David E. Picray
236 NE Azalea Drive
Corvallis, OR 97330

cc: Mayor and City Council
Corvallis City Hall
501 SW Madison Avenue
Corvallis, OR 97333

Dan Rayfield
Weatherford Thompson Cowgill Black & Schultz PC
130 W 1st Ave
Albany, OR 97321

Bennett Hall
Corvallis Gazette-Times
P.O. Box 368
Corvallis, OR 97339

My name is Reed Wilson. I'm a downtown business owner and a graduate of Oregon State.

I come before you today as a member of a group formed in response to the current administration's third, and we hope, final attempt to dismantle the protections for our public forests incorporated under the Northwest Forest Plan. The Bureau of Land Management's new Western Oregon Plan Revisions, or "WOPR", would increase the clearcutting of old growth forests in Western Oregon by 700%. In the next ten years, 110,000 acres of older forests in Western Oregon would be decimated, and over 1000 miles of new logging roads built. Second, the WOPR would reduce riparian buffers to 25 feet, impacting local fisheries, polluting our rivers, and further endangering salmon runs. Third, the WOPR would severely limit habitat reserves on BLM land for over three hundred old growth dependent and endangered species.

Our request to you is to take under consideration the passing of a resolution opposing the Western Oregon Plan Revisions. This is a complex and time consuming issue, but it's very important for our quality of life now and in the future. Some of the elements to be considered are scenic values, recreation, biological diversity, off road vehicle damage, erosion, flood control, landslides, clean air, clean water, climate change, carbon retention, the economy, and opportunities for scientific research. For a local impact of the WOPR, just down the road we have the Alsea Falls area, a popular destination for hiking, hunting, biking, photography, camping, horseback riding and picnicking, which would be designated as a timber management zone. In the forty square miles around Alsea Falls, all the old growth forests you'll see in our pictures would lose legal protection, and eventually could be logged and converted to tree plantations.

If the WOPR goes forward, there will be a long and costly battle in the courts.

The WOPR negates nearly every environmental safeguard passed into law in the last 80 years. Depending on which alternative, it will violate the Clean Air Act, the Clean Water Act, the Safe Drinking Water Act, the Endangered Species Act, the Federal Land and Policy Management Act, the Wild and Scenic Rivers Act, the National Environmental Policy Act, and the Oregon and California Railroad Act of 1937.

I'd like to summarize a statement by Doug Heiken. This is the introduction to his 160 pages of scoping comments on the WOPR:

The BLM and its pro-logging allies have tried many times to escape its obligation to protect old-growth forests. Each time their efforts to maintain unsustainable logging have been rejected, and the BLM has been put back on a course toward a more sustainable future. Finally, the BLM was forced to cooperate in the Northwest Forest

Plan, and the counties were given a generous safety net of funding that is decoupled from logging receipts. Western Oregon's economy has evolved and diversified so that timber is only a small fraction of the economy. Oregon's future economic development will depend far more on our quality of life than the capacity of our logging and milling infrastructure. Wise forest conservation is a bold investment in Oregon's future, while further destructive logging drags us down like a ball and chain. This Western Oregon Plan Revision is just another in a long line of failed efforts to turn back the clock to a time that has long since passed. After this wasteful detour is put back on track, maybe it will be time to transfer BLM lands to the Forest Service and put this issue to bed once and for all.

Finally , we would like to ask, if we may, for a further opportunity for testimony in one month.

Reed Wilson

River Jewelry

203 SW 2nd St.

March 3, 2008

Corvallis City Council
Fire Hall, 3rd and Harrison
Corvallis OR 97330

Re: Resolution Supporting Protection of Our Critically Important Old-Growth Forests and Opposing the BLM's Proposed Western Oregon Plan Revisions (WOPR), and Supporting Smarter, Shared, Public-Oriented Policy Development.

Dear Council Members:

My name is Chris Foulke. I have lived in Corvallis for over 40 years. Besides graduating from Oregon State University '84 with a degree in Forest Management and minor in Forest Soils, I worked in the U.S. Forest Service for 18 seasons, Oregon State Forestry Department, planted trees for several private firms, and worked and studied in forests and forest universities in Germany and China. Over this time, I took the occasion to read portions of a number of Draft Environmental Impact Statements, like the WOPR DEIS. You might think it a bit strange to spend free time reading a DEIS, but I did.

However, when I found out that the Western Oregon Plan Revisions comes out a underhanded method of changing policies called "sue-and-settle", wherein—in this case—the ever-moral Bush Administration agreed to help its friends in the timber industry by settling a lawsuit out of court, not defending the NW Forest Plan and upholding numerous environmental laws and protocols protecting old-growth reserves, streams, and wildlife, I knew I wouldn't even waste my time wading through it. Unfortunately, the WOPR's alternatives would take us back to the reckless days of high grading large trees, boom and bust cycles, and environmental degradation, while trying to justify all this with highly dubious 'science'.

When the WOPR was mentioned at Ron Wyden's recent public appearance in Corvallis, he quickly stated that it was a political plan that would be litigated from day one, providing a bonanza for lawyers on both sides. It's not the way to make sound, respectable, or workable forest policy. Norm Johnson, long-time OSU Forest Scientist, explained to me that a cornerstone of his plan for fire-protective forest-thinning is protecting all old-growth, even providing buffers for them by leaving smaller trees nearby to protect these large-diameter, successful members of the forest community.

Our ancient forest stands are ecologic wonders. They are huge stores of carbon. According to OSU Forest Scientist Olga Krankina, it would take hundreds of years to build back the carbon that is very efficiently being stored there right now in those live, old-growth conifer trees. A large percentage of the nutrient capital on a forest acre is bound up in tree boles, branches, and roots. After logging operations, approximately 45% of stored carbon would be lost into the atmosphere through rapid breakdown of branches, litter, and belowground roots.

Our Coast Range ecosystem is arguably the most productive, fastest biomass-accumulating forest region in the world. These amazing older forests are huge sponges, reservoirs of terrestrial water—with thick humus layers insulating the soil, allowing it to load up on moisture. They are dense with understory vegetation (and some huge shrubs—rhododendron, huckleberry, vine maple, and Devil's Club—several times bigger than I have ever seen in the Cascades), and trees that can pump out dozens or hundreds of gallons of water from the soil into the atmosphere daily (through evapotranspiration), supporting cloud formation, helping stabilize our climate.

These cooler and wetter, large-diameter tree stands boast wide openings; branches that are naturally pruned to 50' or 100+' up from the ground; and thick, fire resistant bark. Old-growth stands naturally resist the spread of rapid, intense fire compared to the even-aged, closed-canopied second-growth plantations that act more like tinderboxes when lit...

Large conifers in old, native forests spend fully 1/3 of their lives on the ground as logs ("downed woody material"), nurturing a variety of life processes and a rich biodiversity of species, from mycorrhizal fungi to numerous invertebrates, and small mammals. Some large mammals prefer older, more open conifer stands. According to a local long-term tree planter, uncut, old-growth stands are used by four times as many bird species, about 40 compared to only 10 in managed stands.

A report for the Sonoran Institute authored by Ray Rasker, OSU Forest Science graduate, assessed the effects of various economic activities and surrounding land characteristics to personal income in 13 Western states over 30 years from 1970-2000. The report showed a consistent inverse relationship between the amounts of extractive activities such as timber harvesting and mining, and income growth—state by state, the more resource extraction going on, the lower the growth in personal income. Forestry and agriculture both lost about 2/3 of their relative, already small contributions to personal income during that 30-yr. period.

The real growth was in the service sector, which increased its share of the 100% pie by 20%, and in asset-related growth such as investments and real estate, which occurs when people are attracted to an area. Airports, access to large metropolitan areas, availability of the arts and entertainment, influx of new people, and education level were also strongly positively correlated to economic growth. Areas that did best were those located next to protected public lands.

So, whether we are talking about the myriad of ecologic functions protecting our health, quality of life, and productivity or that of forest creatures and life forms; or, working within a solid, successful model for economic development, we should protect our superlative old-growth forests and oppose the corrupt, politically-based lunacy of the WOPR, which would destroy tens of thousands of acres of irreplaceable native forests (within any reasonable time frame) for a brief pulse of income and lead us toward future impoverishment. We need to move forward to build smarter, healthier, broad-based, and public-oriented approaches to dealing with our forests and in addressing infrastructure, social services, and other local needs.

With these factors in mind, I would encourage you to study and pass this resolution in some form. Thanks for your time and hard work.

YOURS SINCERELY,



Chris Foulke
OSU—FM '84
2450 SE Micah Place
Corvallis OR 97333
(541) 754-3611
(360) 359-6093
gofer@exchangenet.net

RESULTS OF STATISTICAL ANALYSIS

This chapter shows the results of three different analysis techniques:

1. Comparison of Averages
2. Comparison of Correlations
3. Regression Analysis

COMPARISON OF AVERAGES

The primary objective of this analysis is to understand whether, on average, counties with protected lands perform better economically than those with little or no protected lands. This form of analysis serves primarily as a first glance at the data. It also serves to assist in the development of other statistical tests by highlighting previously unseen factors that may influence economic development.

Specifically, two questions are addressed with this analysis:

On average, do counties with a high percentage of Class 1 (protected) lands differ, using several measures of economic performance, from counties with a high percentage of Class 3 (industrial) lands?

Do the economies of counties with Class 1 lands versus counties with Class 3 lands perform differently according to county typologies?

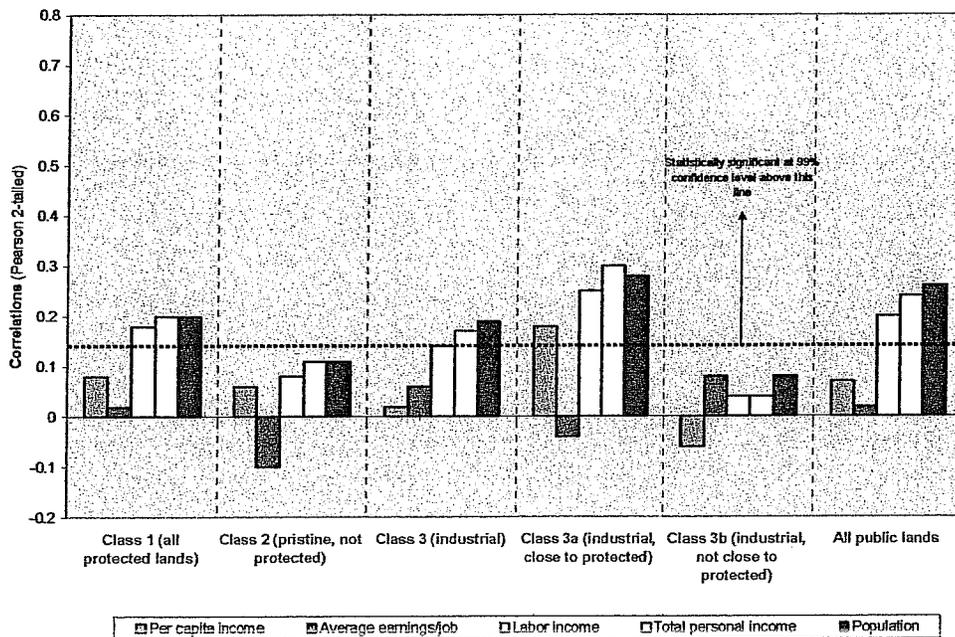
Measures of economic performance used (and their abbreviations) were the percent of growth from 1970 to 2000 in:

1. Population (POP)
2. Employment (EMP)
3. Per capita income, in real terms (PCI)
4. Total personal income, in real terms (PINC)

Further, the counties were split into the following types:

1. **Protected:** counties with greater than 10 percent of federal lands in the county in Class 1.
2. **Industrial use:** counties with less 10 percent of federal lands in the county in Class 1.
3. **No public lands:** counties where the total amount of public land in the county is less than 12 percent of the county area .
4. **Flat:** counties where the mean standard deviation in elevation was less than 32 (less than one standard deviation).

Figure 3.4: Correlations Between Growth Measures (1970 to 2000) and County Land Classification Variables.

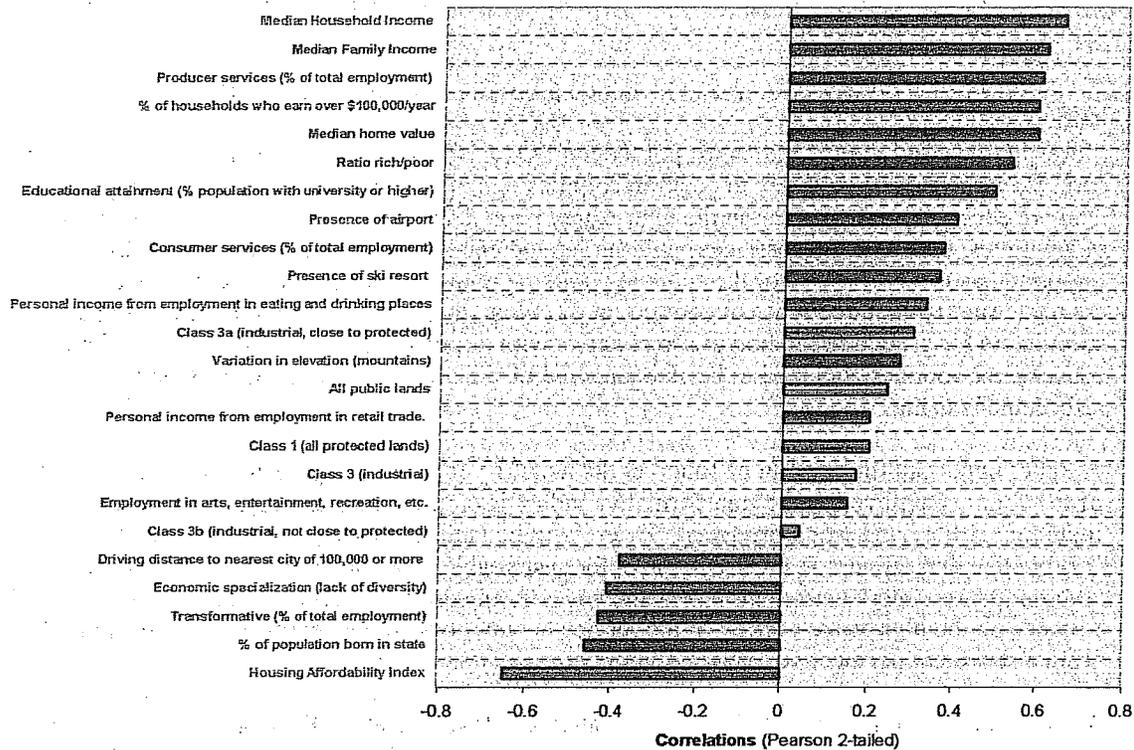


Growth Measures and Land Classifications Findings:

- Class 1 lands – those with protected public lands, including parks – are positively correlated (at the 99 percent confidence level) with growth in labor income, total personal income, and population.
- Class 3 lands – industrial use lands – are positively correlated, valid at the 99 percent confidence level, with growth in three of the four measures of economic growth, although the correlations were not as strong as for Class 1 lands.
- Class 3a lands – industrial use lands adjacent to Class 1 lands, and where Class 1 lands made up greater than 10 percent of lands within a 50-kilometer radius – are strongly correlated with economic growth.
- Class 3b lands – industrial use lands that are not adjacent to Class 1 lands – are not significantly correlated with any measure of economic growth. Per capita income is negatively correlated (although not at the 99 percent confidence level).
- Class 2 lands – the pristine but unprotected – are not correlated with growth in a way that is statistically significant.
- The proportion of all public lands in the county is positively correlated (at the 99 percent confidence level) with growth in labor income, total personal income, and population.

The Importance Public Lands to Economic Growth Relative to Other Factors

Figure 3.23: All Counties – Ranking of Correlations Between Growth in Total Personal Income (1970 to 2000). (for Correlations Significant at the 99% Confidence Level).



Public lands classifications in red.

Figure 3.23 shows the correlation coefficients, comparing public land classification variables and growth in total personal income from 1970 to 2000, compared to other factors. This figure shows that how public lands are managed (i.e., for wilderness, parks, or for industrial uses) is significantly correlated with growth in personal income:

1. The presence of public lands classified as industrial and close to protected lands (Class 3a) is more strongly correlated with growth than industrial lands that are far removed from protected lands (Class 3b).
2. The presence of ski areas is strongly correlated with growth. This may help explain why public lands classified as Class 3a (industrial, close to protected areas) are the most strongly correlated with growth; more than a third of the 37 ski areas in the West are found in counties where more than 20 percent of the public lands are Class 3a. (The term “industrial” in these cases is a more apt description for large-scale *industrial recreation* than for other forms of industrial activity, such as logging, mining, or energy development).

3. The presence of protected public lands classified as protected (national parks, wilderness, national monuments, etc.) is more strongly correlated with growth than industrial lands, but only slightly.
4. Protected lands are more closely associated with growth than industrial lands that are not close to protected lands.
5. Growth is positively correlated with the proportion of public lands in the county.

More significantly, Figure 3.23 helps put the importance of public lands management in a larger context. Growth is more likely to occur in counties that already have relatively affluent people who are educated, and working in the high-wage, knowledge-based service sectors. The presence of amenities, such as ski resorts, eating, drinking and entertainment establishments is also important, as is the diversity of the economy, and the relative number of newcomers in the county. Among the three types of counties in the West, these factors are more important as stimulators for growth in the non-metro counties with airports. As a consequence more than as a cause, these counties also tend to be characterized by a higher ratio of rich to poor and less affordable housing.

Another important finding can be found in the negative correlations, particularly in the proportion of the county employed in the transformative industries (agriculture, mining, manufacturing, including lumber and wood products). Even if public lands are used primarily for industrial uses, it is evident that relying on these industries for sustainable economic growth is a bad strategy. Access to larger markets through roads and airports, an educated workforce, amenities, and reliance on the high-wage portion of the service occupations (producer services) seems to be, from a statistical perspective, causes of more consistent economic growth.

Many of the economic growth factors illustrated are closely related. For example, 70 percent of the counties with ski areas also had commercial airports with daily access to larger markets. The presence of ski areas is also correlated positively with employment in the producer services, which in turn, is significantly correlated with the percentage of people in the county with a university education or higher (see Table 3.13).

Table 3.13: Cross-correlations Between Selected High-Ranking Variables that Help Explain Growth in Personal Income Growth, 1970 to 2000.

		Correlations			
		SKIRESYN	EDUCATTP	AIRCODEN	PRODUCER
SKIRESYN	Pearson Correlation	1	.413**	.192**	.254**
	Sig. (2-tailed)		.000	.000	.000
	N	411	411	411	411
EDUCATTP	Pearson Correlation	.413**	1	.429**	.725**
	Sig. (2-tailed)	.000		.000	.000
	N	411	411	411	411
AIRCODEN	Pearson Correlation	.192**	.429**	1	.557**
	Sig. (2-tailed)	.000	.000		.000
	N	411	411	411	411
PRODUCER	Pearson Correlation	.254**	.725**	.557**	1
	Sig. (2-tailed)	.000	.000	.000	
	N	411	411	411	411

** Correlation is significant at the 0.01 level (2-tailed).

Findings for All Economic Growth Measures:

- The most significant positive correlation between economic variables and all measures of economic growth is the proportion of the county population employed in the relatively high-wage producer services (architecture, engineering, finance).
- Employment in the consumer services (arts, entertainment, recreation, accommodation and food services) is also positively associated with economic growth. The sole exception: average earnings per job, whose correlation coefficient is not statistically valid at the 95 percent confidence level. This finding is consistent with Figure 3.6, where it was found that recreational opportunities and the arts stimulate economic development.
- The proportion of the population employed in the transformative industries (agriculture, mining, manufacturing, including lumber and wood products) is negatively associated with all five measures of economic growth.
- Employment in social services (education, health) is also negatively correlated with economic growth, in terms of labor income, total personal income, and population.
- The degree of specialization in an economy (the opposite of diversity), had the expected negative correlation to economic growth and the more diverse the economy of the county, the more likely it is to grow.

Comparison of Correlations:

Testing Against Five Measures of Economic Growth, A Summary Discussion

For all counties in the West, and for five different measures of economic performance, the correlation analysis shows that counties that grow are likely to have the following attributes:

- A high proportion of public lands.
- Protected public lands (parks, wilderness, monuments, etc.)
- If public lands are potentially available for industrial use, they share a common boundary with protected lands, and therefore are less likely to be logged, mined, or developed for energy extraction.
- Amenities such as ski resorts, eating and drinking places, the arts, and recreation opportunities.
- An educated workforce.
- A diverse economy.
- A workforce employed in knowledge-based industries, such as engineering, finance, insurance, real estate, management services.
- Access to larger cities and markets via roads or air travel.

Counties that are less likely to grow have the following attributes:

- Low education rates.
- Few amenities.
- A specialized economy.
- A workforce employed in the transformative industries: manufacturing, mining, oil and gas development, logging and other forestry, farming, and ranching.
- Remoteness.



BLM Western Oregon Plan Revisions a Boon Doggle for Traditional Recreation

Old-growth forests, and their associated unroaded areas, high quality water and wildlife provide important inputs to the outdoor recreation industry and the value of recreation is an important component of the total value of services provided by public land in Oregon. Recent peer-reviewed research from the Outdoor Industry Foundation demonstrates that active, non-motorized outdoor recreation contributes contributes \$5.8 billion to the Oregon economy, with its \$4.6 billion in retail sales making up 3.4 percent of the state's gross product. Over 73,000 jobs in Oregon provide services and products to the outdoor recreation industry and the state obtains \$310 million in tax revenue. Oregon outdoor recreation participants depend on high quality public land for their enjoyment.¹

Over 1.1 million use trails for hiking, backpacking, and climbing and 1.3 million take part in wildlife viewing. In addition there are nearly 1million campers, .5 million fishermen, .4 million rafters, canoeists, and kayakers, and .2 million hunters. Forest Service researchers estimated the value of goods and services provided by federal lands between the Cascades and the Rockies. Their findings show that recreation accounts for 30 and 70 percent of total economic values derived from these lands (Haynes and Horne 1997). One study found that the recreational value of additional hiking trails in PNW old growth forests was \$1254 per mile (1990 dollars).²

These numbers are significant and demonstrate the benefits of emphasizing sustainable non-motorized forms of recreational opportunities on public lands, particularly when 41 percent of the state's population participates in non-motorized forms of trail-based activities. Importantly, the largest unmet demand in trail-based recreation statewide is for hiking, biking, backpacking, horseback riding and walking/running.³ Yet the BLM's Preferred WOPR Alternative ignore these facts and focuses almost exclusively on methods to increase timber harvest on public lands, including massive "regeneration harvests," which is a euphemism for clear-cutting wide swaths of BLM forest. Such biased and erroneous analysis must be challenged and the economic benefits of traditional recreation must be assessed at a level equal to the BLM's treatment of economic impacts in the WOPR that are associated solely with timber harvest.

Footnotes:

¹ Table B of the *State-Level Economic Contributions of Active Outdoor Recreation—Technical Report on Methods and Findings, April 2007*, available on the world-wide web at: http://www.outdoorindustry.org/research.php?action=detail&research_id=52.

² J. Englin, R. Mendelsohn. A Hedonic Travel Cost Analysis for Valuation of Multiple Components of Site Quality: The Recreation Value of Forest Management. *Journal of Environmental Economics and Management*. 21 (1991) 275-290.

³ Statewide Comprehensive Outdoor Recreation Plan: 2003-2007. Oregon State Parks and Recreation Department.

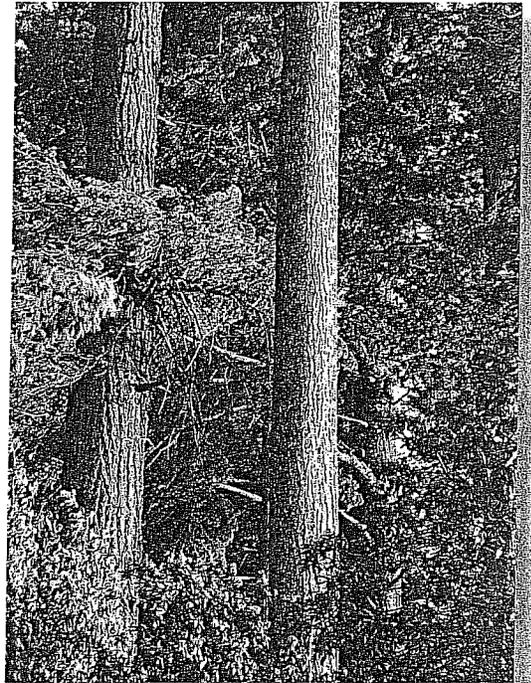
A CITIZEN'S GUIDE TO THE WESTERN OREGON PLAN REVISIONS

Stunning green landscapes, ancient forests, wild salmon and beautiful free-flowing streams make Oregon an extraordinarily special place.

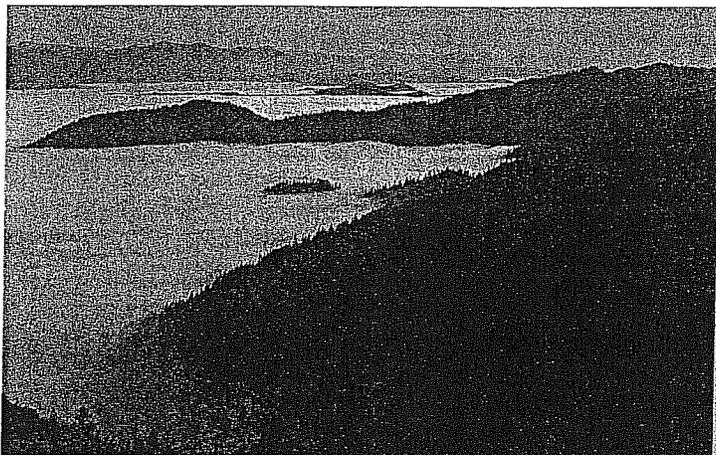
Americans near and far cherish Oregon's public forests and rivers for their numerous values and services. Federal lands in Oregon contribute hundreds of millions of dollars to local economies every year through tourism and recreation, and they provide countless dollars in ecosystem services such as water filtration, air purification and climate regulation. Our public lands make Oregon a great place to live, work, visit and raise a family.

Unfortunately, a proposal recently announced by the Bush Administration places all this at risk. Known as the *Western Oregon Plan Revisions* (or WOPR – fittingly pronounced “Whopper”), these plans would dramatically increase clearcut logging in currently protected old-growth and streamside forests on federal lands managed by the Bureau of Land Management (BLM). Under a new interpretation of the law, **the BLM places timber production above all other uses, including clean water, wildlife habitat, fish and recreation.** Such myopic management of public forests threatens to dirty our waters, degrade important habitat, and negatively impact salmon and other fish species.

The following is a Citizen's Guide to the WOPR. While the WOPR proposal is outlined in a complex three volume, 1,650-page document, this guide is meant to give a general overview of proposed management direction, and to help those interested in Western Oregon's public forests voice concerns about these plans within their communities, to the Bush Administration and, when all else fails, straight to Members of Congress.



It is disappointing that at a time when public consensus for old-growth protection and second-growth thinning has never been stronger, the BLM is proposing to clearcut forests older than our nation and turn complex ecosystems into tree plantations most susceptible to severe wildfire.



All three proposed alternatives significantly increase logging levels by reducing or eliminating environmental protections.

THE LAY OF THE LAND

Covering nearly 2.6 million acres of public land, the WOPR encompasses an area that stretches from the Willamette Valley in the north to the Rogue Valley in the south, and from the Cascades in the east to the Coast Range and the Siskiyou in the west. This acreage is equivalent to 4,000 square miles – larger than the states of Rhode Island and Delaware combined!

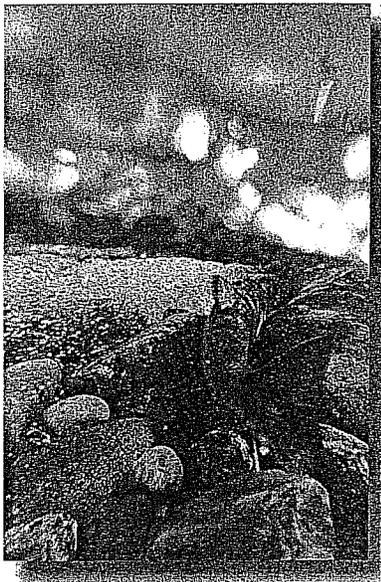
Through the WOPR process, six BLM districts would change how they manage federal forests. The districts are Salem, Eugene, Coos Bay, Roseburg, Medford and the Klamath Falls Resource Area of the Lakeview District. Some of these lands are in a checkerboard ownership pattern with rural residents or timber companies owning every other square mile (about 50,000 Oregonians live within a ½-mile of these forests). Other areas include large blocks of mountainous Oregon countryside you see while driving around our great state.



ANCIENT FOREST ECOSYSTEMS

Over the past 100 years, timber companies and the federal government have logged most of the Pacific Northwest's ancient forests, an estimated 18% remain. The WOPR affects almost one million acres of the region's remaining mature and old growth forests. The Bush Administration would nearly triple logging levels on Oregon BLM forests and effectively remove these lands from the scientific framework of the Northwest Forest Plan.

The proposed increase in logging would come from clearcutting currently protected old-growth and streamside forests and converting them to a 80-100 year logging rotation. The preferred alternative would reduce old-growth reserves by 47% and reduce riparian reserves by 57%. The WOPR would clearcut more than 110,000 acres of old forest (120+ years) in the first decade. That is enough clearcutting to cover nearly five cities the size of San Francisco. In contrast, the BLM proposes to thin half the acreage that it proposes to clearcut. Over the next ten years, the WOPR calls for building 1,000 miles of new roads, which will fragment unique public forests. Additionally, the preferred alternative increases fire hazard and severity while reducing the resiliency of forests to fire.



CLEAN WATER

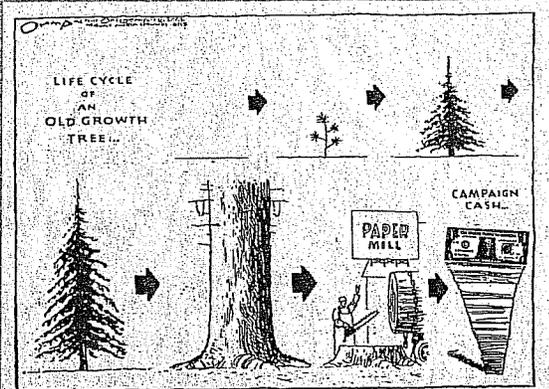
Western Oregon BLM lands host more than 20,000 miles of rivers and streams, and more than 218,000 acres of lakes, ponds and wetlands, providing clean water, wildlife habitat and recreational opportunities. The WOPR would reduce protections for Oregon's creeks and log over 200,000 acres of currently protected streamside forests. Logging adjacent to streams is known to harm water quality, sensitive native fish and other aquatic life.

Current buffers around streams and wetlands protect water sources from some negative impacts of logging.

The WOPR would shrink these buffers to 25 feet in many instances, or get rid of them all together. These stream widths are well below scientifically recognized buffers for minimizing problems with aquatic resources, landslides and floods.

Watersheds that include BLM lands produce drinking water for tens of thousands of residents in 76 communities in Oregon. Shockingly, the BLM claims minimal or no effect on fish, floods and sediment despite a massive increase in clearcut logging.

REASON FOR THE WOPR



The WOPR resulted from an out-of-court settlement agreement between the Bush Administration and the timber industry via a shady tactic known as "sue and settle." The timber industry sued over the 1994 Northwest Forest Plan claiming that the BLM forests should not be included in this landmark agreement. Rather than defend itself in court, the Bush Administration chose to settle in 2003 and went along with the terms of the timber industry.

Many legal scholars claim that the settlement was a convenient yet inappropriate method to change federal forest policy. They point to the fact that at the time of settlement the timber industry case was on appeal, having been dismissed by a D.C. District Court with little to no chance of the timber industry prevailing. Thus, it is commonly referred to as the "sweetheart settlement."

The WOPR now proposes the elimination of reserves on BLM land established under the Northwest Forest Plan in a likely violation of the Endangered Species and Clean Water Acts.

Rather than defend itself in court, the Bush Administration chose to settle and went along with the terms of the timber industry.

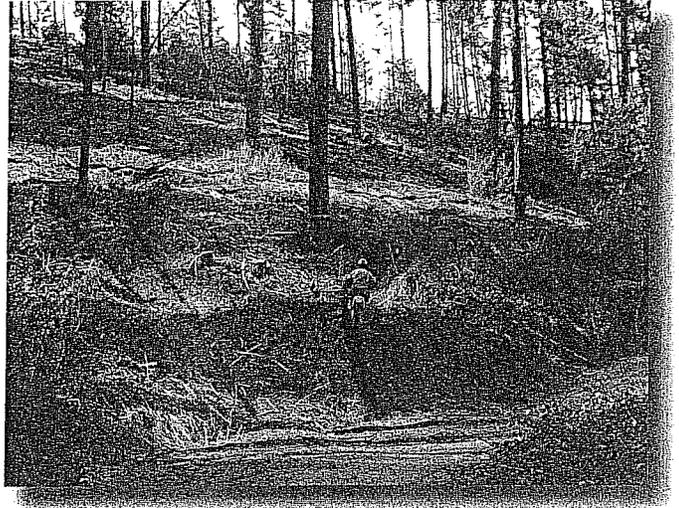
The Bush Administration has received millions of dollars from timber companies in Oregon. The WOPR is one way to pay back big timber donors who contributed extensively to Bush's election campaigns. Other paybacks include political appointees, such as former timber industry lobbyist Mark Rey, who now oversees the U.S. Forest Service, and Julie MacDonald, who oversaw endangered species listings until resigning recently amidst claims that she violated federal rules by giving government documents to industry lobbyists. Our American treasures deserve to be protected, not squandered for political gain.

QUIET RECREATION TAKES A BACK SEAT TO OFF-HIGHWAY VEHICLES

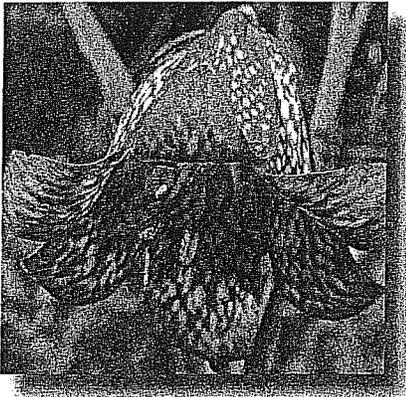
While numerous quiet and non-motorized recreational activities on public land become more popular every year (a projected 27% annual increase), motorized recreation (only a projected 2.3% annual increase) takes priority in the WOPR. "Quiet-type" recreation includes hiking, hunting, fishing, camping and wildlife viewing.

Some landscapes can tolerate a modest level of Off-Highway Vehicle (OHV) use. Landscapes near residences, sensitive habitats, streams and wet meadows are places where OHV use is not appropriate, as it can cause erosion, impair water quality and disturb wildlife. OHVs create an incredible amount of noise and pollution, and the damage caused by irresponsible riders can be alarming.

The WOPR's preferred alternative would designate 11 new "OHV Emphasis Areas." Over 100,000 additional acres of these proposed OHV areas include many places immediately adjacent to private homes, near streams and rivers and in sensitive plant and wildlife habitat. One area is Johns Peak/Timber Mountain, where over 1,600 affected residents have petitioned the BLM not to designate the area for OHV use.



Off-Road Vehicle use can cause erosion, damage water quality and degrade "quiet-type" and non-motorized recreation opportunities.



SPECIAL AREAS

Where can you find world-class salmon fishing, one quarter of a million acres of roadless lands, and unique habitats that occur nowhere else on the planet? You can find them on the public lands administered by the BLM. Unfortunately, these are the lands that the Bush Administration wants to clearcut.

Citizens petitioned the Bush Administration to protect some of the wildest areas on BLM land. While acknowledging that some areas have Wilderness characteristics, the BLM would only apply special management to maintain these qualities on a tiny fraction of these areas. In the fine print however, the BLM states that maintaining wilderness characteristics even in those few areas would not apply where there is suitable timber for logging. The same applies for Areas of Critical Environmental Concern: timber takes precedence over myriad other values.

Shockingly, the WOPR ignores the role that old-growth forests play in regulating the climate.

THERE IS A BETTER WAY

In the early stages of WOPR, an overwhelming majority of the nearly 3,000 comments submitted asked the Bush Administration to protect mature and old growth forests, embrace second growth thinning and safeguard communities from wildfire.

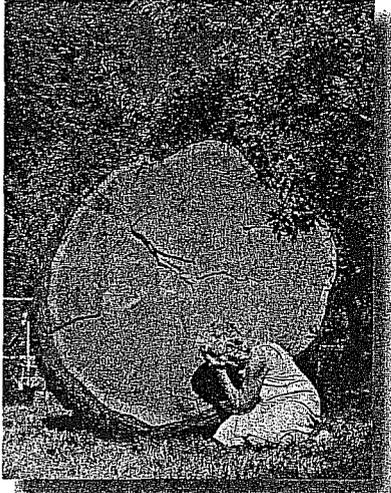
Many federal land managers are already moving beyond the conflicts of the past. By focusing on previously logged and fire-suppressed forests, which are often in need of thinning, they are providing wood to mills, improving habitat and keeping saws out of old-growth forests.

Collaborative groups like the one on the Siuslaw National Forest bring together loggers, local governments and conservationists to design projects with broad community support. The Siuslaw is consistently among the largest timber producers of any National Forest in Oregon. In contrast, rather than focus on forest management that highlights common ground, the BLM is prioritizing controversial old-growth clearcuts above thinning projects that would provide jobs and help restore our bruised public forests.



Half of BLM lands considered suitable for timbering were clearcut during the 20th century and transformed into overstocked plantations whose small trees can benefit from thinning. BLM plantations could offer more than 2 billion board feet of commercially valuable timber over the next two decades if actively thinned. Investment in Oregon mills that process logs smaller than 9 inches in diameter doubled from 1994 to 2003, making this proposition feasible:

PUBLIC FORESTS ARE NOT PIGGY BANKS



Between the 1940s and 1980s county governments earned timber sale receipts from logging public forests. By the 1980s, bloated county budgets caused by rampant old growth logging left fish and wildlife populations headed toward extinction. There are many in county government that are short-sightedly looking to the ramp-up of old-growth logging from WOPR to solve current county budget crises.

However, an economic bust is easily foreseeable under the Bush plan as fish, wildlife and the old growth forests that they rely on dwindle. Instead, we should make policy decisions now to reform county finances and build infrastructure capable of processing and utilizing small trees to supply local demand for wood products and help to sustain essential public services.

Bush's proposal to turn back the clock and ramp up clearcut logging in old forests is extremely irresponsible. It fits a pattern of environmental abuse from a corrupt administration bent on appeasing a handful of well-connected political donors without regard to science or public opinion.

Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has. — Margaret Mead

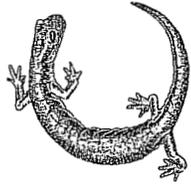
WHAT YOU CAN DO — SPEAK UP — TAKE ACTION TODAY

While the WOPR certainly sounds depressing, there are many great examples of citizens organizing to stop equally outrageous proposals put forth by the federal government. Consider a proposal in the early 1960s to dam and flood the Grand Canyon. It sounds unbelievable now, but it had the backing of Congress. It was massive citizen outcry that saved the Grand Canyon and future generations are thanking those people for their foresight. Here are a few things that you can do to safeguard Oregon's Heritage Forests:

1. **Send a letter to the BLM before January 11, 2008 and send copies of your letter to your Congressional delegation.**
2. **Visit www.oregonheritageforests.org to learn more, read talking points, sample letters and get addresses.**
3. **Contact Governor Kulongoski and let him know you support old-growth protection on public lands (503.378.4582).**
4. **Submit a Letter to the Editor to your local or regional newspaper (visit website in #2 for addresses and word limits).**
5. **Ask your friends, family and neighbors to do the same.**

NEW INTERPRETATION OF THE LAW

Under the Bush Administration, a new interpretation of the antiquated 1937 Oregon and California Lands Act is promoted, placing logging above all else on BLM forests. The Bush Administration ignores environmental protections in the O&C Act, as well as the Endangered Species Act, the Clean Water Act and other laws put in place to protect these forests and streams. The WOPR puts creating more tree plantations ahead of protecting clean water, wildlife habitat, recreation or producing a reliable small diameter wood supply.



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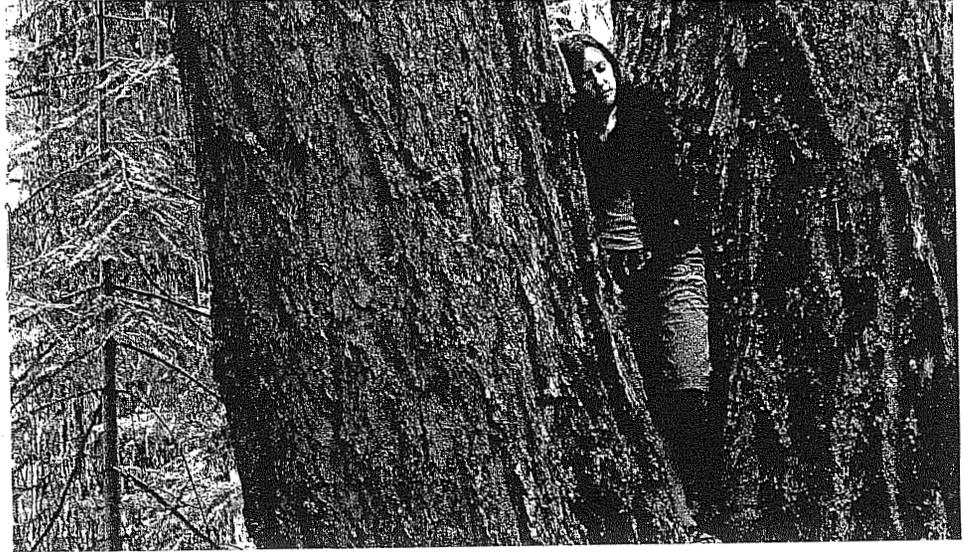
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KS News is produced by the KS Wild staff



Which legacy will we leave?



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Old-growth logged
on Medford BLM
2003. Liza Tran.
Bottom: Moon Prairie
old-growth threat-
ened by WOPR.
Joseph Valle

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\$5-10 Suggested donation

KILOWATT OURS

From coal mines in West Virginia to solar panel fields in Florida, filmmaker Jeff Barrie journeys to discover solutions to America's energy-related problems.



SALMON & STEELHEAD: A TIME FOR RECOVERY

These powerful fish are born in the river, travel to the ocean to grow, then make the journey back up their birth river to spawn and die. Sadly, populations of salmon are dangerously low. This wonderfully animated film illustrates the life of these fish and tells of the efforts to restore their habitat.

BROKEN LIMBS: APPLES, AGRICULTURE, AND THE NEW AMERICAN FARMER

Wenatchee, Washington - Apple Capital of the World - has prospered for nearly a century as home to the famed Washington apple. But the good times have vanished. Apple orchardists by the thousands are going out of business, ending livelihoods and a uniquely American way of life. Filmmaker Guy Evans set out on a journey to discover what went wrong.

THE QUEEN OF TREES

Wildlife filmmakers often go to great lengths to get that perfect shot. But not many end up installing a picture window in a ripe fig the size of a grape, just to watch what's going on inside. That's just one of the creative steps that filmmakers took to film the almost microscopic fig wasps. The film displays the perfect and complex intertwining of ecology's web of life.

KS WILD'S MISSION:

KS Wild is an advocate for the forests and wildlife of the Klamath and Rogue watersheds of northwest California and southwest Oregon. We use environmental law, science, collaboration and education to defend healthy ecosystems and help build sustainable communities.

KS WILD PROTECTS OLD-GROWTH RESERVE FROM BLM LOGGING-FOR NOW

The Bureau of Land Management's (BLM) recent WOPR (pronounced "whopper;" see pages 3-9) is the latest in a long litany of efforts by the agency to open up otherwise protected ancient forests to clearcutting. For years, BLM timber planners have pursued an agenda of converting old-growth forests into industrial fiber plantations regardless of the laws that protect our public lands.



FIRE, OLD-GROWTH & THE BLM: The Timbered Rock fire burned lightly in the understory of this old-growth forest on BLM land. In contrast, the fire burned extremely hot in many of the tree farms on adjacent private industrial timberlands.

The agency's industrial forestry ideology manifested itself following the 2002 Timbered Rock fire via the BLM's proposal to salvage log 961 acres of large-diameter wildlife snags in the protected Elk Creek old-growth "late-successional" reserve. Despite the fact that the Elk Creek watershed was protected by the Forest Plan as both a "key watershed" for salmon recovery and as an old-growth reserve, the BLM ignored the law and invited their friends in the timber industry to log this delicate watershed.

In November of 2004, Federal District Judge Ann Aiken held in favor of KS Wild and ruled that the BLM had violated a number of laws and regulations in its push to log the Elk Creek old-growth reserve.

Rather than re-examine their lawless logging proposal, the BLM filed an appeal of that decision, and in July of 2007 the 9th Circuit Court of Appeals again confirmed that the BLM had violated its own management plan and regulations that require the preservation of this old-growth reserve.

...the BLM simply will not accept the idea that there are some places that just shouldn't be logged.

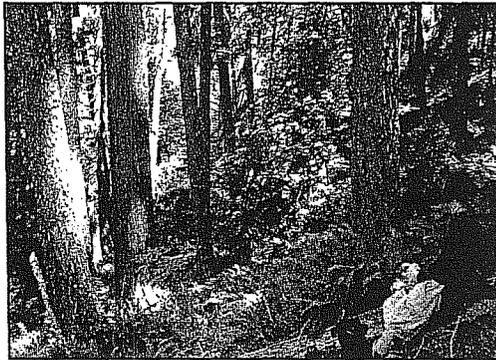
While the forests of the Elk Creek Watershed are now safe from the BLM's insatiable desire to log old-growth, the BLM simply will not accept the idea that there are some places that just shouldn't be logged. Hence in the WOPR the agency has proposed to eliminate the rules and regulations that protect post-fire old-growth forests, like those in the Elk Creek reserve, from the chainsaw.

Special thanks to attorney Susan Jane Brown of the Pacific Environmental Advocacy Center for her tireless work representing KS Wild and the Elk Creek Watershed.

Pages 3-9 of **KS Wild News** focuses on the Western Oregon Plan Revisions, which threaten much of what makes Oregon a special place. But, if each one of us is able to speak up to our elected officials, and speak out within our communities, we can help safeguard healthy wildlife populations, old-growth forests, clean water and the places we love while directing federal land managers toward a better path.

A WHOPPER HITS THE STREETS

The Bush Administration finally announced long-anticipated plans that will guide the management of 2.6 million acres of public forest administered by the Bureau of Land Management (BLM) in western Oregon. While not surprising, the proposal rewards the timber industry by offering up some of Oregon's most special wild forests. Released August 10th, the Western Oregon Plan Revisions or WOPR, (pronounced "Whopper!") is the result of a legal settlement agreement between the timber industry and the Bush Administration.



Lesley Adams

SPECIAL PLACES: WOPR prioritizes old-growth logging above all other values on BLM forests.

CROOKED PUBLIC POLICY

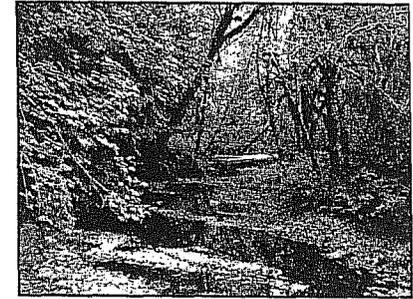
Shortly after the 1994 Northwest Forest Plan, the timber industry filed a lawsuit claiming that BLM forests could not be included in this landmark agreement due to the antiquated 1937 O&C Act. Rather than defend itself in court, the Bush Administration chose in 2003 to settle with the industry and give into their demands. This shady tactic, used liberally by the industry during Bush's two terms, is known as "sue and settle." The result was an agreement to revise the management plans for the 2.6 million acres of BLM public forests in western Oregon by the end of 2008, and to consider removing BLM lands from the scientific framework of the Northwest Forest Plan altogether.

WHAT'S IN THE WHOPPER?

The WOPR encompasses 4,000 square miles – an area larger than the states of Rhode Island and Delaware combined! The WOPR would dramatically increase clearcut logging in currently protected forests while removing long-standing environmental protections. Six BLM Districts would change how they manage federal forests: Salem, Eugene, Coos Bay, Roseburg, Medford and the Klamath Falls area of the Lakeview District. Some of these lands are in a checkerboard ownership pattern with rural residents or timber companies owning every other square mile (about 50,000 Oregonians live within a 1/2-mile of these forests). Other areas include large blocks of mountainous, roadless Oregon countryside. The WOPR proposes to eliminate the land allocations of the Northwest Forest Plan and create new land allocations that have drastically weakened protections for forests, water and wildlife. The intent is clear: WOPR places timber above all else.

STREAMS, FISH AND ROADS

The WOPR would reduce protection for Oregon's streams by logging over 200,000 acres of currently protected streamside forests. Logging adjacent to streams is known to harm water quality, as well as populations of sensitive native fish and aquatic life. Seventy-three Oregon communities get their drinking water from BLM lands. Buffers currently around streams and wetlands protect water sources from some negative impacts of intensive management such as logging. The WOPR would shrivel these buffers to 25 feet in many instances, or simply get rid of them. Over the next ten years the WOPR calls for building 1,000 miles of new logging roads, crisscrossing through some of Oregon's most unique public forests, harming watersheds and aquatic habitat.



CLEAN WATER: WOPR would reduce protection for streamside forests.

ANCIENT FOREST ECOSYSTEMS

We have logged most of the Pacific Northwest's ancient forests in the last 100 years—about 18% still remain. The Bush plan for Oregon's public forests would boost logging of trees 200 years and older 700% over the next decade. In all, the WOPR affects almost one million acres of the Pacific Northwest's remaining mature and old growth forest. Rather than protect these valuable resources, the WOPR plans to convert native forests into biologically deficient and fire prone tree plantations. The WOPR would prioritize clearcutting over thinning at a 9-1 ratio. The WOPR would be a travesty for Oregon's remaining ancient forests and the myriad species that depend on them. The WOPR projects clearcutting 140,000 acres of old forest in the first decade.

OFF HIGHWAY VEHICLES RUN AMUCK

Off-Highway Vehicles (OHVs) should simply not be used in some areas, such as immediately adjacent to private residences and in sensitive habitats like streams and wet meadows. OHVs create an incredible amount of noise and pollution and the damage caused by irresponsible users can be alarming. Unfortunately, WOPR would designate 11 new "OHV Emphasis Areas," 10 of which are on the Medford District, including the Johns Peak proposal near Jacksonville and Anderson Butte in the Little Applegate.

THERE IS A BETTER WAY

Most Americans want the government to embrace second growth thinning, safeguard communities from wildfire and protect what remains of our nation's ancient forests. By focusing on previously logged public forestlands, we can provide wood to local mills, improve conditions for fish and wildlife and keep saws out of old-growth forests. Collaborative groups, including one in the Siuslaw National Forest, bring together diverse stakeholders to design projects with broad community support. The Siuslaw is consistently among the largest timber producers of any National Forest in Oregon. Additionally, forests provide a diverse stream of economic revenue beyond lumber, including tourism, recreation and fishing, as well as ecological services such as water filtration, air purification, soil stabilization and climate control.

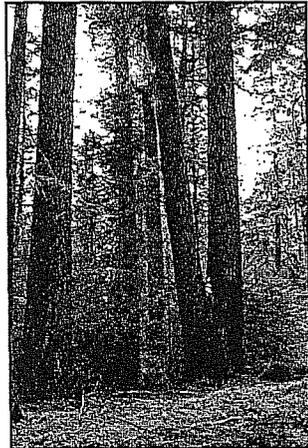
WHAT'S AT STAKE WITH WOPR?

The BLM Western Oregon Plan Revisions put many of Oregon's special places at risk by proposing to drop protections for older forests, creeks and wildlife habitat. The following are just a few examples of some of the outstanding lands that are currently protected, but would be transformed into tree plantations or otherwise sacrificed to a timber-first policy.

MOON PRAIRIE AREA OF CRITICAL ENVIRONMENTAL CONCERN

High on the "Dead Indian Plateau" outside of Ashland, Oregon are some fantastic forests, mountain lakes and Cascade peaks. In the shadow of Mount McLoughlin and near Howard Prairie Lake is the Moon Prairie Area of Critical Environmental Concern (ACEC).

This 96-acre stand of old growth forest is an awe-inspiring remnant of the ancient forests that once blanketed western Oregon. While the BLM acknowledges the historic, cultural and scenic value of this area as the "last remaining old-growth stand on Moon Prairie," the current status as an ACEC would go away under the WOPR.



Joseph Valle

There are over 100 existing and potential (many places were nominated by citizens) ACECs on Western Oregon BLM lands. Many ACECs, including Moon Prairie, would lose protection under the WOPR and would be logged. The BLM admits that relevant and important values of many ACECs "would eventually be degraded or lost" due to the preference WOPR gives to logging over myriad other values.

AREAS OF CONCERN: Special designations like Moon Prairie take a back seat to logging in the WOPR.

ELK CREEK KEY WATERSHED AND OLD GROWTH RESERVE

Gushing from the ground at the "Boundary Springs" on the edge of Crater Lake National Park, the Rogue River is born as a stout 20-foot wide stream. Along its 200-mile journey to the Pacific Ocean, many important creeks and rivers feed the mighty Rogue and provide important habitat for famous salmon runs and countless wildlife species. One such stream is Elk Creek.

While industrial timber companies own several thousand acres of the Elk Creek watershed, the public forests were protected in the Northwest Forest Plan due to Elk Creek's spectacular old growth dependant wildlife and salmon. Over 17 nesting pairs of spotted owls and a significant portion of the Rogue River's Coho salmon rely on public forests and streams in the Elk Creek watershed.

The "Old Growth Reserve" protections afforded to Elk Creek would be removed under the WOPR. The forests of elk creek would become a "Timber Management Area" and put on the chopping block.

WILD ROGUE RIVER

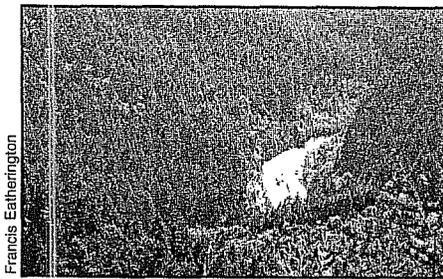
There are few more spectacular landscapes in America than the Wild Rogue River. Ridges blanketed with lush green forests, mighty waterfalls and wildlife viewing make the Wild Rogue one of the most popular backcountry destinations in North America. The lower Rogue River watershed provides fresh-water habitat to enormous ocean-going salmon runs and possesses flora and fauna diversity unmatched anywhere in the Pacific Northwest.

While portions of the roadless lands that surround the Rogue were protected in 1978 as the Wild Rogue Wilderness Area, much of this roadless area would remain unprotected under the WOPR.

Segments of the uplands would have the designation as a "Late-Successional Management Area" where the forests would be protected, unless subject to a natural disturbance such as fire, then they would be logged. Many of the forests and streams would be placed in a "Timber Management Area," where clearcutting is the preferred method of logging on an 80-100 year tree cutting rotation.



WILDLANDS: Citizen proposals for wilderness were generally ignored.



Francis Featherington

VIEWSHEDS: WOPR reduces visual requirements meant to maintain views, Interstate 5 pictured here.

INTERSTATE 5 CORRIDOR

The I-5 corridor between Medford, Grants Pass and Roseburg might not seem like an important place for wild nature. However, anyone that has taken the drive knows the curvy stretches between cities have some outstanding old-growth forests (and some nasty clearcuts) along the way and many visitors comment on the verdant grandeur of the drive.

Many of the older forests are managed by the BLM and have enjoyed some level of protection due to visual management rules in place on BLM land. Where forests are visible (in the "viewshed") from important features, like I-5, the Rogue, Umpqua and other rivers and off-visited places, the BLM was required not to make changes that casual observers would notice (such as clearcut the area). All that will change under the WOPR. The WOPR would drastically weaken the Visual Resource Management system and according to the BLM it would "maintain less existing visual resource...compared to the no action alternative."

WHAT YOU CAN DO TO HELP

Organize around the WOPR and help protect Oregon's special places in your community. Visit www.oregonheritageforests.org to learn more and contact KS Wild for fact sheets, flyers and other useful tools. See page 9 for more ways to help.

TOP TEN

REASONS THE WOPR IS A BAD IDEA

The Bush Administration proposes the Western Oregon Plan Revisions (WOPR) to undo protections for BLM-administered public forests. Here are the top ten reasons why gutting protections for some of our last, best old growth forests is a really bad idea:

10. QUALITY OF LIFE

The WOPR proposes widespread clearcutting of public forests, which could reduce property values and the quality of life of thousands of Oregonians living near BLM lands, as well as impact the experience of visitors and prospective businesses. Over 1,000 miles of new logging roads and 140,000 acres of clearcuts in the first decade alone would scar Oregon's spectacular landscape.



Shelley Elkovich

Dakubetede Roadless Area, Medford BLM.

9. PEACE AND QUIET

Clearcutting of old growth forests and proposed "Off Highway Vehicle Emphasis Areas" threaten peace and quite for rural residents and visitors. Over 100,000 acres would be promoted as destinations for OHVs, most adjacent to private residences.

8. CLEAN WATER AND SALMON

By logging near streams the WOPR reduces important protections for clean water and Pacific salmon. High quality drinking water originates on BLM lands for the citizens of Salem, Corvallis, Eugene, and 70 other Oregon communities. Salmon need cool, clean water, but the WOPR would remove stream buffers that shade streams and keep sediment from the water.



Francis Featherington

Smith River, Roseburg BLM.

7. ANCIENT FORESTS

BLM lands in western Oregon contain about one million acres of our remaining older forests. The WOPR would increase logging of forests over 200 years sevenfold, and threatens some of Oregon's best remaining ancient forests. Two thousand square miles of forest (an area the size of Delaware) would be put in "Timber Management Areas," where clearcutting is emphasized.

6. WILDLIFE AND PLANT HABITAT

Wildlife, such as elk, black bear and threatened species like the northern spotted owl and the marbled murrelet rely on BLM forests. The WOPR would reduce protections for wildlife populations and diminish habitat for countless plant and wildlife species. An increase in noxious weeds and other invasive species is predicted under the WOPR.

5. SUSTAINABLE ECONOMIES

Healthy, protected forests are one of Oregon's most important natural assets. While rampant old growth clearcutting promises a short-term economic boon to a few well-connected mill owners, an economic bust is easily foreseeable under the Bush plan as fish, wildlife and the old growth forests that they rely on dwindle.



Fishing on the Rogue River, Medford BLM.

4. NORTHWEST FOREST PLAN

The Northwest Forest Plan is a landmark agreement that private, state and federal landowners rely on to protect threatened old growth species while producing timber in compliance with environmental law. Removing BLM forests would unravel the whole fabric of the Plan and produce uncertainty for other landowners.

3. GLOBAL WARMING AND FIRE

While the Bush administration ignores climate change in the WOPR, by converting moist old growth forests into dry flammable tree plantations, the WOPR will increase the amount of carbon in the atmosphere and places communities at enhanced risk of uncharacteristic fire.



Gottlich

2. IT IS ILLEGAL

The BLM cannot eliminate protection for old-growth forests without undermining the Northwest Forest Plan, protections for threatened and endangered species and clean water. To do so, the BLM needs to violate the Endangered Species and Clean Water Acts and other laws.

1. THERE IS A BETTER WAY

We should protect what is left of Oregon's old growth heritage forests, and restore those forests that have been degraded. Half of BLM forests were clearcut in the past century and converted to overstocked tree plantations. Thinning small trees could offer more than 2 billion board feet of commercially valuable timber if actively thinned while preserving our last, best public lands for generations to come.

Photo at right: The Yamaha Thin on Salem BLM enjoys broad support.



ACTION IS THE ANTIDOTE TO DESPAIR

Has the BLM's WOPR made you a little depressed? If so, you are not alone. Take comfort in the fact that our government has proposed equally outrageous proposals that were stopped because of public outcry and public pressure.

"Should we flood the Sistine Chapel so that tourists can get closer to the ceiling?"

The quote above was printed in a 1966 New York Times ad in response to a proposal to dam the Colorado River and flood the Grand Canyon (Interior Secretary Stewart Udall claimed that flooding the canyon would allow tourists to get a close look at the canyon walls from boats). Luckily, thanks to people like you, the plan was dropped and today we can enjoy the wonder and awe of the Grand Canyon. Future generations will thank those with such foresight. Today, it is disappointing, indeed appalling, that our government is targeting rare, old-growth forests at a time when public opinion has crystallized across the nation to protect such unique public assets. **It is time for public policy to catch up with public opinion. Here is a list of things that you can do to help stop the short-sighted WOPR proposal:**

1. **Submit comments** to the BLM by December 10th and send copies to your Congressional delegation. It is time for Congress to step up and help solve this problem once and for all.
2. **Send a Letter to the Editor** of your local newspaper asking for permanent protection of old-growth forests on public lands.
3. **Call Governor Kulongoski** (503.378.4582) and convey support for public old-growth protection.
4. **Visit www.oregonheritageforests.org** for more information and tools.
5. **Ask your friends, family and neighbors to do the same.** Remember, these are *public* lands, entrusted to the government to manage on our behalf!

Page 125-z

PLEASE JOIN KS WILD TODAY!

✓ Yes, I want to support KS Wild's efforts with a tax-deductible membership donation of:

\$20 \$35 \$50 \$100 Other \$ _____

Name _____ Date _____

Address _____

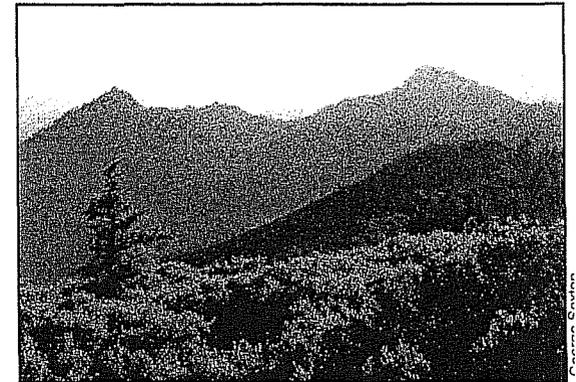
City _____ State _____ Zip _____

Email _____ Phone _____

Mail this form along with your membership donation to: KS WILD, P.O. Box 332, Williams, OR 97544

FEATURED HIKE: MT. BOLIVAR TRAIL

No matter where you happen to be reading this right now, there is a good chance that you are a very long way away from this featured hike. The Mt. Bolivar trail is a long way from everywhere. Indeed, the trail's remoteness is a large part of its charm. Other draws include spectacularly diverse old-growth forests and tremendous views of both the intact and protected Wild Rogue Wilderness and the heavily logged and at-risk forests of the BLM's Glendale Resource Area.



VIEWS: Look out into the Wild Rogue Wilderness and see some of the 2005 Blossom fire.

The 1.4 mile trail (2.8 miles round trip) climbs to the top of 4319' foot Mt. Bolivar in a series of switchbacks that start at a BLM trailhead that contains some large tree stumps and then winds uphill into the untouched Wild Rogue Wilderness. The differences in the management style of the Forest Service and BLM are born out in the striking views that one sees while climbing the mountain. The BLM forests to the west and northwest have been extensively clearcut and are fragmented by logging roads. Forest Service administered lands to the east and south consist of a far more intact old-growth canopy.

Evidence of the 2005 Blossom fire can be seen on sections of the trail and in views down the Arrastra Fork of Mule Creek (which flows into the Wild & Scenic Rogue River). The BLM has plans to salvage log August Knob, the lightly burned prominent forested knob to your east. Unfortunately, that is not all that the BLM has planned for the wild forests that provide shade and habitat for the tributaries to the Rogue River. Currently the agency is revising its logging plan via the Western Oregon Plan Revisions to open up currently protected ancient forests to increased clearcutting.

The trail takes one through both fire-dependent knobcone pine stands and temperate rain-influenced Douglas-fir old-growth forests. Knobcone pines are so closely associated with fire that their distinctive cones will not open and germinate unless burned. The Douglas-fir stands are so temperate that shade-tolerant Pacific Yew and Hemlock conifers in the understory have had an opportunity to become old-growth trees in their own right. The diversity of habitat types on Mt. Bolivar is simply spectacular.

The nearest water is three miles west of the trailhead at Bolivar creek, which also can serve as a nice campsite. The hike is best done as an overnight trip, and the nearby Hanging Rock trailhead can round out an adventurous weekend.

GETTING THERE: Directions to the Mt. Bolivar trailhead are not simple. One must purchase a Glendale Resource Area map prior to attempting the drive. Take plenty of water, fill the gas tank, and do not attempt the remote logging roads if there is a possibility of snow.

KLAMATH NATIONAL FOREST PROPOSES ROAD CONSTRUCTION IN MT. ASHLAND RESERVE

"[Logging] road construction may increase road density, result in habitat fragmentation, increase edge habitat, and result in harassment to wildlife." - Mt. Ashland LSR Project DEIS 3-24.

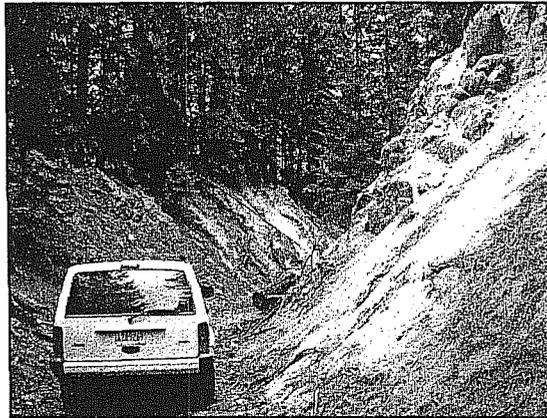
The Klamath National Forest has proposed a 4,706-acre timber sale within the Mt. Ashland "late-successional" old-growth reserve that includes 6.8 miles of logging road construction. Late-successional reserves were set aside by the Northwest Forest Plan as forests to be protected for their wildlife, watershed and recreational values, while other public forests, designated as "matrix" were established as logging zones in which wildlife, watersheds and recreation take a back seat. So why is the Forest Service proposing build logging roads and cut trees in the Mt. Ashland Reserve?

"[T]he Project Area has one of the highest road densities on the Forest..." - Mt. Ashland LSR Project DEIS 3-171.

Unfortunately, when the Northwest Forest Plan designated some areas as protected reserves, and others as logging zones, it did so without consideration for whether the forest in question consisted of a dense second-growth fiber plantation or an irreplaceable intact ancient forest. Hence, many "old-growth" reserves have been extensively logged and roaded, while many "matrix" forests contain old-growth forest ecosystems that currently provide intact habitat for at-risk species.

The sad history of forest "management" in the Klamath portion of the Mt. Ashland Reserve consists of widespread railroad logging by private timber interests who logged virtually the entire south side of Mt. Ashland in the early 20th century. This logging removed nearly all of the large native pine trees and resulted in the encroachment of many small-diameter second-growth true fir stands in the watershed. Because of these logging abuses, the Mt. Ashland Reserves' salmon and owl populations have been dramatically reduced, the dense second-growth forests do not contain a natural mix of tree species, and the watershed has a greatly increased risk for landslides and sediment pollution.

Please join us in encouraging the Forest Service to conduct some careful second-growth thinning in the reserve, while avoiding the construction of yet more logging roads in this severely degraded forest. **Learn more at www.kswild.org/KSNews/Action-Alerts/southsidemta**



George Sexton

ROADS, EROSION AND SALMON: High road densities in the Mt. Ashland Reserve fragment habitat and send silt into salmon-bearing creeks.

SIX RIVERS NATIONAL FOREST BACKS OFF CLEARCUTTING PLANS

A WATERSHED IN DISTRESS

It is widely recognized, even by the Forest Service, that the Upper Mad River Watershed has been trashed by decades of overzealous logging and road construction. The agency's "watershed analysis" for the Upper Mad acknowledges severe impacts to hydrological, old-growth forest habitat values, and fire hazard from the past 40 years of logging and road building activities. Indeed, indiscriminate logging had already placed 8 out of 14 Northern Spotted Owl pairs in the area into "take" - a federal agency euphemism for death.



GIVING OTHERS A CHANCE: Old-growth will no longer be logged in the sale.

A PROPOSAL TO KICK A FOREST WHILE IT'S DOWN

Given the extreme impacts of past logging on the Upper Mad Watershed, forest lovers were shocked and dismayed when the Forest Service proposed to "regenerate" (another federal euphemism, meaning to clearcut 85% of the trees in a stand) a little over 220 acres of native forest in the watershed via the Little Doe Low Gulch timber sale.

The agency's initial proposal would have logged a total of 920 acres to produce 7.8 million board feet from 86 harvest units. Not all of the proposed logging called for the "regeneration" of rare native forests; some of the logging units called for a "thin from below" prescription that would retain mature and old-growth trees while removing some "off-site" true fir trees that have encroached into forest stands due to the effects of federal fire suppression activities.

YOUR COMMENTS MADE A DIFFERENCE

Public comments ran 10-1 against the Forest Service's proposal to clearcut remaining native forests in the watershed. KS Wild, EPIC, the Klamath Forest Alliance, Forest Service for Environmental Ethics and the Environmental Protection Agency all submitted detailed technical comments establishing the need for the Forest Service to drop its clearcutting plans and work collaboratively with forest users.

Sometimes democracy works like it's supposed to, and in the case of the Little Doe Low Gulch timber sale the Forest Service actually listened to the comments it received from the public it serves. On August 30th Six Rivers Forest Supervisor Tyrone Kelley signed a decision that dropped all of the proposed clearcutting, reduced the timber sale volume by half and focused the remaining timber sale activities on small diameter thinning. While there are still some logging road construction and tractor yarding issues that concern us in the Little Doe timber sale, there is no question that public participation has made a huge difference for this imperiled watershed.

FOCUS ON OUR KS WILD FAMILY

FRANCIS EATHERINGTON

Fans of southern Oregon's wildlands are probably familiar with the name Francis Eatherington. Since the early 1990s, Francis has been a stalwart advocate for the old-growth forests of the Umpqua, Coos, and Coquille watersheds, primarily in her role as Conservation Director for Umpqua Watersheds. While KS Wild has been busy in recent years thwarting the Medford BLM's old-growth forest liquidation program, Francis has been doing the same for the Roseburg and Coos Bay BLM.

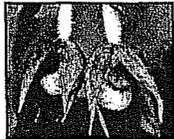


Francis has lived and worked in the forests of the Pacific Northwest for more than 30 years, doing everything from planting trees to timber stand exams to monitoring timber sales. She is also an active team member in efforts to stop the construction of a massive liquefied natural gas pipeline stretching from Coos Bay through southern Oregon and into California.

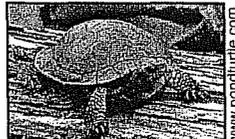
KS Wild and Umpqua Watersheds recently formed a partnership to ensure that Francis continues her important conservation work in the greater Umpqua area as a forest monitor for the Umpqua, Coos, and Coquille Forests. We look forward to working more closely with Francis and Umpqua Watersheds to ensure that our collective efforts to protect southern Oregon's forests and wildlife are more effective than ever.



Eleanor Kea Wellman



John Game



www.pondturtle.com



Ron Wolf

This edition's *Focus on our KS Wild Family* features species that will likely be impacted by the BLM's Western Oregon Plan Revisions (WOPR). There are 117 "special status" animal species and 134 "special status" plant species that are known or suspected to be in the area covered by the WOPR. The following are some of the rare species associated with unique habitats that will be affected by a management direction that places timber as a priority over all else on these lands.

Bald Eagle - Western Snowy Plover - Northern Spotted Owl - Marbled Murrelet - Pacific Fisher - Columbia Whitetailed Deer - Red Tree Vole - Northwestern Pond turtle - Northern Goshawk - Pistol River Pocket Gopher - Siskiyou Mountains Salamander - Lewis' woodpecker - White Headed Woodpecker - Southern Oregon and Northern California Coho Salmon - Townsend's Big Eared Bat - Fender's Blue Butterfly - Pennisular Onion - Shasta Arnica - Applegate's Milk Vetch - Siskiyou Mariposa Lily - Slender Flowered Evening Primrose - Mt. Mazama Collomia - Baker's Cypress - Clustered Lady Slipper - Red Larkspur - Few Flowered Bleedingheart - Siskiyou Daisy - Coast Range Fawn Lily - Umpqua Swertia - Queen of the Forest - Indian Rice - Elegant Gentian - California Globe Mallow - Sierra Laurel - Gentner's Fritillary - Alaska Curved Woodrush - Disappearing Monkeyflower - Siskiyou Monardella - San Francisco Bluegrass - Red Rooted Yampah...

MANY THANKS TO ALL OUR SUPPORTERS

VOLUNTEERS AND COLLABORATORS:

Michell Adams, Ralph Bloemers, Claudia Beausoleil, David & Barbara Calahan, Cascadia Wildlands Project, Regina Chichizola, Holly Christiansen, Brett Cole, Roger Dorband, Marianne Dugan, Francis Eatherington, Forrest English, EPIC, Scott Greacen, Noah Greenwald, Kyle Haines, Nurelle Harrigan, Timothy Ingalsbee, James Johnston, Andy Kerr, Spencer Lennard, Tim Lewis, Jay Lininger, Brian Litmas, Sally Mackler, Erin Madden, Kathleen Maloney, Ivan Maluski, Malena Marvin, Crystal McMahon, Erik Meldrum, Beverly Moore, Ken Morrish, Jeff Nadler, Rich Nawa, Gordon Norman, Northwest Ecosystem Survey Team, Oregon Wild, Oregon Sierra Club, Pacific Environmental Advocacy Center, Stephanie Parent, Tim Ream, Red Buttes Wilderness Council, Lauren Regan, Marcia Rodine, Mary Reynolds, Susan Schroeder, Melissa Schweisguth, Rolf Skar, Barry Snitkin, Barbara Ullian, Pete Wallstrom, Greg Walter & many others.

PLEASE SUPPORT THESE BUSINESSES BECAUSE THEY SUPPORT US:

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DEEP GRATITUDE GOES TO:

1% for the Planet, Rex & Deanna Bell, Elizabeth Coker, Linda Connolly, Alexandra C. Dilworth, Clint & Mary Driver, Ryan Ginn, Grey Hecht, Ken Himes, Steve Holmer & Beth Daley, Brad Horwitz, Dorothy Hover-Kramer, Jeff Kahn, Nekhitem Kamenthu, Tracy Parks Lamblin, Bud Lininger, Walter & Conny Lindley, Suzan R. Mackler Fund, Steve & Jen Marsden, Katherine Mechling, Tom & Maud Powell, Florence Prescott, Lundy & Fredric Reynolds, Matt Riley, Gene Rhough, Edward & Gloria Robin, Peter & Karen Salant, Melissa Schweisguth, Jeremy and Karen Solomon, Randi Spivak, Joyce Stahmann, Laurel Steinberg, David & Leann Tourzan, Jerard & Carol Weigler.

THANKS TO THE FOLLOWING FOUNDATIONS:

444S Foundation, Acorn Foundation, Burning Foundation, Cereus Fund of the Trees Foundation, Common Counsel Foundation, Deer Creek Foundation, Firedoll Foundation, Richard and Rhoda Goldman Fund, Hugh and Jane Ferguson Foundation, Jubitz Foundation, Kenney Watershed Foundation, Kongsgaard-Goldman Foundation, Charlotte Martin Foundation, Maud T. Kernan Fund of the McKenzie River Gathering Foundation, Mountaineers Foundation, Norcross Wildlife Foundation, Patagonia, Ralph L. Smith Foundation, Raynier Foundation and Institute, Resources Legacy Fund, Sperling Foundation, Summerlee Foundation, Tides Foundation, Weeden Foundation, Wilburforce Foundation.

Feb. 27, 2008

Dear City Councilors:

After having been hiking in and spending a lot of time within the natural habitat surrounding Alsea Falls. I have developed an emotional and spiritual attachment to this area and its many old growth trees within this natural verdant forest. The thought of this area being further logged is abhorrent to me and I would like to raise a loud voice against this plan.

Philip Lappe
Philip Lappe
225 S.E. Richland,
Corvallis, OR. 97333

** Please keep up thru March **

HIKE COAST RANGE

OLD-GROWTH

FORESTS

Sundays in February--March

Sponsored by Benton Forest Defense

Come experience amazing Old-Growth Trees near Alsea Falls & in other areas that may fall under BLM's proposed Western Oregon Plan Revisions (WOPR)—hike, enjoy, ask questions, seek answers

CARPOOLS LEAVE

The 2nd St. BEANERY @ 10am--

(2nd & Washington Ave./Corvallis)

&

ALPINE COMMUNITY CTR. @ 10:30am

(just west of the main intersection in Alpine—4 mi. from Monroe)

BRING FOOD, H2O, GOOD FOOTWEAR & WEATHER-APPROPRIATE GEAR (RAINGEAR, HAT, GLOVES, WARM DUDS w/ UNDERLAYERS)

FOR MORE INFO: unclereedy@hotmail.com

754-3611

What of our precious Natural Heritage will we will leave for our children and their grandchildren?
And what about Wildlife / Indicator Plants, Soil Fertility, & 'our' Hydrosphere?

**CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES**

March 10, 2008

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 5:30 pm on March 10, 2008 in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Tomlinson presiding.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

PRESENT: Mayor Tomlinson, Councilors York, Hamby, Beilstein, Brauner, Brown, Wershow, Daniels, Grosch (6:00 pm)

II. UNFINISHED BUSINESS

A. Mayor/Council/Manager Quarterly Meeting

2. Financial Strategy

Mayor Tomlinson called on Councilor Brown to review the information placed before the City Council. Councilors noted that the intent of the Strategy is to improve elected officials and citizen understanding by rearranging and reformatting existing policies. Changing policies continues to be at Council's prerogative based upon the Administrative Services Committee review and recommendation to City Council.

The subcommittee (Councilors Brown, Brauner, and Grosch) will continue to work on a Financial Strategy and bring a recommendation forward to the City Council.

1. Police Department Policies and Procedures

Councilor Grosch led the discussion on the Police Department's policies and procedures (general orders) and requested other Councilor feedback on whether additional oversight was appropriate. While there was no clear consensus from the City Council on Councilor Grosch's oversight question, Councilor Brauner noted that the Community Policing Forum, Community Police Review Board, and Willamette Criminal Justice Council minutes will be included in future City Council packets. He noted that staff will consider City Manager report improvements, that the Community Police Review Board is still young and evolving, and that future City Council policies related to the Police Department may be considered by the Community Police Review Board, Human Services Committee, and City Council.

3. Councilor Discussion

Based upon a constituent request, Councilor York asked for a Council report on homelessness in the community and the development of an overarching Council Policy (including safety, encampments, social service allocations, library use, parks use, and Coalition activities issues).

4. Progress on 2007-2008 Goals and Values

There were no questions on the previously received 2007-08 goals report.

5. Relationships Using Self-Evaluation Tools

The Mayor and Councilors discussed the self-evaluation tools included in the packet.

III. ADJOURNMENT

The work session was adjourned at 7:05 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

Dan Brown
1st iteration

To: Corvallis City Council
From: Dan Brown, Councilor

March 10, 2008

Topic: THE FINANCIAL STRATEGY IS THE MESSAGE

Councilor Hamby coined the phrase, "The Strategy is the message." This perspective is the driver for the project which the City Council will discuss tonight. It is focused on communication between the Council and constituents, the public, and the media in a way that is intended to be:

- accurate
- honest
- clear / simple / understandable
- accessible

Over the years, the Council has approved policies in the document called *Council Policies* including Chapter 10, "Financial Policies." This document is long and largely operational, focusing on topics of significant value to the staff, auditors, regulators, lenders, etc.:

- budgeting processes and procedures
- managing budgetary funds during the year
- accounting controls

The Council has received feedback that Chapter 10 is not user friendly for laypeople due to its organization, level of detail, language, and mixing of strategic and operational issues. The proposed financial strategy document is for another purpose and other audiences. Hopefully, the approach will meet the above objectives better.

The attachment is a prototype of an outline for a City Council Financial Strategy Statement.

- The basic organization is very simple and should be familiar to people who have had accounting and are familiar with basic financial statements.
- The intent is to keep the discussion at the 35,000 foot level in keeping with the unique strategy role of the City Council as opposed to the operational role of the City staff.
- It details some Asset and Liability policies which are very important to City Council responsibilities.
- The core of the outline is currently adopted Council policy. There are some topics that are of interest to current Councilors or the subject recent public testimony to the Council. These will be highlighted in red.

The City Council is a body that adopts policies by majority vote. When we say that something "is Council policy", we are merely saying that it was supported by most of the Council (at least 5 to 4) who voted on it. Future majorities or future Councils may reverse the decision. Individual Councilors make their own decisions "to go along with the majority" on a policy or to hold a minority position.

Conceptually, Item IV is the heart of a larger document which follows the included table of contents. (I have shared with the Council several times earlier.) Today's discussion will focus on Item IV.

STRATEGY TABLE OF CONTENTS

I. Situation Analysis -

- Citizen Service Demands and Priorities
- Constraints
- Forecasts and Scenarios
- SWOT: Strengths, Weaknesses, Opportunities, and Threats

II. City Vision / Mission –

III. Objectives –

- Overall City Council Objectives

IV. City Council Financial Strategy

- Financial Objectives
- Revenue
- Expenditures
- Assets
- Liabilities

VI. Reporting / Communication -

- To Public
- To City Council
- To Auditors, etc

IV. CITY COUNCIL FINANCIAL STRATEGY

A. Overall City Council Financial Objectives –

1. To provide Adequate, Stable & Diversified Funding for Services Demanded by Citizens
2. To provide Mechanisms to meet the Public's Long-Term Revenue Requirements:
 - **on-going infrastructure maintenance and replacement**
 - **necessary infrastructure extensions and improvements**
 - **fluctuation in population, commercial activity, and City responsibilities**
 - **emerging service needs demanded by citizens**
3. To Protect the Solvency of the City of Corvallis for the future Benefit to Citizens
 - a. To minimize Financial Risks:
 - **revenue below expectations**
 - **costs higher than expectations**
 - **loss of public funds (including investment risk)**
 - **theft**
 - b. To ensure Protection and proper Use of the Public's Assets
 - c. To protect the City's Insurance and Credit Ratings
4. To provide quality Services to Citizens at satisfactory Prices

B. Income Statement (Revenue and Expenditures)

1. CORVALLIS STRATEGIC INCOME STATEMENT OBJECTIVES

- a. To Match Annual Revenues and Expenses (pay-as-you go) (no deficits)
- b. Revenue Objectives:
 - i. To Diversify and Stabilize Revenue Base [e.g. thru Alternatives to Property Taxes]
 - ii. To Maximize Certain Revenues (Airport, CTS, Debt)
 - iii. To Ensure the City earns the Market Rate of Return on Investments
- c. Expenditure Objectives:
 - i. To achieve Operational Efficiency [e.g. thru Expenditure Reduction]
 - ii. To Limit Debt Service Expenditures
 - iii. To achieve the City's "Organizational Sustainability Program" Goals through "Sustainable" Expenditures

2. REVENUE POLICIES –

- a. The City Council has approved many regarding to taxes, fees, earnings from investments, grants, rents, donations, fines, intergovernmental revenue, etc. Some are in Administrative Policies.
- b. The City Council has sent policies in consideration of additional revenue sources to the Administrative Services Committee for review and recommendations.
- c. Pricing Policies for Services [Revenue = Price x Quantity Demanded]
 - i. Policy - Although many tax-supported services are provided to the public free of charge, a fee shall be charged for any service that benefits limited interests within the community.
 - ii. Exceptions to Policy - except for basic unavoidable human needs type services provided to persons with limited ability to pay . . . For certain social service or affordable housing type projects, the City Council may vote to pay fees . . .
 - iii. Council policies specify diverse Bases for setting fees:

Total Cost Recovery	Going-Rate Pricing
Partial Cost Recovery	Inflation Adjustment
Subsidized Prices	Match Benefit
Cover Growth-Related costs	
Prices for Residential Parking Permits and 10 Hour Parking Permits are Set by the City Council	

- d. According to policy, the City Council decide how to allocate property tax revenues at the conclusion of the annual budgeting process.

3. EXPENDITURE POLICIES

- a. The City Council has approved policies for Special Programs:
 - o **Economic Development Expenditures**
 - o **Social Services Expenditures**
 - o **Dedicated Arts Center Allocation**
 - o **Rebates for Energy Efficient Washers & Water-Conserving Toilets**
- b. Council policy declares that Excess Unrestricted Funds may be spent.
- c. The Council considers all Future Operating & Maintenance costs in Capital Decisions
- d. **Policies for Increases in City Expenditures:**
 - i. Increased Demand for Existing City services due to:
 - o **fluctuation in population, commercial activity**
 - o **new City responsibilities [e.g. wireless service]**
 - o **necessary infrastructure extensions and improvements**
 - ii. Demand for new Services from the City
 - iii. Increased Costs (including inflation)

C. Assets and Liabilities

1. STRATEGIC ASSET AND LIABILITIES OBJECTIVES

- a. To provide monies to purchase the physical assets required to provide necessary services (through savings and borrowing, not annual operating revenue)
- b. To prevent Loss and Theft (or provide means to replace or restore)

2. ASSET POLICIES

a. Monetary Assets –

i. The City's Cash Management Policy

- **Optimize Liquidity**

Ensure ability to meet month-to-month obligations despite cash flow fluctuations

Target Beginning/Ending Unrestricted Fund Balances

- **Optimize Investment Income**

Achieve the City's Investment Objectives

ii. Short-Term Contingency Funds

- Annual Contingency Reserves [\geq \$2,000,000]
- Risk Management Fund [\$40,000 to \$450,000]

iii. The City will not maintain a long-term "Rainy Day Fund"

b. Physical Assets

Providing many necessary City services requires expensive physical assets. The City does not maintain a complete valuation of all those assets -- as in a balance sheet), but it does make decisions which change the values of assets, such as maintenance and expansion. These decisions will be based on Physical Asset policies.

According to Council-approved policies, Council decisions affecting physical assets are based on several Planning Processes which are specified in Council policies.

i. **Capital Improvement Plans**

ii. **Financial Plans**

iii. **Department business Plans**

iv. **Master Plans**

v. **Equipment Replacement Plans**

3. LIABILITIES POLICIES

- a. The Council have approved various policies which place limits on Debt, Contracts, Leases, etc. The purpose of these policies appears to be to limit the operating cost burden and preserve the financial solvency of the City of Corvallis.
- b. Unfunded Liabilities can affect expenditures. Should there be Council Policies on Unfunded Liabilities to identify and report the size, forecast, and actual changes in the liability?

3/10/08
Don Brown
2nd iteration
replacement

STRATEGY TOPIC OUTLINE

I. Situation Analysis -

- Citizen Service Demands and Priorities
- Constraints
- Forecasts and Scenarios
- SWOT: Strengths, Weaknesses, Opportunities, and Threats

II. City Vision / Mission -

III. Objectives -

- Overall City Council Objectives

IV. City Council Financial Strategy

- Financial Objectives
- Revenue Policies
- Expenditure Policies
- Asset Policies
- Liabilities Policies

(consistent w/
City's policies
re-formulated for better
understanding of all
users; electeds/citizens)

VI. Reporting / Communication -

- To Public
- To City Council
- To Auditors, etc

IV. CITY COUNCIL FINANCIAL STRATEGY

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 - **revenue below expectations**
 - **costs higher than expectations**
 - **loss of public funds (including investment risk)**
 - **theft**
 - b. To ensure Protection and proper Use of the Public's Assets
 - c. To protect the City's Insurance and Credit Ratings
4. To provide quality Services to Citizens at satisfactory Prices

B. Revenues and Expenditures

1. CORVALLIS STRATEGIC "INCOME STATEMENT" OBJECTIVES

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 - i. Increased Demand for Existing City services due to:
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 - **new City responsibilities [e.g. wireless service]**
 - **necessary infrastructure extensions and improvements**
 - ii. Demand for new Services from the City
 - iii. Increased Costs (including inflation)
- e. Restricted Revenues will only be spent on designated purposes.

C. Assets and Liabilities

1. STRATEGIC ASSET AND LIABILITIES OBJECTIVES

- a. To provide monies to purchase the physical assets required to provide necessary services (through savings and borrowing, not annual operating revenue)
- b. Prevent Loss and Theft (or provide means to replace or restore)
- c. Ensure availability of cash to meet month-to-month obligations despite cash flow fluctuations
- d. Achieve Investment Objectives

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i. The City's Cash Management Policy

- **Liquidity**
- **Minimum Cash Balances**
- **Optimize Investments**

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- b. Unfunded Liabilities can affect expenditures. Should there be Council Policies on Unfunded Liabilities to identify and report the size, forecast, and actual changes in the liability?

3/10/08
Dan Brown

IV. CITY COUNCIL FINANCIAL STRATEGY

IV-A. City Financial Objectives –

1. To provide Adequate, Stable & Diversified Funding for Services Demanded by Citizens

a. Adequate Funding

10.01.010 Primary among the responsibilities of the City of Corvallis to its citizens is . . . providing for the adequate funding of the services desired by the public . . .

10.01.026 To employ revenue policies . . . which provide adequate funds to operate desired programs.

b. Stable and Diversified Funding

10.01.021 [One financial objective is] To protect the policy making ability of the City Council by ensuring that important policy decisions are not controlled by financial problems or emergencies.

7.13.010c The purpose of the Municipal Airport and Industrial Park Lease Policy is to provide . . . a stable revenue source to the airport

0.02.030.010 The city will strive to maintain a diversified and stable revenue system to shelter the government from short-run fluctuations in any one revenue source and ensure its ability to provide ongoing service.

10.01.026 To employ revenue policies which prevent undue or unbalanced reliance on certain revenues . . .

2. To provide Mechanisms to meet the Public's Long-Term Revenue Requirements:

- **on-going infrastructure maintenance and replacement**
- **fluctuation in population, commercial activity, and City responsibilities**
- **emerging service needs demanded by citizens**
- **necessary infrastructure extensions and improvements**

10.01.010 Primary among the responsibilities of the City of Corvallis to its citizens is . . . providing for . . . the maintenance of public facilities.

10.01.027 [One financial objective is] To provide adequate resources to operate and maintain essential public facilities and the City's infrastructure.

10.01.030.020 The focus of this analysis [of projected financial condition and key financial indicators] is to identify existing or emerging problems in . . . infrastructure conditions . . .

3. To Protect the Solvency of the City of Corvallis for future benefit to Citizens

a. To minimize "Financial Risks":

- **revenue below expectations**
- **costs higher than expectations**
- **loss of public funds (including investment risk)**
- **theft**

10.01.025 [One financial objective is] To set forth operational principles which minimize . . . financial risk . . .

10.07.030 The City shall implement a Risk Management program designed to decrease exposure to risk

b. To ensure Protection and proper Use of the Public's Assets

The City of Corvallis takes its fiduciary responsibilities to the public very seriously. A list of examples of control processes is included in APPENDIX I.

i. BASIC CONTROL PRINCIPLES

10.01.025 [One financial objective is] To set forth operational principles which . . . safeguard the City's assets . . .

10.01.029 [One financial objective is] To insure the legal use of all City funds through a sound system of administrative policies and internal controls.

10.02.030.020 Restricted revenue shall only be used for the purposes legally permissible and in a fiscally responsible manner. Programs and services funded by restricted revenue will be clearly designated as such.

10.01.010 Primary to the responsibilities of the City of Corvallis to its citizens is the care of public funds . . .

ii. DEVELOP PERFORMANCE INDICATORS AS A BASIS FOR MONITORING EXPENSES.

Establish benchmarks for efficiency of service delivery based on national best practices.

10.03.040.020 Where practical, the City shall develop and employ performance indicators to be included in the budget.

10.01.030.010 To achieve and maintain the aforementioned [financial policy] objectives, the Finance Department, at the direction of the City Manager, will conduct an annual analysis of projected financial condition and key financial indicators. This analysis shall be reviewed by the Budget Commission and the City Council prior to the budget process.

10.01.030.020 It is the focus of this [annual analysis of projected financial condition and key financial indicators] to . . . identify the areas where the city is already reasonably strong in terms of protecting its financial condition . . .

c. To protect the City's Insurance and Credit Ratings

10.01.028 [One financial objective is] To protect and enhance the City's credit rating and prevent default on any debt issue of the City.

7.11.020 To . . . protect the City's insurance rating the following [water main and fire protection] policies are adopted.

10.06.040.040 To maintain the City's credit rating . . . , the annual debt service payments the City must make on net direct long term general obligation debt shall not exceed 10% of operating revenue.

10.02.020.010 To maintain the city's credit rating . . . the budget shall target an undesignated budgetary fund balance of at least 5% of estimated annual revenues for general governmental and enterprise fund types.

4. To provide quality services to citizens at Satisfactory prices

IV-B. Income Statement (Revenue and Expenditures)

1. Corvallis Strategic Income Statement Objectives

a. To Match Annual Revenues and Expenses (pay-as-you go) (no deficits)

10.03.020.010 The City shall attempt to conduct its operations from existing or foreseeable revenue sources. Achieving pay-as-you-go requires . . . current direct and indirect costs for operations and maintenance will be controlled and will be funded with current revenues . . .

10.02.030.050 One-time revenue will be used for one-time expenses whenever possible. If one-time revenue is considered for ongoing expenditures (such as adding staff) the Budget Commission or City Council will balance the need for the additional ongoing expenditures with the on-going ability to pay prior to approving the program.

10.02.030.060 Capital projects to be constructed with SDC monies will not be initiated until SDC revenue is available or another financing alternative is developed.

b. Revenue Objectives:

i. TO DIVERSIFY & STABILIZE REVENUE BASE [e.g. Alternatives to Property Taxes]

10.02.120.033 New revenue sources which could reduce the reliance on property taxes will continue to be sought, but will not necessarily result in a reduction of property taxes to the fund unless the new revenue is adequate to address all of the financial and business plans within the fund.

10.02.090.010 The City shall aggressively pursue grant opportunities . . .

10.02.090.020 Federal funds shall be actively sought.

10.02.050.040 Solicitation of funds through donations, fund raising events, non traditional sources, and various other modes shall be encouraged by the Park and Recreation Advisory Board and other advisory committees.

10.02.030.040 In preparing the proposed budget, the Finance Director shall make recommendations to the City Manager regarding options to reduce the City's reliance on property tax revenue.

ii. TO MAXIMIZE CERTAIN REVENUES

7.13.020.20c. In developing the various elements of the Airport and Airport Industrial Park Lease Policy, the goal is to negotiate lease agreements that will . . . permit maximum generation of revenues to the Airport Fund in a manner consistent with sound business practices;

1.10.010 It is the City's declared intent and purpose to take into account interests which are of importance to the operation of the transit system. These interests include . . . Maximizing revenues to CTS operations by selling advertising space

10.06.040.060 . . .The City shall invest the proceeds from debt issuance . . . to maximize interest earnings available for the capital project. . . . The investment instrument(s) shall be chosen to maximize interest earnings

iii. TO ENSURE THE CITY EARNS THE MARKET RATE OF RETURN ON INVESTMENTS

10.08.040 The City's investment objectives [include] . . .attainment of a market rate of return throughout budgetary and economic cycles . . .

c. Expenditure Objectives:

i. TO ACHIEVE ORGANIZATIONAL EFFICIENCY [e.g, Expenditure Reduction]

10.05.020 The City shall establish and maintain a process that is designed to provide reasonable assurance that the City is achieving . . .efficient operations . . .

10.01.025 To set forth operational principles which minimize the cost of government . . .

10.06.040.060 The investment instrument(s) shall be chosen to . . . minimize any arbitrage penalties which may accrue within the established IRS regulations

1.08.030 City departments, through changes in daily operations, ongoing programs and long-range planning are able to . . . have a significant positive impact on the . . . the economic efficiency of municipal government . . .

1.08.043 [One organizational sustainability objective is to] Use City resources efficiently and reduce demand for natural resources, such as energy, land, and water, as a first alternative to expanding supply.

1.08.010 The City recognizes its responsibility to . . . use financial resources efficiently and purchase products that are durable, reusable, non-toxic and/or made of recycled materials . . .

10.04.020.040 The construction standards will assure projects are built with and acceptable useful life and minimum maintenance costs. What about heating and cooling?

ii. TO LIMIT DEBT SERVICE EXPENDITURES

10.06.040.040 To maintain the City's . . . expenditure flexibility, the annual debt service payments the City must make on net direct long term general obligation debt shall not exceed 10% of operating revenue.

10.06.030.040 . . . , annual debt payments shall not exceed 5% of the combined operating and capital budgets in the Governmental Funds.

iii. TO ACHIEVE THE CITY'S "ORGANIZATIONAL SUSTAINABILITY PROGRAM" GOALS THROUGH "SUSTAINABLE" EXPENDITURES

1.08.051 The organization seeks to enhance environmental sustainability through practices that . . . reduce consumption of energy, water and natural resources

1.08.052 The City values wise use of public funds and considers the full cost implications of its efforts, including short and long-term purchase, operation and disposal costs, known as life-cycle costs. The organization seeks to enhance the economic sustainability through purchasing parameters and guidelines that ensure an analysis of sustainability preferable options with each purchase.

1.08.053 The organization seeks to enhance social sustainability through . . . a philosophy for staff of . . . financial health

1.08.052 The City values wise use of public funds and considers the full cost implications of its efforts, including short and long-term purchase, operation and disposal costs, known as life-cycle costs. The organization seeks to enhance economic sustainability through purchasing parameters and guidelines that ensure an analysis of sustainably preferable options occurs with each purchase. Decisions take into consideration the time frame within any incremental initial costs will be paid back from the savings achieved by environmental or social investments and the need to maintain a fiscally healthy financial situation to ensure continued services to the community.

1.08.022 Life-cycle cost analysis examines the full life of a product and its impact on the environment including the resources used to acquire the raw material and to manufacture, process, transport and install the material; the accrued life-time maintenance costs; and the final disposal (including recycle or reuse) of the product

The City Council has demonstrated its concern for a sustainable community through the Corvallis 2020 Vision Statement . The purpose of this policy is to ensure City departments develop practices that achieve a more sustainable workplace through plans and programs that promote a balance of environmental values with economic and social equity values in the expenditure of public funds.

The City Council, in its leadership position, sets an example by adopting sustainable business practices in its activities and providing the resources necessary to allow the organization to be successful in its sustainability efforts.

2. Revenue Policies –

- a. **The City Council has approved many policies with regard to taxes, fees, earnings from investments, grants, rents, donations, fines, intergovernmental revenue, etc. Some policies are recorded in Administrative Policies.**
- b. **The City Council recently delegated consideration of additional revenue sources to the Administrative Services Committee for review and recommendations**
- c. **Pricing Policies for Services [Revenue = Price x Demand]**

i. OVERALL FEE POLICY -

10.02.050.020 A fee shall be charged for any service that benefits limited interests within the community, except for basic, unavoidable human needs type services provided to persons with limited ability to pay.

ii. EXCEPTIONS TO POLICY –

10.02.050.020 . . . except for basic, unavoidable human needs type services provided to persons with limited ability to pay.

10.02.050.050 The City council does not give . . . fee exemptions. For Certain social Service or affordable housing type projects, the City council may vote to pay fees . . .

iii. COUNCIL POLICIES SPECIFY DIVERSE BASES FOR SETTING FEES.

Many examples are provided in **APPENDIX II**

- d. **According to policy, the City Council decide how to allocate property tax revenues at the conclusion of the annual budgeting process.**

10.02.120.040 Property taxes are allocated annually according to the Budget Commission and City Council direction through the annual budget process.

10.02.120.050 Every effort shall be made to hold the property tax allocation rates stable for a minimum of two years to improve long-term financial planning and fiscal stability.

3. Expenditure Policies

- a. **The City Council has approved policies for Special Programs:**

i. ECONOMIC DEVELOPMENT EXPENDITURES

6.03.022 [Goals of the Economic Development Policy include financial support for] financial and technical assistance programs that are available to business startups, small business development, local product development, and environmentally responsible modernization.

6.03.031a To provide a stable funding source, an amount equal to 50% of the transient room tax revenue collected and due to the City in the previous calendar year shall be allocated from the General Fund for City-sponsored direct and indirect economic development activities.

6.03.031b The Corvallis Convention & Visitors Bureau (CCVB) aka Corvallis Tourism, will be allocated, as a dedicated amount thirty percent (30%) of the total transient room tax collected and due to the City, from the prior calendar year.

6.03.031c. The remaining monies will be allocated to agencies, organizations, or entities requesting funding through the annual Economic Development Allocation Process. Such requests shall be consistent with the purpose, mission, and goals of the Economic Development Policy.

6.03.031e. The economic development funding formula shall be modified, and may be suspended, during times of significant economic downturn, especially during years when the City's General Fund balance falls below 5% of revenues, or when other revenue sources for City government are significantly reduced. This also applies to the dedicated funding for CCVB.

ii SOCIAL SERVICES EXPENDITURES

6.05.030 The social service allocation process is intended to provide support to local social service agencies which assist in improving the mental or physical condition of the people in the City.

6.05.040 To provide a stable funding source for social service agencies receiving financial assistance from the City (direct or indirect), the following method which results in the largest amount shall be used:

- 1) 0.01181 mills of projected assessed value shall be allocated for this purpose; or
- 2) The prior year allocation shall be increased by the December Portland (CPI).

6.05.060 Annually Council will review the needs of the community and set priorities for funding, including using broad needs assessment tools that are available. Changes in priorities shall be made by amendments to this Council Policy. The current funding priorities are Emergency and Transitional services.

6.05.050 Since 1992, the City Council has agreed not to fund Long-term or Preventive Services.

Municipal code 1.14

iii. DEDICATED ARTS CENTER ALLOCATION

10.02.120.024 The Arts Center allocation shall remain at 0.45% of the total property taxes received.

iv. REBATES FOR ENERGY EFFICIENT WASHERS & WATER-CONSERVING TOILETS

b. Council policy declares that Excess Unrestricted Funds may be spent

10.02.020.040 In the event the[] fund balance is higher than an appropriate level, the difference may be used to fund the following activities:

- a. one time capital expenditures which do not significantly increase ongoing City costs;
- b. other one time costs; and
- c. ongoing or new City programs, provided such action is considered in the context of Council approved multi-year projections of revenue and expenditures.

10.07.040.030 Ending unreserved balances in excess of \$40,000 will be used as a dividend to departments if the catastrophic reserves are fully funded or can be used as funding for additional expenditures in the safety program as directed by the City Manager and appropriated within the following budget year

c. The Council considers Future Operating & Maintenance Costs in Capital Decisions

10.04.040.020 Future operating budget impacts for new capital facilities will be analyzed and included in the seven-year financial plans as part of considering a proposed capital project.

10.02.030.03 Intergovernmental revenue for capital improvements shall be used to finance only those capital improvements . . . whose operation and maintenance costs have been included in operating budget forecasts.

10.02.020.040 In the event the fund balance is higher than an appropriate level, the difference may be used to fund . . . ongoing or new City programs, provided such action is considered in the context of Council approved multi-year projections of revenue and expenditures.

d. Policies for Increases in City Expenditures

i. INCREASED DEMAND FOR EXISTING CITY SERVICES DUE TO:

- **fluctuation in population, commercial activity**
- **new City responsibilities**
- **necessary infrastructure extensions and improvements**

ii. DEMAND FOR NEW SERVICES FROM THE CITY

iii. INCREASED COSTS (INCLUDING INFLATION)

10.02.060.020 Every effort shall be made to index/limit rate increases for the entire utility bill(water, wastewater, and stormwater) to the rate of inflation (estimated at 2% to 3%) but not more than 7% in any one year . . .

***Municipal Code 2.08** directs the City to adjust Systems Development Charges for Inflation.*

e. Restricted Revenues will only be spent only for designated purposes.

10.02.030.020 Restricted revenue shall only be used for the purposes legally permissible and in a fiscally responsible manner. Programs and services funded by restricted revenue will be clearly designated as such.

10.02.100.010 Gifts, donations and/or bequests given to, and accepted by, the City for the use of any of its departments or divisions shall be used solely for the purpose intended by the donor. Unrestricted gifts will be expended on the recommendation of the related advisory board

6.03.031 The Transient Room Tax is to be used for Economic Development Activities.

10.04.030 Intergovernmental revenue, unless restricted for use to operating purposes by the granting agency, shall be used to finance only those capital improvements that are consistent with the capital improvement plan and local government priorities, and whose operations and maintenance costs have been included in operating budget forecasts,

IV-C Assets and Liabilities

1. Strategic Asset and Liabilities Objectives

a. To provide monies to purchase the physical assets required to provide necessary services (through savings and borrowing, not annual operating revenue)

b. To prevent Loss and Theft (or provide means to replace or restore)

10.07.040.010 The Risk Management Fund shall be used to provide for insurance coverages, uninsured losses in excess of \$250, safety program expenses, and prudent reserves, contingencies and fund balances.

c. Liquidity – Ensure availability of cash to meet month-to-month obligations despite cash flow fluctuations

10.08.020 The goal is to . . . ensure the availability of cash to meet expenditures . . .

10.02.020.010 To . . . meet seasonal cash flow shortfalls . . .

10.08.020 The purpose of these investment policies to establish and provide guidelines for the safe and efficient management of City funds . . . The goal is to minimize risk, ensure the availability of cash to meet expenditures, while minimizing idle funds

10.04.050.020 In no case shall projects incur a funding deficit without the express approval of the City Council.

d. Investment Objectives

10.08.040 The City's investment objectives are:

- a. Preservation of capital and the protection of investment principal,*
- b. Conformance with federal, state and other legal requirements,*
- c. Maintenance of sufficient liquidity to meet operating requirements,*
- d. Diversification to avoid incurring unreasonable risks regarding specific security types or individual financial institutions,*
- e. Attainment of a market rate of return throughout budgetary and economic cycles,*
- f. Investment purchases made with the intent to hold until maturity.*

2. Asset Policies

a. Monetary Assets –

i. THE CITY'S CASH MANAGEMENT POLICY

- Liquidity -

10.02.110.020 Transfers for specific programs or projects, or to support special operations, should occur on the basis of cash flow needs of the program or service being supported.

10.06.040.060 Prior to choosing an investment instrument, staff will take into consideration projected cash flow of the project . . .

- To Optimize Investments

10.08.050.050 Recognizing that the City's need for funds is not constant, the City Treasurer should schedule investments in coordination with all funds such that there is as little idle cash as practical, consistent with the projected cash flow budget.

10.08.030.020 Investments shall be made with judgment and care . . . not for speculation .

- **Minimum Cash Account Balances**

10.02.020.021 The Finance Director shall prepare an analysis of each operating fund every year, which recommends the appropriate fund balance for the fund . . .

10.02.020.010 To . . . meet seasonal cash flow shortfalls, the budget shall target an undesignated budgetary fund balance of at least 5% of estimated annual revenues for general governmental and enterprise fund types. The unappropriated fund balance shall be exclusive of all reserves.

ii. SHORT-TERM CONTINGENCIES

- **Catastrophic Reserves and Risk Management Fund**

10.07.040.010 The Risk Management Fund shall be used to provide for insurance coverages, uninsured losses in excess of \$250, safety program expenses, and prudent reserves, contingencies and fund balances.

10.07.040.020 The targeted balance for unappropriated catastrophic reserves shall be \$450,000 each year. Appropriated catastrophic reserves which are drawn down will be rebuilt the following fiscal year. Unappropriated catastrophic reserves which are drawn down below the recommended target will be re-built at the rate of \$100,000 per year, or sooner if practical.

10.07.040.030 The unreserved fund balance target for the Risk Management Fund shall be \$40,000. Should the ending fund balance drop below \$40,000 in any fiscal year, it will be re-built the following year. Ending unreserved balances in excess of \$40,000 will be used as a dividend to departments if the catastrophic reserves are fully funded or can be used as funding for additional expenditures in the safety program as directed by the City Manager and appropriated within the following budget year

- **Appropriated Contingencies**

10.03.070.010 To meet emergency conditions, the budget shall provide for an appropriated contingency of at least 2% of estimated annual operating revenues. All governmental and enterprise funds shall maintain a contingency. The contingency shall be exclusive of all reserves.

10.03.070.020 The Finance Director may recommend a contingency in excess of 2% of current revenue in specific funds to address specific needs. When this occurs, the Finance Director will provide the Budget Commission and City Council with information regarding the reasons for the recommendation.

10.03.070.030 Where correction of a fund balance deficit causes the contingency to be budgeted below 2% of operating revenue, a gradual correction of the problem over a two year period is preferable to a one time jump in rates, or substantial decreases in other expenditure plans.

10.03.070.020 Use of the contingency should be infrequent and for unanticipated expenditures such as costs associated with a response to a disaster, or to meet unanticipated increases in service delivery costs. The City Council must authorize expenditure of any contingencies via a resolution.

iii. THE CITY WILL NOT MAINTAIN A LONG-TERM “RAINY DAY FUND”

b. Physical Assets

i. Providing many necessary City services requires expensive physical assets. The City does not maintain a complete valuation of those assets, but it does take actions which change the value of assets, such as expansion and maintenance.

10.01.010 Primary among the responsibilities of the City of Corvallis to its citizens is . . . the maintenance of public facilities.

10.01.025 To set forth operational principles which . . . safeguard the City's assets.

10.04.040.010 Standards of maintenance to adequately protect the city's capital investments shall be developed and periodically updated. The annual budget will be prepared to meet established maintenance schedules.

10.04.020.030 A high priority shall be placed on repair or replacement of capital assets when such assets have deteriorated to the point of becoming hazardous, incur high maintenance costs, are negatively affecting property values, and/or are no longer functionally serving their intended purpose.

10.04.020.040 Capital improvements constructed in the City shall be designed and constructed based on published construction standards which shall be periodically updated by the City Engineer. The construction standards will assure projects are built with an acceptable useful life and minimum maintenance costs.

10.03.050.040 The seven-year facility maintenance schedule for major maintenance or replacement projects for all City-owned buildings will be updated annually. The primary goal of the plan is to complete maintenance projects prior to system failures that would cause a decrease in service levels to citizens. Criteria for including projects are the same as those identified in 10.03.050.030.

10.04.020.030 A high priority shall be placed on repair or replacement of capital assets when such assets have deteriorated to the point of becoming hazardous, incur high maintenance costs, are negatively affecting property values, and/or are no longer functionally serving their intended purposes.

ii. According to Council-approved policies, Council decisions affecting physical assets are based on several Planning Processes which are specified in Council policies.

- **Capital Improvement Plans**
- **Financial Plans**
- **Department business Plans**
- **Master Plans**
- **Equipment Replacement Plans**

3. Liabilities Policies

- a. **The Council have approved various policies which mostly place limits on Debt, Contracts, etc. The purpose of these policies appears to be to preserve the financial solvency and credit rating of the City of Corvallis.**

i. LONG-TERM DEBT

10.06.020.010 *The City of Corvallis shall only use long-term debt for capital projects that cannot be financed out of current revenues within the Revenue Policy guidelines for rate increases. Debt financing shall generally be limited to one time capital improvement projects and only under the following circumstances:*

- a. *when the project's useful life is greater than or equal to the term of the financing;*
- b. *when project revenue or specific resources will be sufficient to service the debt; and*
- c. *when the project will benefit the citizens of Corvallis.*

10.06.030.040 *The outstanding principal debt for Limited Tax General Obligation Bonds (LTGO), non-self-supporting leases, and full faith and credit lease purchases, is limited to 1% of the true cash value of the taxable property in the City. Furthermore, annual debt payments shall not exceed 5% of the combined operating and capital budgets in the Governmental Funds.*

10.06.030.050 *Revenue secured debt obligations will be undertaken only after a study of the projected operating, maintenance, debt service and coverage requirements and the impact of these requirements on user rates has been completed. The outcome of the study will be shared with the City Council prior to issuing the debt.*

10.06.040.040 *. . . , the City will structure its[long-term obligation] debt to pay no less than 33% of the principal on bonds sold during the first half of the repayment term.*

10.02.120.023 *If a local option levy is needed, the City Council shall weigh the services to be funded by a levy and determine whether it is better to go for a general levy or a special levy focused on certain service areas.*

Municipal Code 1.12 – General Obligation Improvement Warran

ii. SHORT-TERM DEBT

10.06.020.040 *Short term debt outstanding at the end of the year will not exceed 5% of net operating revenues (including tax anticipation notes but excluding bond anticipation notes.)*

iii. CONTRACTS

10.06.050 *Lease purchase financing shall be considered only when the useful life of the item is equal to or greater than the length of the lease, and a lease purchase is the most economical method of purchasing available. If the item may become technologically obsolete or is likely to require major repair during the lease purchase period, then the item should be either purchased with cash or placed on an operating lease.*

iv. DEBT MANAGEMENT PLAN

10.06.070.010 A Comprehensive Debt Management Plan shall be developed and updated prior to the issuance of any additional debt. The Comprehensive Debt Management Plan shall encompass all debt of the City including, but not limited to:

- a. detail of the sources of funding for all debt;*
- b. current and future debt capacity analysis;*
- c. issues to be addressed for sound debt management;*
- d. a contingency debt plan should any of the funding sources become unavailable in the foreseeable future; and*
- e. reporting as to the City's compliance with its debt policies.*

b. Unfunded Liabilities - Should there be a Council Policy on Unfunded Liabilities?

Pension Fund PERS

Vacation Pay (vacation, sick leave, holiday pay)

APPENDIX I – FINANCIAL CONTROLS

3/10/08
Dan Brown

A. Processes

10.05.020 *The City shall establish and maintain a process that is designed to provide reasonable assurance that the City is . . . safeguarding assets against unauthorized acquisition, use, or disposition. . .*

B. Monitoring

10.02.030.060 *Operations funded partially or wholly from unpredictable revenue will be monitored monthly and mitigating action will be taken if revenues are not received as expected.*

10.01.030.020 *It is the focus of this[annual] analysis to . . . review internal Management actions taken during the last budget cycle.*

10.03.040.010 *The Finance Director shall submit a Quarterly Operating Report (QOR). The QOR will be . . . accepted by the City Council. At a minimum, the QOR will include income statements for all operating funds of the City, and may include other information such as the status of the City Council's Values and Goals and departmental performance information.*

7.12.020 *To ensure that the City of Corvallis keeps on the cutting edge of . . . cost-effective, sustainable vegetation and pest management techniques, the City shall . . . Initiate a public process every two years to evaluate the effectiveness of the plan.*

10.02.030.060 *Unpredictable revenue, which includes development related revenue such as Systems Development Charges (SDC), Public Improvement by Private Contractor fees, Development Review, Plan Review and Inspection Permit revenues, will be closely monitored through the year.*

a. *Capital projects to be constructed with SDC monies will not be initiated until SDC revenue is available or another financing alternative is developed.*

b. *Operations funded partially or wholly from unpredictable revenue will be monitored monthly and mitigating action will be taken if revenues are not received as expected.*

10.08.050.030 *The Investment Council is responsible for providing advice with respect to the investment decisions, activities, and establishment of written procedures for the investment operations. Monitoring of the portfolio shall be performed by the Investment Council at least quarterly and verified by the City's independent auditor at least annually. The Investment Council shall review investment reports, investment strategies, investment holdings, banking relationships, and the legality and probity of investment activities.*

C. Intervention

10.02.020.031 *Should the fund balance fall below 5% of estimated annual revenues a plan for expenditure reductions and/or revenue increases shall be submitted to the City Council via the Administrative Services Committee or the Budget Commission.*

10.02.020.032 *If, at the end of a fiscal year, the fund balance falls below 5% of actual revenues, then the City shall develop a plan to restore the fund balance within the seven-year planning period.*

APPENDIX II – PRICING POLICIES

a.. Free Services

7.10.021 If a property is now being served with City water, replacement costs [for water lines] will be paid by the City.

b. Pricing to Cover Direct Costs

10.02.050.010 All fees for licenses, permits, fines, and other miscellaneous charges other than Parks & Recreation and utility user charges shall be set to recover the City's direct expense in providing the attendant service.

10.02.050.030 Fees for direct costs of containment and cleanup of hazardous materials will be assessed to the responsible party for all hazardous material responses by any City department.

10.02.080.020 Staff shall review ambulance rates annually . . . to ensure the rates reflect changes in direct costs of service.

7.01.021 Properties shall be assessed the cost of installing public sanitary sewer and/or water systems. City participation is limited to extra-capacity components as defined in the SDC ordinance, if sewer or water SDC funds are approved for the project by the City Council.

7.02.021 Property owners shall be assessed the cost of installing the storm system carrying local surface water from parcels with within the served drainage basin to an existing trunk storm sewer or other outlet.

7.06.030 Unless specifically designated otherwise by the City Council, properties assessed for public improvements shall be responsible for the following costs:

- a. Actual construction cost, which includes contractor payments, costs for construction work by City forces, construction materials supplied by the City, and any other direct construction cost.*
- b. Actual engineering and administrative costs.*
- c. A financial administration fee not to exceed three percent of total construction cost.*
- d. Actual interim and permanent financing costs calculated in accordance with applicable financial policies and guidelines.*

7.08.073 Legal action will seek . . . recovery of legal costs incurred by the City.

7.08.049 [Sidewalk] Repair costs will include the actual cost of construction plus administrative.

1-10.0 Charges for Copying of City material

c. Total Cost Recovery Pricing

10.02.060.010 Utility user charges for each of the three City utilities will be based on the cost of providing the service (i.e., set to fully support the total direct, indirect, and capital costs) and are established so that the operating revenues of each utility are at least equal to its operating expenditures, reserves, debt coverage and annual debt service obligations, and planned replacement of the utility's facilities.

10.02.080.010 It is the intent of the City to provide responsive, efficient and self-funded emergency medical services as the Benton County designated service provider to the Benton County Ambulance Service Area, including all residents of the City.

7.09.020 It is the policy of the City of Corvallis that street improvement districts, projects and subdivision streets constructed by private developers will provide, at no cost to the City, appropriate traffic control devices.

7.11.022b The cost of the hydrants, water mains, and accesses shall be borne by the property owner and/or developer.

10.03.020.020 The Finance Director shall prepare a full cost allocation plan tri-annually to provide accurate, complete estimates of indirect service costs. The plan will be updated annually during budget development.

d. Pricing to Cover Growth-Related Costs

10.02.050.060 Systems Development Charges (SDC) are set to cover the growth related costs of infrastructure necessary to provide services for future growth

e. Pricing to match Benefit

7.03.033a Each property shall contribute to the cost of adjacent street improvements made to an appropriate urban standard. These costs will be proportionate to the benefit received.

f. Market Value - benchmark

7.13.030.015 The principle underlying the establishment of lease rates is that each tenant in the Airport and Airport Industrial Park should pay an appropriate fair market rate for such tenancy of use.

7.13.030.016a As a basis for establishing uniform land rental rates in the future for various parcels of Airport and Airport Industrial Park property, the City will periodically obtain an independent appraisal of the current market value of the land.

7.08.062 It is the intent of this policy to set loan rates[for sidewalk repairs] lower than those currently offered for unsecured loans, yet high enough to discourage those who can afford to pay the full cost of repairs from tying up available loan funds.

g. Mark-Up Pricing

10.02.070.025 Prices for concessions operated by the City shall be set at the wholesale price of the item plus at least 100%. Income from contracted concession services shall be determined based on the negotiated agreement between the City and the concessionaire. All monies from concessions will be used for operations at the Aquatics Center.

h. Subsidized Prices

10.02.050.050 *The City Council does not give . . . fee exemptions. For certain social service or affordable housing type projects, the City Council may vote to pay fees . . .*

10.02.070.020 *The Osborn Aquatics Center direct costs are funded through fees charged for its usage plus a subsidy from property tax monies received in the Parks & Recreation Fund. The Aquatics Center shall pay the general indirect costs charged to all City Departments for centralized administrative functions.*

10.02.070.021 *The City's subsidy [for Osborn] will be set at \$383,620 in FY 04-05, and will increase 2% annually thereafter unless the City Council revises this policy. All costs in excess of this subsidy will be fee supported.*

10.02.070.022 *Fees for annual passes, open swim periods, instructional classes, etc. will be set to meet revenue requirements of the Aquatic Center, less all other revenue including the Parks & Recreation subsidy, rentals and concessions. Where possible fees will be comparable to similar publicly owned facilities in Oregon, taking into account the additional amenities offered at Osborn.*

10.02.070.023 *Rental fees for group usage (i.e., Corvallis Aquatic Team) shall be negotiated at a minimum of a 100% cost recovery rate or the rate of inflation based on the CPI-U whichever is greater.*

10.02.070.024 *Rental fees for group usage (i.e., Corvallis Aquatic Team) shall be set at negotiated rates for the first year of operation, then will increase at the negotiated rate or the rate of inflation based on the CPI-U.*

10.02.070.010 *Parks and Recreation programs are funded through a combination of user fees property taxes, grants, and donations. Fees and charges shall be assessed in an equitable manner in accordance with the following fee and charge assessment schedule. Programs that provide recreational opportunities for populations with the fewest recreational alternatives (youth, limited income, senior adults, and families) will be more heavily supported by grants, donations, or property taxes than user fees to ensure that the population is well served by Parks & Recreation programs. Percentages shall be considered as guidelines; however, special circumstances, the nature and cost of each program, and persons to be served should be taken into consideration.*

- a. *total fee support (recover a minimum of 95% of direct costs)*
 - *special instruction classes (all ages)*
 - *recreation trips and outings*
 - *adult sports leagues*
 - *major events which charge admission*
- b. *partial fee support (recover 50% to 75% of direct costs)*
 - *outdoor recreation*
 - *preschool programs/introduction*
 - *child care oriented programs*
 - *senior citizen programs*
- c. *minimum fee support (recover 33% to 50% of direct costs)*
 - *youth programs and events*
 - *playground programs*

Transit Fares – affordable pricing

i. Prices Set by City Council

9.03.020a. *Section 6.11.380 states that 10-hour parking permit fees and terms shall be determined by the Council*

9.03.020b *Section 6.15.040 4) states that residential parking permit fees shall be determined by the Council.*

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES**

March 10, 2008

The special meeting of the City Council of the City of Corvallis, Oregon, was called to order at 7:30 pm on March 10, 2008, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Tomlinson presiding.

I. ROLL CALL

PRESENT: Mayor Tomlinson, Councilors Beilstein, Brauner, Grosch, Brown, Wershow, York, Hamby

ABSENT: Councilor Daniels (excused)

II. WELCOME AND INTRODUCTION

Mayor Tomlinson reviewed the purpose of the meeting. He explained the nature and taxing profile of an enterprise zone, emphasizing that existing property would be subject to taxation, but new buildings and equipment would be exempt from taxation for a period of time. He announced that the Benton County Board of Commissioners (BOC) would also conduct a public meeting March 18th to consider the proposed enterprise zone. The Council will deliberate tonight regarding whether to direct staff to prepare a resolution for possible adoption of the enterprise zone plan during the March 17th Council meeting.

III. REVIEW OF DRAFT MAP AND APPLICATION

Mayor Tomlinson reported that staff mailed 1,200 notices to taxing jurisdictions and potentially interested parties, including owners and residents of property within 300 feet of the proposed enterprise zone. The proposed zone is west of Oregon State Highway 99 West (Hwy 99W) within the Urban Growth Boundary (UGB) and would include the Airport Industrial Park (AIP) and land to the north zoned General Industrial. He noted that the Council and the BOC could change the zone boundary.

If they decide to proceed, the Council and the BOC must apply for an enterprise zone by April 4th. State officials indicated that 14 municipalities are competing for 11 available enterprise zone designations. Mayor Tomlinson emphasized that the application was still in draft form, and the section regarding measures of economic need and hardship is not yet complete. The application will include a map with land use designations.

IV. QUESTIONS AND ANSWERS FOR LOCAL TAXING DISTRICTS

Mayor Tomlinson noted that the proposed enterprise zone is outside the City Limits. Several taxing districts receive tax revenue for land and buildings on the properties within the proposed enterprise zone, including Benton County, the Benton County Soil and Water Conservation District, Benton County Library, South Third County Service, Corvallis School District 509J, Corvallis Rural Fire

Protection District, Linn-Benton Community College (LBCC), and Linn Benton Lincoln Education Service District.

Jennifer Ayotte, representing the Benton Soil and Water Conservation District, said the District is small and receives property tax revenue equal to only five cents per \$1,000 of assessed value; therefore, the District would not lose a large amount of revenue from designation of an enterprise zone.

Ms. Ayotte inquired how the City would solicit green and sustainable businesses for the proposed enterprise zone and the criteria for selecting such businesses.

Mayor Tomlinson explained that the enterprise zone was suggested by the Prosperity That Fits (PTF) Committee that worked on developing a traded-sector cluster in Corvallis and Benton County. The proposal to the Council and the BOC indicated a desire for local conditions specifying that the zone would focus on a sustainable traded-sector cluster. This could include green building development or renewable energy. The Committee developed criteria to specify local conditions for the desired development. In response to further inquiry, he explained that the criteria could be adopted as part of the resolution. The criteria must be adopted before July 1, when an approved zone would become effective.

Mayor Tomlinson reviewed the application procedure timeline:

- March 10 Council conducts a public meeting to receive input from taxing jurisdictions and the public.
- March 17 Council may consider and adopt a resolution supporting application for an enterprise zone designation.
- April 4 Deadline for submitting application with City and BOC resolutions to Oregon Economic and Community Development Department (OECDD).
- After April 4 OECDD reviews application and renders a decision.
- July 1 Approved enterprise zone would become effective. Final resolutions regarding local conditions and criteria must be adopted before July 1st.

Mayor Tomlinson explained that decisions regarding local conditions and criteria may be made before or after April 4th but must be made before July 1st, if the enterprise zone application is approved.

Ms. Ayotte encouraged the Council to consider sustainable green businesses as part of the enterprise zone criteria. She inquired how the Corvallis-Benton County application would be made more viable in the competitive application process.

Mayor Tomlinson responded that Corvallis is a creative community with several small business entrepreneurs in Corvallis developing products and conducting businesses as spin-offs of Oregon State University (OSU) or Hewlett-Packard (HP). He believes this spin-off environment enhances the enterprise zone application. Benton County is the only Oregon county without an enterprise zone. He believes competitive business selection criteria can be developed. He noted the strong community involvement of OSU, LBCC workforce development programs, and HP.

Ms. Ayotte inquired about the flexibility of duration for tax-exemption status. Mayor Tomlinson explained that the Council would determine whether the proposed enterprise zone would provide tax-

exemption status for three or five years. The zone would be effective for ten years, at the end of which the City could apply for re-designation. The zone could be enlarged, with input from local taxing jurisdictions.

V. RECOGNITION OF WRITTEN COMMENTS

Mayor Tomlinson directed Councilors' attention to a letter at their places from Corvallis-Benton Chamber Coalition President Rusk urging the Council to adopt an enterprise zone (Attachment A).

VI. STATEMENTS BY TAXING DISTRICT REPRESENTATIVES

Alan Fudge testified on behalf of LBCC and noted that Linn County has three enterprise zones. He represents LBCC's Health Occupations Work Force Education Division, which commits to developing the workforce for Linn and Benton Counties. An enterprise zone in South Corvallis would help LBCC fulfill its commitment to the area.

VII. PUBLIC COMMENT

Bill Ford, Executive Director of the Business Enterprise Center (BEC), said the BEC is just south of the shovel-ready property near the AIP. He characterized the BEC as the region's premier business accelerator, noting that it houses 13 start-up companies, several of which involve energy and sustainability activities.

Mr. Ford supports application for an enterprise zone designation. He noted that OSU placed a new emphasis on technology transfer and commercialization. He was encouraged by efforts to develop a medical school in Lebanon, Oregon. He noted that LBCC is placing a new emphasis on science laboratories for workforce development. The Oregon Bioscience Association created three business bioscience industry consortiums, one of which is associated with LBCC. He concurred with Mayor Tomlinson that Corvallis is a creative community. He believes an enterprise zone would provide the community a stronger case when the Center and the business bioscience industry consortium apply for State and Federal funding. He believes governmental funding and community fund-raising efforts would generate enough funds to create off-campus wet-lab spaces. He urged the Council to support application for an enterprise zone designation.

John Sechrest, Economic Development Director for the Corvallis-Benton Chamber Coalition (Chamber), expressed support for an enterprise zone. He believes an enterprise zone is necessary but not sufficient for economic development work. He said the Chamber has recruitment opportunities but is passed over for various reasons. The Chamber receives more inquiries now that the community has shovel-ready property, but the prospective businesses do not pursue the opportunities because they are not offered incentives.

Mr. Sechrest suggested that the proposed enterprise zone might be too small and should include all industrially zoned land south of SW Wake Robin Avenue (Wake Robin).

Mr. Sechrest opined that the community has opportunities to expand activities at the AIP, where all buildings are occupied. More buildings are needed, but customers are seeking other opportunities. He believes the current Corvallis business package is not competitive but could be improved by adding an enterprise zone. He further believes that more incentives should be considered.

In response to Councilor Beilstein's inquiries, Mr. Sechrest confirmed including all industrially zoned property west of Hwy 99W between Wake Robin and SW Airport Avenue. He also confirmed that the AIP land is owned by the City, and land north of the AIP is privately owned. The proposed enterprise zone would only encompass City-owned land. The City does not receive property tax revenue on its land at the AIP, so any enterprise zone improvements on that land would not impact the City. He confirmed that taxing districts would receive property tax revenue for the increased value of land within the enterprise zone.

Mr. Sechrest clarified for Councilor Hamby that land that is farmed is taxed as farm use; construction of a building changes the land classification to General Industrial, with a higher tax rate.

Councilor Hamby inquired whether including in the enterprise zone privately-owned land north of the AIP would impact current property owners.

Mr. Sechrest responded that including privately owned property in the enterprise zone would prompt more potential purchasing or leasing interest in the properties. If the land was not developed or sold, or a development was made that was not eligible for tax exemption under the enterprise zone, there would be no impact. A prospective lessee or buyer who qualified for participation in the zone would need to apply for acceptance in the zone; the new property owner would then reap a benefit.

In response to Councilor Beilstein's inquiries, Mr. Sechrest confirmed that all buildings at the AIP are occupied, and only ten rooms at the BEC are available. He said constructing more buildings would be more valuable from a business recruiting perspective than establishing an enterprise zone.

Lynn Nordhausen said she represents approximately 100 acres within the City Limits that is part of the Cascade View Industrial Properties (CVIP). She understood from the meeting notice that the proposed enterprise zone would extend north of the AIP to SE Goodnight Avenue (Goodnight) and east of the UGB. She would support her property being included in the proposed zone. The four private parties who own the CVIP land all support the proposed enterprise zone.

Ms. Nordhausen supports the City's attempt to establish an enterprise zone. While she supports sustainable businesses, she expressed concern about placing an additional layer of restrictions and limitations on potential business users if a sustainable criteria overlay is included. She believes many businesses could bring solid, economic development to Corvallis but would not qualify as sustainable businesses. She expressed her understanding that an enterprise zone could be divided into sections, which could allow the sustainable business criteria to be applied to portions of the zone, such as City-owned property. She said she also understood that portions of an enterprise zone need not be contiguous to each other.

Councilor Brauner noted that owners of all industrially zoned property within the proposed enterprise zone area were notified of the City's application. The Council will need to decide whether to include in the zone only City-owned property or property owned by the City and private parties.

Ms. Nordhausen clarified for Councilor Hamby that the northern boundary of the CVIP land is at Goodnight.

Bill Gleaves described himself as an active pilot at Corvallis Municipal Airport (CMA), an Airport Commission member, a tenant at the airport, and an investor in a large set of hangars at CMA. He

expressed support for the proposed enterprise zone, saying the City needs to demonstrate interest in attracting new, quality businesses to the aviation portion of CMA, which is south of SW Airport Avenue. He urged the Council to consider including all of CMA, which is City-owned property. He elaborated that CMA needs additional infrastructure; most of the existing infrastructure was constructed when the airport was built during the 1940s. The land east of the aviation operations and south of SW Airport Avenue does not have sewer service; water service is available to part of the area. A large corporate hangar would require restrooms and other infrastructure-supported amenities that cannot be accommodated at this time. Helicopter Transport Services, Inc., owns one building and rents a large hangar at CMA and plans to expand significantly. The business has highly skilled, technical employees and wants to remain at CMA.

Mr. Gleaves acknowledged the need for additional revenue and the initial property tax exemption under an enterprise zone. He questioned how the community could increase revenue if it did not demonstrate a desire for new businesses to come to Corvallis.

Steve Haney owns one-half acre of land on SW Herbert Avenue. He expressed concern whether his access road would still exist in ten years, if the enterprise zone is established. He surmised that establishment of a zone would increase his property value but not his property tax base. He questioned whether any safeguards were established for existing property owners within the proposed zone.

Mayor Tomlinson explained that the City's Transportation Master Plan identifies the major road system that would be constructed in the area of the proposed enterprise zone, regardless whether the zone is established.

Councilor Brauner clarified that an enterprise zone would not change land use zoning designations or other infrastructure plans for an area. He confirmed that an enterprise zone could expedite development in conjunction with a master plan. Property access must always be maintained.

Mr. Haney said he would not object to connecting to City services when they are extended to his property.

Darren Brown said he was interested in the types of businesses proposed for the enterprise zone and would like to see an environmentally friendly biotech business. If more businesses are recruited to South Corvallis, he would like alternative transportation options developed, such as bicycle paths to keep traffic off Hwy 99W.

Don Baarstad participated in the master recycling program and saw the profitability of processing other people's waste. He noted that most of the testimony tonight focused on high-technology businesses. He noted that the Evanite plant in South Corvallis is now vacant and could be used for processing trash; additionally, many low-income residents of Corvallis cannot find employment in high-technology industries. He suggested combining the available resources – the Evanite facility and the labor. The Evanite property is zoned for industrial use and has a Department of Environmental Quality variance. He would like to see the Evanite facility reactivated to provide minimum-wage jobs and benefits for local residents.

Rocky Losli concurred with earlier testimony urging the Council to not become so narrowly focused that the community loses opportunity for economic growth that would occur without tight restrictions, and he asked several questions regarding the proposed enterprise zone.

Mayor Tomlinson confirmed that the enterprise zone was intended to be contiguous with the AIP and include the shovel-ready property. Testimony tonight suggested expanding the zone northward, along the west side of Hwy 99W, to Wake Robin.

City Manager Nelson explained that the shovel-ready property comprised 49 acres within the 243-acre AIP. The land to the north would be far larger. Mayor Tomlinson also explained that the AIP and the proposed enterprise zone would be contiguous and are zoned for general industrial use. He confirmed that the land proposed for inclusion in the enterprise zone is owned by the City (the AIP and the CMA) and privately owned (the land north of the AIP).

Mayor Tomlinson explained that traded-sector companies export products from the local area and receive income in return. The term "sector" refers to the nature or classification of the business, such as high-technology circuit board manufacturing. The term "cluster" refers to numerous similar businesses grouped together. The Oregon Business Plan identifies sustainability as a major focus for Oregon business – the development of businesses focused on sustainability. The Oregon Business Plan also references green building companies, wave energy, solar energy, and biofuels. The PTF Committee that recommended the enterprise zone focused on sustainable traded-sector clusters and attempting to create an environment in which they would expand and remain in Corvallis.

Councilor Beilstein reviewed the list the PTF Committee developed of criteria and sample sustainable businesses that might be recruited into the enterprise zone (Attachment B). He acknowledged that other opportunities might be lost in following the PTF Committee's recommendation, but he considers the criteria to be broad in scope.

Councilor Brown observed that any property could be considered for an enterprise zone, but the proposed zone is focused on the City-owned AIP property. The Council must consider how far from City-owned property to expand the zone, with one suggestion expanding the zone to Wake Robin and another suggestion including the Evanite property. Portions of a zone need not be contiguous, but "island" portions can be more difficult to administer.

Councilor Grosch noted that the Council was considering an enterprise zone; however, no prospective businesses are awaiting the Council's decision before pursuing property opportunities.

Councilor Brown added that some enterprise zones were established but had no customers after ten years.

Councilor Wershow commented that the City's Natural Features Inventory was incorporated into the Land Development Code. Several wetlands are located on the property north of the AIP. A City-owned open space area is west of the industrially zoned land north of the AIP, and some community residents may not want a factory next to an open space area.

Tom Jensen questioned the level of community interest in an enterprise zone, noting that 1,200 notices were mailed to potentially interested parties, but only 28 people attended tonight's meeting.

Mayor Tomlinson responded that the City received many telephone calls in response to the notices.

In response to Mr. Jensen's inquiries, Mayor Tomlinson said the AIP was .3 square mile in size. Mr. Nelson said staff had not calculated the square-mileage area of the proposed zone. He clarified that State statute allows enterprise zones to be as large as 12 square miles. Mayor Tomlinson added that, per State statute, enterprise zone portions may not be more than 12 linear miles apart.

From his perspective as a frequent pilot at CMA, Councilor Hamby estimated that the industrially zoned property north of the AIP encompassed two square miles.

In response to Mr. Jensen's additional inquiry, Mr. Sechrest said approximately ten percent of the AIP property had been developed. Mr. Jensen questioned the rationale for creating an enterprise zone, when the existing AIP was developed to only ten percent of its potential capacity. He expressed concern regarding the effects of renewable industries on soil and water. He noted that development requires laying a lot of rock and pavement, impacting the drainage capabilities of the underlying soils. He urged continuing to market the AIP, rather than developing an enterprise zone.

Mr. Jensen inquired whether businesses that develop in the proposed enterprise zone could be required to hire a majority of their employees from the local labor community, rather than bringing labor from outside the community. He expressed concern regarding giving new businesses in the zone a tax exemption but creating a burden on the rest of the community by not enhancing local employment opportunities.

Councilor Brauner responded that the land north of the AIP was already zoned General Industrial and would be subject to existing development regulations, regardless of an enterprise zone. An enterprise zone may expedite development but would not affect development. Land within the proposed zone would not be re-zoned. An enterprise zone would provide a property tax incentive for three to five years on new development on the land. He opined that businesses may not be developing on the existing vacant land because of the lack of incentives to do so.

Mr. Jensen opined that developing land would create a burden upon it. He would like the proposed enterprise zone limited to the AIP area and that it be fully developed before development is expanded.

Larry Plotkin expressed support the proposed enterprise zone. He was a member of the PTF Committee that helped draft some of the ideas submitted to the Council. He believes the zone will help recruit businesses to the area, and the nature of the zone will help the community recruit the types of businesses that are aligned with Corvallis' philosophies. The PTF Committee discussed a sustainability focus, which could be unique for enterprise zones in Oregon and help market the Corvallis area. The PTF Committee also discussed whether a sustainability focus could be workable; the Committee did not want to overburden companies that might consider locating in Corvallis. The Committee discussed types of business sectors, including those already located in Corvallis. The local business profile has a strong sustainability component. The Committee discussed businesses working toward other sustainability criteria, including how they conduct business and treat employees. The Committee discussed granting a three-year tax exemption for some levels of activities and an additional two years of exemption for more activities. He believes the sustainability criteria can include a great deal of flexibility, which can help create a unique enterprise zone that fits Corvallis.

In response to Councilor York's inquiry, Mr. Plotkin said he would like a fairly large enterprise zone and would support including the Evanite property. He noted that land zoned for industrial use can be developed at any time. Businesses like to have options in choosing where to locate and have many criteria to consider in making their decisions.

Richard Raymond inquired whether the City could encourage businesses considering participating in an enterprise zone to hire employees from the local community. Mayor Tomlinson said such a requirement could not be a criteria of the zone, per the Oregon Department of Justice. Councilor Grosch added that zone participants can be encouraged to practice local technology transfer, such as spin-off businesses from OSU and HP.

Mayor Tomlinson, in responding to Mr. Raymond's additional inquiry, said he did not know whether the City could require a business to stay in the community after the tax exemption expires.

Councilor Wershow commented that companies that hire people who like living in Corvallis indirectly create a value in the company remaining in the community because the employees do not want to relocate. He said the enterprise zone criteria proposed thus far may help in creating the types of jobs that will meet this objective.

Councilor York commented that three years of property tax exemption is a minor savings, compared to the cost of constructing a facility.

Councilor Grosch added that the benefits of an enterprise zone are insignificant to large companies, but the benefits are immense to small, start-up companies.

VIII. DISCUSSION OF MAJOR ISSUES

Mayor Tomlinson reviewed the financial analysis prepared by Mr. Sechrest. The analysis scenario involves investments of \$3 million in buildings and \$200,000 in personal property, generates 20 new jobs, and retains 20 jobs at \$50,000 per year. The business would be assessed at a nine-percent state income tax rate. He noted that the 23 new residents associated with the business would cost the community \$16,975, based upon the City's per-capita operating budget. The City would forego \$86,599 in property tax exemptions. He referenced from the analysis the key decision parameters for prospective businesses, noting that the break-even points are all favorable. The first-year cash flow in the scenario is positive, and the secondary impacts to the economy are positive. He opined that an enterprise zone would benefit the community.

The Council discussed major issues presented during tonight's testimony:

- Enterprise Zone Area
 - » Councilor Grosch supported increasing the zone area, but he would want documentation from affected private property owners that they wanted to be included in the zone.
 - » Councilor York advocated for a larger zone, such as including all industrially zoned land between the AIP and Wake Robin. Enterprise zones can only include industrially zoned land, and the CMA property is zoned Public Institutional. A larger zone would provide more options to potential businesses. An enterprise zone would provide more job opportunities and increased assessed values, which would be more likely to occur on privately owned land. He would not object to private property owners acknowledging

receipt of notification of a pending enterprise zone, but property owners could not be given opportunity to "opt out" of a zone. The zone would not affect underlying land use zoning and development standards.

- » Councilor Beilstein noted that the Evanite property owner was not notified of the proposed enterprise zone, but the property could be included in the zone as a separate portion.
 - » Councilor Hamby opposed including the Evanite property because it may be in a potential Urban Renewal District (URD). Inclusion of the Evanite property in both an enterprise zone and an URD could be problematic. He would support including all industrially zoned land north of the AIP. Private property owners should not be required to give permission to be included in the zone, as their property zoning designations would not be impacted. If private property owners "opted out" of the zone, the zone would be a series of "islands." The Airport Commission and staff worked hard to bring businesses to CMA, and the incentive of an enterprise zone might help those efforts. He does not foresee an "explosion" of development. He believes the enterprise zone would be beneficial for South Corvallis.
 - » Councilor Brauner concurred with expanding the enterprise zone northward to Wake Robin and with not adding the Evanite property because of the potential URD affecting that property. The Evanite property could be added to the enterprise zone at a later date, if the URD is not created. Since the enterprise zone can only encompass industrially zoned land, the CMA property cannot be included in the zone. He suggested including all property west of Hwy 99W with any type of industrial land use designation, including land zoned Mixed-Use Employment.
 - » *Consensus: The Council concurred with including all industrially zoned land west of Hwy 99W, north of the AIP, and south of Wake Robin.*
- Local Conditions
 - » Councilor York attended a few PTF Committee meetings involving discussion of local conditions. The underlying theme involves sustainable business clusters producing the prosperity that fits Corvallis. He believes the community would be poorly served with a general enterprise zone. The PTF Committee recommended criteria that are suitable for Corvallis.
 - » *Consensus: Proceed with the local criteria proposed by the PTF Committee.*

IX. COUNCIL DISCUSSION AND DIRECTION ON PREPARING A CITY OF CORVALLIS ENTERPRISE ZONE RESOLUTION

The Council agreed by consensus that staff should finalize a resolution, based upon a draft provided by the OECDD, for Council consideration March 17th.

X. NEXT STEPS

Mayor Tomlinson suggested that tonight's meeting minutes and the proposed resolution be forwarded to the BOC for their information.

Mayor Tomlinson noted that Administrative Services Committee has only two members, so he asked Councilor Brauner to temporarily serve on the Committee while it meets with three citizens as the Economic Development Allocations Subcommittee. Councilor Brauner agreed to the request.

XI. ADJOURNMENT

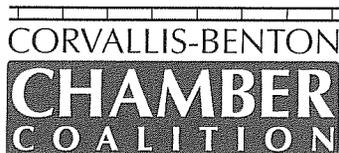
The meeting was adjourned at 9:13 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER



March 10, 2008

*Thank you to our
Platinum Star Members*

- Alphagraphics
- ATS Systems Oregon, Inc.
- The Ball Studio/Photography
- Blackledge Furniture
- CH2M HILL
- Cardinal Point Properties, LLC
- The Corvallis Clinic
- Debra J. Ringold, Ph.D., Inc.
- Evanite Fiber Corporation
- Hewlett-Packard
- Jeanne Smith & Associates, PC
- Key Bank
- OSU Federal Credit Union
- Pacific Power
- Peak Internet
- R3 Engraving & Signs
- Samaritan Health Services
- Starker Forests, Inc.
- Stover Neyhart & Co., PC
- Town & Country Realty

Corvallis Mayor and City Council
PO Box 1083
Corvallis, OR 97339

Benton County Commissioners
PO Box 3020
Corvallis, OR 97339

RE: Enterprise Zone

Dear Commissioners, Mayor and City Council,

The Chamber Coalition would like to actively encourage the City of Corvallis to move forward with the Enterprise Zone application. Here are some reasons why and Enterprise Zone is worth considering:

- An Enterprise Zone abates taxes only on new construction (rehab) and equipment. Property taxes will still have to be paid by the applicant during the years for the abatement.
- We have and will maintain local control of this economic development incentive. Because of this we have and will continue to include sustainability as a key factor for Enterprise Zone applicants.
- Benton County is the only county in Oregon without an Enterprise Zone.
- An Enterprise Zone will encourage the creation of jobs paying 150% of the median wage in Benton County (current median wage is \$14.44/hour).
- An Enterprise Zone will encourage development in an area that is not currently developed, increasing the tax base for area taxing districts.
- 65% of all Enterprise Zone developments in Oregon are a result of local expansion.
- An Enterprise Zone only lasts 3-5 years and is therefore very difficult for a corporation to misuse.

Again, please consider moving forward with the Enterprise Zone application. It is an important tool for encouraging smart and responsible economic development.

Sincerely,

Mysty Rusk
President

420 NW 2nd Street
Corvallis, OR 97330
Phone: 541-757-1505
Fax: 541-766-2996
info@cbchambercoalition.com
www.cbchambercoalition.com

*Rec'd via email 3/10/08
KC*

From: Prosperity That Fits Action item 12.2 (Sustainable Business Clusters) Task Force
To: Corvallis City Council and County Commission

Per the request of Mayor Tomlinson we have included our recommendations regarding using sustainability criteria as the determination in awarding this tax abatement to a business.

Enterprise Zone Sustainability Criteria Cover Letter
DRAFT 3.7.08

The attached document is a tool to assist in determining if a business qualifies for the year 1-3 Enterprise Zone tax abatement. It is the intention of our community to use the Enterprise Zone along with local incentives as a tool to grow and attract sustainable businesses. It is our preference to award the year 1-3 tax abatement to businesses that produce a sustainable product or service however a company will be also considered if it can demonstrate that it is attempting to become more sustainable in the design of its products as well as its operations. In addition the year 4 and 5 optional tax credit would be awarded to those companies that demonstrate they have made progress over years 1-3 in becoming more sustainable.

The criteria attached will be used to make the above decisions. It is divided into three sections, Section I is the product or service decision, Sections II and III are focused on understanding a businesses' intention around becoming more sustainable as well as the sustainability of its current operations.

To receive a tax abatement for years 1-3 a business must fit into one of the categories in Section I and have (3) Yes's in Section II and III or if a business does not fit into one of the categories in section I it must have (5) Yes's in Section II and III.

If the business is an existing business already in the Enterprise Zone or a startup with no operational history and it does not meet the above requirements to receive the tax abatement for years 1-3 it may submit a plan to move its organization toward becoming more sustainable based on items in the criteria. The plan will need approval by the zone manager and the business must report annually on its performance toward that plan.

The definition of sustainability the community is using is taken from the guiding principles of the Corvallis Sustainability Coalition:

1. Reduce and ultimately eliminate your contribution to fossil fuel dependence and to wasteful use of scarce metals and minerals. Use renewable resources whenever possible.
2. Reduce and ultimately eliminate your contribution to dependence upon persistent chemicals and wasteful use of synthetic substances. Use biologically safe products whenever possible.
3. Reduce and ultimately eliminate your contribution to encroachment upon nature (e.g., land, water, wildlife, forests, soil, ecosystems). Protect natural ecosystems.
4. Support people's capacity to meet their basic needs fairly and efficiently.

Sustainability Criteria for Receiving Enterprise Zone Tax Abatement DRAFT 3.7.08

Section I: Does your company provide a sustainable product or service? Does that product or service fit within one of the sustainable business clusters identified below?

- = Green Building
- = Alternative Energy, e.g., wind, wave, solar, efficiency
- = Local Food production and processing
- = Green technology, e.g. environmental services
- = Recycled Products, Sustainable Replacement Products
- = Sustainable forest and wood products
- = Other _____

Is your business committed to sustainability? (Check those that apply)

Have you:

- = Publicly used the triple bottom line?
- = Developed sustainability training and trained all or most personnel with the intent to integrate sustainability into all aspects of your business?
- = Incorporated sustainability into your business planning?
- = Implemented a sustainability management system (SMS, ISO 14001 or its equivalent)?
- = Developed sustainability metrics? E.g. energy/ unit of production, waste / unit of production
- = Other _____

Section II: Operations and Sustainability (Check those that apply)

Design

Have you:

- = Redesigned products with sustainability in mind
- = Conducted Life Cycle Analysis on your product(s)/ services
- = Reduced packaging by at least 20%
- = Engaged one first tier suppliers to redesign toward sustainability
- = Other _____

Operations

Have you:

- = Conducted a process or facilities energy audit
- = Reduced energy 10% per unit of production
- = Reduced green house gasses to 1990 levels
- = Conducted a resource efficiency audit to reduce waste and inputs
- = Conducted an internal work climate survey with action plan
- = Completed a chemical inventory that ranks toxic and hazardous materials with a plan to eliminate all persistent bio accumulative toxins
- = Taken responsibly for your product at end of its useful life
- = Other _____

Section III: Facilities

- = Will any new facilities be constructed to LEED or other green building standards?
- = Will your existing facilities be retrofitted to LEED or EB or equivalent?

Bicycle and Pedestrian Advisory Commission
MINUTES
February 1, 2008

Present

Brad Upton, Chair
Rosie Toy
Jack Schubert
Gerry Perrone
Andrew Ross
Rick Crawford, ASOSU
Mike Beilstein, City Council

Staff

Steve Rogers, Public Works
Lisa Namba, Public Works
Cord Wood, Police Department

Visitors

Walt Prichard, Mid-Valley Bike Club
Susan Christie
Alcy Archambault
Wendy Byrne

Absent

Josh Storer, Vice Chair
Joel Rea

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/ Introductions	X		
II. Approve January 4, 2008 Minutes			Approved
III. Visitor Comments			
IV. Old Business <ul style="list-style-type: none"> • 10th Street Bike Lane issue, Grant to Harrison • Role of Commission in development applications Process/Review 		X	Requested staff provide email notice of Planning Commission public hearings
V. New Business <ul style="list-style-type: none"> • Get There Another Way Week Central Park event planning • Formation of sub committee to review and propose projects for prioritization at March meeting 		X	Combine efforts with transit event planned
VI. Information Sharing			

CONTENT OF DISCUSSION**I. Call Meeting to Order/Introductions**

The meeting was called to order by Chair Brad Upton. Introductions were made.

Commissioner Rosie Toy suggested that changes be made to the Agenda reflecting that Brad Upton is now the Chair, with Susan Nelson no longer being on the Commission and also that Gerry Perrone be added.

II. Approve January 4, 2008 Minutes

Chair Upton asked if there were other comments or corrections on the minutes. Hearing none, **Commissioners Jack Schubert and Andy Ross, respectively, moved and seconded that the January 4, 2008 minutes be approved . The motion passed unanimously.**

III. Visitor Comments

Visitor Susan Christie had with her a bag of materials that someone who was on the Commission decades ago gave her. It was filled with historical data, minutes, photographs, and newspaper articles dating back to when the Bicycle Commission was first getting started. She thought there might even be something in there relating to the establishment of the 10th St. bike lanes. She wanted to turn it over to the Commission to keep in their archives. Chair Upton and the Commissioners thanked her. Public Works Director Rogers indicated staff will find a place to keep the contents of the bag.

Visitor Wendy Byrne, who lives on 10th St., mentioned that she really notices the problem with the bikelane narrowing and encouraged the Commission to continue to work on the problem. Chair Upton thanked her for her comments and invited her to stay for the discussion pertaining to the 10th St. bike lanes.

Other visitors also commented on the 10th St. bike lanes and the problems they have encountered, particularly near Buchanan St., stating the speed humps do not seem to be much of a deterrent.

IV. Old Business

• 10th Street Bike Lanes.

Chair Upton stated that he, Mr. Prichard, and Commissioner Schubert, went out and took measurements and a few photographs of the bike lane, parking lane and travel lanes. He said he wanted to share with the Commission the results and then discuss if this was something the Commission wanted to address. Chair Upton read through the results of the measurements and reiterated his understand of the City of Corvallis requirements: 4' (48") bike lane; 8' (96") parking lane and 9' (108") travel lane along the area of 10th St. between Grant St. and Harrison Blvd. 10th St. is a two-way street with parking on the west side of the street and bike lanes on both sides. The west side southbound bike lane is only 41" wide and does not meet the state standards in sections of 10th St. Chair Upton further stated that the parking lane on the west side is also narrow (88") in places. He stated that the bike lane on the east side and the travel lanes were adequate. Because the west side bike lane and parking lane are both narrow, the bike lane is often very close to parked vehicles. If a vehicle door opens, it occupies the entire bike lane and there would be no way to avoid a hazard. Chair Upton pointed out that the state recommends a minimum 5' bike lane.

Chair Upton opened the discussion for comments. He started the discussion by saying he believed the situation was a safety hazard and that the Commission should look at options

for improving it. Motorists expect bicyclist to stay in the bike lane even when it's not realistic for them to do so. Mr. Rogers stated there is no mandate in the state requiring bicyclists to do so. Commissioner Schubert stated that this section might be a good candidate for sharrows.

Mr. Prichard said that when these bike lanes were installed decades ago, they were put in to a different standard and that they have been holding up and serving a good purpose all these years. He felt there were more pressing problems and did not think the Commission should address it. Commissioner Ross stated that because the lanes are narrower than the current recommended standards, the Commission should look into potential fixes.

Mr. Rogers provided some background history on the section. He stated 10th St. between Grant Avenue and Harrison Boulevard was heavily discussed during the development of the transportation master plan in the 1990's. During those discussions, the neighborhood on 10th St. south of Grant thought that street should be a local street, not a collector. Mr. Rogers said he believed the outcome of the discussion at that time was that this section of 10th St. became a neighborhood collector, a new designation in the plan, while the section north of Grant was designated a full collector. Generally, local streets have no striped bike lanes, while all collector and arterials do. The other outcome of those discussions was that the section of 10th St. from Buchanan to Grant contains the City's first traffic calming elements such as the traffic circle at Grant, three speed humps, and bulbing at Buchanan. There was also recognition at that time of the need for further work, and that the widths were a constraint. Generally speaking, collectors do not have parking at all. A neighborhood collector, considered a residential street, is somewhere between a local street and a collector street and generally does have on-street parking. Mr. Rogers noted that for many years 10th St. functioned as a de facto bike street because it had bike lanes and there were none on 9th St.

Mr. Rogers handed out information about the existing curb to curb street widths and some possible options for striping changes. He noted that if the Commission wanted to see changes, it would likely have to be without changing the curbs because of cost. Curb to curb widths are: Grant to Buchanan = 34'; Buchanan to Polk = 33'7"; and Polk to Tyler = 33'. All of those fall short of what is needed to provide full City standard bikelanes and travel lanes. He noted that a City bus is 8.5' wide, 10' mirror to mirror, and that 10th St. was a bus route north of Buchanan, but not south of it.

There was discussion on the handout regarding the measurements and possible scenarios. Mr. Rogers reviewed the scenarios and stated the staff-preferred option. Grant to Buchanan: 10' travel lanes, 4' bike lanes, 6' parking; Buchanan to Polk: 9' travel lanes, 4'7" bike lanes, 6' parking lane. Although these aren't up to the current standards, it would be better than what we have today.

On a side note Mr. Rogers addressed Mr. Prichard's comment about possibly eliminating the centerline. He mentioned that this had been tried on both Rivergreen and Goodnight several years ago. Drivers were so concerned about driving too far to the left that they were driving in the bike lanes. When the centerline was striped, people drove closer to it and further from the bikelane. He stated that he would not recommend a street with bike

lanes and no centerline.

Chair Upton passed out a sheet of paper he had prepared, with seven ideas for a 10th St. improvement, ranging from “do nothing” to eliminating various elements such as the parking, centerline, or bikelanes, installing sharrows, or turning the street into a bike boulevard.

Commissioner Schubert brought up the subject of the possibility of restricting parking to cars-only because wider vehicles present a greater hazard to bike riders. Lieutenant Wood was asked about enforcement issues with this kind of restriction. He said there was discussion about limiting the length of vehicles parking diagonally on 2nd St. downtown. The issue went to City Council, but was not implemented.

Visitor Wendy Byrne suggested that 10th St. be made one-way in one direction and 11th St. be made one-way in the other direction. That would allow both streets room for parking, bike lanes, and travel lane. Visitor Alcy Archambault said she did not understand why 10th St. had to be a collector, because that encouraged drivers to use 10th St. instead of going to 9th St. She further opined that because there are few stop signs, people tend to drive more quickly on 10th St. where there are more kids, dogs and bikes. She suggested that perhaps a few more stop signs would send the traffic over to 9th St. In answer to her question, Director Rogers explained that there was much discussion 12 or 13 years ago, both pro and con, regarding making 10th St. a collector. To change the designation would require a comprehensive plan amendment.

Visitor Susan Christie then added that she would like to throw the idea of a bike boulevard back into the mix. She said that would certainly make 10th St. inconvenient for drivers and very convenient for bicyclists. She stated that it could still be a neighborhood collector. She said there were some wonderful examples in Portland of just such boulevards. Councilor Beilstein asked how a bike boulevard would work and still allow neighborhood parking? How do you encourage bikes only and still allow people who live on the street to park there? Ms. Christie mentioned that something like a barrier for vehicles would have to be constructed, although bicycles could get through. Cars can still get in, but there would be no through traffic which would discourage traveling down the street. It was noted that the street would then cease to be a collector.

Chair Upton asked what some of the regulations regarding collector streets are regarding center lines, sharrows, etc. to help further the discussion of what some of the options available would be. Mr. Rogers noted that Monroe downtown has sharrows and is a collector.

Commissioner Schubert brought up the idea of making 10th St. and 11th St. one way streets for bikes (not for vehicles) going in opposite directions with bike lanes on only one side of each street. He suggested that eliminating the southbound bike lane on 10th and establishing a southbound bike lane on 11th might be the least expensive way of solving the problem. This would also help the parking problem on 10th St. and all the northbound bike lane on 10th St. to be wider. There was a concern voiced as to whether this might promote wrong-way bike riding.

Commissioner Beilstein opined that considering all the options, they hadn't found any

solutions that were actually better. Perhaps it's best to leave things as is except for making some minor changes by adjusting the stripes per Mr. Rogers' suggestions.

Chair Upton noted that while many options were being discussed, there didn't seem to be any consensus forming. He called for an 'around the table' statement of opinion on the various options presented. They are as follows:

Commissioner Toy - Bike boulevard

Mr. Prichard - Staff recommendation

Commissioner Perrone - Staff recommendation

Councilor Beilstein - Staff recommendation

Chair Upton - Remove bike lanes on 10th St., put in sharrows

Commissioner Schubert - One-way bikelanes on 10th and 11th

Lieutenant Wood - Staff recommendation

Commissioner Crawford - Staff recommendation

Ms. Christie - Bike boulevard (2nd choice staff recommendation)

Ms. Byrne - Bike boulevard

Ms. Archambault - Bike boulevard

Commissioner Ross - Staff recommendation

Mr. Rogers stated that although no one had challenged his recommendations, he would like to offer another option for Grant to Buchanan: 9.5' travel lanes, 6.5' parking lanes and 4.25' bike lanes. Rogers also stated that he can think of three better candidates for bike boulevards rather than 10th St. They would be 27th, 11th and Tyler. Rogers said he would advocate for one of those streets rather than 10th St. which already has bike lanes and is a neighborhood collector.

After more questions, Mr. Rogers mentioned another option - putting in a skip-striped line for the bike lane. He said it is not considered a "best practice", but noted it has been done twice before: on 15th St. and Witham Hill Dr.

The Commission decided to continue the discussion at the March meeting.

- **Role of Commission in development applications process/review**

Mr. Rogers stated that it would be easy for staff to send Commission members an email alerting them to Planning Commission meeting dates and agenda items so members could take action individually if desired. Alternatively, staff could schedule review of Planning Commission items on BPAC agendas and the Commission could provide a formal recommendation to the Planning Commission. Mr. Rogers noted that any development proposal that does not go the Planning Commission will be developed per Land Development Code standards. Chair Upton voiced his opinion that all meeting notices be sent to the Commissioners and they can decide individually or as a group whether or not to get involved. This idea met with a general consensus of agreement.

V. **New Business**

- **Get There Another Way Week, Central Park event planning**

Ms. Namba stated that last year the Commissioners said they wanted more time to plan for a possible Central Park event, so staff placed it on the agenda for February of this year. She suggested that if the Commission wants to do something like that, this is the time to discuss it. Ms. Christie gave a little bit of history regarding the meet and greet sessions of

years ago. She described the party that took place later in the day, with food, music, and bike shop displays.

It was suggested that BPAC's event could be combined with the one that already takes place during Get There Another Way Week at the Downtown Transit Center. Ms. Namba mentioned options for getting the word out, and give-a-ways and other promotional ideas were discussed. Commissioner Schubert, Mr. Prichard, and Chair Upton volunteered to help gather items from bike shops, secure coffee donations and set up/staff the booth. The event probably takes place the 3rd week in May. Chair Upton stated that Ms. Namba would be sending out an email letting the Commission know the exact date. Ms. Christie offered to forward the email to bike club members.

- **Formation of Sub-Committee to review and propose projects for prioritization at March meeting**

It was decided that because of the time constraints and the fact that Commissioners Rea and Storer were both absent, this subject would be put on hold until the March meeting.

VI. Information Sharing

- Commissioner Beilstein asked Mr. Rogers when the Commission should present their proposal to the Budget Commission for the Education and Outreach position. Mr. Rogers stated that it should be presented during public input next Tuesday night at 7:00 pm. at the Fire Station.
- Chair Upton mentioned that he would not be at the next meeting because he will be attending the National Bike Summit. He thanked the City Public Works Department for paying for his registration fee out of their training budget. He asked the members to be sure and get him any questions they would like him to ask at the federal level. One of the things he plans to talk about is the multi-use path up to Albany and see if they can help with any federal funding.

Mr. Rogers presented a possible question for our federal representatives: the President recently signed a bill establishing a new energy grant program that will be administered by the Department of Energy. It will a block grant type program, and Corvallis is supposed to get a specific amount based on population. Construction of bike paths is eligible for funding under this program. The questions are: when will this money be available and how much will Corvallis get as a direct grant? Mr. Rogers said he would email information on the program to the Commission.

- Mr. Prichard mentioned he would be attending the NW Transportation Conference on Tuesday, Wednesday and Thursday. Ms. Namba said she would be there too.
- Chair Upton adjourned the meeting.

NEXT MEETING: March 7, 2008 7:00 a.m., Madison Avenue Meeting Room

DRAFT

Subject to review &
approval

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
February 13, 2008**

Present

Bob Lowry, Chair
Lita Verts, Vice-Chair
Stephan Friedt
Brandon Trelstad
George Grosch, City Councilor
Rick Crawford, ASOSU

Staff

Jim Mitchell, Public Works
Tim Bates, Public Works
Cindy Hallett, Public Works

Visitors

Susan Hyne

Absent

Scott Carroll
Robert E. Wilson

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of January 9, 2008 Minutes			Approved.
III. CACOT/Visitor Comments	X		
IV. Old Business	X		
V. New Business			
• Service enhancement process discussion	X		
VI. Information Sharing			
• Written Report	X		
• Student Enhancement Fee	X		
• CTS Repair Issues	X		
VII. Adjournment	X		Adjourned at 8:55 a.m.

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:15 a.m.

Introductions of Commission members, and staff were made.

II. Approval of January 9, 2008 Minutes

Commissioners Verts and Friedt, respectively, moved and seconded that the Commission recommend approval of the January 9, 2008 minutes. The motion passed unanimously.

III. CACOT/Visitor Comments

Mr. Bates reported that Commissioner Harrod has resigned. Susan Hyne has expressed an interest to the Mayor and is waiting to hear if she will be appointed by the Mayor to the Commission.

IV. Old Business

Linn-Benton Loop Reconfiguration

Mr. Mitchell reported he, Ms. Namba and Mr. Bates met with Linn Benton Loop Coordinator Ted Frazier and CAMPO Director Ali Bonakdar, regarding the pending Linn-Benton Loop reconfiguration. They reviewed issues involved with the proposed route revisions. Mr. Frazier will have a Loop bus test run the routes in both the morning and evening to get a better feel for time and turning movements. The turn from SW 5th to SW Jefferson Avenue is difficult, turning from SW 5th to SW Washington Avenue is a more preferable movement. The City has indicated a willingness to remove some parking on NW 5th to allow the turn from NW Harrison Boulevard. Depending on the reconfiguration, there may be two Loop stops at the Downtown Transit Center, one on SW Monroe Avenue and the other on SW 5th in front of the old Moose building. More information will be provided at the next meeting.

V. New Business

Service Enhancement Discussion

Councilor Grosch reported the Budget Commission recommended the \$180,000 enhancement for transit be included in the FY 08-09 City budget, which will return to the Budget Commission in May. Transit enhancements recommended by the Budget Commission were \$180,000 for expanded transit services and \$20,000 for the Beaver Bus.

Mr. Mitchell presented a proposed time line, public process and possibilities for implementation of the \$180,000 enhancement:

- March-April - Either use a charrette (small work groups with public input) or

CACOT/staff and Route Revision Subcommittee to review alternatives and produce recommendations.

- May 14 - CACOT review/approve alternatives. Develop on-board survey to get response from current riders.
- Late May - Public meeting for community feedback and ideas.
- June 11 - CACOT review of surveys and public meeting feedback, then refine to a single alternative.
- Late June - Second public meeting. Review process and recommendation(s).
- July 9 - CACOT approval of final revisions/enhancements.
- July - September - Rollout and promotion of revisions/enhancements.
- September 15 - Implement map and schedule changes before OSU begins Fall 2008 term.

Commissioner Trelstad questioned the necessity of two public meetings. Mr. Mitchell explained there may not need to be two meetings if there is a consensus from the first public meeting. The time line allows for the possibility of an additional meeting. Route revisions currently under discussion would also occur by the September 15th implementation date. Commissioner Trelstad questioned the gap between July 9th and September 15th. Funding would become available July 1st, with the possibility of implementing route changes before September 15th. Reprinting the schedule/maps, advertising and promotion will be complete by September 15th.

Steve Rogers entered.

Chair Lowry would like the time line for implementation moved up. He asked if there were a way to invite public comment by means other than a charrette. Commissioner Friedt thinks the Citizen Attitude Survey provides pertinent information. He suggested including survey questions in *the City* newsletter. Commissioner Verts thinks CACOT/staff should provide recommendations with opportunity for input from the general public. Commissioner Trelstad questioned the process of a charrette. Mr. Mitchell explained the process involves acquiring a facilitator, defining guidelines, and breaking into groups to come up with design ideas and alternatives. This process may take longer than having CACOT/staff prepare the alternatives. Mr. Mitchell spoke about the use of an on-board survey to gather input to the process. Chair Lowry suggested the possibility of using a marketing class from Oregon State University or Linn-Benton Community College to provide and staff the on-board survey. Commissioner Friedt indicated his support for this approach. The Commission agreed to the time line. Staff will look at ways to gather information from the public to develop alternatives.

Hewlett-Packard Survey

Mr. Bates reported the Hewlett-Packard electronic survey was distributed to HP employees. The survey regarded breaking Route 1 into two separate routes of 40 minutes and 20 minutes. Mr. Bates has received 60 responses so far. He will cull the results and present them to the Route Revision Subcommittee during its February meeting.

VI. Information Sharing - Written Report

- **Enhancement Request Approval ASOSU Beaver Bus** - The \$20,000 enhancement request was approved by the Budget Commission and will go back to the Budget Commission in May, then to City Council in June.
- **Beaver Bus** - Commissioner Friedt is concerned that drivers have no communication on buses since there is no dispatcher on duty and drivers do not carry cell phones. ASOSU monitors are not on buses at all times. Mr. Crawford relayed that ASOSU is hiring more monitors. Mr. Bates will speak with First Student about this matter.
- **Summer Youth Transit Program** - The program will run June 2nd to September 2nd.
- **Ridership** - Commissioner Verts has seen several ads on OSU's campus promoting the Beaver Bus.
- **Student Incidental Fee** - Mr. Mitchell reported that discussions have begun for the Student Incidental Fee Committee for 2008/2009. Ryan Horton, ASOSU Executive Director of Finance, will present the proposal to the committee on February 22nd. Currently the rate is \$2.41 per term; the proposed rate for 2008/2009 would be \$2.50 per term.
- **Repair Issues** - Commissioner Friedt stated that one of the low floor buses has a ramp that won't retract without the driver using a hook to retract it. He also said drivers report that one of the new buses has a GPS unit that is not working. Mr. Bates will speak with First Student.

VII. Adjournment

Commissioners, Friedt and Trelstad, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.

The meeting was adjourned at 8:55 a.m.

NEXT MEETING: March 12, 2008, 8:15 a.m., Madison Avenue Meeting Room.

For a copy of the Information Sharing Report, contact Tim Bates at Public Works, 541-766-6916.

CITY OF CORVALLIS
MINUTES OF THE COMMITTEE FOR CITIZEN INVOLVEMENT
Madison Building Meeting Room
February 7, 2008

Attendance

Larry Earhart, Chair
 Maureen Frank
 Jerry Groesz
 Steven Leider
 Kirk Newburgh
 Tom Powell

Staff

Sarah Johnson, Assistant Planner
 Terry Nix, Recorder

Absent

Barbara Bull
 Jennifer Gervais, *Planning Commission Liaison*
 Stewart Wershow, *City Council Liaison*

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order; Review Agenda	Called to order 7:20 p.m.
II.	Review Draft Minutes from January 3, 2008	Approved as presented.
III.	Visitors' Propositions	Information only.
IV.	Planning Commission Liaison Report	Information only.
V.	Update on South Corvallis Citizen Participation Plan and Evanite Neighborhood Meeting	Information only.
VI.	Review Draft 2008 Work Program	Information only.
VII.	Review Draft Brochure (Tips on Giving Effective Testimony)	Information only.
VIII.	Discussion Regarding Budget Allocation	Information only.
IX.	Planning Commission/HRC Current Agenda Update	Information only.
X.	Next Meeting	March 6, 2008, 7:15 p.m.
XI.	Adjournment	The meeting was adjourned at 8:45 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER; REVIEW AGENDA

Chair Larry Earhart called the meeting to order at 7:20 p.m.

II. REVIEW DRAFT MINUTES FROM JANUARY 3, 2008

MOTION: Maureen Frank moved to approve the minutes as presented. Tom Powell seconded the motion and it **passed** unanimously.

III. VISITORS' PROPOSITIONS: None.

IV. PLANNING COMMISSION LIAISON REPORT

Planning Commission Liaison Jennifer Gervais was not present.

Kirk Newburgh said he attended the Planning Commission hearing on the Brass Media Building Conversion last night. Jerry Groesz said he read the staff report for that request and found it to be very detailed and very long. He said a staff report of this length makes it difficult for a member of the public to get a complete understanding of the issues. The Committee discussed the need to find a balance of providing information and making it palatable. Planner Johnson said staff reports have increased in length over the years in an effort to fully address all of the issues. She said the Planning Division has considered adding an executive summary, but this would create additional documentation and additional work for staff.

Mr. Newburgh said the request last night was quite simple. The owner of Brass Media had purchased the church adjacent to his business and wanted to add an extension, some windows, and some landscaping. The only issue raised was whether the City would allow the owner to grant an easement rather than a right-of-way dedication. There was no public testimony. He said there is something wrong with the fact that the applicant had to hire a professional planning consultant and staff had to write a 150-page staff report for this type of request. He said it would be nice to have a more streamlined process.

In discussion, Planner Johnson explained that a Conditional Development application has to go before the Planning Commission and that staff must address each chapter of the Land Development Code (LDC) that pertains to the applicable zone. She said staff also writes reports for administrative land use decisions, which do not require a public hearing and which are typically much shorter.

Chair Earhart said it may be worthwhile to have a consultant do a risk analysis on whether shortened staff reports would increase the risk of appeals to the Land Use Board of Appeals (LUBA). Mr. Newburgh said it would be interesting to look at the size of Codes in other

communities as compared to Corvallis. It was noted that the intent of the new LDC was to provide clear and objective standards so that fewer applications would be required to go through a public process. Mr. Newburgh said an unintended consequence of this may be that citizens are disengaged from the process. Brief discussion followed.

V. UPDATE ON SOUTH CORVALLIS CITIZEN PARTICIPATION PLAN, EVANITE NEIGHBORHOOD MEETING

Mr. Newburgh said the Evanite Neighborhood Meeting will be held on February 25 at Lincoln School Gymnasium. The Planning Commission hearing on this issue is scheduled for March 19. He said the subcommittee has finalized the presentation and Planner Johnson did a great job on the Power Point presentation. He expressed appreciation to Maureen Frank for her work on the flyer and to Steven Leider for arranging for the Spanish translation provided on the back of the flyer. The subcommittee will next meet on February 13, in the Planning Division meeting room at City Hall.

Chair Earhart said he will have a two-sided copy of the flyer made tomorrow and take it to the School District for approval. This must be done prior to distribution to students. After approval, he will give the flyer to Planner Johnson to have copies made, which he will then take to Lincoln School for distribution on February 19.

It was noted that the neighborhood meeting will be noticed in the FYI section of the Gazette Times. Mr. Lieder said he will ask if the City Editor is interested in running an article before the meeting and/or sending a reporter to the event. Mr. Powell will send email messages to the contacts on his list. Ms. Frank will provide the text of the flyer for insertion into the email messages.

VI. REVIEW DRAFT 2008 WORK PROGRAM

The Committee reviewed the Final Draft 2008 Work Program, distributed in packets. Planner Johnson noted that the draft incorporates all of the changes requested at the last meeting.

It was noted that the following work items have funding implications:

A1: \$500 for a giveaway or raffle item.

A2: \$500 for enhanced graphics for the display.

A3 and A4: \$1,000 to update existing brochures and develop a new brochure.

A5: \$2,500 to hire a professional for the update.

B1: \$2,000 (\$500 per event x four events per year).

Planner Johnson referred to work item D1, related to the Neighborhood Empowerment Grant program. She advised that the \$5,000 annual allocation for these grants will now be implemented automatically rather than through an enhancement request to the Budget Commission. She said she will be contacting grant recipients to remind them that

reimbursement requests must be in by April. She will present a time line for the upcoming process at the next meeting. The time line will suggest that applications be sent out May 1 for return by June 15, and that the allocation process be scheduled for late June or early July.

Mr. Newburgh suggested that the Footwise window display could include photos of completed neighborhood empowerment projects. There was general support for this idea. Planner Johnson said she has several photos of projects done to date.

MOTION: Mr. Leider moved to approve the 2008 Work Program as presented. Ms. Frank seconded the motion and it **passed** unanimously.

VII. REVIEW DRAFT BROCHURE (TIPS ON GIVING EFFECTIVE TESTIMONY)

Planner Johnson reported that she has made the changes recommended by the subcommittee. Planning Division Manager Fred Towne is reviewing the brochure. Following his review, she will send it to CCI members for final review, then have copies printed for distribution at the Evanite neighborhood meeting.

VIII. DISCUSSION REGARDING BUDGET ALLOCATION

Planner Johnson noted that the amounts budgeted for work items, as identified under agenda item VI, amounts to \$6,500. The CCI has had an annual allocation of \$4,000, but there is excess money in the account from previous years. She will share this information with Community Development Director Gibb to convey through the budget process.

IX. PLANNING COMMISSION/HISTORIC RESOURCES COMMISSION CURRENT AGENDA UPDATES

Planner Johnson reviewed upcoming Planning Commission hearing items:

- Christian Science Church (March 5),
- Corvallis Crossing/Rite Aide (March 5 or March 19),
- Evanite Riverfront Trail (March 19),
- Seavy Meadows (April 2),
- 7th Street Station (April 2).

She noted that deliberations and decisions are often held over to the next scheduled meeting.

Chair Earhart suggested that Committee members try to attend the March 19 meeting to judge the success of the Evanite Neighborhood meeting.

Planner Johnson advised that the Historic Resources Commission meeting on March 11 will include an informational session on formation of the Downtown Commission and Urban Renewal District and a presentation from OSU about its desire to form a historic district.

X. NEXT MEETING

The next regular CCI meeting will be held Thursday, March 6, 2008, at 7:15 p.m.

XII. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Approved as presented at the March 6, 2008, meeting.

CORVALLIS-BENTON COUNTY PUBLIC LIBRARY BOARD MINUTES
February 6, 2008

Board Present	Staff Present
Sandy Ridlington, Chair Samantha Fisher Martha Fraundorf Leanne Giordono Corrine Gobeli David Low Jacque Schreck Mary Lee Seward Tom Wogaman Bill York	Carolyn Rawles-Heiser, Library Director Teresa Landers, Deputy Library Director Janelle Cook, Senior Administrative Specialist
Excused:	Visitors:
Judith Edelstein, Scott Elmshaeuser, Linda Modrell	None

Summary of Discussion

Agenda Item	Information Only	Action/Recommendation
Call to Order	7:30 pm	
Visitors' Propositions		None
Minutes: January 2, 2008	x	
Library Board Packet	x	
Committee and Board Reports <ul style="list-style-type: none"> • Friends of the Library • Library Foundation • Board Committees 	x x	No report
Director's Report	x	
Information Sharing	x	
Adjournment	8:45 pm	

CONTENT OF DISCUSSION

I. CALL TO ORDER

Sandy Ridlington called the meeting to order at 7:30 pm.

II. VISITORS' PROPOSITIONS

None

III. APPROVAL OF MINUTES

Motion: Jacque Schreck moved approval of the January 2, 2008 minutes as submitted. The motion was seconded by Martha Fraundorf and carried unanimously.

IV. LIBRARY BOARD PACKET QUESTIONS AND COMMENTS

Carolyn Rawles-Heiser began the meeting by introducing Samantha Fisher, the new student Board representative from Crescent Valley High School. Samantha is a freshman and has been one of the Library's best teen users. Further, Carolyn noted that Teresa Landers would again be attending the monthly Board meetings and the other managers will attend on a quarterly basis.

Bill York inquired about the size of the donation which accompanied the very nice handwritten note in the Board packet. Carolyn replied it was for \$10,000. Additionally, the Library received another \$10,000 donation from Connie & Ted Foulke, which has been designated for new meeting room furniture (the Friends have agreed to supplement the required funding for this project).

Under Adult Services, Sandy asked if a list would be published from the health workshop about resources available on the Internet. Carolyn responded this program was offered in collaboration with Good Samaritan Hospital Murray Library. The Library plans to enhance their online medical resources this year. Corrine Gobel suggested a pathfinder might be useful for patrons.

V. COMMITTEE AND BOARD REPORTS

Friends of the Library: Per Jacque, the Friends will be meeting next week. At their January meeting, it was decided to offer Library T-shirts for fifteen dollars. They received two torsos from the OSU Bookstore to display the T-shirts in the lobby and at the Book Sale. Membership letters for the Friends were recently mailed out and everyone is encouraged to join. Last month's Random Review brought in 86 people. The annual Book Sale will be held the last weekend of February and volunteers are still needed. The Friends have received and approved the staff needs list for 2008. There is a carryover of about \$21,000 worth of items from the 2007 needs list including meeting room equipment, computer furniture, a web designer, and furniture for the Brookes Reading Room. Ongoing requests supported by the Friends include \$12,000 for summer reading, an extra \$2000 for summer reading expenses incurred during the first half of the year, \$4000 for young adult programming, and \$1350 for staff training. Highlights from the new 2008 needs list (which totals about \$19,650) include programming supplies for the youth book clubs and three cultural programs; \$8000 for new meeting room furniture; \$2500 for a canopy at Alsea for the courier to park under. Carolyn added that the first young adult program has been scheduled in May and will feature well-known author Chris Crutcher. The Library is also partnering with local schools to bring Mr. Crutcher to Corvallis.

Foundation Board: Due to inclement weather, the Foundation Board meeting was rescheduled.

Board Committees: Committee members provided updates on any recent activities and/or discussions.

Speaker's Bureau: This committee visited Philomath Library with Teresa Landers and had the opportunity to converse with about twenty patrons. The comments were overwhelmingly positive and the one negative they heard was in reference to the noise level. Patrons were generally happy with library operations and particularly impressed with the staff. The committee members also plan to visit Alsea and Monroe in the spring.

Facilities Planning: Jacque reported this committee would be meeting later in the month to finalize the library visit checklist. She thanked the Board for their feedback. The Friends Board have also expressed interest in using this form when visiting other libraries.

Current Library Services: No report. Scott Elmshaeuser will be added to this committee.

Planning for the Future: Linda Modrell and Leanne Giordono met with Molly Raphael, the Director of the Multnomah County library system a few weeks ago and then had a similar conversation with Carolyn. They have updated their draft work plan and will soon share what they have learned with the Board.

VI. DIRECTOR'S REPORT

Carolyn presented the Library's enhancement requests to the Budget Commission last Tuesday. Sandy, Leanne, Mary Lee Seward, David Low, Jacque, and Bill were all present and Carolyn really appreciated their moral support. The Monroe shelving enhancement raised the most questions and the Library Service District is always challenging to elucidate. Bill clarified why staff were allowed to present enhancement requests this year. In a nutshell, the Council wanted to weigh the enhancement requests from the City departments against the public enhancement requests to decide where to best allocate funds.

The Library's new web site should be debuting sometime this month. A few tweaks to the banner have been made after receiving initial staff feedback.

A roll-top desk belonging to E.E. Wilson and R.C. Wilson was given to the Library awhile back and is currently being auctioned off in the lobby. The minimum bid is \$500 and all bids must be submitted by February 29. Jacque noted her friends live in E.E. Wilson's house and she offered to email them to see if they have any interest in purchasing his desk.

The projected dates for the lobby remodel have been set for April 20 – 27. Staff are diligently working on how to customize the slips for self pick-up of holds. The next version of the Library's online software (due for release very soon) may have this feature. At the very least during this week, the nonstructural columns in the lobby will be removed. They were originally designed to be an architectural feature, but have since become cumbersome to the flow of traffic. A smaller, mobile service desk is being considered as an alternative to the large desk currently in place. Staff are evaluating whether or not to use regular shelving for self pick-up of holds or mobile shelving. Minor carpet replacement and painting will also be completed in April. Mary Lee questioned whether the security gates would be removed and Carolyn replied this topic is still under discussion. They are currently not activated according to Carolyn and Bill inquired as to why. Carolyn explained when the gates were originally installed over ten years ago, staff were continuously interrupted by false alarms and the security strips were not placed on all collection materials. The gates were left up because they have a deterrent effect. When RFID becomes more economical, this technology may be a consideration for Library security. Leanne inquired about the current loss rates and Carolyn noted they are not as bad as one might think except for certain CDs and DVDs. The loss rate for books is only about one to three percent. For the high-theft items, staff have considered a "vending machine" such as used at McDonald's or Albertson's as a more cost-effective solution. In this scenario, the item cannot be obtained until it is legitimately checked out. Martha wondered if the loss rate was reduced when the young adult CDs were moved behind the desk. Carolyn said yes, but this is a very labor-intensive option. Jacque asked if a code would be used for self pick-up of holds and Teresa replied affirmatively. For example, it may be a combination of the first four letters of the patron's last name plus their first initial, and then possibly the last four digits of their library card.

Gratitude was expressed to Martha for taking the initiative to create a comparison spreadsheet between the current and previous years' statistics. Carolyn noted she will speak with Erin Kahle in Library Administration about how easy it might be to generate a one-page summary comparing two fiscal years so the statistical report would be easier to read. Carolyn emailed her upcoming "Check It Out" newsletter article to the Board members, which provides a snapshot of interesting Library statistics. Martha was intrigued by the increase in the Interlibrary loan statistic. One of the reasons for this, Carolyn replied, is because staff now submits the Library's holdings to OCLC, a national database used for requesting materials. Previously, this had not been done for a couple of years.

At next month's Board meeting, the Internet policy needs to be reviewed for City Council. Carolyn distributed the policy for everyone to peruse. Management Team will review the policy at their next meeting before offering any suggestions to the Board. Carolyn asked for a volunteer from the Board to work through the review process with the Management Team and Sandy graciously agreed to do so.

Teresa will be offering a presentation on her China trip. It will be held on Monday, March 10 at noon in the Main Meeting Room.

As far as the new building for Monroe is concerned, there have been no new developments. Carolyn is skeptical that this project will get off the ground next fiscal year. Bill advocated on the Library's behalf to the City Finance Director to include these expenses in next year's budget so that the funds can be carried over to the 09-10 fiscal year if need be.

VII. INFORMATION SHARING

Jacque Schreck was named First Citizen at the recent Celebrate Corvallis event. She was nominated by the Friends of the Library. Congratulations Jacque!

Leanne mentioned the Planning for the Future committee would like to conduct a mini-focus group with the Board at the next meeting. Types of questions might include, "If you could make the Corvallis Library exactly what you want it to be, what would that look like?" Sandy expressed concern that this activity may not fit into the scheduled Board meeting time frame. She proposed either placing a time limit on the discussion or devoting the entire April Board meeting to this topic. Discussion ensued and it was ultimately decided to have staff attend the March meeting and hold off until the April meeting for the focus group since a few Board members will not be present for the March meeting.

VIII. ADJOURNMENT

The meeting was adjourned at 8:45 pm.

NEXT MEETING: March 5, 2008 at 7:30 pm

**CITY OF CORVALLIS
HISTORIC RESOURCES COMMISSION MINUTES
FEBRUARY 12, 2008**

Present

Lori Fulton
 Deb Kadas
 Scott McClure
 Robert "Jim" Morris
 Bruce Osen, Chair
 E. Ross Parkerson
 Cynthia Solie, Vice Chair
 Karyn Bird, Planning Commission Liaison
 Dan Brown, Council Liaison

Staff

David Coulombe, Deputy City Attorney
 Bob Richardson, Associate Planner
 Kelly Schlesener, Senior Planner
 Mark Lindgren, Recorder

Guests

B.A. Beierle, Preservation Works
 Bob Meinke, 235 NW 31st St.

Excused

Chick Gerke
 Michael Pope

SUMMARY OF DISCUSSION

	Agenda Item	Held for Further Review	Recommendations
I.	Visitor Propositions		Ms. Beierle highlighted the recently produced "Driving Tours in Benton County" brochures.
II.	Public Hearing. H.E. Selby Rental House (HPP08-00003)		Motion passed unanimously to approve the application as conditioned.
III.	HRC Work Program		Prioritizing activities.
IV.	CLG Grant Application		Richardson outlined the CLG application; there was consensus to apply for the maximum amount.
V.	Minutes Review		December 11, 2007 minutes approved as presented. January 8, 2008 minutes approved as corrected.
VI.	Other Business/Info Sharing		An extra meeting on March 25 may be necessary. Discussion on Historic Preservation Month presentations and awards.
VII.	Adjournment.		Meeting adjourned 9:17 p.m.

CONTENT OF DISCUSSION

Chair Bruce Osen called the Corvallis Historic Resources Commission to order at 7:02 p.m. in the Corvallis Downtown Fire Station Meeting Room, 400 NW Harrison Blvd. Introductions were made.

I. VISITOR PROPOSITIONS.

B.A. Beierle, PO Box T, highlighted the recently produced “Driving Tours in Benton County” brochures; and the National Trust for Historic Preservation’s catalog of “Preservation Books 2008”. She noted the National Preservation conference will be held in Tulsa this year. Richard Moe of the National Trust for Historic Preservation will speak in Portland on February 27.

II. PUBLIC HEARINGS –A. H.E. Selby House (HPP08-00003)

A. Opening and Procedures:

Chair Osen reviewed the public hearing procedures. Staff will present an overview followed by the applicant’s presentation. There will be a staff report and public testimony, followed by rebuttal by the applicant, limited in scope to issues raised in opposition and sur-rebuttal by opponents, limited in scope to issues raised on rebuttal. The Commission may ask questions of staff, engage in deliberations, and make a final decision. Any person interested in the agenda may offer relevant oral or written testimony. Please try not to repeat testimony offered by earlier speakers. It is sufficient to say you concur with earlier speakers without repeating their testimony. For those testifying this evening, please keep your comments brief and directed to the criteria upon which the decision is based.

Land use decisions are evaluated against applicable criteria from the Land Development Code and Comprehensive Plan. A list of the applicable criteria for this case is available as a handout at the back of the room.

Persons testifying either orally or in writing may request a continuance to address additional documents or evidence submitted in favor of the application. If this request is made, please identify the new document or evidence during your testimony. Persons testifying may also request that the record remain open seven additional days to submit additional written evidence. Requests for allowing the record to remain open should be included within a person’s testimony.

The Chair opened the public hearing.

B. Declarations by the Commission: Conflicts of Interest, Ex Parte Contacts, Site visits, or Objections on Jurisdictional Grounds

1. Conflicts of Interest – Ms. Kadas declared the applicant was her client on the project and recused herself; not rebutted.
2. Ex Parte Contacts – No ex parte contacts were declared or rebutted.
3. Site Visits –Declared by all Commissioners except Commissioners Morris and McClure.
4. Objections on Jurisdictional Grounds – None made.

C. Staff Overview:

Mr. Richardson stated the site is located at 235 NW 31st Street; it is a designated historic resource in the College Hill West National Historic District and is classified as Historic Contributing 2. The applicant is requesting a permit to alter windows on the 1955 addition to the 1927 structure. The application contains pictures of the existing and proposed windows. Four windows would be replaced with three double hung wood windows.

D. Legal Declaration:

City Deputy Attorney David Coulombe stated that the Commission would consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they feel are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the decision-makers an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue.

The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

E. Applicant's Presentation:

Bob Meinke, 235 NW 31st Street, stated he was one of the owners of the property and that the proposal relates to windows as part of a kitchen redesign in a part of the structure added in 1955. He displayed photos of windows, noting the windows of the addition did not match the original structure. Therefore, replacing those windows with those that exactly match the original structure would give it a nicer look and improve the functioning of the redesigned kitchen.

Commissioners Solie and McClure praised the quality of the application.

F. Staff Report:

Planner Bob Richardson stated that review criteria 2.9.100.04.b.1 considers the historic integrity, significance and condition of the resource. The windows of the 1955 addition do not match those of the original 1927 structure. Since the changes are proposed to be done on the 1955 addition, staff thought work could be done as long as it was historically sympathetic. The house is not a rare or unusual resource.

Review criteria 2.9.100.04.b.2 states that changes must be compatible with the resource as a whole. He noted that the windows are on a façade that faces a public street so the changes merit special attention. The proposal is to replace four existing windows with three wood double hung windows; their style, wood construction, and dimension would match or reflect those of the original windows on the original 1927 structure. Their placement would reflect the same pattern as the windows in the original structure. The applicant proposes to raise the header of two of the windows so that they align with the height of the 1927 original windows. Based on these factors, staff believes the windows are historically compatible.

The only remaining significant consideration is differentiation criterion; staff felt that though the new windows mimic those of the original structure, this was not felt to be as important as installing windows that more closely reflected the original style.

He stated that staff recommended approval of the request with conditions of approval.

G. Public Testimony in favor of the application: Planner Richardson highlighted written February 3, 2008 testimony from Barbara and Lynn Ketchum in support of the application.

H. Public Testimony in opposition of the application: None.

I. Neutral testimony: None.

J. Rebuttal by Applicant: None.

K. Sur-rebuttal: None.

L. Additional time for applicant to submit final argument:

The applicants waived the seven-day period to submit additional written argument.

M. Close the public hearing:

Ms. Parkerson moved and Ms. Solie seconded to close the public hearing; motion passed.

N. Discussion and Action by the Commission:

Questions from the Commission:

None.

MOTION:

Mr. Parkerson moved to approve the application as presented and conditioned in the staff report; Ms. Solie seconded. Motion passed unanimously.

O. Appeal Period:

Chair Osen stated that any participant not satisfied with this decision may appeal to the City Council within 12 days of the date that the Notice of Disposition is signed.

III. HRC WORK PROGRAM.

Planner Richardson reminded the commission it had decided to focus on urgency and importance priorities. In discussion on "Surveys/Inventories/Nominations", Ms. Solie asked about the impetus of the formation of the two existing historic districts. Planner Schlesener related that a group of property owners was important in the formation of the Avery-Helm Historic District; in contrast, the city took the initiative in the formation of the College Hill West Historic District. Councilor Brown described the process.

A number of potential other historic districts were highlighted, including Franklin Square, South Central Park, Avery Neighborhood, North Central Park, as well as several cemeteries and cultural landscapes.

Ms. Kadas asked whether it was appropriate for the HRC to advocate or promote historic districts. Planner Richardson replied the charge of the commission was to promote historic preservation, and any work priorities recommended by the HRC would have to be approved by the City Council. He added that forming a historic district requires a great deal of public outreach as well as a lot of staff work, including survey work.

Planner Schlesener added that processing permits for current historic designated properties requires about 1.0 FTE of staff; she cautioned that while adding additional historically designated properties is a good goal, it does require consideration of whether there are the resources to process the additional permits.

Ms. Fulton stated there was value in identifying potential districts, including their boundaries, in order to establish a framework that residents could use in forming a district, which would take some of the burden off the city. Ms. Solie said that advocating public awareness and attention to historic resources is the job of the commission. While there are indeed resource concerns, a good first step would be articulating what the potential districts might be and to gather additional information about them, including boundaries and characteristics. Councilor Brown related that when the College Hill West District was formed, the neighborhood had no input on what the boundaries were. Chair Osen noted that some inventories have already been done.

B.A. Beierle, PreservationWorks, noted that boundaries are drawn to be logical, following terrain and themes. She related that with a National District, the State Historic Preservation Office has very strong opinions on how the boundaries are drawn. She emphasized that many resources, particularly around the university, are under intense developmental pressure and are being quickly lost. Most nominations are generally financed from CLG funds; involvement in nominations is a mandate of commissions like the HRC. She noted that past surveys are often flawed and there could be an effort to update them; Mr. Parkerson suggested adding that as an additional priority. Planner Richardson concurred, saying that while updating the inventory would be a sizable task, it is worth considering.

Ms. Fulton noted that information is needed on specific buildings needing protection. Mr. Parkerson added that neighborhoods often tell one more than individual buildings do. Ms. Beierle stated that infill and development were destroying the historic integrity of some potential districts. Councilor Brown suggested looking at zoning in the Comprehensive Plan maps as a way of prioritizing nominations and boundaries.

The commission rated "Identify and Prioritize New Districts" as "1" in both urgency and importance.

In discussion on "Update Existing Survey Information for Already Designated Properties", Mr. Morris noted that looking at zoning might be a good place to start in looking at prioritizing. Ms. Solie cautioned that it was a huge task. There was consensus to rate the item "2" in urgency and importance.

Under Education and Outreach, the commission rated "K-12 and LBCC Preservation Trades Training" as "3" in urgency and "2" in importance. The HRC rated "Initiate and Support Ongoing Education and Outreach" as "2" in urgency and "1" in importance.

In discussion on "Public Lecture Series" there was consensus to combine this with other activities and delete it as a separate item. There was consensus to rate "HRC and Staff Training" as "1" in both urgency and importance.

In discussion on "Improve Coordination With Other Corvallis Commissions and Other Cities Landmark Commissions", there was consensus to delete the section on "Coordinating with Other Cities' Landmark Commissions" (as that was felt to be part of normal mission of the commission) and to prioritize the first section as "2" in urgency and importance.

Planner Richardson stated that depending on the number of applications, there could be an opportunity to continue the prioritization process at the March meeting.

IV. CLG GRANT APPLICATION.

Planner Richardson highlighted the memo in the packet on the staff perspective on the CLG application, which must go out within the next two weeks. The staff proposal in the memo includes

orough estimates and categories of funding requests, which are similar to last years' grant proposal. He noted that training of both HRC and staff was thought to be important, though expensive. He emphasized that review and compliance comprised the current bulk of the HRC's work.

There was consensus to apply for the maximum amount allowed, as proposed.

V. MINUTES REVIEW.

Mr. Parkerson moved and Mr. Morris seconded to approve the December 11, 2007 minutes as presented; motion passed unanimously.

Mr. Brown noted that an "e" was added to the spelling of his name in paragraph six on page nine in the January 8, 2008 minutes. Mr. Parkerson moved and Mr. Morris seconded to approve the January 8, 2008 minutes as corrected; motion passed unanimously.

VI. OTHER BUSINESS/INFORMATION SHARING.

Planner Schlesener noted that an extra meeting on March 25 may be necessary. Ms. Kadas noted that that was during spring break and could be a problem.

In discussion on **Historic Preservation Month**, Ms. Solie stated the commission needed to consider who the intended audience for the awards ceremony was. She suggested that using a high visibility topic like "The Challenges of Preservation", using the Whiteside Theater as an example; this could draw a broader audience. Councilor Brown cautioned that it was a very political subject. Ms. Schlesener added that the Whiteside issue may well come back before the HRC for an opinion; the commission must take care from an ex parte standpoint. Ms. Bird noted that the structure of such an event would be critical and losing control of the intent of the discussion (with the Whiteside as an example of adaptive re-use) could be a real possibility.

Ms. Kadas suggested a presentation on the history of the Whiteside. Mr. McClure suggested a presentation of Urban Renewal and Historic Presentation.

Ms. Solie stated there needs to be discussion on the criteria for nominations. She advocated opening up nominations for Historic Preservation Awards to the community; Mr. Brown concurred. Ms. Schlesener suggested placing an announcement regarding public nominations in the City newsletter.

Ms. Beierle distributed a draft that PreservationWorks prepared for a schedule of Historic Preservation Month events. She suggested Jane Powell, author of "Bungalow References" as an awards ceremony keynote speaker for May 15 or May 19; her honorarium is \$500; ground transportation from Portland would be needed; and in-kind lodging is already provided. Ms. Kadas related that Ms. Powell is a wonderful speaker; commissioners expressed interest.

Ms. Fulton suggested using information on the proposed OSU Historic District as the Footwise display.

Planner Richardson related that the proposed **OSU Historic District** will be discussed on February 22 at OSU. He expects a representative from OSU to discuss the matter with the HRC at the March 11 meeting. He also expects a presentation of the Corvallis urban renewal district.

VII. ADJOURNMENT: The meeting was adjourned at 9: 17 p.m.

M E M O R A N D U M

To: City Council Members
From: Charles C. Tomlinson, Mayor *cc*
Date: March 12, 2008
Subject: Confirmation of Appointments to Watershed Management Advisory Commission

As you know, at our recent regular meetings I appointed the following persons to the Watershed Management Advisory Commission for the terms of office stated:

Jeff McDonnell
Forest Engineering
015 Peavy Hall
Oregon State University
Corvallis, OR 97331
Telephone: 737-8720 (Office)
Term Expires: June 30, 2008

Jacque Schreck
3060 NW Seneca Place
Corvallis, OR 97330
Telephone: 753-0193
Term Ends: June 30, 2008

I ask that you confirm these appointments at our next Council meeting, March 17, 2008.

MEMORANDUM

To: City Council Members
From: Charles C. Tomlinson, Mayor *ccT*
Date: March 12, 2008
Subject: Appointments to Advisory Boards, Commissions, and Committees

I am appointing the following persons to the advisory boards, commissions, and committees indicated for the terms of office shown:

Citizens Advisory Commission on Transit

Susan Hyne
1975 SE Crystal Lake Drive, Unit 111
Corvallis, OR 97333
Telephone: 753-4453
Term Ends: June 30, 2009

Susan rides the bus frequently and wants to do more to promote bus ridership. She has been attending CACOT meetings.

Parks, Natural Areas, and Recreation Board

Jen de-Vries
1665 SE Bethel Street
Corvallis, OR 97333
Telephone: 729-1898
Term Expires: June 30, 2008

Jen served on the Parks and Recreation Advisory Board in 2005 and 2006 but moved to Eugene temporarily, so she had to resign. Jen works at OSU in Recreational Sports.

I will ask for confirmation of this appointment at our next Council meeting, April 7, 2008.

MEMORANDUM

To: City Council Members

From: Charles C. Tomlinson, Mayor *ccT*

Date: March 12, 2008

Subject: Vacancies on Advisory Boards, Commissions, and Committees

Tammi S. Paul submitted her resignation from the Commission for Martin Luther King, Jr. Tammi's term on the Commission expires June 30, 2009.

Tracy Noel submitted her resignation from the Parks, Natural Areas, and Recreation Board. Tracy's term on the Board expires June 30, 2008

I would appreciate your nominations of citizens to fill these vacancies.

1031

MEMORANDUM

To: Mayor and City Council

From: Tony Krieg, Customer Services Manager 

Subject: LIQUOR LICENSE INVESTIGATION - Enoteca Wine Bar

Date: March 10, 2008

The City has received an application from BMRCMC, LLC, and Catherine M. Mater, Mark Matsler, Richard Carone, Marcia and Charles Gilson owners of Enoteca Wine Bar, located at 136 SW Washington Ave, Corvallis, OR 97330. This application is for a New Outlet with a Full On and Off Premises Sales Liquor License.

An affirmative recommendation has been received from the Police, Fire, and Community Development Departments. No citizen comments or input were received regarding this application for endorsement.

Staff recommends the City Council authorize endorsement of this application.

Full On-Premises Sales License

Allows the sale and service of distilled spirits, malt beverages, cider, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.

Off-Premises Sales License

Allows the sale of malt beverages, wine and cider in factory-sealed containers for consumption off the licensed premises, and allows approved licensees to offer sample tasting of malt beverages, wine and cider on premises

**City of Corvallis
Liquor License Investigation Application**

This application is for a: New Outlet Renewal

PROCESSING FEE: \$100.00 \$35.00

Applying As:

- Individual Limited Partnership
 Corporation Limited Liability Corporation

License Change (circle one):

- Change Ownership Additional Privilege
 Greater Privilege Lesser Privilege
 Other _____

PROCESSING FEE: \$35.00

Outlet Name: Enoteca Wine Bar Phone Number: 753-7335
 Address: 136 SW Washington Ave. Suite 101
 Primary Applicant (Owner or Corporation Name): B.M.R.C.M.C., LLC

Primary Applicant Information: Please provide information for the owner(s) if the business is a sole proprietorship or partnership. If the business is part of a corporation, please provide information for at least two corporate officers.

Owner/Corporate Officer:

Name: Catherine M. Mater
 Position: Owner
 Home Address: 136 SW Washington Av.
 Home Phone #: 753-7335
 A.K.A.: _____
 Driver's License#: 1754679
 Date of Birth: 5/17/53
 E-mail: Catherine@mater.com

Co-Owner/Corporate Officer:

Name: _____
 Position: _____
 Home Address: _____
 Home Phone #: _____
 A.K.A.: _____
 Driver's License#: _____
 Date of Birth: _____
 E-mail: _____

Manager Information: Please provide the information requested below for the outlet's manager, if different from the information supplied in the Primary Applicant Information section:

Name: _____ Home Address: _____
 A.K.A.: _____ Drivers License #: _____ Date of Birth: _____

Type of Liquor License (Select One):	
<input checked="" type="checkbox"/> Limited On-Premises Sales <input checked="" type="checkbox"/> Off-Premises Sales <input type="checkbox"/> Brewery Public House <input type="checkbox"/> Other: _____	<input type="checkbox"/> Full On-Premises Sales: <input type="checkbox"/> Commercial Establishment <input type="checkbox"/> Private Club <input type="checkbox"/> Caterer <input type="checkbox"/> Passenger Carrier <input type="checkbox"/> Other Public Location

Investigation Approval:

 Finance Department

 Date

Please note: the City of Corvallis requires a full and complete report to the City Council before endorsement of your application is approved. The City's examination may require a showing of financial responsibility, examination of discharge papers, registration or other pertinent records, etc. Persons unwilling to comply with these requirements are advised not to apply.



MEMORANDUM

To: Mayor and City Council
From: Karen Emery, Acting Director
Jackie Rochefort, Park Planner
Date: March 5, 2008
Subject: Local Share Fund Grant - Application Authorization

Issue:

The Department has been notified that the grant cycle for the 2008 Local Share Fund has begun. The application process requires the City Council authorize the application for the grant.

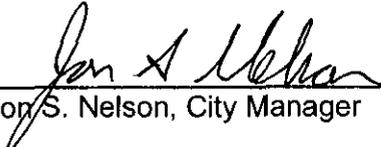
Background:

The pathways at the Avery Park Rose Garden need to be upgraded for ADA access. The current path system is a soft soil path system and needs to have pavers installed to allow wheelchairs to easily negotiate the path system. In addition, arbors, informational kiosk, and companion plantings will be installed. This project was adopted in the Capital Improvement Plan with phase I to be completed in FY 07-08, and Phase II to be completed in FY 08-09. Phase I has been funded with donations from the Avery Rose Society. Phase II is currently unfunded. The Avery Rose Society has approved match funding, up to \$46,000 in support of this project. The remainder of the project will be funded with the grant.

Recommendation:

To authorize application to the 2008 Local Share Fund process to fund the Avery Rose Garden ADA project Phase II.

Review and Concur:



Jon S. Nelson, City Manager



Nancy Brewer, Finance Director

MEMORANDUM

March 5, 2008

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director



RE: Scheduling a public hearing to receive input related to draft FY 08-09 through FY 12-13 Corvallis CDBG/HOME Program Consolidated Plan and draft FY 08-09 Action Plan

In order to meet public participation requirements and carry out planning activities related to the development of an FY 08-09 through FY 12-13 Consolidated Plan and FY 08-09 Action Plan for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs, the City must conduct two public hearings prior to submitting the final Plans for HUD consideration and approval.

The first City Council hearing, to receive input prior to drafting the Plans, was held on December 3, 2007. This memo requests scheduling of the second CDBG/HOME public hearing for the City Council meeting of April 21, 2008, in order to receive citizen comments related to the draft Consolidated Plan and Action Plan. The draft Plans will be completed following Housing and Community Development Commission review on March 12, and made available for public review beginning no later than March 21.

Memorandum

To: Mayor and City Council

From: Ken Gibb, Community Development Director 

Date: March 10, 2008

Subject: Formal Findings and Conclusions regarding the Ashwood Preserve
Conceptual and Detailed Development Plan and Tentative Subdivision Plat Application
(PLD07-00009, SUB07-00003)

On February 19, 2008, the City Council deliberated on the above referenced case and decided to approve the request subject to adoption of Formal Findings and Conclusions on March 3, 2008. The applicant subsequently extended the State's 120-Day decision time line for this application by two weeks to allow additional time for the preparation of formal findings, and City Council consideration of the formal findings for this case was rescheduled for March 17, 2008. Enclosed with this memorandum are a draft Notice of Disposition, Council revised conditions of approval, and Formal Findings and Conclusions.

Review and Concur:



Scott Fewel,
City Attorney

Review and Concur:



Jon S. Nelson,
City Manager



Community Development
Planning Division
501 SW Madison Avenue
Corvallis, OR 97333

CORVALLIS CITY COUNCIL NOTICE OF DISPOSITION

ORDER # 2008 - 022

CASE: Ashwood Preserve (PLD07-00009, SUB07-00003)

REQUEST: An appeal of a Planning Commission decision to approve a Conceptual and a Detailed Development Plan and a Tentative Subdivision Plat to construct a 28-unit subdivision of two- and three-unit attached single family dwellings on a 9.52-acre site. Planned Development approval is requested to allow variation to Land Development Code requirements regarding minimum lot size, usable yard area, and lot depth-width ratio requirements.

APPLICANT/

OWNER: Applegate Development Group, LLC
2022 SW 45th Street
Corvallis, OR 97333

LOCATION: The subject site is located on the north side of Country Club Drive, between Country Club Place to the west and Research Way to the east. The subject site is also identified on Benton County Assessor's Map 12-5-09 A, as Tax Lot 1800.

DECISION: The City Council held a duly-advertised *de novo* public hearing on the appeal on February 4, 2008. The record was requested to be held open, and additional written comments were received until February 11, 2008. The appellant submitted final written argument on February 15, 2008. The City Council deliberated and reached a tentative decision on the appeal on February 19, 2008. After consideration of all the testimony and evidence, the City Council voted to uphold the Planning Commission's decision to approve the request, and consequently, denied the appeal and approved the Conceptual and Detailed Development Plan and Tentative Subdivision Plat.

On March 17, 2008, the City Council adopted Formal Findings in support of its decision.

If you wish to appeal this decision, an appeal must be filed with the State Land Use Board of Appeals within 21 days from the date of the decision.

The proposal, staff report, hearing minutes, memoranda to City Council, and findings and conclusions may be reviewed at the Community Development Department, Planning Division, City Hall, 501 SW Madison Avenue.

Charles C. Tomlinson
Mayor, City of Corvallis

Signed: March 17, 2008
LUBA Appeal Deadline: April 7, 2008

Attachment: City Council Adopted Formal Findings

CONCEPTUAL AND DETAILED DEVELOPMENT PLAN EXPIRATION DATE (IF NOT APPEALED): March 17, 2013

If no appeal is filed by the appeal deadline, the Detailed Development Plan shall be valid for five (5) years. If the applicant has not begun construction within this period, the approval shall expire on March 17, 2013.

TENTATIVE SUBDIVISION PLAT EXPIRATION DATE (IF NOT APPEALED): March 17, 2010

If no appeal if filed by the appeal deadline, the Tentative Subdivision Plat shall be valid for two (2) years. If the applicant has not submitted a Final Subdivision Plat within the two-year period (with appropriate assurances for improvements, if applicable), the Tentative Subdivision Plat approval shall expire

CONDITIONS OF APPROVAL

Cond #	CONDITIONS
1	<p>Consistency with Plans - Development shall comply with the plans identified in Attachments A and J of the staff report, unless a requested modification otherwise meets the criteria for a Minor Planned Development Modification. Such changes may be processed in accordance with Chapter 2.5 of the Land Development Code.</p>
2	<p>Maintenance Obligations - Prior to recordation of the final plat, the applicant shall submit draft CC&Rs for the development for review and approval by the Planning Division Manager. The CC&Rs shall address maintenance obligations for Tract A that include the provisions of LDC 4.13.50. Permanent signs with language limiting chemical use within the development shall be posted at each of the three accessways entering the development. Additionally, the CC&Rs shall note that, because of the proximity of the development to protected wetlands, all landscape maintenance for the entire site shall be the responsibility of the Homeowners Association (HOA). The HOA shall hire a Licensed Commercial Operator to apply any and all pesticides or heracides on the site. The commercial operator shall be licensed by the Oregon Department of Agriculture, with licenses in the categories of Ornamental and Turf/Herbicide and Ornamental and Turf/Herbicide and Fungicide, or other applical categories, with the appropriate insurance for that license. The Licensed Commercial Operator is to practice Integrated Pest Managementas defined in Oregon Revised Statutes 634.650. The use of any pesticide material that contains any of the top ten leachable ingredients, as identified by the Oregon Department of Agriculture, Department of Environment Quality, and/or USGS for Oregon is strictly prohibited. Individual homeowners shall be prohibited from applying pesticides, herbicides, fungicides, or fertilizers to their property. The CC&Rs shall also clearly state that the obligation for maintenance of all tracts within the subdivision will be held by the HOA.</p> <p>The CC&Rs shall also contain a maintenance notice and maintenance requirements consistent with the City's Storm Water Master Plan's (and incorporated King County Washington Surface Water Design Manual's) requirements for development utilizing permeable pavement.</p>
3	<p>Required Revegetation - Prior to issuance of PIPC permits for the development, the developer shall submit detailed landscape plans showing how the riparian corridor flowing from the golf course ponds to Dunawi Creek will be revegetated consistent with the requirements of LDC 4.13.50.d.2.b.1. These trees shall be planted, consistent with the requirements of that section, concurrent with the planting of required street trees along Country Club Drive.</p>
4	<p>Fill Permit Required - No site development permits, including PIPC, erosion</p>

	control, and grading and excavation permits, may be issued for the development until the City has received verification that all necessary DSL, COE, and DEQ permits have been issued for the proposed development.
5	Construction within the 100-Year Floodplain - Building permit submittals for construction within the 100-year floodplain, where allowed by this decision, shall demonstrate compliance with the requirements of LDC 4.5.50.08.c.
6	Development within Building Envelopes - At the time of building permit application, the developer shall demonstrate that each building in the development is fully within approved building envelopes for the development, as reflected in Attachment A.
7	Compliance with Height Limit, Green Area, and PODS Standards - At the time of building permit application, the developer shall demonstrate that each residential unit complies with the Green Area requirements of LDC 3.4.40, the 30-foot building height limit of LDC 3.4.30.h, and the appropriate PODS standards in LDC Chapter 4.10.
8	<p style="text-align: center;">Landscape Plans:</p> <p>a. Landscape Construction Documents - Prior to issuance of PIPC permits, the applicant shall submit for review and approval by the Planning Division Manager, landscape construction documents for this site which contain a specific planting plan (including correct plant names in the Latin format) for proposed landscaping, trees, shrubs, and groundcover. Plans for an automatic irrigation system to irrigate this landscaping shall also be submitted for review and approval. Irrigation is required in planter strips along Country Club Drive, within required green areas within the development, for “street trees” adjacent to alleys, and for riparian revegetation trees. The plans may be submitted to Planning Division staff for review. The detailed landscape plans shall be generally consistent with the landscape plans submitted for land use approval, and shall address the following requirements:</p> <ol style="list-style-type: none"> 1. Required green area landscaping, per LDC 3.4.40. 2. Required riparian re-vegetation trees, per LDC 4.13.50.d.2.b.1. 3. Street trees along Country Club Drive, per LDC 4.2.30. Street tree species will need to be carefully considered so as not to conflict with overhead power lines along this side of the street. If large canopy trees cannot be accommodated because of the power line, medium canopy trees, at the proper spacing, will be acceptable. New street trees are not required within the extra-wide planting strip area at the west end of the site, unless existing trees are removed to the extent that there will not be a tree within each 30 feet of street frontage. 4. Three mitigation trees within a common open space area on the site, per LDC 4.2.30.a.1.d, to compensate for absent street streets due to section of curbside sidewalk. 5. “Street trees” adjacent to alleys, per LDC 4.0.60.j.2.c.

	<p>b. Landscape Maintenance Bond - All required landscaping for the development shall be planted or financially secured prior to the following thresholds:</p> <ol style="list-style-type: none"> 1. Street trees and planting strip landscaping, riparian re-vegetation trees, and mitigation trees shall be planted in conjunction with PIPC improvements. 2. Green area landscaping and alley trees shall be installed prior to approval of final inspections for individual homes within the development. <p>All required landscape areas shall be designed to achieve a minimum of 90% ground coverage within 3 years. A 3-year maintenance bond for street trees and planting strip landscaping, riparian re-vegetation trees, and mitigation trees shall be provided prior to the City's on-site approval of the plantings. The landscape bond shall be submitted to Planning Division staff for review.</p>
<p>9</p>	<p>Pervious Pavement - At the time of building permit submittal, the applicant shall demonstrate that all paved, vehicular-oriented areas on the site, including individual driveways, as well internal walkways, will be constructed of porous paving material, as described in the application.</p>
<p>10</p>	<p>Meandering Sidewalk - The portion of the sidewalk along Country Club Drive that is near curbside wetlands at the west end of the site shall be allowed to meander within the non-wetland portion of the site to preserve existing trees in the area, so long as the sidewalk is located at least 24 feet from the curb on the north side of Country Club Drive.</p>
<p>11</p>	<p>Access Drives to be marked "No Parking" - To ensure compliance with Fire Department access requirements, the three proposed 26-foot-wide private alleys serving the development shall be marked "Fire Lane - No Parking" on both sides.</p>
<p>12</p>	<p>Fire Department Requirements - The following requirements shall be met:</p> <ol style="list-style-type: none"> a. Required fire hydrants must be in-service prior to combustible construction above the level of the foundation. b. As proposed by the applicant, the developer shall install automatic fire sprinkler systems in all homes built within the development to compensate for the lack of standard turnarounds for Fire apparatus.
<p>13</p>	<p>Required Fencing - Prior to approval of the final inspection of homes on Lot 27 or 28, a six-foot tall wooden fence shall be constructed along the eastern property line of the development, where it abuts 4035 SW Country Club Drive.</p>
<p>14</p>	<p>Lighting Plan - Prior to issuance of a building permit for any home on the site, the developer shall submit a site-wide lighting plan for review and approval by Development Services Staff. The lighting plan shall demonstrate compliance with all requirements of LDC 4.2.80 and shall include necessary details of all</p>

	exterior lighting fixtures on individual homes within the development.
15	Overflow Parking/Bedroom Limitation - To preserve the on-site capacity for overflow parking in driveway areas, none of the proposed dwellings shall be allowed to contain more than three bedrooms, and all dwelling units shall be provided with two-car garages with two parking space in front of the garages that are at least 19 feet deep.
16	Bicycle Parking - At the time of building permit application, the developer shall demonstrate that required bicycle parking will be accommodated by building designs, where required.
17	Public Improvements - Any plans for public improvements referenced within the application or this staff report shall not be considered final engineered public improvement plans. Prior to issuance of any structural or site utility construction permits, the applicant shall obtain approval of, and permits for, engineered plans for public improvements from the City's Engineering Division. The applicant shall submit necessary engineered plans and studies for public utility and transportation systems to ensure that adequate street, water, sewer, storm drainage and street lighting improvements are provided. Final utility alignments that maximize separation from adjacent utilities and street trees shall be engineered with the plans for public improvements in accordance with all applicable LDC criteria and City, DEQ and Oregon Health Division requirements for utility separations. Public improvement plan submittals will be reviewed and approved by the City Engineer under the procedures outlined in Land Development Code Section 4.0.80.
18	ROW Dedication - Concurrent with final plat, a dedication for additional right of way shall be made along the SW Country Club Drive ROW in order to achieve a total of 34 ft from the original ROW centerline. Additionally, as proposed by the applicant, additional ROW shall be dedicated along the western portion of the Country Club Drive ROW as necessary to allow meandering the public sidewalk away from the curbside wetlands in that area. An environmental assessment for all land to be dedicated must be completed in accordance with LDC Section 4.0.100.g .
19	Private Alleys - Prior to the issuance of building permits, the developer shall construct the private alley improvements. The alleys shall be built 26 ft wide, of pervious concrete, and to City standards as outlined in LDC 4.0.60.j. At the time of final plat, the applicant shall create separate, privately owned, tracts for the alleys. As required by LDC 4.0.60.j, public access easements shall be placed on the private alleys. Installation of the private alleys will be subject to permitting through the City's Development Services Division.
20	Public Sidewalk/Landscape Strip Improvements - Concurrent with development, the sidewalk and landscape strip on the north side of SW Country Club Drive shall be constructed. The sidewalk shall be located curbside as it crosses the highly protected riparian corridor, in accordance with LDC 4.0.30.a.2 that specifies eliminating the planting strip where roads are located within riparian corridors. On the west side of the riparian corridor, the

	sidewalk shall be placed in the uplands area, north of the wetlands located in the ditch along SW Country Club Drive. Concurrent with the final plat, the applicant shall dedicate additional ROW, as proposed, to fully encompass the setback sidewalk.
21	Private Sanitary Sewer - The new sanitary sewer system serving the individual lots shall remain a private system. The private system will connect to the public system with three laterals extending north from ends of the alleys. The sanitary sewer laterals will be private up to the point of connection to the public sanitary sewer main. Installation of the private sanitary sewer system will be subject to permitting through the City's Development Services Division.
22	Public Sanitary Sewer Easement - Concurrent with final plat, a 15 ft public sewer easement should be granted along the entire length of the existing sanitary sewer, centered on the sewer, as it crosses the applicant's parcel.
23	Drainageway Easements - Concurrent with final plat, drainageway easements shall be established over the three drainageways located on the property. Easement widths are prescribed in LDC table 4.13-2 Easement Width. Dunawi Creek and the eastern drainageway are highly protected and will require easement widths of "Drainage Channel + 50 ft from the Top of Bank". The western drainageway is not mapped and will require an easement width of "Drainage Channel + 25 ft from the Top of Bank".
24	Stormwater Detention - Concurrent with development, stormwater detention shall be implemented. Infiltration and open storm water facilities shall be considered. The storm water detention facilities should be designed consistent with both criteria outlined in Appendix F of the Storm Water Master Plan, and criteria outlined in the King County, Washington, Surface Water Design Manual, and should be designed to capture and release run-off so the run-off rates from the site after development do not exceed the pre-developed conditions, based on the 2-year, 5-year, and 10-year, 24-hour design storms. Installation of the private storm drainage system will be subject to permitting through the City's Development Services Division.
25	Street Lights - Concurrent with development, a streetlight system shall be installed along the sites frontage with SW Country Club Drive, in accordance with 4.0.60.q, and built to City standards.
26	Utility Easements - Concurrent with application for building permits, 7 ft utility easements (UE) shall be dedicated along all street ROW's.
27	Conservation Easement - The final plat recorded for the proposed subdivision shall clearly state that a conservation easement has been placed over the entirety of Tract A, and that no future development will be allowed within Tract A, with the exception of improvements or maintenance of City and other utility infrastructure within the tract, as deemed necessary by the City Engineer.
28	Subdivision Contingent upon Detailed Development Plan - Final Plat approval is contingent upon the existence of, and consistency with, an active Detailed

	Development Plan.
29	<u>Internal Sidewalk Width</u> - The sidewalk along the western and northern edges of the development, which provides access to the “tot lot,” shall be constructed with a 5-ft width, and shall gain the additional 2 feet of width by reducing the distance between the sidewalk and the dwellings.
30	<u>HOA to Coordinate Waste Management</u> - Prior to Final Plat approval, the applicant shall submit draft CC & Rs for the Ashwood Preserve development, to be reviewed and approved by Planning Division Staff. The CC & Rs shall require that the Homeowner’s Association (HOA) for the development coordinate waste management for the entire development with the City’s Waste Management provider. Garbage pickup shall be performed in the private alleys. Yard debris will be handled by the HOA’s landscaping contractor, and will not be collected on-site. The HOA shall develop and implement a consolidated plan for curbside recycling to reduce the number of bins that will need to be placed along Country Club Drive.

Development Related Concerns:

- A. Mailbox Locations - Mailbox locations shall be coordinated between the developer and the Post Office as part of the public improvements construction process.
- B. Excavation and Grading Plans - Prior to issuance of any construction permits, the applicant shall submit an excavation and grading plan, including erosion control methods, to the City’s Development Services Department for review and approval.
- C. Other Permits - Prior to issuance of any construction permits, the applicant shall be required to obtain a National Pollutant Discharge Elimination System (NPDES) permit if construction activity will disturb, through clearing, grading, and/or excavation, one acre of the site. Additionally, any permits required by other agencies such as the Division of State Lands; Army Corps of Engineers; Railroads; County; or Oregon Department of Transportation, shall be approved and submitted to the City prior to issuance of any City permits.
- D. Infrastructure Cost Recovery - Where it is determined that there will be Infrastructure Cost Recovery payments from past public improvements the developer shall pay their required share of the costs prior to receiving any building permits in accordance with Corvallis Municipal Code 2.18.040. Country Club Drive Improvements, Capital Improvement Project # 657324 has recently been completed along the frontage of the applicant’s parcel. This project, as well as existing water line and sanitary sewer improvements will require Infrastructure Cost Recovery payments.
- E. Streetscape Plan - As part of the public improvement plans, the applicant shall include a “streetscape” plan that incorporates the following features: composite

utility plan; street lights; proposed driveway locations; vision clearance triangles for each intersection; street striping and signing (in conformance with the MUTCD); and proposed street tree locations.

- F. Street Naming - Fire Department Staff suggest naming these three private drives so that the dwelling units may be easily identified and addressed referencing the private drive upon which they front. If the dwelling units reference Country Club for addressing, signage will need to be provided at each driveway entry, identifying the numerical address range of homes located down each drive. Ref: OFC Section 505, CFD Guideline 11.2.1.

- G. Vegetation Maintenance - Vegetation within 25' of structures shall be modified and/or maintained in a fire safe manner to prevent rapid fire spread into or out of this housing grouping. Ref: OFC 304.1.2.

**BEFORE THE CITY COUNCIL
OF THE CITY CORVALLIS**

**FINDINGS – ASHWOOD PRESERVE CONCEPTUAL AND
DETAILED DEVELOPMENT PLAN / TENTATIVE SUBDIVISION PLAT**

In the matter of a City Council decision to)
approve a Conceptual and Detailed)
Development Plan / Tentative) **PLD07-00009**
Subdivision Plat; and to uphold the) **SUB-7-00003**
Planning Commission’s decision, and deny)
the appeal.

PREAMBLE

This matter before the Corvallis City Council is a decision regarding an appeal of the Planning Commission’s approval of a Conceptual and Detailed Development Plan and Tentative Subdivision Plat to create 28 residential lots and 8 common tracts within 9.52 acres of land zoned (RS-6) with Natural Hazard and Natural Resource overlay areas. Approximately 6.49 acres of the site (68%) would be left undeveloped, restricted from future development by a conservation easement, and set aside in a common tract. The Detailed Development Plan proposes to construct attached single-family homes within the portions of the site identified for development. Certain Land Development Code standards, such as lot dimension requirements, are proposed to be modified through the Detailed Development Plan.

The subject 9.52-acre property is currently undeveloped, except for an underground sanitary sewer line that runs through the northern area. The site is located north of Country Club Drive, east of 45th Place, west of Research Way, and south of Dunawi Creek. The site is composed of Tax Lot 1800 from Benton County Assessor’s Map 12-5-09A. The current owner of the property is Applegate Development Group, LLC.

The Corvallis Planning Commission conducted a review of the above-referenced Conceptual and Detailed Development Plan / Tentative Subdivision Plat on December 19, 2007. On January 2, 2008, the Planning Commission deliberated and voted to approve the Conceptual and Detailed Development Plan / Tentative Subdivision Plat. A notice of decision was signed on January 3, 2008, (Order # 2008-002).

On January 15, 2008, Mark Knapp (hereinafter referred to as “Appellant”), filed an appeal of the Planning Commission’s decision to approve the Conceptual and Detailed Development Plan and Tentative Subdivision Plat. The Land Development Code (“LDC”) specifies that the City Council hear appeals of Planning Commission decisions regarding these land use applications.

The City Council held a duly advertised *de novo* public hearing on the application on February 4, 2008. The public hearing was closed; however, the written record was held

open for seven additional days, and the City Council deliberated and reached a tentative decision on the appeal on February 19, 2008.

After consideration of all the testimony and evidence, the City Council voted to uphold the Planning Commission's decision, denying the appeal, and thereby approving the Conceptual and Detailed Development Plan and Tentative Subdivision Plat requests with conditions.

Applicable Criteria

All applicable legal criteria governing review of this application are identified in the public notices for the December 19, 2007, and February 4, 2008, public hearings; the Staff Report to the Planning Commission, dated December 7, 2007; the minutes of the Planning Commission hearing and deliberations on December 19, 2007, and January 2, 2008; the staff memo to the City Council dated January 25, 2008, and the minutes of the City Council hearing and deliberations dated February 4, 2008, and February 19, 2008.

FINDINGS AND CONCLUSIONS RELATED TO THE APPEAL OF ASHWOOD PRESERVE CONCEPTUAL AND DETAILED DEVELOPMENT PLAN / TENTATIVE SUBDIVISION PLAT (PLD07-00009 / SUB07-00003)

1. The City Council accepts and adopts those findings made in the Staff Report to the Planning Commission, dated December 7, 2007, that support approval of the Conceptual and Detailed Development Plan, and Tentative Subdivision Plat. The City Council adopts as findings those portions of the Minutes of the Planning Commission meetings, dated December 19, 2007, and January 2, 2008, that demonstrate support for approving the Conceptual and Detailed Development Plan, and Tentative Subdivision Plat. The City Council accepts and adopts those findings made in the January 25, 2008, staff memorandum to the City Council, that support approving the Conceptual and Detailed Development Plan, and Tentative Subdivision Plat, as conditioned. The City Council also adopts as findings, those portions of the Minutes of the City Council meetings dated February 4, 2008, and February 19, 2008, that demonstrate support for approving the Conceptual and Detailed Development Plan, and Tentative Subdivision Plat. The City Council adopts as findings, the Staff Memorandum to the City Council, dated February 15, 2008, which responds to questions asked by Council members at the February 4, 2008, public hearing. The City Council specifically accepts and adopts as findings the rationale given during deliberations in the February 19, 2008, meeting by Council Members expressing their support for approving the Conceptual and Detailed Development Plan, and Tentative Subdivision Plat. All of the above-referenced documents shall be referred to in these findings as the "Incorporated Findings". The findings below, (the "supplemental findings"), supplement and elaborate the findings contained in the materials noted above, all of which are incorporated herein, by reference. When there is a conflict between the supplemental findings and the Incorporated Findings, the supplemental findings shall prevail.

2. The City Council notes that the January 25, 2008, staff memorandum to Council presents information on Attachments III-76 through III-81 regarding the need for imposing Conditions of Approval # 1 through 27. The Council notes that the Minutes from the January 2, 2008, Planning Commission deliberations on the subject application contain the rationale for imposing Conditions of Approval # 28 and 29. Additionally, the Council notes that the Minutes from the February 19, 2008, City Council deliberations on the subject application contain the rationale for modifying Condition 2 and imposing Condition of Approval # 30. The Council finds that all of the approved Conditions are reasonable conditions that are necessary to satisfy the applicable criteria presented in the January 25, 2008, staff memorandum to Council and the supplemental findings presented below. The Council notes that Condition of Approval # 30 has been applied by the City Council, and is illustrated in the Notice of Disposition enclosed herewith.
3. The City Council notes that the record contains all information needed to evaluate the Conceptual and Detailed Development Plan, and Tentative Subdivision Plat decision for compliance with the relevant criteria.
4. The City Council notes that the Council considered the grounds of the appeal and other issues raised through public testimony.
5. To approve a Conceptual and Detailed Development Plan, LDC Sections 2.5.20 and 2.5.40.04 require that the proposal be consistent with the applicable provisions of the Corvallis Comprehensive Plans (“CCP”), LDC, and other policies and standards adopted by the City Council. The Incorporated Findings list all of the applicable approval criteria, and demonstrate compliance with these approval criteria. These supplemental findings elaborate upon and clarify the Incorporated Findings, and primarily address issues raised on appeal. These supplemental findings, like the Incorporated Findings, are grouped into six categories, which facilitate a comprehensive and cohesive review of the applicable criteria. The categories include Land Use & Purposes, Natural Resources, Compatibility, Circulation, Public Facilities and Services, and Tentative Subdivision Plat. The issue categories are identified with Roman numeral, and findings are assigned chronological numbers.

I. Land Use

Applicable Criteria (LDC): LDC 2.5.20 (Planned Development Purposes), 2.5.40.04 (Planned Development Review Criteria), Chapter 3.3 (RS-6 Zoning District Standards), and Chapter 3.4 (RS-9 Zoning District Standards).

Relevant Conditions of Approval (“COA”): Condition 1

1. The City Council notes that findings in response to the applicable criteria cited above are presented on Attachments III-8 through III-9 and Page 6 of the January 25, 2008, staff memorandum to City Council.

2. The City Council notes that at the time the application was submitted, the subject site was designated on the Corvallis Comprehensive Map for Low Density Residential Development with Natural Hazard and Natural Resource Overlay areas. The Council also notes that at the time of application, the site was zoned RS-6 with Natural Hazard (100-year floodplain) and Natural Resource (wetland and riparian) Overlay areas, consistent with the Comprehensive Plan Map Designation for the site.
3. The Council notes that, as allowed by the provisions of LDC Chapter 4.11- Minimum Assured Development Area (MADA), the applicant is allowed to utilize some of the development standards of the next most intensive residential zone, which is RS-9, Medium Density Residential Zone.
4. The Council notes that the proposed development is composed of two- and three-unit attached single family dwellings, to be located on individual lots within the subdivision. The Council notes that *Single Attached – Zero Lot Line, two units* and *Attached – Townhouse, three to five units*, are residential building types that are primary uses permitted outright in the RS-6 and RS-9 Zoning Districts.
5. The Council notes that given approval of this development proposal, with conditions, the Comprehensive Plan designation for the site will remain Low Density Residential, the Zoning for the site will remain RS-6, and any encroachments into the Natural Resources or Natural Hazards areas will be consistent with the allowances for such in the LDC.
6. The Council finds that the approval of the Ashwood Preserve Subdivision would not result in a change to the Comprehensive Plan Designation of the wetland. The development site’s designation on the Comprehensive Plan Map of Low Density Residential, with Natural Hazard and Natural Resource Overlay Areas, would not change after this approval.
7. As discussed in the Incorporated Findings and the supplemental findings, the Council finds that the proposal is consistent with the criteria relating to land use.

II. Natural Resources

Applicable Criteria (CCP and LDC): CCP 4.2.1; 4.2.2; 4.5.1; 4.7.1, 4.8.1; 4.8.2, 4.8.12; 4.10.3; 4.10.4; 4.10.5; 4.10.6; 4.10.17; 4.10.19; 4.11.12; 7.2.5; 7.5.5. LDC Chapter 4.13 (Riparian Corridor and Wetland Provisions); Chapter 4.5 (Natural Hazard and Hillside Development Provisions); Chapter 4.11 (Minimum Assured Development Area); and 4.2.20 (Tree Preservation).

Relevant Conditions of Approval (“COA”): COA # 2, 3, 4, 5, 8, 9, 10, 23, 24, and 27.

1. The City Council notes that findings in response to the applicable criteria cited above are presented on Attachments III-10 through III-27, Pages 6-8 of the January 25, 2008, staff memorandum to City Council, and in Staff Responses to some of Councilors questions, as reflected in the February 15, 2008, Staff Memorandum to the City Council.
2. The Council notes that the LDC provisions for protecting natural resources were completed as directed by the State Department of Land Conservation and Development (LCDC), in compliance with Statewide Goal 5 requirements. The Council notes that the development of LDC provisions protecting natural resources and addressing development in natural hazard areas was the result of an involved, multi-year, public process that included repeated mailed notice to over 3,500 affected parties and over 70 public meetings. The Council notes that Phase III of the Land Development Code Update, which included the relevant natural resource and natural hazard protections, was approved by DLCD and approved on appeal to the Land Conservation and Development Commission (LCDC). That approval decision was subsequently upheld on appeal to the Oregon Court of Appeals.
3. The Council notes that the Minimum Assured Development Area (MADA) provisions (which were a part of the approvals listed in “2,” above) were developed as a mechanism to balance the rights of property owners with the community’s interest in protecting natural features and limiting development in natural hazard areas. MADA provisions were developed to address the need for “hardship” provisions that would achieve the following goals: 1) provide equity so that a limited number of property owners would not be required to provide open space amenities for the entire community, 2) ensure that areas in the UGB were developed efficiently, thus minimizing the need to expand into County resource land, and 3) minimize cost implications for the community based on the potential for “takings” claims. The Council notes that the need for “hardship” provisions was first presented to a joint meeting of the Benton County Board of Commissioners and Planning Commission and the Corvallis City Council and Planning Commission on December 11, 2003. The Council notes that comments were taken and wrapped into the initial concept at that meeting and at a number of subsequent meetings between 12/11/2003 and the first public hearing on the draft Land Development Code, on September 9, 2004. The Council notes that the Goal 5 economic, social, environment, and energy consequences (ESEE) analysis that was prepared for DLCD review in conjunction with Phase III of the Land Development Code Update provided a holistic, community-wide evaluation of impacts to natural features that would result from the proposed natural features protection regulations. The MADA provisions were included in the ESEE analysis. The ESEE was upheld as a critical component of the Phase III Land Development Code Update project.

4. The Council notes that the wetland adjacent to Country Club Drive at the west end of the development site is included in the delineation that was submitted to the Department of State Lands (DSL). The Council notes that DSL Staff concurred with the submitted delineation. The Council notes that the inclusion of the roadside wetlands in the delineation grants that wetland protected status. The applicant's delineation may be found on pages III-92 through III-115 of the January 25, 2008, staff memorandum to the City Council. The letter of concurrence from DSL Staff may be found on pages III-90 and III-91 of the January 25, 2008, staff memorandum to the City Council.
5. The Council notes that LDC Section 4.11.50.02.c.1 allows the "base MADA" for the Minimum Assured Development Area to be increased for, "The area of public right-of-way dedications resulting from a required width in excess of the width needed for a local street, provided the required street is identified in the Corvallis Transportation Plan;"
6. The Council notes that Country Club Road is classified as a collector street in the City's Transportation Plan, which requires a width in excess of a local street width.
7. The Council notes that LDC Section 4.0.30.a.2 states that "sidewalks along Arterial, Collector, and Neighborhood Collector Streets shall be separated from curbs by a planted area. The planted area shall be a minimum of 12 ft. wide..." The Council notes that nothing in this section indicates that wider planted areas are not allowed to address specific circumstances.
8. The Council notes that, based on Staff's conversations with Department of State Lands (DSL) representatives, if the sidewalk were constructed in a traditional manner, impacts to roadside wetlands would require a fill permit from DSL, which typically requires wetland mitigation.
9. The Council notes that the applicant has added 9,426 square feet of street dedication area to the base MADA allowed for the site. This ROW dedication consists of two portions: 1) the additional four feet along the site's entire frontage that is needed to improve Country Club Road to a collector standard, and 2) the additional ROW needed to accommodate a separated sidewalk in the southwest portion of the site that avoids impacts to roadside wetlands.
10. The Council notes that LDC Section 4.11.50.02.c.2 allows wetland mitigation area necessary to accommodate required infrastructure in wetland areas to count toward the MADA. The Council notes that the precise extent of roadside wetlands mitigation that would be required due to impacts to the roadside wetlands is unknown at this time. The Council notes that DSL typically requires wetland mitigation at ratios between 1 to 1 and 3 to 1 (i.e. 3 acres of new wetland for every 1 acre that is impacted). The Council notes

that because of these uncertainties, it is not possible at this time to calculate the MADA that would be allowed if a standard street improvement were constructed in the southwest corner of the site, but some increase in the base MADA would be allowed.

11. The Council notes that development of a standard sidewalk and planting strip in the vicinity of the existing roadside ditch would directly affect or eliminate the identified roadside wetlands, which would allow additional area for wetland mitigation to be added to the base MADA.
12. The Council notes that the applicant has proposed and the staff has concurred that the wider area to be dedicated for the planted area along the western portion of the site is the minimum needed to avoid impacts to the roadside wetlands.
13. The Council finds that additional MADA allowances for right-of-way dedication, as described in LDC Section 4.11.50.02.c, have been correctly calculated. The Council finds that the MADA calculation included in the proposal is accurate and correct, as discussed on Pages III-17 through III-23 of the January 25, 2008, staff memorandum to the City Council.
14. The Council notes that the appellant contends that the wetland delineation was inaccurate.
15. The Council notes that the wetland delineation was conducted to determine the present extent of identified wetlands on the property, with nothing in the delineation itself that anticipates future impacts on the wetland due to development. The Council notes that the wetland determination was conducted according to accepted standards for such work. The Council notes that the DSL has concurred with the delineation. The Council finds that, based on the submitted wetland delineation and letter of concurrence from DSL Staff, there is no basis to support the contention that the wetland delineation is inaccurate.
16. The Council notes that the subject of stormwater impacts to the adjacent wetlands were discussed within the December 7, 2007, Planning Commission Staff Report, as well as during the December 19, 2007, Planning Commission public hearing on the project and the January 2, 2008, Planning Commission deliberations on the project. The Council notes that the subject of stormwater impacts to the adjacent wetlands were discussed during the February 4, 2008, City Council public hearing and the February 19, 2008, City Council deliberations. The Council notes that no "toxic waste" of a nature different from the types of effluents typically associated with residential development would be produced by the proposed development. The Council notes that Conditions of Approval #2, 4, 9, 17, 24, 27, and 30 from the March 17, 2008, City Council Notice of Disposition will minimize negative stormwater impacts to the adjacent wetlands. The Council finds

that potential negative stormwater impacts to the adjacent wetlands from the proposed development will be adequately addressed with these measures.

17. The City Council notes that concerns were raised through public testimony relating to the encroachment of development into the 100-year floodplain. The City Council notes that the total area of development in the 100-year floodplain is 991 square feet, all of it in the floodplain and none in the floodway. The City Council notes that the development that is proposed to encroach into the floodplain consists entirely of fill material contained behind a 30-inch tall retaining wall, with no habitable structures proposed within the 100-year floodplain area. The Council notes that residential structures must be elevated one foot above the Base Flood elevation of the 100-year flood, per LDC Section 4.5.50.08.c.3. The Council notes that the proposed development will be required to comply with this requirement. Therefore, the Council finds that the proposal is in compliance with the criteria set forth in LDC Chapter 4.5 Hazard/Hillside Development and will not create a hazardous situation for future residents of the development.
18. The Council notes that the amount of encroachment into the 100-year floodplain proposed by this development is approximately 991 square feet. The Council notes that MADA provisions allow limited encroachment into 100-year floodplain areas, per LDC 4.11.50.04.c. The Council finds that the small amount of encroachment proposed into the 100-year floodplain will not result in a significant change to, or obstruction of, floodwaters that would have a negative impact on downstream residents and property owners.
19. As discussed in the Incorporated Findings and the supplemental findings, the Council finds that the proposal is consistent with the criteria relating to natural resources.

III. Compatibility

Applicable Criteria (CCP and LDC): CCP 3.2.1; 3.2.3; 5.3.1; 9.2.1; 9.2.2; 9.2.4; 9.2.5; 9.3.2; 9.3.5; 12.2.5.

LDC 3.4.30; 3.4.40; 3.4.90; 4.10.50; 4.10.60; 4.6.10; 4.6.20; 2.5.40.04; 2.4.30.04b-4; 3.3.60; 2.5.10; 4.0.30; 4.10.60.06; 4.2.80; 4.2.30; 4.0.60; 4.1.30.

Relevant Conditions of Approval (“COA”): COA 6, 7, 8, 13, 14, 15, and 30.

1. The City Council notes that findings in response to the applicable criteria cited above are presented on Attachments III-27 through III-57 of the January 25, 2008, staff memorandum to City Council.
2. The City Council notes that during public hearings and through public testimony in opposition to the proposed Conceptual and Detailed Development Plan and Tentative Subdivision Plat application, concerns were

raised that the proposed development would constitute “high-density” housing, which was not compatible with the surrounding low-density neighborhood.

3. The City Council notes that the zoning of the site is RS-6, Low-density residential. The City Council notes that the development is proposed to consist of Single Attached – Zero Lot Line, two units and Attached – Townhouse, three units, which are residential building types that are primary uses permitted outright in the RS-6 Zone.
4. The City Council notes that, although the applicant has the ability to develop the site consistent with RS-9 Zoning District Standards, per LDC Section 4.11.50.03.a, development standards for RS-6 and RS-9 Zoning Districts are identical in most respects, including minimum lot size, required lot dimensions, setbacks, allowed building height, and other requirements. The only differences between development standards of the two zones are lot coverage (60% for RS-6 and 70% for RS-9) and required green area (40% for RS-6 and 30% for RS-9), and center-unit townhomes in each Zone may contain only 20% green area.
5. The Council notes that all of the individual lots will comply with the allowed RS-9 lot coverage and green area standards.
6. The City Council notes that, due to the site being so heavily constrained by Significant Natural Features, attached housing is necessary to achieve minimum density for the Comprehensive Plan Designation of Low-density Residential. The Council notes that, consistent with the direction provided by the MADA, the appropriate solution for preserving significant natural features on a development site is to cluster development on the portion of the site that is least environmentally sensitive.
7. The City Council notes that Article 40 of the Comprehensive Plan and LDC Section 3.3.10 indicate that the density range allowed for properties with Low Density Residential Comprehensive Plan designations is 2 to 6 units per acre. The City Council notes that LDC Table 3.3-1 requires a minimum density of 4 units per acre for development in the RS-6 Zone.
8. The City Council notes that the gross density of the proposed development is lower than the minimum density required for the RS-6 zone, as specified in LDC Table 3.3-1. The City Council notes that the applicant is requesting to vary from this standard to allow an overall density for the development that is less than the four unit-per-acre minimum requirement of the RS-6 Zoning District. The City Council finds that the preservation of significant natural resources on the site is a compensating benefit for this variance. The City Council finds that, although the proposed development has a density below that required in the RS-6 Zoning District, the density of the development (2.9 dwelling units per acre) is consistent with the density range of 2 -6 dwelling

units per acre required for Low Density Residential development in Article 40 of the Comprehensive Plan.

9. The Council finds that the proposed Ashwood Preserve development appropriately clusters development on approximately 3 acres of the development site, thereby allowing preservation of the remaining approximately 6.5 acres of significant natural features on the site.
10. The Council finds that, since development standards for the RS-9, Medium Density Residential District are nearly identical to development standards in the RS-6, Low Density Residential District, and since the RS-9 standards are specifically allowed for this site due to the use of the MADA provisions, the proposed development is fundamentally compatible with existing low density residential development in the immediate area.
11. The Council notes that concerns were expressed in public testimony regarding the impact of the development on neighboring property values. The Council finds that such concerns have no relation to applicable decision criteria and are, in fact, counter to the goals expressed in Comprehensive Plan Policies 9.2.5.E, 9.3.2, and 9.5.14, which call for a greater variety of housing types within zoning districts.
12. As discussed in the Incorporated Findings and the supplemental findings, the Council finds that, as conditioned, the proposal is consistent with the criteria relating to compatibility.

IV. Circulation

Applicable Criteria (CCP and LDC): CCP 11.2.1; 11.2.2; 11.3.9; 11.5.2; 11.7.1. LDC 4.0.60; 4.0.100; 4.0.30; 4.0.40.

Relevant Conditions of Approval ("COA"): COA 9, 10, 11, 12, 16, 17, 18, 19, 20, 29, and 30.

1. The City Council notes that findings in response to the applicable criteria cited above are presented on Attachments III-57 through III-64 of the January 25, 2008, staff memorandum to City Council.
2. The City Council notes that concerns regarding traffic impacts of the proposed development were raised in public hearings and public testimony. The Council notes that specific concerns were related to street and intersection capacity and speed along Country Club Drive.
3. The Council notes that the applicant submitted a Traffic Impact Analysis that considered the impacts of the proposed Ashwood Preserve development. The Council notes that the Traffic Impact Analysis provided calculations estimating the number of trips generated from the project. This number of

trips is below the City's threshold for requiring further analysis. The Council notes that effects of incremental traffic increases such as this are typically addressed via the City's Capital Improvement Program. This development will contribute Systems Development Charges to help fund CIP transportation projects. The Council finds that based on data in the Traffic Impact Analysis and on City Staff review and conditions of approval, the transportation system can accommodate build out of the Ashwood Preserve development site.

4. The Council finds that the proposed improvements to Country Club Drive and to the private accessways within the site satisfy applicable LDC standards and CCP policies. The Council finds that pedestrian, bicycle, and transit circulation requirements will be adequately accommodated by the development, as conditioned.
5. As discussed in the Incorporated Findings and the supplemental findings, the Council finds that the proposal is consistent with the criteria applicable to the Circulation Category.

V. Public Facilities and Services

Applicable Criteria (CCP and LDC): CCP 10.2.6; 10.2.12. LDC 4.0.60; 4.0.70; 4.0.100; 4.2.30; 4.0.100.

Relevant Conditions of Approval ("COA"): COA 9, 17, 21, 22, 23, 24, 25, and 26.

1. The City Council notes that findings in response to the applicable criteria cited above are presented on Attachments III-64 through III-69 of the January 25, 2008, staff memorandum to City Council.
2. The City Council notes that concerns regarding the proposed pervious pavement to be installed in the private alleys were raised during public hearings and in written testimony. The Council notes that specific concerns were related to the long-term maintenance, durability and water quality treatment potential of pervious pavement.
3. The City Council notes that, while pervious pavement is new to the City of Corvallis, it is accepted as a viable stormwater management approach by agencies such as the U.S. Environmental Protection Agency. Studies show that pervious pavement can continue to function with routine maintenance. Pursuant to the City's Storm Water Master Plan and incorporated King County Washington Surface Water Design Manual, development utilizing permeable pavement shall have a maintenance notice and maintenance requirements recorded in the Homeowner's Association Covenants, Conditions & Restriction.

4. The Council notes that the overriding standard for flow control and water quality is the City's Storm Water Master Plan, which includes references to the standards of the King County Surface Water Design Manual. Pursuant to the King County standards, projects developing over 5,000 square feet of pollution generating *impervious* surface require water quality treatment. Since the development is using *pervious* pavements, City standards do not require specific water quality treatment facilities. Although the water quality treatment effectiveness of pervious pavement is not quantified, there will be some degree of treatment applied. The City Council finds that stormwater management requirements will be adequately accommodated by the development, as conditioned.
5. The City Council notes that concerns were expressed regarding the feasibility of solid waste pickup for the proposed development site. The City Council notes that the applicant's final written response contains information pertaining to the pickup of trash, recycling, and yard debris. The Council finds that Condition of Approval #30 will adequately address the issue of solid waste pickup service to the site, consistent with the applicable Comprehensive Plan criterion 10.2.6.
6. The Council notes that the analysis and conclusions presented in the December 7, 2007, staff report to the Planning Commission demonstrate how the proposal, as conditioned, is consistent with applicable criteria pertaining to water service, sanitary sewer service, street lighting, and other franchise utilities.
7. As discussed in the Incorporated Findings and the supplemental findings, the Council finds that the proposal is consistent with the criteria applicable to the Public Facilities and Services Category.

VI. Tentative Plat

Applicable Criteria (LDC): LDC 2.4.30.04; 4.4.20; 4.11.30.

Relevant Conditions of Approval ("COA"): 18, 19, 20, 22, 23, 27, and 28.

1. The City Council notes that findings in response to the applicable criteria cited above are presented on Attachments III-70 through III-74 of the January 25, 2008, staff memorandum to City Council.
2. The Council notes that no specific issues regarding the tentative plat proposal (SUB07-00003) were raised in testimony or correspondence except to the extent that those issues raised regarding the Conceptual and Detailed Development Plans would affect the tentative plat. The Council notes that those issues have been thoroughly addressed in the incorporated findings and in Section III of these supplemental findings.

3. As discussed in the Incorporated findings and the supplemental findings, the Council finds that the proposal, as approved by the Conceptual and Detailed Development Plans for the site, is consistent with the subdivision requirements of LDC Chapter 2.4, with the land division requirements of LDC Chapter 4.4, and with all other applicable LDC Criteria for Tentative Subdivision Plats.

SUMMARY CONCLUSION

As the body charged with hearing appeals of a Conceptual and Detailed Development Plan, and Tentative Subdivision Plat decision, the City Council, having reviewed the record associated with the Conceptual and Detailed Development Plan and Tentative Subdivision Plat application, considered evidence supporting and opposing the application and finds that the proposal, as conditioned, adequately addresses the review criteria and is found to be consistent with the City's Comprehensive Plan, applicable sections of the Land Development Code, and other applicable approval criteria. The City Council finds that Conditions of Approval are necessary to achieve compliance with the applicable criteria, and the conditions adequately address impacts related to the development. Therefore, the appeal is DENIED, and the City Council upholds the Planning Commission decision to approve the Conceptual and Detailed Development Plan/Tentative Subdivision Plat application (PLD07-00009/SUB07-00003).

Dated: _____

Charles C. Tomlinson, MAYOR

ATTACHMENTS

City Council Notice of Disposition

Conditions of Approval

RESOLUTION 2008-_____

Minutes of the meeting of _____, City Council minutes, continued.

A resolution submitted by Councilor _____.

WHEREAS, the City of Corvallis is co-sponsoring an application for designation of an enterprise zone with Benton County; and

WHEREAS, the City of Corvallis is interested in an enterprise zone to encourage existing local companies' development, encourage opportunities for graduates of the Business Enterprise Center, encourage commercial applications of business opportunities from Oregon State University, encourage sustainability and green companies traded sector opportunities, new business investment, job creation, higher incomes for local residents, and greater diversity of economic activity; and

WHEREAS, the proposed enterprise zone has a total area of 2.0 square miles more or less, and it meets other statutory limitations on size and configuration; it is depicted on the drawn-to-scale map (Exhibit A) and it includes all properties within the Corvallis Urban Growth Boundary and south of SW Wake Robin Avenue, west of Highway 99W, north of the southern boundary of the Corvallis Urban Growth Boundary, north of the Public Institutional designated land at the Corvallis Municipal Airport, and east of the Corvallis Urban Growth Boundary; and

WHEREAS, the proposed enterprise zone contains significant land that is reserved for industrial use, as indicated by the land use zoning map with the application, consistent with the Comprehensive Plan acknowledged by the Land Conservation and Development Commission, such industrial sites are accessible, serviced or serviceable, and otherwise ready for use and further development; and

WHEREAS, the designation of an enterprise zone does not grant or imply permission to develop land within the zone without complying with prevailing zoning, regulatory and permitting processes and restrictions for applicable jurisdictions; nor does it indicate any intent to modify those processes or restrictions, except as otherwise in accordance with the Comprehensive Plan; and

WHEREAS, the City of Corvallis appreciates the impacts that a designated enterprise zone would have and the property tax exemptions that eligible business firms might receive therein, as governed by Oregon Revised Statutes (ORS) Chapter 285C and other provisions of Oregon Law; and

WHEREAS, all of the other municipal corporations, school districts, special service districts and so forth, other than the sponsoring governments, that receive operating revenue through the levying of *ad valorem* taxes on real and personal property in any area of the proposed enterprise zone were sent notice and invited to a public meeting regarding this proposal, in order for these sponsoring governments to effectively consult with these other local taxing districts. Follow-up arrangements as agreed to with these consultations will be completed with affected districts within six months of the proposed enterprise zone's designation; and

WHEREAS, the City of Corvallis will adopt sustainability local conditions as criteria for companies seeking to be eligible for enterprise zone benefits.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the City of Corvallis proposes and applies for an Oregon enterprise zone to be named: The Benton/Corvallis Enterprise Zone, and requests that the director of the Oregon Economic and Community Development Department order the designation of this enterprise zone; and

IT IS FURTHER RESOLVED that Jon S. Nelson, City Manager, is authorized to submit the enterprise zone application for the City of Corvallis and to make any substantive or technical change to the application materials, as necessary, after adoption of this resolution.

IT IS FURTHER RESOLVED that the City of Corvallis will give priority to the use in the proposed enterprise zone, if designated, of any economic development or job training funds received from the federal government, consistent with ORS 285C.065(3)(d).

IT IS FURTHER RESOLVED that the City of Corvallis commits, upon designation, to appoint a local enterprise zone manager and appoint an Enterprise Zone Advisory Committee within 90 days.

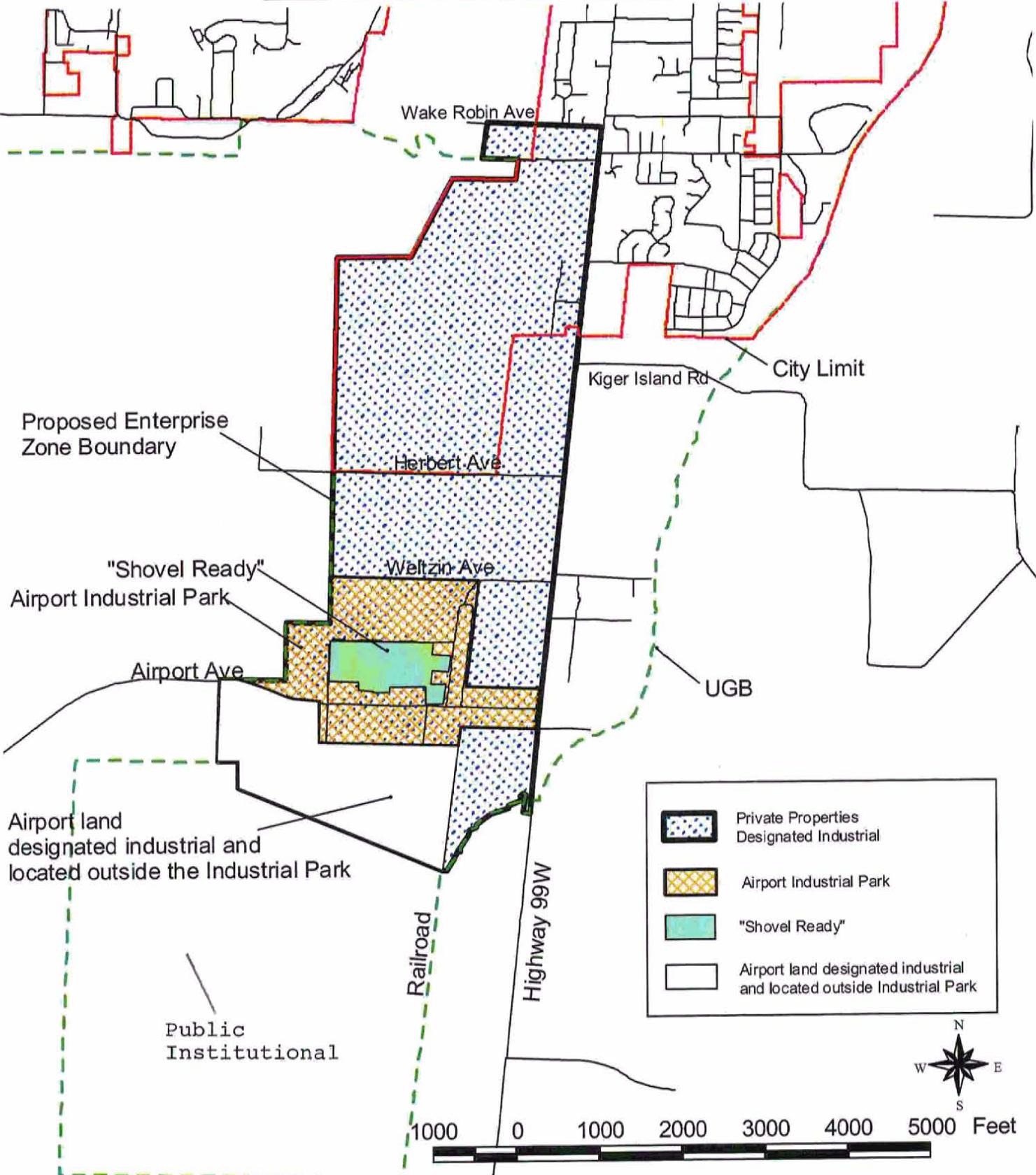
IT IS FURTHER RESOLVED that the City of Corvallis will comply with the requirements and provisions of ORS 285C.105 and otherwise fulfill its duties under ORS 285C.050 to 285C.250.

IT IS FURTHER RESOLVED that the City of Corvallis commits, within six months of designation, to implement and confirm for the department its fulfillment of such duties, as specified in OAR 123-065-0210, including but not limited to preparation of a list or map of local lands and buildings owned by the state or by municipal corporations within the enterprise zone that are not being used or designated for a public purpose and that have appropriate land use zoning, and to efforts for making such real property available for lease or purchase by authorized business firms under ORS 285C.110.

Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

Proposed Enterprise Zone
 ~ 2 square miles
 ~ 1,322 acres



Proposed Enterprise Zone Boundary

"Shovel Ready" Airport Industrial Park

Airport Ave

Airport land designated industrial and located outside the Industrial Park

Public Institutional

Wake Robin Ave

Kiger Island Rd

City Limit

Herbert Ave

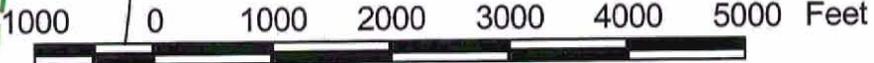
Waltzin Ave

UGB

Railroad

Highway 99W

	Private Properties Designated Industrial
	Airport Industrial Park
	"Shovel Ready"
	Airport land designated industrial and located outside Industrial Park





The National Arbor Day Foundation®

211 N. 12th St. • Lincoln, NE 68508 • 402-474-5655 arborday.org

We inspire people to plant, nurture, and celebrate trees.

February 28, 2008

RECEIVED

MAR 03 2008

CITY MANAGERS
OFFICE

JOW
FHE
CCT

The Honorable Charlie Tomlinson
Mayor of the City of Corvallis
P.O. Box 1083
Corvallis, OR 97330

Dear Mayor Tomlinson,

Congratulations to Corvallis on being named as a 2007 Tree City USA and Growth Award recipient!

Trees in our cities and towns help clean the air, conserve soil and water, moderate temperature, and bring nature into our daily lives. Trees are a vital component of the infrastructure in our cities and towns, and provide environmental and economical benefits. A community, and its citizens, that recognize these benefits and provide needed care for its trees deserves recognition and thanks.

Tree City USA recognizes communities that have proven their commitment to an effective, ongoing community forestry program. Such a program is one marked by renewal and improvement.

Tree City USA is sponsored in cooperation with the National Association of State Foresters and the USDA Forest Service. State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward your awards to Paul Ries in your state forester's office. They will be coordinating the presentation with you. It would be especially appropriate to make the presentation of the Tree City USA award part of your Arbor Day celebration.

Best regards,
John Rosenow

Chief Executive

cc: Becky Merja

For more information,
contact Mark Derowitsch,
Public Relations Manager at
mderowitsch@arborday.org
or call 888-448-7337



News from The National Arbor Day Foundation®

211 N. 12th St. • Lincoln, NE 68508 • 402-474-5655 arborday.org

We inspire people to plant, nurture, and celebrate trees.

FOR IMMEDIATE RELEASE:

Corvallis Receives Tree City USA Growth Award

Corvallis has been named a Tree City USA community by the Arbor Day Foundation to honor its commitment to community forestry. It is the seventh year Corvallis has received this national recognition.

Corvallis is also the recipient of a Tree City USA Growth Award for demonstrating progress in its community forestry program in the following activity areas:

- Education and Public Relations
- local awards program
- Partnerships
- new project or organization
- Planning and Management
- tree inventory and analysis

The prestigious Growth Award recognizes environmental improvement and higher levels of tree care in Tree City USA communities.

The Tree City USA program is sponsored by the Arbor Day Foundation in cooperation with the National Association of State Foresters and the USDA Forest Service.

Corvallis has met the four standards to become a Tree City USA community: a tree board or department, a tree care ordinance, a comprehensive community forestry program, and an Arbor Day observance.

“Trees in our cities and towns help clean the air, conserve soil and water, moderate temperature and bring nature into our daily lives,” said John Rosenow, Chief Executive of the Arbor Day Foundation. “Tree City USA designation recognizes the work of elected officials, staff and citizens who plant and care for the community forest. Trees are a vital component of the infrastructure in our cities and towns, and provide environmental and economical benefits. A community, and its citizens, that recognize these benefits and provide needed care for its trees deserves recognition and thanks.”

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3/10/08 - From Coninda Westlow. 

Solar Energy Firms Leave Waste Behind in China

By Ariana Eunjung Cha
Washington Post Foreign Service
Sunday, March 9, 2008; A01

GAOLONG, China -- The first time Li Gengxuan saw the dump trucks from the nearby factory pull into his village, he couldn't believe what happened. Stopping between the cornfields and the primary school playground, the workers dumped buckets of bubbling white liquid onto the ground. Then they turned around and drove right back through the gates of their compound without a word.

This ritual has been going on almost every day for nine months, Li and other villagers said.

In China, a country buckling with the breakneck pace of its industrial growth, such stories of environmental pollution are not uncommon. But the Luoyang Zhonggui High-Technology Co., here in the central plains of Henan Province near the Yellow River, stands out for one reason: It's a green energy company, producing polysilicon destined for solar energy panels sold around the world. But the byproduct of polysilicon production -- silicon tetrachloride -- is a highly toxic substance that poses environmental hazards.

"The land where you dump or bury it will be infertile. No grass or trees will grow in the place. . . . It is like dynamite -- it is poisonous, it is polluting. Human beings can never touch it," said Ren Bingyan, a professor at the School of Material Sciences at Hebei Industrial University.

The situation in Li's village points to the environmental trade-offs the world is making as it races to head off a dwindling supply of fossil fuels.

Forests are being cleared to grow biofuels like palm oil, but scientists argue that the disappearance of such huge swaths of forests is contributing to climate change. Hydropower dams are being constructed to replace coal-fired power plants, but they are submerging whole ecosystems under water.

Likewise in China, the push to get into the solar energy market is having unexpected consequences.

With the prices of oil and coal soaring, policymakers around the world are looking at massive solar farms to heat water and generate electricity. For the past four years, however, the world has been suffering from a shortage of polysilicon -- the key component of sunlight-capturing wafers -- driving up prices of solar energy technology and creating a barrier to its adoption.

With the price of polysilicon soaring from \$20 per kilogram to \$300 per kilogram in the past five years, Chinese companies are eager to fill the gap.

In China, polysilicon plants are the new dot-coms. Flush with venture capital and with generous grants and low-interest loans from a central government touting its efforts to seek clean energy

alternatives, more than 20 Chinese companies are starting polysilicon manufacturing plants. The combined capacity of these new factories is estimated at 80,000 to 100,000 tons -- more than double the 40,000 tons produced in the entire world today.

But Chinese companies' methods for dealing with waste haven't been perfected.

Because of the environmental hazard, polysilicon companies in the developed world recycle the compound, putting it back into the production process. But the high investment costs and time, not to mention the enormous energy consumption required for heating the substance to more than 1800 degrees Fahrenheit for the recycling, have discouraged many factories in China from doing the same. Like Luoyang Zhonggui, other solar plants in China have not installed technology to prevent pollutants from getting into the environment or have not brought those systems fully online, industry sources say.

"The recycling technology is of course being thought about, but currently it's still not mature," said Shi Jun, a former photovoltaic technology researcher at the Chinese Academy of Sciences.

Shi, chief executive of Pro-EnerTech, a start-up polysilicon research firm in Shanghai, said that there's such a severe shortage of polysilicon that the government is willing to overlook this issue for now.

"If this happened in the United States, you'd probably be arrested," he said.

An independent, nationally accredited laboratory analyzed a sample of dirt from the dump site near the Luoyang Zhonggui plant at the request of The Washington Post. The tests show high concentrations of chlorine and hydrochloric acid, which can result from the breakdown of silicon tetrachloride and do not exist naturally in soil. "Crops cannot grow on this, and it is not suitable for people to live nearby," said Li Xiaoping, deputy director of the Shanghai Academy of Environmental Sciences.

Wang Hailong, secretary of the board of directors for Luoyang Zhonggui, said it is "impossible" to think that the company would dump large amounts of waste into a residential area. "Some of the villagers did not tell the truth," he said.

However, Wang said the company does release a "minimal amount of waste" in compliance with all environmental regulations. "We release it in a certain place in a certain way. Before it is released, it has gone through strict treatment procedures."

Yi Xusheng, the head of monitoring for the Henan Province Environmental Protection Agency, said the factory had passed a review before it opened, but that "it's possible that there are some pollutants in the production process" that inspectors were not aware of. Yi said the agency would investigate.

In 2005, when residents of Li's village, Shiniu, heard that a new solar energy company would be building a factory nearby, they celebrated.

The impoverished farming community of roughly 2,300, near the eastern end of the Silk Road, had been left behind during China's recent boom. In a country where the average wage in some areas has climbed to \$200 a month, many of the village's residents make just \$200 a year. They had high hopes their new neighbor would jump-start the local economy and help transform the area into an industrial hub.

The Luoyang Zhonggui factory grew out of an effort by a national research institute to improve on a 50-year-old polysilicon refining technology pioneered by Germany's Siemens. Concerned about intellectual property issues, Siemens has held off on selling its technology to the Chinese. So the Chinese have tried to create their own.

Last year, the Luoyang Zhonggui factory was estimated to have produced less than 300 tons of polysilicon, but it aims to increase that tenfold this year -- making it China's largest operating plant. It is a key supplier to Suntech Power Holdings, a solar panel company whose founder Shi Zhengrong recently topped the list of the richest people in China.

Made from the Earth's most abundant substance -- sand -- polysilicon is tricky to manufacture. It requires huge amounts of energy, and even a small misstep in the production can introduce impurities and ruin an entire batch. The other main challenge is dealing with the waste. For each ton of polysilicon produced, the process generates at least four tons of silicon tetrachloride liquid waste.

When exposed to humid air, silicon tetrachloride transforms into acids and poisonous hydrogen chloride gas, which can make people who breathe the air dizzy and can make their chests contract.

While it typically takes companies two years to get a polysilicon factory up and running properly, many Chinese companies are trying to do it in half that time or less, said Richard Winegarner, president of Sage Concepts, a California-based consulting firm.

As a result, Ren of Hebei Industrial University said, some Chinese plants are stockpiling the hazardous substances in the hopes that they can figure out a way to dispose of it later: "I know these factories began to store silicon tetrachloride in drums two years ago."

Pro-EnerTech's Shi says other companies -- including Luoyang Zhonggui -- are just dumping wherever they can.

"Theoretically, companies should collect it all, process it to get rid of the poisonous stuff, then release it or recycle. Zhonggui currently doesn't have the technology. Now they are just releasing it directly into the air," said Shi, who recently visited the factory.

Shi estimates that Chinese companies are saving millions of dollars by not installing pollution recovery.

He said that if environmental protection technology is used, the cost to produce one ton is approximately \$84,500. But Chinese companies are making it at \$21,000 to \$56,000 a ton.

In sharp contrast to the gleaming white buildings in Zhonggui's new gated complex in Gaolong, the situation in the villages surrounding it is bleak.

About nine months ago, residents of Li's village, which begins about 50 yards from the plant, noticed that their crops were wilting under a dusting of white powder. Sometimes, there was a hazy cloud up to three feet high near the dumping site; one person tending crops there fainted, several villagers said. Small rocks began to accumulate in kettles used for boiling faucet water.

Each night, villagers said, the factory's chimneys released a loud whoosh of acrid air that stung their eyes and made it hard to breath. "It's poison air. Sometimes it gets so bad you can't sit outside. You have to close all the doors and windows," said Qiao Shi Peng, 28, a truck driver who said he worries about his 1-year-old son's health.

The villagers said most obvious evidence of the pollution is the dumping, up to 10 times a day, of the liquid waste into what was formerly a grassy field. Eventually, the whole area turned white, like snow.

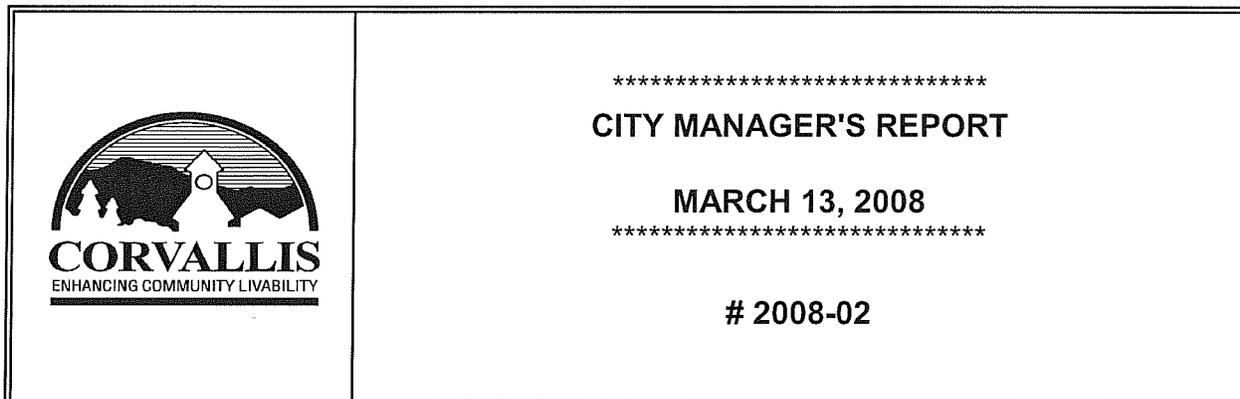
The worst part, said Li, 53, who lives with his son and granddaughter in the village, is that "they go outside the gates of their own compound to dump waste."

"We didn't know how bad it was until the August harvest, until things started dying," he said.

Early this year, one of the villagers put some of the contaminated soil in a plastic bag and went to the local environmental bureau. They never got back to him.

Zhang Zhenguo, 45, a farmer and small businessman, said he has a theory as to why: "They didn't test it because the government supports the plant."

Researchers Wu Meng and Crissie Ding contributed to this report.



REPORTING PERIOD: FEBRUARY 2008

I. ORGANIZATIONAL HIGHLIGHTS

- The Oregon House adopted a resolution memorializing former-Councilor Zimbrick's service to the Corvallis community.
- The City Council began consideration of a proposed Benton/Corvallis Enterprise Zone in South Corvallis.

II. MAYOR'S DIARY

Early in the month, I discussed the status of Innovation Park with Oregon State University (OSU) Vice President of Research John Cassady; I also met with Hallie Atencio of the OSU Community Service Center. I welcomed the 2008 Benton County Teen Summit attendees and testified in Salem, Oregon, in support of the Scott Zimbrick and Doug Killin Memorial Resolutions. I welcomed attendees to Corvallis Tourism's annual Think Tank. The Cascade Power Shift asked me to participate in a Green-Collar Job panel. I accompanied the Corvallis Sustainability Coalition to a meeting with the *Corvallis Gazette-Times* editorial board; I also met with SOLV staff at the OSU Student Sustainability Center to plan for the May community stream clean-up day. Comcast and I taped a Newsmakers segment for airing during March; and Linn-Benton Community College (LBCC) President Rita Cavin invited Dan Bedore and I to discuss the college's future plans, workforce development efforts, and mid-valley transportation concerns. Lastly, I attended an interesting and informative Hewlett-Packard (H-P) breakfast on Leap Day.

III. COMMUNITY DEVELOPMENT

A. Department Highlights

- Planning staff assisted at a public meeting with the Committee for Citizen Involvement and representatives from Evanite to provide information to the

community regarding public involvement in the Evanite Land Use public hearings.

- Planning Commission completed review of the Brass Media Conditional Development.
- Worked with City Council on the review of the appeal of the Ashwood Preserve Planned Development and Subdivision.
- Continued work on the Evanite, Corvallis Crossing (Rite Aid), 7th Street Station, and Madrona Oaks development proposals.
- Assistant Planner Brian Latta started work in late-February.
- Continued coordination with the City Attorney's Office regarding several Land Use Board of Appeals cases.
- Provided assistance to Leadership Corvallis in a "Mock Land Use Proceeding."
- The Housing Division received 54 Rental Housing Program-related contacts outlining 91 separate issues, with 48 related to habitability and 43 of a non-habitability nature. Thirty-two of the habitability issues reported are or may be subject to the Rental Housing Code, so those making contact were advised of the process to follow to pursue resolution.
- One Rental Housing Code violation for a plumbing issue was confirmed prior to month-end and will be pursued to resolution during March.
- The Housing and Community Development Commission heard proposals from 13 agencies seeking Fiscal Year 2008-2009 Community Development Block Grant and HOME Investment Partnerships Program funding allocations. The Commission's allocation recommendations will be included in a draft five-year Consolidated Plan/one-year Action Plan that will be considered by the Council during an April public hearing.
- One First Time Home Buyer Program down payment assistance loan in the amount of \$10,000 was approved and closed.
- An Essential Repair deferred payment/zero interest rehabilitation loan in the amount of \$19,150 was approved and will be closed in March.
- Development Services staff processed 12 residential and 28 non-residential plan reviews for proposed construction projects and conducted 1,330 inspections during February.
- Processed and issued 20 Mechanical and Electrical permits online.
- Code Enforcement Program created 24 new cases as a result of citizen complaints received during February.
- Development Services Civil Engineer Aaron Amoth accepted a position at Public Works. Initiated a recruitment to fill this future vacancy.
- Continued installation work and initiated outreach on new Interactive Voice Response (IVR) System, an automated 24-hour inspection request and results system. The system is expected to "go live" March 31st.
- Assistant Building Official Mike Fegles attended national code change hearings representing the interests of Corvallis and the Oregon Building

Officials Association. Mike provided testimony on several proposed changes to the International Building Codes, including the International Existing Building Code.

- Inspection staff provided assistance in evaluating the Moose Lodge for a potential homeless shelter.

B. Other

- Received a letter (attached) from Andersen Construction commending Building Inspector Suzie Larson for extraordinary inspection services on a recent project at H-P.

IV. FINANCE

A. Department Highlights

- Utility Billing and MIS staff started final testing on the Alert Notification System to be used to notify delinquent customers by telephone prior to turn-off for non-payment.
- Accounts Payable completed testing for Automated Clearing House (ACH) payments and processed the first payment. Staff will begin notifying vendors in March that they can sign-up for this service, which will pay vendors via an electronic funds transfer.
- Initiated the Request for Proposal (RFP) process for an audit services contract for the next three years, with an option to extend the term for two more years. Following pre-notification, staff received eight requests for the auditing services RFP.
- MIS completed the groundwork to establish secondary Internet access as a back-up to existing service.
- MIS staff started a "Collaboration and Workflow Processes" initiative in conjunction with OSU School of Business' Business Solutions Group to assess areas where technology can improve existing workflow processes and citizen access to City services.

V. FIRE

A. Department Highlights

Operational

Response Activity - February 2008	City	Non-City	Total
Fires	3	1	4
Overpressure/Rupture	0	0	0
Requests for Ambulance	287	80	367
Rescue (Quick Response Team)	112	15	127
Hazardous Condition	6	3	9
Service Requests	25	11	36
Good Intent	27	18	45
False Calls	26	6	32
Other	1	0	1
TOTAL RESPONSES OVERALL	487	134	621

- Four Fire Department personnel are qualified for Urban Search and Rescue responses.
- An Engineer qualification examination will be given during May.
- Although our injury rate is in line with other fire departments, lifting injuries continue to be a problem. Division Chief and Safety Officer Chris Hunt is investigating possible remedies.

VI. LIBRARY

A. Department Highlights

- All staff and several Library Board members attended in-service training entitled "Staying Excellent: Customer-Centered Library Service," presented by nationally known library consultant Joan Frye Williams. Everyone was interested to hear what is being done around the country and got ideas about how we can implement some exciting changes in our Library.
- Staff committees continued to discuss ideas and plans related to the lobby remodeling project, scheduled for April.
- Thanks to the Friends of the Library, we now have several posters framed and hanging in the hallway near Administration to brighten the passageway. An additional painting was re-framed and hung in a public area.
- Several staff members attended Online Northwest, an annual conference focusing on innovations in library technology held in Corvallis.
- Technical Services division replaced the old CD/DVD Buffer (which buffed one disc at a time) with one that buffs 50 at one time. We estimate that we

will be able to able to buff 7,200 more discs each year. The cost to replace that many discs (not including staff time) would be at least \$72,000!

- The sixth annual Tcha Tee Man Wi Storytelling Festival took place January 31st through February 3rd. The Festival included a weekend of storytelling performances and workshops by noted storytellers Jay O'Callahan, Susan O'Halloran, and Eth-Noh-Tec. Alsea had a full house for the storytelling program by Susan O'Halloran. Benton County Cultural Coalition had granted the funds to provide two rural programs (Monroe and Alsea) during the Festival. School-aged youth from fifth through 12th grades came to Alsea Library, as well as school staff and a handful of local adults.
- Youth Services Manager Curtis Kiefer presented a program entitled "Your First Book: A Personal Reflection on the History of Children's Literature" for the Academy of Lifelong Learning.
- Librarian Dana Campbell was appointed to the Amelia Bloomer Project of the Feminist Task Force of the American Library Association, whose charge is to develop booklists of feminist literature for children, teens, and adults.

B. Other

- The annual Gearing Up For Gardening lecture series wrapped up. The eight programs each had over 100 attendees. This series is jointly sponsored by the Benton County Master Gardeners, LBCC Benton Center, and the Library. The Master Gardeners presented a check to the Library Foundation to upgrade the Main Meeting Room sound system.
- The Friends of the Library held their annual huge used book sale at the Benton County Fairgrounds. Early indications are that they brought in approximately \$35,000 from selling an estimated 20 tons of books!

VII. PARKS AND RECREATION

A. Department Highlights

Administration/Planning

- Director Julee Conway announced her resignation, effective March 7th.
- Recreation Division Manager Karen Emery will be the interim director during recruitment for a new director.
- Administrative staff attended a workshop in Portland, Oregon, on Verbal Tactics.
- Completed budget for Fiscal Year 2008-2009.

Aquatic Center

- Participation Statistics:
 - 40 people from as far away as Eddyville, Oregon, participated in cardiopulmonary resuscitation (CPR) and First Aid certification classes.
 - 382 children and adults registered in Swimming and Water Safety Lessons, including WaterBabies and WaterKids.
 - 5,000 participants and spectators – 25 pool rentals including the Oregon School Activities Association 5A and 6A District Swim Meets and Corvallis Aquatic Team's 11-14 Oregon State Championships.
 - 12,258 entries into the facility for lap swim, exercise classes, and drop in recreation.
- Hosted Red Cross Blood Drive.
- Hosted City-sponsored Ward 6 meeting.
- Completed the high school swim season.
- Pool Operator Nathan Boal completed the first year of Pacific Northwest Resource Management School.

Parks

- Completed ArcMap training, thanks to Alice Grucza for her organization and instruction.
- Recruited for a Parks Operations Specialist position.
- Completed seasonal call-back announcement. Eight employees are returning to work March 3rd.
- America Sayer completed the first year of the Pacific Northwest Resource Management School.
- Staff produced the third edition of the "Know Your Trees" brochure for Urban Forestry.
- Worked on the purchase of a replacement drop box truck for landscape services.
- Liquidated the surplus 1066 International tractor.
- Worked with Oregon Department of Transportation on homeless camp clean-up projects.
- Volunteers continue to work on trails and the Avery Rose Garden.

Recreation

- Produced the 63-page Spring/Summer Activity Guide, filled with exciting activities and highlighting this year's theme of "Healthy Parks, Healthy People."
- Co-sponsored the Story Telling Festival with the Library, The Arts Center and others.

Senior Center

- Hosted two sessions of the "Aging Brain" series. More than 80 older adults enrolled for each session.
- The Tax Aide program is in full swing, with Senior Center volunteers answering the Tax Aide appointment line and volunteer, trained tax preparers providing seniors and middle-to-low-income residents free assistance with their taxes. Last year's program served 2,200 people.
- The Senior Excursions program offered fun trips to see Bill Cosby at the Hult Center, along with a hike to the Kendall Natural area.

VIII. POLICE

A. Department Highlights

Officers investigated 1,748 incidents this month. Following are the highlights:

- Street Crimes Unit arrested a 26-year-old man on charges of Unlawful Use of a Weapon and Unlawful Possession of Marijuana. The male had indicated he was going to take his rifle to LBCC and shoot the next person who made fun of him. A search warrant was executed at his residence. The rifle was seized, along with methamphetamine residue and marijuana. Investigation is continuing.
- Officers assisted with a fatal traffic crash investigation on NE Conifer Boulevard. A young male on a motorcycle attempted to elude a Benton County Sheriff's Deputy. The suspect lost control of his vehicle and impacted a fire hydrant causing his death.
- Detectives and the Street Crimes Unit arrested a 37-year-old man on two counts of Delivery of a Controlled Substance - Marijuana and one count each of Conspiracy to Deliver a Controlled Substance and Racketeering. A search warrant was later served at his residence, where investigators seized approximately 30 pounds of packaged high-grade marijuana and more than \$3,500 in cash. Investigation is continuing.
- Detectives arrested a 57-year-old man on charges of Sexual Abuse, Sodomy, and Unlawful Sexual Penetration. The male was a care-giver in a foster home for developmentally disabled persons. The victim was a 34-year-old resident.
- Officers responded to a vandalism complaint in Central Park and discovered an unknown suspect had driven a pickup truck into the park and spun the vehicle's tires, damaging the grass. The suspect's vehicle was located and impounded. The suspect called the Police Department to retrieve his vehicle. He confessed to his crimes and was charged with Criminal Mischief I and Reckless Driving.
- Investigations and the Street Crimes Unit served a search warrant at a residence, where multiple individuals were arrested on multiple charges,

including Possession of a Controlled Substance - Methamphetamine, Delivery of a Controlled Substance - Methamphetamine, and Frequenting. More than \$10,000 in cash was recovered during the search. Information was developed through the execution of that search warrant, leading to the arrest of three individuals in Portland, Oregon, on drug-trafficking charges and the seizure of 1.75 pounds of methamphetamine. Investigation is continuing.

- Investigations Division continues to work with investigators from Oregon State Police, the Benton County District Attorney's Office, the Benton County Sheriff's Office, the Federal Bureau of Investigation, and the National Center for Missing and Exploited Children on the Brooke Wilberger missing-person case.

Tactical Action Plans (TAP)

- TAP 13 – This TAP addresses traffic-related concerns in the Downtown core, specifically on NW Harrison Boulevard. This TAP will assist the Department in meeting two annual performance measures: Reduce top-ten crash locations by ten percent and maintain vehicle injuries and fatalities of less than five per 1,000 population. The TAP and After Action Review were completed during February.

9-1-1 Center Calls for Service

- The Corvallis Regional Communications Center dispatched 2,811 calls for police, fire, and medical assistance this month as follows:

POLICE		FIRE AND MEDICAL	
Corvallis Police	1,748	Corvallis Fire/Ambulance	499
Benton County Sheriff	412	Other Fire/Medical	35
Philomath Police	117		
TOTAL	2,277	TOTAL	534

B. Other

- Detective Karin Stauder attended the two-day 2008 Department of Public Safety Standards & Training (DPSST) Child Abuse Conference held at and sponsored at DPSST in Salem.
- Detective Tyson Poole attended the three-day American Academy of Forensic Sciences 60th Anniversary Scientific Meeting in Washington, DC.
- All sworn personnel attended Blood Bourne, Hazardous Materials, and CPR training in the Police Conference Room.
- Sworn personnel participated in firearms qualifications, Oleoresin Capsicum training, and baton training.

- K-9 officer Harvey and Xar completed 22 hours of training, including training with the Springfield K-9 unit.
- Officer Wyatt retired.
- Officers Hull and Davis continue to participate in Phase B of the Police Officer Training Program.
- Sergeant Marr and Officer Voll completed the Taser Instructor Course.
- Sergeants Goodwin and Zessin attended Oregon State Police Bomb Squad Training.
- Officer Teeter conducted five traffic safety presentations at Corvallis High School.

IX. PUBLIC WORKS

A. Department Highlights

Administration Division

- The Franchise Utility Specialist and the City Attorney met with Comcast to discuss franchise compliance related to Comcast's digital telephone service.
- The Franchise Utility Specialist represented the City's interests at a meeting with the OSU Greek Council, Benton County, and Allied Waste Services, during which solid waste disposal and recycling issues at fraternities and sororities were discussed.

Engineering Division

- Construction is in progress for the Taylor Water Treatment Plant Filter Modification and Media Replacement (April completion).
- Design is in progress for the following projects: Townsend Shelter, Storm Drain Replacement, Airport Facility Improvements, 2008-2009 Sanitary Sewer Rehabilitation, Baldy Reservoir Cover Replacement, Storm Water Master Plan project, and Rock Creek Backwash Tank Replacement.
- The 2008-2009 Street Reconstruction - Phase II (NW Walnut Boulevard from NW Rolling Green Drive to NW Kings Boulevard) project is being advertised, with bid opening scheduled for March 18th.

Transportation Division

- Corvallis Transit System provided 55,081 rides during February, an 11-percent increase over February 2007. There were 846 Beaver Bus rides provided, an eight-percent increase over 2007. The Philomath Connection provided 1,294 rides during February, also an 11-percent increase over last year.
- Division staff made two presentations on alternative transportation: a bicycle safety presentation to Siuslaw National Forest employees and a noon brown-bag wellness talk for City and County employees entitled "Wellness Without

a Steering Wheel." Staff also participated in OSU's "One Less Car Day" event.

- A subcommittee of the Citizen's Advisory Commission on Transit is working on developing route and service revisions to improve services and incorporate the Fiscal Year 2008-2009 budget enhancement. A series of public meetings will be held during May and June to gather input on their work.
- Division staff made a transit fee proposal to the Associated Students of OSU (ASOSU) Student Incidental Fee Committee for the next academic year. The Committee voted to approve the fee request, including a proportional share of the proposed \$180,000 transit enhancement (\$11,550). The student fee for transit (including the Philomath Connection) will be \$2.73 per student per term, for a total of \$150,150. The fee increase is \$0.33 over 2007-2008, including \$0.21 for the enhancement.
- Transit staff met with ASOSU to start the formation of an ASOSU (student) Transit Advisory Committee. This group is expected to provide enhanced communication between the OSU student body, OSU, and transit service providers.
- Staff participated in an initial evaluation of the former Moose Lodge building for use as an emergency shelter for the homeless.

Utilities Division

- Staff worked with the Marys River Watershed Council to complete the design of fish passage improvements on the City watershed property.
- Staff received notice of the award of a \$418,000 grant from the Oregon Watershed Enhancement Board to construct the watershed projects.
- Solicited proposals for a forestry consultant to assist City staff with the Corvallis Forest Stewardship Plan implementation.
- Developed a RFP for a solar power project at the Wastewater Reclamation Plant. The RFP will advertise in March.

X. CITY MANAGER'S OFFICE

A. Department Highlights

- Published 2007 Citizen Attitude Survey results as a special insert in "the City" newsletter.
- The Assistant to City Manager/City Recorder chaired the Conference Committee of other Oregon city recorders and began planning the 2008 Oregon Association of Municipal Recorders Annual Conference in Klamath Falls this September.

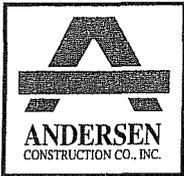
- Began work on a Parks and Recreation Director profile, and City Manager scheduled meetings with Parks and Recreation Department staff and stakeholders to discuss the profile.
- Coordinated proposed enterprise zone mailings to taxing districts and interested parties and shared information with Benton County Board of Commissioners.
- Presented City information to Leadership Corvallis participants.
- Developed public meeting scripts for board and commission meetings.

XI. MISCELLANEOUS

- Attached is the City Attorney's Office Report to the City Council for February 2008.



Jon Nelson
City Manager



RECEIVED

FEB 11 2008

February 1, 2008

Community Development
Planning Division

Joe Kruger, Superintendent
Andersen Construction Company, Inc.
940 NE Circle Blvd
Corvallis, Oregon 97330

Mr. Ken Gibb, Community Development Director
City of Corvallis
501 SW Madison
P.O. Box 1083
Corvallis, Oregon 97339

Mr. Gibb,

I wanted to take this opportunity to commend one of the City's Development Services employees for extraordinary service to my current project. Over the last year, Suzie Larson, a Building Inspector for the City of Corvallis has provided helpful and knowledgeable inspection services.

The project, Building 2 Seismic Upgrade at the Hewlett-Packard plant in Corvallis, requires installation of both structural and nonstructural seismic bracing. The nonstructural bracing of utility systems was the most intensive seismic bracing project that we have done on the HP campus. All told, we will have installed over 3500 individual custom-designed nonstructural braces at the completion of the project.

By concept, the project included 100% custom-designed braces. Tracking, inspecting and documenting such a quantity of custom braces is a challenge. With Suzie Larson's help, we worked out a system to inspect the installed braces that included her review of our project documentation. We also established categories for size and type to simplify the brace inspection in the field. This led to increased production, accuracy and overall quality of our project. This collaborative effort worked out very well for us and was the object of positive feedback by designer and owner. We often noticed her excellent memory of the details and helpful eye for quality and consistency.

Suzie Larson represented the City of Corvallis in a very professional manner and was always encouraging and cheerful on the job. It is my opinion that you are fortunate to have Suzie Larson on your staff and I think she serves the goals of Community Development very well.

We appreciated her excellent work first hand on our project.

Respectfully,

Joe Kruger



CORVALLIS CITY ATTORNEY
456 SW Monroe, #101
Corvallis, OR 97333
Telephone: (541) 766-6906
Fax: (541) 752-7532

**CITY ATTORNEY'S OFFICE
REPORT TO CITY COUNCIL: HIGHLIGHTS**

February 2008

The following are highlights of the City Attorney's Office activities during February 2008.

1. Preparation and filing of brief in *Boucot v. City* (Brooklane Heights Appeal).
2. Work on case filed by Ian McElroy to set aside his Municipal Court convictions from 1998.
3. Work on settlement agreement for Alberti matter.
4. Correspondence regarding Timberhill Shopping Center right-of-way repairs.
5. Advice to City Council regarding partial satisfaction of trust deed for Cornerstone Enterprises.
6. Meeting with Housing Department regarding Seavey Meadows.
7. Meetings with Public Works Department regarding Comcast franchise.

Ongoing/Future Matters:

1. Representation of the City before Oregon Court of Appeals re: *McElroy v. March* (nka *McElroy v. Carlson* - Mandamus Appeal), *McElroy v. City & Building Codes Structures Board*; and before the Land Use Board of Appeals re: *Boucot v. City* (Brooklane Heights Appeal) and *Soares v. City* (Cascade Crest Appeal).
2. Enforcement actions regarding code violations (building, sidewalk, land development code, etc.).
3. Continued work on discrimination complaints.
4. Continued work on public records requests.
5. Continued monitoring of recovery of City costs due to the Timberhill Shopping Center retaining wall failure issue.

COUNCIL REQUESTS

FOLLOW-UP REPORT

MARCH 13, 2008

1. "Think Permit" Marketing Program (Nelson)

Development Services recently began participating in a state-wide outreach campaign geared toward encouraging homeowners to "Think Permit" whenever considering construction projects on their homes. Permits are designed to ensure that a certified inspector examines the project in a helpful and time-sensitive manner for minimum compliance with the building safety codes.

This outreach effort also stresses the value of obtaining permits and inspections in ensuring building safety to families and building occupants. Faulty work can cause house fires, flood damage, environmental issues, and structural instability. With a permit, a certified inspector will help make sure the project is safe and up to code, helping to avoid costly repairs down the road, and preserving a homeowner's biggest financial investment – their home.

The Think Permit outreach funnels citizens to the www.ThinkPermit.com Web site to learn if a permit is required and provides tips for the do-it-yourselfer. For those interested in local permit information, the Web site also links to Development Services' Web site www.CorvallisPermits.com.

As part of this campaign, advertisements will be appearing on City buses, in the *Corvallis Gazette-Times*, in "the City" newsletter, on local cable television-access channels, and on the radio. Woven into this program will also be a localized effort to highlight some of the City's services relating to building safety. Participation in the Think Permit outreach effort will continue throughout the Summer months and into the Fall.

Why this push? During a 2005 audit, the Insurance Services Organization (ISO) faulted the Development Services Division for not focusing enough resources in the area of outreach – despite the excellent ISO score of 2 (with 1 being the best and 10 being the worst). In addition to the benefits of a safer community, participation in this state-wide effort enables the Division to demonstrate improved compliance with public outreach requirements from the ISO.



ThinkPermit.com
Protect your home. Protect your family.

2. Bicyclist/Pedestrian Access to Multi-Use Path at NW Cornell Avenue (Brauner)

Councilor Brauner inquired about the possibility of bicycle and pedestrian access from the east of NW Cornell Avenue (Cornell) to the multi-use path connecting NW Buchanan Avenue (Buchanan) with NE Circle Boulevard. Cornell ends at a gate that limits access and provides security to the railroad and the public works operations facility.

Practically, providing public bicycle and pedestrian access is more difficult than it might seem. There is an existing locked man-gate in the fence, however, it requires use of private property to reach. The private land owner will not allow the public to access his side of the existing gate. The entire width of the right-of-way is used for the existing vehicle gate, precluding the location of an opening for bicycles and pedestrians. Based upon agreements with the railroad company, moving the gate to the east side of the tracks is not an option. There is not sufficient area to move the gate east between the path and the tracks.

From a safety standpoint, the existing access to Buchanan is preferred to a connection at Cornell. Bicycle and pedestrian traffic accessing Cornell must cross NW Ninth Street without crossing protection, whereas Buchanan offers the protection of a traffic signal and bicycle lanes.

Although security will be somewhat compromised (i.e., vehicles accessed by foot will be much closer to public works operations than at the south end of the path), staff will continue to investigate gate re-configurations that would provide bicycle and pedestrian access.

A handwritten signature in black ink, appearing to read "Jon Nelson AIC".

Jon Nelson
City Manager

**CITY OF CORVALLIS – COUNCIL REQUESTS – TRACKING REPORT
PENDING REQUESTS**

Council Request Item	Requested By	Date of Request	CM Report Due Date	Assigned to	Response in CM Rpt No.	Comments
"Think Permit" Marketing Program	Nelson	03-04-08	03-11-08	Gibb	CCR 03-13-08	
Bicyclist/pedestrian access to multi-use path at NW Cornell Avenue	Brauner	03-10-08	03-11-08	Rogers	CCR 03-13-08	
Council Policy on Homelessness	York	03-10-08	04-01-08	Nelson		

MEMORANDUM

DATE: March 11, 2008
TO: Mayor and City Council
FROM: Ken Gibb, Community Development Director 
RE: Code Enforcement Program Update

I. Issue

Community Development staff will be providing periodic updates to the City Council regarding the implementation of the Code Enforcement program. This is the first follow-up to the initial November, 2007 report.

II. Discussion

Attached is a report from Chris Westfall, Code Enforcement Supervisor. The report describes progress over the last four months which includes hiring of Mike Wolfson as a Land Use Inspector. I would note the following:

- As predicted, the number of complaints has increased significantly – 164 complaints over the last four months compared with 64 in the same period last year.
- Staffing resources do not match up with the number of complaints that we are currently receiving. Therefore, we will use the prioritization criteria below, that was presented to the City Council back in November:
 - Life Safety / Public Health, e.g. obstructed vision clearance; unsanitary conditions.
 - Impact to Public Facility or R.O.W., e.g. public pedestrian routes obstructed.
 - Potential Severity of Financial Impact, e.g. rental or real estate agreements effected.
 - Time Sensitivity Impact, e.g. imminent alteration to Historic Resources.

III. Action Requested

No City Council action is requested. Staff will be available to respond to questions.

REVIEW AND CONCUR:



Jon S. Nelson, City Manager

MEMORANDUM

TO: Greg Hall, Inspection Services Manager
Dan Carlson, Development Services Manager

FROM: Chris Westfall, Code Enforcement Supervisor 

DATE: March 6, 2008

SUBJECT: Code Enforcement Program Development - Report

INTRODUCTION

On November 5, 2007 the Code Enforcement Program Development plan was presented to Council. It has been four months from the date of our presentation to Council and the following brief report of our progress has been prepared for consideration.

BACKGROUND

The program development plan was structured around quarterly implementation goals. The initial 1-3 month quarter called for staffing of the program positions, training of the new and extant inspection services staff, and identification of and meetings with stakeholder groups. The second 4-6 month quarter called for elevated attention to routine Land Use inspections with an emphasis on Pedestrian Oriented Design Standards (POD's) and sensitive natural features protections, and an expanded outreach effort to communicate the objectives of the program by building awareness and relationships within the community and the City organization. We are entering the second quarter of the planned program development period.

DISCUSSION

Recruitment for the Land Use Inspector (LUI) position was posted on September 28, 2007 and closed October 19, 2007; interviews were held on November 29, 2007 and Mike Wolfson was hired to fill the position on January 4, 2008. LUI Wolfson has been receiving extensive training for the last 2 months and is beginning to assume responsibility for the routine land use inspections. LUI Wolfson is currently instrumental in the development and implementation of a case management system to ensure comprehensive monitoring of all development related tree protection fencing, as required by the Land Development Code provisions. Pre-final case reviews for the more complex permitted projects has also been assigned to LUI Wolfson, and his

reports are being provided as a courtesy review several weeks in advance of requests for Final Inspections of Building Permits. These reports are effectively forestalling last minute Land Development Code impediments to a project's completion because applicants and project developers are provided a summary review of the applicable LDC inspection criteria and are therefore better positioned to resolve any known issues in advance. This effort has been well received, and has afforded several opportunities to favorably promote the code enforcement program development.

Inspection Services staff has continued to provide the primary response for nuisance, building safety, electrical, plumbing, and work without permit complaints. An evaluation of the previous, ad hoc, response capabilities has been conducted and areas for improvement have been identified. Staff has received training related to documentation practices, violation investigation procedures, site investigation safety and conduct, and customer service goals. Weekly inspector meetings are conducted in a one-to-one manner to facilitate case review and provide for individualized skills enhancement. Additional training is planned for the entire Development Services Division for electronic records management processing, in accord with organizational Sustainability goals.

The part time, Casual Code Enforcement Officer position continues as an open posting, until filled.

Identification of stakeholders has generated a long list of significant potential partners for the Code Enforcement Program. In the first quarter period, CES Westfall has focused on developing professional relationships within the City organization, including the Public Works Transportation and Utilities Divisions, the Parks and Recreation Department, the City Attorney's Office, the Corvallis Police Department, and the Corvallis Fire Department. CES Westfall has met with and begun cooperative working relationships with the Benton County Health Department Director, Deputy Director, and staff, and similarly with the OSU Facilities managers. On January 16, 2008, CES Westfall was a guest speaker at the regular monthly meeting for the Downtown Corvallis Association, providing a brief presentation on the Code Enforcement Program. Additional outreach is planned and scheduled into the coming quarter, as called for in the development plan.

Code Enforcement has been intimately involved in structuring the plan for the review and inspection processes necessary to implement the recently revised Sidewalk Café codes. CES Westfall has also been coordinating a review of the Dangerous Building Code mechanisms, and has begun consideration of the Administrative Search Warrant processes in cooperation with the City Attorney's Office. Code Enforcement has initiated violation investigations for 164 complaints received in the last 4 months, and conducted 207 case contacts in the last month alone. This compares to 68 complaints reviewed in the same period last year.

SUMMARY

It has been a busy and productive first quarter for the Code Enforcement Program. Organizational response to the program implementation has been highly supportive and cooperative. The program development is on firm footing and on track with the action goals of the development plan.

- Continued training for the LUI and Inspection Services staff will position the CES to focus on the program outreach emphasis planned for the coming quarter.
- The volume of complaints-to-staff-availability continues to present operational challenges so the previously identified prioritization criteria will remain in place as a screening mechanism for assigning staff response.
- It is anticipated that the process improvements being initiated in this quarter will allow for modestly increased productivity and improved resolution periods.

***** MEMORANDUM *****

MARCH 11, 2008

TO: MAYOR AND CITY COUNCIL

FROM: JON S. NELSON, CITY MANAGER 

**SUBJECT: SEVENTH STREET STATION COMPREHENSIVE PLAN AMENDMENT
AND REZONING**

I have asked staff to reschedule the April 2, 2008 Planning Commission hearing on the Seventh Street Station Comprehensive Plan Amendment and Rezoning direction by City Council based upon new information.

A necessary element in the Comprehensive Plan Amendment and Zone change from Medium Density/RS-12 to Mixed Use Employment is a transportation planning rule analysis of the site. This will cost in the neighborhood of \$10,000 and is estimated to take five weeks to complete.

We have learned from the owner's representative that the owner intends to make application for an RS-12 use the first week of April 2008. Given this information and the cost of the analysis, staff intends to ask Council at your April 7, 2008 meeting whether we should continue with the Comprehensive Plan and zone change, and associated costs, for the purpose of a change that, if successful, will result in creating a non-conforming use.

Unless directed otherwise, we will not proceed with hiring a firm to do the analysis pending the April 7, 2008 City Council check-in.

Thank you.

4020

MEMORANDUM

March 4, 2008

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director



RE: Corvallis Membership in the Housing Alliance

During the Visitors' Propositions portion of your February 4, 2008 meeting you were asked by Jim Moorefield of Willamette Neighborhood Housing Services to consider having Corvallis become a member of the Housing Alliance, an organization that advocates for affordable housing policy and programs at the state level. You forwarded Mr. Moorefield's request to the Corvallis Housing and Community Development Commission (HCDC) with a request that they determine whether the City should join the Alliance.

On February 19 Mr. Moorefield presented his request to the HCDC. The Commission voted unanimously in favor of the City becoming a member of the Housing Alliance. Attached for your information is a copy of a letter from Housing Division Manager Kent Weiss informing the Alliance of the City's decision, as well as a copy of a completed membership application form.

This memo is submitted for your information only.



Community Development
Housing Division
P.O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6944
FAX (541) 766-6946

March 3, 2008

Janet Byrd
Housing Alliance c/o Neighborhood Partnership Fund
1020 SW Taylor, Suite 680
Portland, OR 97205

Dear Janet:

Enclosed is a check in the amount of \$1,000 representing Housing Alliance membership dues for the City of Corvallis as a small political jurisdiction, along with a completed membership application form. The City's intent is to hold a voting membership in the Alliance.

Please let me know if you need any additional information from us in order to complete our membership application.

Best Regards,

Kent G. Weiss
Housing Division Manager
e-mail: kent.weiss@ci.corvallis.or.us

Enclosures: Check and membership form

Housing Alliance

Opening Doors to Opportunity

Application for Membership

Membership in the Housing Alliance is open to all who endorse our goals and agree to our operating principles. There are two categories of membership. Members include non-profit organizations, government entities, and housing authorities. For-profit entities and individuals are invited to support the Housing Alliance as Associate Members (non-voting).

Yes! We'd like to join as a / an

- Member
 Associate member (non-voting)

Dues structure:

Non-Profit Partner Organizations

Operating Budgets under \$200,000: \$50 to \$250
Operating Budgets over \$200,000: \$250 to \$20,000

Trade Associations and Membership Organizations: \$1,000 - \$5,000

Large Political Jurisdictions: \$2,500 to \$20,000

Small Political Jurisdictions: \$500 to \$2,500

For-Profit Associate Members, organizations (non-voting): \$500 to \$10,000

Associate Members, Individual: \$35 to \$250

Dues Category and amount: Small Political Jurisdiction - \$1,000

City of Corvallis

Organization Name

501 SW Madison Avenue

Address

Corvallis, OR 97333

City, State, Zip

(541) 766-6944

Telephone

Kent Weiss

Contact person

kent.weiss@ci.corvallis.or.us

E-mail

Please submit form with payment to:

Housing Alliance, c/o Neighborhood Partnership Fund
1020 SW Taylor Suite 680
Portland, OR 97205

Questions? Call Janet Byrd at 503-226-3001 ext. 103 or e-mail at jbyrd@tnpf.org

***** MEMORANDUM *****

MARCH 10, 2008

TO: MAYOR AND COUNCIL

FROM: JON S. NELSON, CITY MANAGER



SUBJECT: FINAL REPORT ON CORVALLIS REGIONAL 9-1-1 COMMUNICATIONS CENTER

Attached for your review is the complimentary report conducted on the 9-1-1 Center. Chief Boldizar is also placing the report on the CPD Web site. Staff is preparing a plan for implementing those recommendations that will be pursued.

Please call Gary or me if you have any questions.

4019



**APCO International
Member Assistance Advisory Program (MAAP)**

“Charting a Path to Excellence”

**FINAL REPORT
Corvallis Regional 9-1-1 Communications Center (CRCC)
(September 30 - October 3, 2007)**

APCO International
351 N. Williamson Blvd.
Daytona Beach, FL 32114-1112
Telephone: (888) APCO-9-1-1
Fax: (386) 322-2501
www.apco911.org

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Appendices

Appendix A: MAAP Review Team Recommendations

Appendix B: Resources and Reference Materials

Executive Summary

On behalf of the Corvallis Regional 9-1-1 Communications Center (CRCC), 9-1-1 Supervisor Pamela Hicks requested that the Association of Public-Safety Communications Officials International, Inc. (APCO), through the Member Assistance Advisory Program (MAAP), conduct a review of CRCC. APCO staff, in cooperation with CRCC staff, established the scope of work covered by this review.

The Review Team's observations and interviews indicated that in spite of the difficult conditions detailed in this report concerning staffing, technical, operational and facility issues, the CRCC was generally receiving and dispatching emergency and non-emergency calls for assistance in a timely manner; supporting agency field personnel at an acceptable level; and morale among CRCC staff members was found to be above average.

Significant credit should be given to the 9-1-1 Supervisor and the rest of the CRCC support and line staff for making the best of challenging circumstances.

Evaluation Methodology

The Evaluation Methodology used for this MAAP Review was consistent with other reviews undertaken by the APCO International MAAP Review process. The Review included face-to-face interviews with as many CRCC staff members, field agency representatives and other stakeholders as possible and reviewing numerous documents in order to provide the Review Team with insights into the history and operations of the CRCC and suggestions for its future direction.

Per the agreed upon scope of work, the following areas served as focus points for the MAAP Review of the CRCC detailed in this report:

- **Operations**
 - Interview supervisory staff to obtain overview of day-to-day operations
 - Determine accreditation status as applicable
 - Review schedule and potential efficiency options
 - Review operational support technology
 - CAD functionality
 - Review mapping system, if applicable
 - Review recording device(s) and program(s)
 - Review telephone system functionality for current technologies and emerging technologies including Voice over Internet Protocol capability
 - Review EMD system and applicable quality assurance
 - Review 9-1-1 systems for wireline and wireless technologies
 - Phase I & Phase II Deployment
 - Review Continuity of Operations Plans (COOP), emergency response plan, disaster procedures and implementation protocols
 - Analyze level of diversity and redundancy
 - Review alternate facility plan
 - Review regional systems and interoperability

- Interview training officer and/or staff primarily responsible for training regarding input on current program and suggestions for improvement
- Review any documented training program
- Review and validate all documentation
- Explore opportunities for area familiarization

- **Policy and Procedure Review**
 - Review all policy and procedures dedicated to Communications Staff
 - Review terminology and codes for consistency
 - Review uniformity of service delivery to supporting agencies

- **Recruitment and Hiring**
 - Review advertising media for Communication Center position(s)
 - Review salary plan
 - Review testing and interview process
 - Review selection criteria

- **Facilities**
 - Review existing facility housing Communications Center
 - Evaluate equipment for standards compliance and redundancy
 - Interview staff concerning Center layout and workstation environment
 - Review mechanisms for Center security and in place procedures to maintain security

- **Governance/Reporting Relationships/Organization Structure**
 - Review systems where other agency involvement is pertinent to the operation (i.e. fire services, emergency medical services, law enforcement services, etc.)

- How is communication (outside radio communications) facilitated with other agencies?
- Review organizational structure.
 - Advancement opportunities
 - Career development program
- Review job descriptions of existing staff
- Review reporting procedures and criteria
- Review employee evaluations and process
- Review process and forms for addressing both internal and external complaints
- When a request for new services is received from a field agency, is there a review to determine sufficient staffing and financial support for the requested services?
- Review employee recognition program for all levels of the organization

The MAAP Review Team

The APCO MAAP Review Team (Review Team) conducted an on-site visit from September 30 through October 3, 2007. The Review Team, made up of peers within the public safety communications industry, consisted of the following members:

Steve Reinke (Team Leader)
Director
KITTCOM (Kittitas County 911)
Ellensburg, Washington

Kimberly Burdick
9-1-1 Communications Supervisor
Chouteau County Sheriff's Office
Fort Benton, Montana

Christina Giacomelli
Dispatch Supervisor
Alameda County Regional Emergency Communications Center
Livermore, California

The Review Team spent a considerable number of contact hours meeting with and observing CRCC operational staff members, including dispatch center management, support staff and line personnel, and conducted interviews with customer agency department heads and other end user staff members to gather impressions and input about the center and its operations. The Review Team committed assessment time on all shifts for observation and data gathering purposes, examining and monitoring all activities taking place in the center.

MAAP Review Interview List

Pam Hicks,
9-1-1 Supervisor

Barb Baxter,
Lead Dispatcher

Scott Haberkorn,
Lead Dispatcher

Heidi Ferguson,
Communications Training Officer
and Dispatcher

Christy Barnes,
MSAG Coordinator and Dispatcher

Eric Baxter,
Dispatcher (and labor group
president)

Michael Michalek,
Dispatcher

John Steeves,
Dispatcher

Jennifer Taylor,
Dispatcher

Robert Ward,
Dispatcher

Dave Scott,
Dispatcher

Peggy Walch,
Dispatcher

Andy Thompson,
Dispatcher

Gary Boldizar, Police Chief,
Corvallis Police Department

Jon Sassaman,
Captain and 9-1-1 Director,
Corvallis Police Department

Roy Emery, Fire Chief,
Corvallis Fire Department

Randy Harrison,
Battalion Chief and 9-1-1 Liaison,
Corvallis Fire Department

Diana Simpson,
Sheriff, Benton County

Ken Elwer,
Police Chief and 9-1-1 Board Chair,
Philomath Police Department

Ray Sytsna,
Sergeant, Philomath Police
Department

Rick Smith,
Fire Chief, Monroe Fire Department

Deb Thelen,
Training Officer, Corvallis Police
Department

Jesse Adams,
IT Manager, Corvallis Police
Department

Deborah Dyner,
Administrative Services Manager,
Corvallis Police Department

Jon Nelson,
Corvallis City Manager

Agency Document Review List

The following documents and resource materials were reviewed by the Review Team:

- Corvallis Regional 9-1-1 Communications Center Association Labor Agreement
- Corvallis Regional 9-1-1 Communications Center Floor Plan
- Corvallis Regional 9-1-1 Communications Center Medical Dispatch Policy
- Corvallis Regional 9-1-1 Communications Center Photographs
- Corvallis Regional 9-1-1 Communications Center Schedule
- Corvallis Regional 9-1-1 Communications Center User Group Agreement
- Computer Aided Dispatch Nature Codes for Law Enforcement, Fire and EMS
- State of Oregon Systematized Pre-Arrival Instruction Protocols (Medical)
- City of Corvallis Exempt Classification and Salary Schedules
- Corvallis Police Department General Orders
- Corvallis Fire Department Departmental Operating Guidelines
 - 5.2.2
 - 5.2.6
 - 5.2.13
 - 7.1
 - 7.1.2
 - 7.1.4
 - 7.1.5
 - 7.1.8
 - 7.1.9
- Corvallis Police Department Job Descriptions for:
 - 9-1-1 Director
 - 9-1-1 Supervisor
 - Lead Dispatcher
 - Dispatcher

Commonly Used Acronyms

This list provides explanation for the most commonly used acronyms and abbreviations in this Final Report. This list is not all inclusive and for further clarification of acronyms, abbreviations, terminology or phrases used in this Final Report contact APCO International's Comm Center & 9-1-1 Services Department at (888) APCO-9-1-1 or email at 911services@apco911.org

APCO or APCO International	The Association of Public-Safety Communications Officials – International, Inc. (www.apcointl.org)
APCO Institute	Training subsidiary of APCO International
CAD	Computer aided dispatch system
CALEA	Commission on Accreditation of Law Enforcement Agencies (www.calea.org)
CPD	Corvallis Police Department
CRCC	Corvallis Regional 9-1-1 Communications Center
CTO	Communications Training Officer
EMD	Emergency Medical Dispatch
GIS	Geographic Information Services
MAAP	Member Assistance Advisory Program
MDC	Mobile Data Computer
MSAG	Master Street Addressing Guide
PSAP	Public Safety Answering Point
QA	Quality Assurance
SOP	Standard Operating Procedure(s)
VoIP	Voice over Internet Protocol

Community and Agency Demographics

The CRCC is administered and operated by the City of Corvallis Police Department (CPD), the largest law enforcement agency in Benton County, Oregon and serves as the Public Safety Answering Point (PSAP) for all law enforcement, fire service, and emergency medical service (EMS) agencies in the county.

Benton County has a population of 82,800. It is largely rural outside the City of Corvallis, which has a population of 53,100. The CRCC also provides dispatch services for some areas outside Benton County, principally for EMS in neighboring Linn County, as necessary. The PSAP has four (4) consoles and is located on the second floor of the Law Enforcement building in Corvallis. The PSAP is generally staffed with two (2) to three (3) dispatchers who answer four (4) 7-digit administrative lines and six (6) 9-1-1 lines and who operate nine (9) radio base stations via radio control stations and telephone lines. The radio system is conventional VHF and operates under licenses held by local law enforcement, fire service, and EMS agencies. The PSAP also supports city and county public works mobile communications and paging. Public safety agencies served include (with 2006 CAD call statistics):

<u>Agency</u>	<u>Citizen Initiated Calls</u>	<u>Field Initiated Calls</u>
Corvallis Police Department	21,800	21,905
Benton County Sheriff's Department	6,239	19,649
Philomath Police Department	1,300	4,014
Corvallis Fire Department	5,158	118
Adair Rural Fire Department	75	8
Alesea Rural Fire Department	40	0
Blodgett Rural Fire Department	9	0
Kings Valley Rural Fire Department	11	0
Monroe Rural Fire Department	85	7
Philomath Fire Department	199	1
2006 CAD Calls	34,916	45,702

MAAP Review Findings

Section I: Operations and Service Delivery

Objectives and Observations:

- Interview staff to obtain overview of day-to-day operations**

Completed along with observation time in the PSAP.

- Determine accreditation**

The CRCC is not accredited by any standard setting organization.

The Corvallis Police Department is accredited through the Commission for the Accreditation of Law Enforcement Agencies (CALEA). While the CRCC, the Police Department's dispatch service provider, met some of those standards set by CALEA's basic standards for PSAPs as listed in the law enforcement guidelines, the Comm Center itself was not CALEA accredited.

- Review schedule and potential efficiency options**

The CRCC is on eight-hour shifts, which is considered to offer the most flexibility if staff is needed to come in early or to extend shifts. Line staff members were mixed in their reaction when asked about alternate schedules such as ten or twelve-hour shifts in part because extended and overtime shifts are common, and adding hours to an even longer shift is unattractive at the current staffing level.

- Review operational elements**

Computer Aided Dispatch (CAD) functionality – The CAD places a unit out of service as unstaffed under normal circumstances, such as after the unit is dispatched for either a fire service or medical call. The CAD does not always automatically place units out of service as unstaffed when there are unique circumstances such as a fire unit which has designated itself

as “last out” for training or drill. The lack of CAD flexibility in this area is of concern to the CRCC staff.

A parameter for audible notification when new incidents are generated in CAD is turned off. As a result, dispatchers must monitor the screen for new incidents, or they must be prompted by another dispatcher to dispatch a pending call.

Many CRCC staff members said the CAD system does not function as efficiently as it did before the last update.

In addition, CRCC staff felt there were too many CAD nature codes.

EMD system and quality assurance – The State of Oregon Department of Public Safety Standards and Training maintains an Emergency Medical Dispatch (EMD) program for optional use by any Oregon PSAPs, and the CRCC utilizes these protocols. EMD guidecards are located at each console. Dispatchers attend an initial certification course and must complete four (4) hours of annual continuing education thereafter to remain certified.

A Quality Assurance (QA) program has been established by policy, but the program has languished because the 9-1-1 Supervisor has too many other duties to devote time to QA. The QA program is intended to be used for all call types including events where EMD instructions are given. Incident review is generally only performed in response to a citizen or user-agency complaint. The CRCC has no other supervisory or management level personnel available to conduct QA reviews.

Observation indicated some dispatchers viewed the delivery of EMD instructions as optional depending on the nature of the call and the activity level in the PSAP.

Review mapping system – The electronic 9-1-1 map associated with the telephone system is adequate and generally functions as required, although occasionally Global Positioning Satellite (GPS) coordinates reported to dispatch are not accurate, resulting in inaccurate locations being forwarded to responders. This is generally due to the limitations of cellular location technology currently available from local cellular telephone service providers.

Review recording device and program – Recording features for radio and telephone activity are available at each console from the CRCC's Stencil 9-1-1 unit. Each dispatcher may record a call and save it or send it to a requesting party per policy. There is also an "instant call check" recorder which records recent telephone and radio traffic available to dispatchers so they may quickly replay a recent telephone call or radio transmission.

Review telephone system functionality for current technologies and emerging technologies – 9-1-1 telephone system location information automatically "dumps" into the CAD, regardless of whether it is accurate or appropriate for the call.

□ Review 9-1-1 system for wireline and wireless technologies

The CRCC is able to receive latitude and longitude information for FCC Phase I and Phase II wireless 9-1-1 calls. Location information presents on the telephone system map. Location information is geographically verified in the CAD system.

Review emergency response plan, disaster procedures and implementation protocols

Review alternate PSAP plan – The CRCC operated from its backup facility at the Corvallis Fire Department for several weeks during a facility upgrade, giving the agency valuable experience operating in backup mode.

Since returning to the main facility, the evacuation kit has not been restocked and it is located outside where it is not readily accessible.

CRCC has three comprehensive plans for backup and recovery procedures for the 9-1-1 Center. Those specific to 9-1-1 operations are in the dispatch center and include:

- A 9-1-1 recovery plan that deals with 9-1-1 routing and contingency plans for continuing to receive 9-1-1 calls
- Facility evacuation procedures
- Call transfer instructions to the backup center

There are also three (3) Emergency Operations Plans not specific to 9-1-1 operations including a City of Corvallis plan, a Benton County plan, and a Corvallis Police Department “all hazards” plan. None of the plans address 9-1-1 dispatch operations other than general statements regarding cellular telephones and that the Corvallis Fire Department hosts the CRCC’s backup center. The plans are only available as hard copies in the dispatch center.

Review regional systems and interoperability

The current individual repeater-based VHF radio system serving law enforcement appeared to function at an acceptable level from a user standpoint, but the system is quite cumbersome for dispatch personnel

due to the need to select different transmitters based on the location of a particular field unit. As a result, dispatcher throughput and efficiency is limited, and users sometimes transmit over other users in other parts of the county because they cannot hear the other unit before initiating their own transmissions.

Fire service and EMS users are dissatisfied with audio quality on the fire frequency, especially in the Monroe and south county area. The county's fire agencies obtained a grant to purchase and install their own repeater system; therefore, the CRCC neither maintains nor supports the primary fire frequency beyond the demark, which appeared to be where the telephone lines leave the PSAP to serve control stations located at the Corvallis Fire Department.

Should there be a catastrophic failure at a radio site, or, if there is an extended operation in a remote area with limited or no coverage, no portable repeater system is readily available.

□ Review all available mechanisms in place to evaluate service delivery (i.e. ring time statistics, talk times, etc.)

Some statistics are available from the telephone system's Management Information System (MIS) known as "Magic" and from the CAD system.

□ Review existing telephone system

The CRCC receives voice over internet protocol (VoIP) calls and displays them as if they were wireline calls with "VoIP" as the class of service.

There is no plan to upgrade the PSAP's Customer Premise Equipment (CPE) and network to accommodate next generation 9-1-1 calls. The CRCC's Plant Equipment "Pallus" VESTA E9-1-1 telephone system is Internet Protocol (IP) based.

Staff reported a recent telephone system upgrade changed the system so they must dial "9" to access an outside line.

Interview training officer and/or staff primarily responsible for training for input on the current program and suggestions for improvement

Current Communications Training Officers (CTOs) are not recruited or selected by a formal process. Dispatchers interested in becoming a CTO voice an interest or they are recruited by the 9-1-1 Supervisor.

Budgeted funds for dispatcher training are extremely limited. As a result, other than mandatory training, generally only online training opportunities are available.

The Review Team observed an inconsistent and somewhat relaxed approach to operational procedures. There is a procedure in place for a pre-page for fire department incidents which was followed by some dispatchers, but not all. Fire dispatch protocols were followed intermittently, creating frustration and tension with fire department customers.

Review any documented training program

New hires are trained using a program derived from Oregon State's "Communications Training and Evaluation Program" (CTEP), and five (5) CRCC staff members have been certified as a Communications Training Officers (CTO). The program and manual used for the training program were judged to be too general, incomplete and inadequate by the CRCC's trainers.

Review and validate all training documentation

Other than the CTEP program, the paucity of formal materials made this review element irrelevant.

Explore opportunities for area familiarization

Staff members have opportunities for ride-alongs during training. Fully trained dispatchers may do area familiarization if staffing permits, which is rare.

Section II: Policies and Procedures

Objectives and Observations:

Review all policies and procedures specific to the CRCC

The CRCC's Standard Operating Procedure (SOP) manual is contained within the CALEA General Orders manual for the Corvallis Police Department. There is a section which pertains to the PSAP but it is not comprehensive and does not meet the PSAP's operational needs. Beyond this, a policy and procedure manual was not available for review.

Currently, no written instructions are in place for processing Master Street Addressing Guide (MSAG) and CAD mapping updates. Although there is information flow between City and County Geographic Information Services (GIS) departments to the MSAG updater and then to the CAD updater, nothing is in written form. This could create a vacuum of information should the current incumbents separate from the CRCC. A general CAD mapping "how to" manual provided by the vendor is available, but it fails to address exactly what the CAD updater must do to load map updates into the CAD system. There are plans to write down upgrade procedures during the training of a backup person.

There appeared to be unused storage in two bookcases and a storage unit with doors that ran along an entire length of the room underneath the windows. Many binders in the tall bookcase were outdated, obsolete, or empty. Some binders were mislabeled and others were not labeled at all.

Review fire service demands for service

Fire service representatives have the following concerns about the level of service delivered by the CRCC:

- Call received, dispatched and arrival times are not being accurately tracked in CAD
- All responding units are not documented in CAD
- The desired two minute "telephone to tone" time is being exceeded
- Dispatchers are not consistently dispatching fire apparatus according to existing "automatic aid" agreements
- Dispatchers are forgetting to send pages for "call back" of off-duty personnel on second alarms
- Dispatchers are inconsistent in providing map book pages and cross streets with the initial radio dispatch
- Fire agencies perceive that CRCC staff members are not very good fire dispatchers, and need training on how the new fire radios function
- Fire agencies feel they should have a designated fire dispatcher on duty 24/7
- Fire units often do not receive a response from dispatch the first time a unit calls on the radio
- Fire agencies want dispatch to have a "resource sheet," so dispatchers may determine which neighboring agencies have specific types of fire apparatus to dispatch upon request by an incident commander

□ **Review uniformity of service delivery to supporting agencies**

The Review Team observed an inconsistent and somewhat relaxed approach to operational procedures, which is consistent with a PSAP lacking clear operational procedures and adequate levels of supervision. One example observed was inconsistency in the application of a procedure to pre-page fire agencies as early as possible during the call input process. Fire agency users expressed considerable frustration over this issue.

CPD units appear to be significantly underutilizing their Mobile Data Computers (MDCs).

Complaints abound from CRCC staff members and law enforcement agency members alike regarding officers from all agencies asking too many questions about routine incidents creating unnecessary frequency congestion.

Section III: Recruitment and Hiring

Objectives and Observations:

Review advertising media for CRCC positions

The City of Corvallis manages human resource issues for the CRCC. At present, vacancies are advertised via the City's website, the state's law enforcement teletype system (LEDS), in regional and local general circulation newspapers including the Oregon State University newspaper, in the state's employment database, and by distribution of announcements to local and state agencies, colleges and several minority organizations.

Review the salary plan

The appropriateness of employee compensation is an issue between the bargaining unit and the City.

Review the selection criteria and the testing and interview process

The trainee washout rate is of grave concern to the CRCC. Although the candidate pool has declined over the past few years, it is still vital that candidates be measured for general intelligence, multi-tasking ability, suitability, customer service skills and other knowledge, skills and abilities.

Interviews revealed considerable frustration with the amount of time the hiring process takes between candidate testing and hiring.

Section IV: Facilities

Objectives and Observations:

Review the existing facility housing the CRCC

The communications center has four (4) dispatch consoles in a "star" shape configuration. Each of the dispatch positions was equipped with:

- o Logisys CAD system with two (2) 17" monitors last upgraded in November 2006, including enhanced interactive mapping applications, mobile interface and Automatic Vehicle Location (AVL) for the Corvallis Police Department.
- o Motorola CentraCom Gold Elite radio with one (1) monitor and dual speaker communications interface unit.
- o Plant "Pallus" E9-1-1 telephone system, with one (1) monitor and a backup telephone.
- o One City computer and monitor with intranet and Internet access.
- o Dispatchers may access several software applications including NCIC/LEDS, records management, general orders and the "Stancil" digital recorder interface.

The CRCC acquired its existing E9-1-1 telephone system with five (5) answering positions in November, 2006.

Due to ongoing radio problems and inadequate grounding in the PSAP, the operations floor and the server and equipment room were recently dismantled and rebuilt. 9-1-1 operations were moved to the backup center at Corvallis Fire Station 1 during the work, which took seven (7) weeks to complete. The CRCC was completely rewired, with cable tracks and proper grounding placed under a raised floor. The server and equipment room was also rewired and organized. New ergonomic "Xybix Center Lift" dispatch consoles were also installed.

Despite the rewiring and organization of the server room and operations floor, there is no room for future growth. One telephone position had to be located in the foyer outside the 9-1-1 Supervisor's office.

Evaluate equipment for standards compliance and redundancy

The rewiring of the PSAP appeared to resolve some long standing electrical system issues. PSAP CPE appeared reasonably up to date, but all telephone and CAD systems require substantial software, data table and hardware maintenance to operate reliably and at maximum efficiency.

The CRCC monitors a considerable number of alarms. The testing and maintenance issues surrounding these alarms frequently distract staff from performing their primary mission.

Alarm monitoring

This duty creates a significant workload due to the amount of traffic involving alarm maintenance and testing. These tasks distract the staff from the CRCC's core functions and generate no offsetting revenue.

Interview staff concerning the PSAP's layout and workstation environment

The CRCC was recently redesigned to a new console configuration, resulting in discontent by many dispatchers who noted there was less room now than before the change. Popular track lighting had been removed but the Review Team was told the track lighting would be reinstalled.

Review mechanisms and procedures for PSAP security

The guard plate on the metal gate outside the facility was easily bypassed by Review Team members who were able to open the gate and proceed to the PSAP's side entrance.

The PSAP's security practices appeared weak, and the facility could be easily breached by a determined attacker with easily accessible tools.

Section V: Governance, Reporting Relationships and Organizational Structure

Objectives and Observations:

- Review systems where other agency involvement is pertinent to the operation**

The Corvallis Police Department operates the PSAP and is by far the PSAP's largest customer. There is zero incentive for the City of Corvallis to make the PSAP an independent division under City government or agreement for the PSAP to become an independent unit of government.

There is no policy with regard to the implementation of user-requested changes to operational policies and procedures and the 9-1-1 User Group does not appear to concern itself with these issues. Users make requests and the PSAP attempts to comply without anyone doing a thorough analysis of the impact the proposed change(s) will have on staff workload and technical systems.

- Review organizational structure**

The CRCC is a division within the Corvallis Police Department. Therefore, the top level in the organizational structure is the Corvallis City Council, followed by the City Manager, the Police Chief, the 9-1-1 Director (a Corvallis Police Department Captain), the 9-1-1 Supervisor, Lead Dispatchers and Dispatchers.

The lead dispatchers have little authority and do not directly evaluate or discipline subordinates. One dispatcher also serves as the CRCC's MSAG Coordinator and one serves as a CAD specialist. Other than the 9-1-1 Supervisor and these positions, there are no opportunities for advancement or lateral moves within the division and there is no career development program.

Except for the 9-1-1 Supervisor, all staff members belong to the same bargaining unit.

The 9-1-1 Supervisor is a Fair Labor Standards Act (FLSA) exempt employee and performs tasks typically carried out by a 9-1-1 center director.

The 9-1-1 Supervisor's span of control is far too large to be effective. One (1) person cannot effectively supervise fourteen (14) employees, especially when they work on different shifts.

Review job descriptions of existing staff

Review reporting procedures and criteria

The 9-1-1 Supervisor reports to the 9-1-1 Director. The two appear to be an effective team and compliment each other, but time constraints for both, due to other duties, minimizes their ability to perform planning and to effect changes. They both appear to be in "survival" mode dealing with day-to-day issues and are unable to focus on activities which are more appropriate for their management positions.

Interview peripheral agencies (i.e. fire services, law enforcement services, etc.) to review communication and reporting relationships

Outside (non-CPD) customer agencies, especially the fire service, perceive the CRCC caters to law enforcement customers and more specifically, to the needs and demands of the Corvallis Police Department.

CRCC staff members perceive that the fire service demands a level of service not feasible with the PSAP's current staffing level.

Review employee evaluations and process

The current performance evaluation form is generic, does not contain enough measurable goals for an objective appraisal, and is not specific for dispatchers. The 9-1-1 Supervisor gives CRCC staff annual evaluations based on input from Lead Dispatchers because it is impossible for the 9-1-1 Supervisor to monitor employee performance 24/7.

Review process and forms for addressing both internal and external complaints

A process for this is under development (discussed under Policies and Procedures). The workload and priorities faced by the 9-1-1 Supervisor continue to delay the implementation of this project.

Review the employee recognition program for all levels of the organization

Employee recognition has improved in the past year in conjunction with the Corvallis Police Department's program. Most dispatchers were satisfied with the program.

Review team approach and relationship with multiple agencies

The CRCC 9-1-1 User Group meets quarterly, but appears to focus on administrative and budget matters rather than operational issues.

The Benton County Fire Defense Board meets monthly to discuss and act on issues of mutual concern to fire service and EMS agencies. There is no similar organization for law enforcement department heads.

Other issues

Ancillary Services Which Generate No Revenue – In addition to alarm monitoring, the CRCC performs other duties such as call out services for which the PSAP receives no compensation.

Level of Service Goals – Neither the CRCC nor its users have any idea of what the CRCC's level of service is or what it should be.

Cost Allocation Model – The existing model distributes costs based on calls for service. There is no financial incentive for agencies to require their personnel to more fully utilize MDC capability to reduce dispatcher workload and frequency congestion.

Corvallis Regional 9-1-1 Communications Center MAAP Final Report

APPENDIX A - MAAP Review Recommendations

Section I: Operations and Service Delivery

CRCC should obtain CALEA Comm Center accreditation

After some of the more pressing needs facing the CRCC are addressed, consider CALEA accreditation. In the meantime, purchase a set of CALEA standards and use them as guidelines to make improvements including the implementation of recommendations from this report. CALEA guidelines will provide an excellent framework for needed changes. (*Information on CALEA and the Public Safety Communications Accreditation program appears in Appendix B*)

CRCC should consider an alternate schedule

Explore ten or twelve-hour shift alternatives. Although this is likely a mandatory subject of bargaining, it would be worth exploring. Examples of alternate schedules may be found online and by polling other PSAPs and public safety agencies.

CRCC should configure the CAD system so the transfer of address information from the telephone system is optional

This may require a simple parameter change or it may necessitate a CAD system programming change. Staff will have to evaluate the cost versus the benefit if custom programming is necessary.

☐ CRCC should update and relocate the evacuation kit

Staff should restock and relocate the kit so it is readily accessible and be briefed on its contents and location.

☐ CRCC should enforce the use of EMD protocols for all EMS calls

Train to eliminate the perception that the delivery of EMD instructions is optional. Since an EMD program is in place, EMD guidecards should be used for every EMS call received regardless of incident type. Having a system in place and failing to follow it properly creates a higher liability exposure for the agency and the individual telecommunicators than not having an EMD system at all.

☐ CRCC should establish a Quality Assurance (QA) program which includes EMD case review

A true quality control program is a comprehensive program for managing the quality of care and customer service provided by the agency. It is designed to assist management and supervisory level personnel, as well as frontline staff in modifying behavior found to be deficient, to reward behavior found to be acceptable, as well as to modify structural, resource, or other deficiencies that may exist in the communications system.

Creation of a formal program for monitoring dispatch decision making is an important part of quality control. The effects of dispatch on field operations can be assessed, as well as the adherence to policies and procedures by staff. A quality control program will identify both positive and negative behaviors. In this way, trends can be identified and training and education can be reviewed and tailored to address any problems or deficiencies. Quality control also allows staff to be rewarded for performing at the appropriate level.

The best means of evaluation, validation, and performance monitoring is random call review by trained dispatch quality control personnel. This provides pertinent information regarding policy compliance and the effects of noncompliance on the system.

Many agencies base their quality control programs on the guidelines recommended by ASTM International. *ASTM F-1560*, which is the guideline that sets the recommendations for management of an Emergency Medical Dispatch (EMD) quality control program, calls for the review of 7 to 10% of calls received by the agency (*a copy of this guideline is included in Appendix B*). Even though this is a recommendation dealing with EMD, it is used as a benchmark for quality control programs of all types.

- **CRCC should review calls selected at random in order to avoid any prejudice on the part of the reviewer, or to avoid any skewing of results based on time of day or what crew is on duty.** The agency should develop a method for random call selection. Using a lottery style system or other categorizing system will prevent unfair review of individual calltakers.

Here are some examples of call types that could be included in the review process:

- 3rd party caller – where often times little information can be obtained and use of any pre-arrival instructions may or may not be appropriate
- 9-1-1 hang ups or calls where a caller is lost during a call
- Calls at peak times or days when call volume is heavy
- Certain types of high priority calls

Target reviews may be of great use to discover overall trends. Target reviews are conducted by assessing one type of call, for example, vehicle accidents.

Reviewing all of one call type will show several things including: Are the calls involving this type of emergency handled in a consistent manner, and is the dictated response adequate? A target review will often times provide information that would otherwise be missed if the quality control focus is on the staff only.

Possible items to include in the review are:

- Was the address and call-back information obtained and verified?
- Were the communication skills (demeanor, calming techniques, etc.) acceptable?
- Was the call response information recorded accurately in the CAD system?
- Did the telecommunicator determine the nature of the emergency effectively?
- Did the telecommunicator dispatch the correct response for the type of emergency?
- Did the telecommunicator use the proper agency specific statements, advisements, or call opening/closing statements?

CRCC should improve the accuracy of the map used by staff

Resolve what appeared to be a cumbersome and inconsistent update process.

The challenge of keeping the map updated relates in part to the lack of adequate staff support. Dispatchers who perform ancillary duties have to be available to

meet the PSAP's mission first, and should only focus on other duties, as time allows.

□ CRCC should improve the functionality of the existing E9-1-1 telephone system

Interview staff to obtain specifics about the degradation in the telephone system's performance and determine if the extra steps which are now necessary to dial and view telephone numbers can be shortened.

The importance of re-bids for Phase II calls should be reaffirmed with the CRCC's line staff.

CRCC should troubleshoot the system to determine why workstations are sometimes freezing and require a computer reboot to function normally.

□ CRCC should consider obtaining a radio system engineering study

Migration to a simulcast radio system would improve system performance and increase dispatcher efficiency by increasing PSAP throughput. Simulcast simplifies dispatcher interaction with the radio system because pushing one button can initiate a broadcast to the entire county, and all users on the frequency can hear each other, regardless of location. The study should include a specification requiring a step-by-step migration plan with performance and cost benchmarks to help the county's policy makers plan for funding and implementation. The study should also consider partnership opportunities with other public and private entities.

□ CRCC should consider obtaining a programmable portable repeater

The deployment of a “ready to go” field programmable unit would significantly reduce downtime in the event of a catastrophic radio site failure and during protracted events in an area with marginal or no radio coverage. If funding is an issue, consider establishing a relationship with another PSAP or agency to rent a unit on short notice.

□ CRCC should clearly establish who is responsible for the maintenance, funding, planning and future expansion of the infrastructure for the primary fire dispatch frequency including the exact location of the demark between the portion operated by the CRCC and the portion operated by the area’s fire service agencies

The marginal performance of the primary fire dispatch frequency infrastructure in some areas of the county is of great concern to both the CRCC and its fire agency customers. The existing shortcomings could result in missed alerts, especially in the south county area. Should a delayed response result, there should be no question about who is responsible for which components of the system. A critical factor for making this determination would be to establish the exact demark between the infrastructure maintained by the CRCC and the infrastructure maintained by fire agency users.

This is the first case Review Team members had ever heard of where a PSAP operating a conventional (i.e., non-trunked, non-800MHz) radio system was not fully responsible for all radio system infrastructure up to and including its radio broadcast sites.

CRCC should establish a clear “no response” policy and procedure

Considering the risk of a missed call due to fire frequency radio system issues, ensure there is a procedure in place to confirm all paged fire service and EMS calls are received by the agency or agencies who were alerted.

CRCC should utilize existing training opportunities

Consider hosting classes at the center which could be open to outside agencies in order to secure one or more seats in the class for little or no cost. Many organizations and vendors offer training including APCO, the National Emergency Number Association (NENA), Public Safety Training Consultants (PSTC), etc. APCO Institute’s Co-Host option allows agencies to co-host training courses at their agency and receive free attendance for employees of the co-hosting agency. Training opportunities may also be available at professional organization meetings or at local agencies. For example, if an Emergency Medical Technician (EMT) class is being taught, send dispatchers to expand their knowledge of field operations and protocols, even if they only audit the class and observe practical exercises.

CRCC should establish a permanent training coordinator position

Consider creating a permanent training coordinator position and recognize the position with additional pay and/or supervisory authority. Utilize a selection process based on candidate interest, knowledge, skills and ability.

CRCC should implement the APCO CTO Program

The program provides complete guidelines for establishing a training program. Also consider software for computer based Daily Observation Reports (DORs). The program should also outline qualifications for CTOs and include ongoing evaluations of trainers and the training program. (*Information on the American*

National Standard on CTO programs – APCO ANS 3.101.1-2007: Minimum Training Standards for the Public Safety Communications Training Officers appears in Appendix B)

□ CRCC should create a formal and well documented training program

A training manual specific for the CRCC is imperative. APCO's Project 33 Standard for Basic Telecommunicator training (*a copy of this standard appears in Appendix B*) is available to provide guidelines as the training program is developed. When the training manual is complete, the program may be submitted to APCO for review to become Project 33 certified, which would serve as a valuable interim step toward eventual CALEA accreditation.

□ CRCC should consider an industry specific evaluation program

Dispatch knowledge, skills and abilities are unique skills not measured well by evaluations designed for clerical and office staff members.

Section II: Policies and Procedures

CRCC should establish a CRCC specific SOP manual

Continue the work in progress to develop a CRCC specific SOP manual. Each policy, procedure or protocol should contain four (4) parts:

- A statement of purpose
- Discussion of the topic
- The actual policy
- The actual procedure

In addition, the manual should contain the CRCC's chain of command; the responsibilities of each established position (which may be accomplished through job descriptions); and ensure that procedures agree with current operational practices in the PSAP.

Upon completion, consider legal review of the SOP manual.

Once the manual is released, make an electronic or printed manual available to each dispatcher and require every dispatcher to read and sign a form acknowledging he or she read and understood the manual.

When changes to policies or procedures occur, create a memo addressing the change(s) and ensure that every employee signs off on the change(s). Retain signed acknowledgements in training or personnel files.

Upon completion of CAD/Mapping Update procedures, ensure there are people cross-trained to perform these tasks.

- **CRCC should establish a tracking system to document service complaints, concerns and compliments**

Continue the development of a system to document service complaints, concerns and compliments, including standardized forms for reporting and tracking. Ensure there is follow-up with the reporting party and that all reports are pursued to completion and noted as either founded or unfounded, and the disposition of each case. Consider obtaining existing systems from other PSAPs and modify one or more to meet CRCC's needs.

- **CRCC should update all binders and manuals located in the PSAP**

Update the information in books and binders in the PSAP and label items properly for quick and easy access, and place the materials together on the operations floor. Information which is outdated and/or not relevant to PSAP operations should be purged.

- **CRCC should persuade field personnel to use their MDCs more**

The workload in dispatch and frequency congestion could also be reduced if field units utilized their radios more effectively. User agency department heads and their staffs should work with CRCC staff to improve operational procedures.

- **CRCC should create user groups which include agency administrators, first line supervisors and line personnel to discuss operational changes**

Once new procedures and guidelines are adopted, it is imperative that administrators and supervisors consistently enforce radio discipline in order to maintain the benefits achieved with reduced airtime. Additional benefits include improved responder safety due to better access to the radio system and reduced dispatcher workload allowing CRCC staff to more effectively handle surges in activity.

Section III: Recruitment and Hiring

- CRCC should evaluate whether the current testing process yields candidates who are able to successfully complete the training program**

This will take cooperation between CRCC staff, the Police Department and its background investigators, and the City's HR staff.

CRCC staff members should investigate entry-level testing options by contacting other PSAPs to determine what has been successful in other agencies. Some options the Review Team is familiar with are CritiCall and Select Incorporated.

- CRCC should investigate methods to reduce the hiring timeline**

This will take cooperation between CRCC staff, the Police Department and its background investigators, and the City's HR staff. Interviews revealed considerable concern over losing qualified candidates to other jobs because the hiring process is too long.

**ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS**

March 13, 2008

MEETING DATE	AGENDA ITEM
March 20	<ul style="list-style-type: none"> • Ambulance Rate Review • Potential Revenue Alternatives
April 10	<ul style="list-style-type: none"> • Cascade View Industrial Properties • Economic Development Allocations Second Quarter Reports • Land Use Application Fee Review • daVinci Days Loan Agreement Status Annual Report
April 24	<ul style="list-style-type: none"> • Allied Waste Services Annual Report • Oregon Economic and Community Development Department Loan for Airport Industrial Park Wetlands Mitigation
May 8	<ul style="list-style-type: none"> • Council Policy Review: CP 95-4.10, "Public Library Gifts and Donations Policy" • Economic Development Allocations Orientation
May 13 (special)	<ul style="list-style-type: none"> • Economic Development Allocations Presentations
May 15 (special)	<ul style="list-style-type: none"> • Economic Development Allocations Deliberations
May 22	
June 5	<ul style="list-style-type: none"> • Third Quarter Operating Report
June 19	<ul style="list-style-type: none"> • Funding Agreement Annual Report – Corvallis Multi-Cultural Literacy Center
July 10	<ul style="list-style-type: none"> • Economic Development Allocations Third Quarter Reports
July 24	
August 7	
August 21	<ul style="list-style-type: none"> • Solid Waste Franchise
September 4	<ul style="list-style-type: none"> • Fourth Quarter Operating Report
September 18	
October 9	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 04-1.09, "Public Access Television" • CP 91-2.01, "Meeting Procedures" • CP 91-2.03, "Expense Reimbursement"
October 23	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 91-3.01, "Appointment of Acting City Manager" • CP 91-3.02, "City Compensation Policy" • Economic Development Allocations Fourth Quarter Reports

MEETING DATE	AGENDA ITEM
November 6	<ul style="list-style-type: none"> • Utility Rate Annual Review • Economic Development Application Process and Calendar • Funding Agreement Annual Report – Corvallis Environmental Center
November 20	<ul style="list-style-type: none"> • Comprehensive Annual Financial Report (CAFR)
December 4	
December 18	<ul style="list-style-type: none"> • Economic Development Allocations First Quarter Reports • First Quarter Operating Report

ASC PENDING ITEMS

- Council Policy Reviews: CP 10.01 through 10.08, "Financial Policies" Finance
- Economic Development Process Review Community Development
- Fund Balance Financial Policy Review Finance

Regular Meeting Date and Location:

Thursday following Council, 12:00 pm – Madison Avenue Meeting Room

**HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS**

March 13, 2008

MEETING DATE	AGENDA ITEM
March 18	<ul style="list-style-type: none"> • Anti-Smoking Ordinance
April 8	<ul style="list-style-type: none"> • Willamette Neighborhood Housing Services Second Quarter Report • Communications Plan Enhancement
April 22	<ul style="list-style-type: none"> • Majestic Theatre Annual Report • Boys and Girls Club Annual Report
May 6	<ul style="list-style-type: none"> • Council Policy Review: CP 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library" • Liquor License Annual Renewals
May 20	<ul style="list-style-type: none"> • Corvallis Fall Festival Annual Report
June 3	<ul style="list-style-type: none"> • Boards and Commissions Sunset Review: <ul style="list-style-type: none"> • Housing and Community Development Commission • Public Art Selection Commission • Corvallis Farmers' Markets Annual Report
June 17	<ul style="list-style-type: none"> • Social Services Allocations – Fiscal Year 2008-2009
July 8	
July 22	<ul style="list-style-type: none"> • Willamette Neighborhood Housing Services Third Quarter Report
August 5	<ul style="list-style-type: none"> • Parks and Recreation Annual Fee Review
August 19	<ul style="list-style-type: none"> • Social Services Semi-Annual Report
September 3	
September 16	<ul style="list-style-type: none"> • Rental Housing Program Annual Report
October 7	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 91-1.02, "Liquor License Approval Procedures" • CP 91-1.03, "Naming of Public Facilities and Land" • CP 91-4.01, "Guidelines for Selling in Parks"
October 21	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 93-4.11, "Public Library Policy for Selecting and Discarding Materials" • CP 99-4.14, "Use of City Hall Plaza and Kiosk" • CP 95-1.07, "Policy Regarding the City Flag"
November 4	<ul style="list-style-type: none"> • Willamette Neighborhood Housing Services Fourth Quarter Report
November 18	
December 2	
December 16	

HSC PENDING ITEMS

- Noise Ordinance Review

Police

Regular Meeting Date and Location:

Tuesday following Council, 12:00 pm – Madison Avenue Meeting Room

**URBAN SERVICES COMMITTEE
SCHEDULED ITEMS**

March 13, 2008

MEETING DATE	AGENDA ITEM
March 20	No Meeting
April 10	
April 24	<ul style="list-style-type: none"> • Downtown Commission
May 8	<ul style="list-style-type: none"> • Council Policy Review: CP 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program"
May 22	
June 5	<ul style="list-style-type: none"> • Boards and Commissions Sunset Review: Watershed Management Advisory Commission
June 19	
July 10	
July 24	
August 7	
August 21	
September 4	
September 18	
October 9	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 04-1.08, "Sustainability" • CP 91-7.05, "Capital Improvement Program" • CP 91-7.06, "Engineering and Administrative Costs for Assessment Projects"
October 23	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 91-7.04, "Building Permits" • Council Policy Review: CP 91-7.08, "Sidewalk Policy"
November 6	
November 20	
December 4	
December 18	

USC PENDING ITEMS

- Building Code Amendment
- Fire Protection Services in Health Hazard Residential Areas
- Rivergreen Drive/Hwy 99 Intersection Improvements
- Safety Sidewalk Program review
- Solar Power Project at Wastewater Treatment Plant
- Street Tree Maintenance in the Right-of-Way

Community Development
Fire
Public Works
Public Works
Public Works
Parks & Recreation

Regular Meeting Date and Location:

Thursday following Council, 4:00 pm – Madison Avenue Meeting Room

UPCOMING MEETINGS OF INTEREST



City of Corvallis

MARCH - AUGUST 2008
(Updated March 13, 2008)

MARCH 2008

Date	Time	Group	Location	Subject/Note
15	10:00 am	Government Comment Corner	Library Lobby - Charles Tomlinson	
17	12:00 pm	City Council	Downtown Fire Station	<i>work session</i>
17	7:00 pm	City Council	Downtown Fire Station	
18	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
18	12:00 pm	<i>Cmsn for Martin Luther King, Jr.</i>	<i>City Hall Meeting Room A</i>	
18	3:30 pm	<i>City/509J Subcommittee</i>	<i>Madison Avenue Mtg Rm</i>	
19	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
19	7:00 pm	Planning Commission	Downtown Fire Station	
20	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
20		No Urban Services Committee		
20	6:30 pm	Parks, Nat'l Areas, and Rec Bd	Downtown Fire Station	
22	10:00 am	Government Comment Corner	Library Lobby - Anne Schuster	
25	11:30 am	<i>Cmsn for Martin Luther King, Jr.</i>	<i>City Hall Meeting Room A</i>	
26	5:00 pm	Downtown Parking Commission	Madison Avenue Mtg Rm	
27	4:00 pm	<i>Downtown-Economic Development Plans Implementation Committee</i>	<i>Madison Avenue Mtg Rm</i>	
29	10:00 am	Government Comment Corner	Library Lobby - Bill York	

APRIL 2008

Date	Time	Group	Location	Subject/Note
1	7:00 am	<i>Airport Commission</i>	<i>Madison Avenue Mtg Rm</i>	
2	8:30 am	<i>City Legislative Committee</i>	<i>Downtown Fire Station</i>	
2	7:00 pm	Planning Commission	Downtown Fire Station	
2	7:30 pm	Library Board	Library Board Room	
3	7:15 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
4	7:00 am	<i>Bicycle and Pedestrian Adv Cmsn</i>	<i>Madison Avenue Mtg Rm</i>	
5	10:00 am	Government Comment Corner	Library Lobby - George Grosch	
7	12:00 pm	City Council	Downtown Fire Station	
7	7:00 pm	City Council	Downtown Fire Station	
8	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
8	7:00 pm	Historic Resources Commission	Downtown Fire Station	
8	7:00 pm	Ward 9 (Brauner) meeting	Osborn Aquatic Center Meeting Room	City sponsored
8	7:00 pm	Ward 7 Candidates Forum	Fire Station 5	
10	8:00 am	Citizens Adv Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
10	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
10	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
12	10:00 am	Government Comment Corner	Library Lobby - David Hamby	
16	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
16	7:00 pm	Planning Commission	Downtown Fire Station	

Date	Time	Group	Location	Subject/Note
17	6:30 pm	Parks, Nat'l Areas, and Rec Bd	Downtown Fire Station	
19	10:00 am	Government Comment Corner	Library Lobby - Patricia Daniels	
21	12:00 pm	City Council	Downtown Fire Station	
21	7:00 pm	City Council	Downtown Fire Station	
22	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
22	12:00 pm	Cmsn for Martin Luther King, Jr.	City Hall Meeting Room A	
23	7:00 pm	Planning Commission	Downtown Fire Station	
24	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
24	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
26	10:00 am	Government Comment Corner	Library Lobby - Charles Tomlinson	

MAY 2008

Date	Time	Group	Location	Subject/Note
1	7:00 pm	Budget Commission	Downtown Fire Station	receive proposed budget
1	7:15 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
3	10:00 am	Government Comment Corner	Library Lobby - TBD	
5	12:00 pm	City Council	Downtown Fire Station	
5	7:00 pm	City Council	Downtown Fire Station	
6	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
6	7:00 pm	Budget Commission	Downtown Fire Station	public hearing on proposed budget, deliberations
7	7:00 pm	Planning Commission	Downtown Fire Station	
7	7:30 pm	Library Board	Library Board Room	
8	8:00 am	Citizens Adv Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
8	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
8	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
10	10:00 am	Government Comment Corner	Library Lobby - Lisa Corrigan	
13	5:30 pm	Econ Dev Allocations Committee	Madison Avenue Mtg Rm	presentations
13	7:00 pm	Historic Resources Commission	Downtown Fire Station	
13	7:00 pm	Ward 4 (Brown) meeting	TBD	City sponsored deliberations
15	4:30 pm	Econ Dev Allocations Committee	Madison Avenue Mtg Rm	
15	6:30 pm	Parks, Nat'l Areas, and Rec Bd	Downtown Fire Station	
17	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	
19	12:00 pm	City Council	Downtown Fire Station	
19	7:00 pm	City Council	Downtown Fire Station	
20	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
21	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
21	7:00 pm	Planning Commission	Downtown Fire Station	
22	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
22	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
24		No Government Comment Corner		
26		City Holiday – all offices closed		
27	11:30 am	Cmsn for Martin Luther King, Jr.	City Hall Meeting Room A	
31	10:00 am	Government Comment Corner	Library Lobby - Dan Brown	

JUNE 2008

Date	Time	Group	Location	Subject/Note
2	12:00 pm	City Council	Downtown Fire Station	
2	7:00 pm	City Council	Downtown Fire Station	
3	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
3	5:30 pm	City Council	Madison Avenue Mtg Rm	tentative Plng Cmsn/ Historic Res Cmsn interviews
4	5:30 pm	City Council	Madison Avenue Mtg Rm	tentative Plng Cmsn/ Historic Res Cmsn interviews
4	7:00 pm	Planning Commission	Downtown Fire Station	
4	7:30 pm	Library Board	Library Board Room	
5	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
5	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
5	7:15 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
7	10:00 am	Government Comment Corner	Library Lobby - Patricia Daniels	
10	7:00 pm	Historic Resources Commission	Downtown Fire Station	
12	8:00 am	Citizens Adv Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
14	10:00 am	Government Comment Corner	Library Lobby - Charles Tomlinson	
16	12:00 pm	City Council	Downtown Fire Station	
16	7:00 pm	City Council	Downtown Fire Station	
17	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
18	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
18	7:00 pm	Planning Commission	Downtown Fire Station	
19	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
19	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
19	6:30 pm	Parks, Nat'l Areas, and Rec Bd	Downtown Fire Station	
21	10:00 am	Government Comment Corner	Library Lobby - TBD	
24	11:30 am	Cmsn for Martin Luther King, Jr.	City Hall Meeting Room A	
28	10:00 am	Government Comment Corner	Library Lobby - TBD	

JULY 2008

Date	Time	Group	Location	Subject/Note
2	7:00 pm	Planning Commission	Downtown Fire Station	
2	7:30 pm	Library Board	Library Board Room	
4		City Holiday – all offices closed		
5		No Government Comment Corner		
7	12:00 pm	City Council	Downtown Fire Station	
7	7:00 pm	City Council	Downtown Fire Station	
8	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
8	7:00 pm	Historic Resources Commission	Downtown Fire Station	
10	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
10	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
10	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
12	10:00 am	Government Comment Corner	Library Lobby - George Grosch	
16	7:00 pm	Planning Commission	Downtown Fire Station	
17	6:30 pm	Parks, Nat'l Areas, and Rec Bd	Downtown Fire Station	
19	10:00 am	Government Comment Corner	Library Lobby - TBD	

Date	Time	Group	Location	Subject/Note
21	12:00 pm	City Council	Downtown Fire Station	
21	7:00 pm	City Council	Downtown Fire Station	
22	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
22	11:30 am	Cmsn for Martin Luther King, Jr.	City Hall Meeting Room A	
24	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
24	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
26	10:00 am	Government Comment Corner	Library Lobby - TBD	

AUGUST 2008

Date	Time	Group	Location	Subject/Note
2	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - TBD</i>	
4	12:00 pm	City Council	Downtown Fire Station	
4	7:00 pm	City Council	Downtown Fire Station	
5	12:00 pm	<i>Human Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
6	7:30 pm	<i>Library Board</i>	<i>Library Board Room</i>	
7	12:00 pm	<i>Administrative Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
7	4:00 pm	<i>Urban Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
9	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - David Hamby</i>	
14	8:00 am	<i>Citizens Advisory Cmsn on Civic Beautification and Urban Forestry</i>	<i>Parks and Rec Conf Room</i>	
16	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - TBD</i>	
18	12:00 pm	City Council	Downtown Fire Station	
18	7:00 pm	City Council	Downtown Fire Station	
19	12:00 pm	<i>Human Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
21	12:00 pm	<i>Administrative Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
21	4:00 pm	<i>Urban Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
21	6:30 pm	<i>Parks, Nat'l Areas, and Rec Bd</i>	<i>Downtown Fire Station</i>	
23	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - TBD</i>	
26	11:30 am	<i>Cmsn for Martin Luther King, Jr.</i>	<i>City Hall Meeting Room A</i>	
30		<i>No Government Comment Corner</i>		

Bold type – involves the Council ~~Strikeout~~ type – meeting canceled *Italics* type – new meeting

TBD To be Determined

**Minutes of Access Benton County
Meeting of February 21, 2008**

Present: Mr. Dave Zaback, Edith Yang, Pat Shermer, Linda Wagner, Hugh White, Judy Heath, Dana Marie, Paul Mullet, Mike Mullet, Ronald Naasko, Jim Smith.

ABC Minutes are intended to describe the discussions, decisions, and actions that occur during ABC's monthly meeting. The minutes are to be considered only a draft until they are approved at the following monthly meeting. Persons who receive the draft of the minutes and see inaccuracies or omissions in them are asked to please inform ABC.

12:00 Call to order and introductions.

A. Mr. Zaback came at the invitation of ABC. He provided information about the mission and history of the Home Life organization where he is the Executive Director. We learned that ABC's goals and services may provide improved access in the community for many of Home Life's clients.

Home Life began in 1972 and was known first as Housing for the Handicapped. Home Life provides many services to developmentally disabled adults. Services will include residential housing support such as hygiene, food service, living skills instruction. Other services may include help for clients with their employment, transportation, health care, recreation, counseling, or information and referral to other resources.

Home Life provides supported living services through several different residential programs. Mumford House is for the older clients and houses about ten persons. The Duplex is an intensive training home for about five clients with behavior issues. Koebel House (named after the long-time Director of Home Life) is a training center for seven clients. Four clients receive self-directed services. There are nearly twenty clients who live in their own apartments or homes and receive support services as necessary to maintain their independence in their living situation.

The ARC (Association for Retarded Citizens) and Benco also operate group homes in our area.

Our readers may remember that Home Life recently purchased one of the townhouses at Coho Ecovillage. Three clients live there with one resident advocate assisting them. This effort is in keeping with the very important goal of Home Life to see to the "community inclusion" of their clients.

The operating money for Home Life comes primarily Benton County Developmental Disabilities which is a department of the Benton County Health agency. Other donations are made by individuals and organizations who participate in fund raising activities.

Home Life is visible with several activities in our area including the Great Pumpkin Run event, running temporary parking lots during football season, and grant writing.

We learned that Home Life provided one of their busses to transport residents from Benton Plaza to a temporary living facility while remodeling was done at the Plaza.

Home Life employs a staff of sixty people. All staff are well trained (CPR, First Aid) and licensed by the State.

Many individuals volunteer to assist Home Life in many different capacities. If you are interested, check this out and call the Coordinator (754-6163).

Home Life publishes a quarterly newsletter that is filled with inspiring information. Visit the Home Life website: www.HomeLifeInc.org

We learned from Mr. Zaback that there is a resource for some persons to receive assistance in constructing ramps for their dwellings. We will check this out to learn what qualifications may be required for this service. Thank you Mr. Zaback!

B. Minutes of January 17, 2008 approved as submitted.

C. Treasurer: \$88.00 in petty cash.

D. Correspondence. None.

E. Old Business:

No action taken on these pending items:

Enhancing access information on City Websites, Parking/Access information in print for City, OSU Sustainability Center update, Review of letter of appreciation to City Council, ABC brochure revision, Recommendations to Chamber Coalition for access information to be shared with members and public, GPS Map idea from Chamber Coalition, Review of ABC Goals and Objectives for 2008.

F. New Business:

1. Discussion of future guests to invite to ABC Meetings.

Strong interest by those present to invite an official from the Fire Department to discuss best practices and legal requirements for fire safety procedures for persons who are handicapped and who live in apartment buildings. ABC will invite an official to one of our meetings in the near future. Consider inviting apartment managers from our downtown area to such a meeting.

Also recommendations to invite County Commissioners and City Council members to share ideas about improving access.

Adjourned at 1 p.m. Next Meeting: Thursday, March 20, 2008, Benton Plaza. Commissioner's Meeting Room.

NOTICE: March 12, 2008

ABC forwards information about a current opening on the CACOT! Persons who have experience with need for accommodations and public transportation are encouraged to apply!

Citizens Advisory Commission on Transit (CACOT) - Advises Council on the operation and maintenance of the City's transit system. Recommends route changes, service expansion, and shelter placement; analyzes funding strategies; and responds to issues with the contracted service provider. Reviews other transit systems to the extent they interface with the Corvallis Transit System. The Commission is comprised of six members—four who live within the city limits and two who are employed within the City or live within the Urban Growth Boundary—one representative of the Associated Students of OSU and one City Council representative. This Commission meets on the second Wednesday of the month at 8:00 am. The staff contact for the Commission is the Transit Coordinator, 766-6916. [agendas & minutes](#)

The various boards and commissions serve in an advisory capacity to the City Council within their respective areas of municipal policy. Members are unpaid volunteers who devote countless hours of their time to these community activities. Anyone living in Corvallis, employed or self-employed full time in Corvallis, or residing within Corvallis' Urban Growth Boundary may serve on these advisory boards and commissions. Typically, each term of office runs for three years; members are appointed by the Mayor and confirmed by the City Council; no individual member may serve more than three consecutive terms or nine years.

The various boards and commissions serve in an advisory capacity to the City Council within their respective areas of municipal policy. Members are unpaid volunteers who devote countless hours of their time to these community activities. Anyone living in Corvallis, employed or self-employed full time in Corvallis, or residing within Corvallis' Urban Growth Boundary may serve on these advisory boards and commissions. Typically, each term of office runs for three years; members are appointed by the Mayor and confirmed by the City Council; no individual member may serve more than three consecutive terms or nine years.

Below is a link that will take you to an online application which you can submit to the City Council if you are interested in serving on this Commission.

<http://www.ci.corvallis.or.us/index.php?option=content&task=view&id=2507&Itemid=706>

**ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
March 6, 2008**

Present

Councilor Dan Brown, Chair
Councilor Bill York

Staff

Jon Nelson, City Manager
Nancy Brewer, Finance Director
Carla Holzworth, City Manager's Office

Visitors

John Detweiler, Corvallis resident
Jeanne Raymond, Ward 7 candidate

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Second Quarter Operating Report			Accept the Second Quarter Operating Report for Fiscal Year 2007-08
II. Fund Balance Financial Policy Review	*		
III. Other Business	*		

Chair Brown called the meeting to order at 12:00 p.m.

CONTENT OF DISCUSSION

I. Second Quarter Operating Report (Attachment)

Ms. Brewer said at the end of the second quarter, the City's finances were as expected and the second quarter operating report has been posted on the City's Web site. Many capital projects are closing out for the season and others are in the design phase. Ms. Brewer noted that the City Manager's Office budget expenses are higher than 50% due to annual insurance premiums that are paid in the first quarter. Community Development's budget is under 34% spent due to housing grant expenditure timing. Ms. Brewer added that the quarterly operating report includes the status of Council goals, which were distributed in a previous Council packet.

The Committee unanimously recommends that Council accept the Second Quarter Operating Report for Fiscal Year 2007-08.

II. Fund Balance Financial Policy Review (Attachment)

Chair Brown noted that a Fund Balance policy review was referred to the Administrative Services Committee (ASC) by Council. Initially, ASC was to make a recommendation to Council as part of the overall financial strategy, but at the last Council meeting, it was

agreed that a recommendation would be deferred until after discussion at the March 10 work session.

Mr. Nelson said the staff report included in the ASC packet is part of an ongoing financial strategy discussion. He noted that Councilors Brown, Brauner, and Grosch are working on the financial strategy sub committee. At the work session, Council recognized the value of reviewing the fund balance policy sooner.

Ms. Brewer referred to Attachment A of her staff report, which outlines existing fund balance policy language and staff's proposed changes. The policy has worked well over time and only a few modifications have been made. The policy moved from a hard 5% minimum fund balance figure to one that uses the 5% as a guideline. Each fund has unique circumstances, such as debt service, risk, or infrastructure issues, that may warrant a balance that is higher or lower than 5%. These balances are addressed in the narrative of the financial plans that come through the budget process. Ms. Brewer noted that the Government Finance Officers Association's (GFOA) recommended best practices (Attachment C) is included in the packet. As shown in Attachment A, staff proposes minor changes to section 10.02.020.020, Appropriate Fund balance and the addition of section 10.02.020.050, which addresses fund balances for property tax funds combined.

Ms. Brewer distributed a matrix of information previously requested by Chair Brown that shows the City's funds by type and property tax as a percentage of revenues (Attachment 1). She led the group through the various types of funds, noting that the General Fund captures everything that does not belong in another fund and Proprietary Funds are operated like a business where revenues must cover all expenses. While not required by law, fund components, such as Systems Development Charges, facilitate the City's ability to track money and identify limits on expenditures.

Mr. Nelson added that fund balance policy 10.02.020 has largely remained untouched because it allows for flexibility. He noted that 10.02.020.040 "Fund Balance Above Target" where one-time capital, other one-time costs, and then ongoing new programs considered in the context of multi-year projections captures this year's Budget Commission process. The major staff suggested change is to have City Council determine what constitutes an appropriate fund balance sooner so it is communicated to the Budget Commission before the budget process starts.

Councilor York said he is supportive of staff's suggested changes. Referring to section 10.02.020.030, Fund Balance Below Target, he said he is confused about the difference between the 5% figure and the term "appropriate." He suggested that it could read, "Should the fund balance fall below *the appropriate level*" instead of the 5% figure currently cited; Ms. Brewer agreed, noting that in past years when the budget

was cut, there was a focus on the challenges of cutting the budget when the City has money in the bank.

In response to Councilor York's inquiry, Ms. Brewer said re-alignment of component fund balances (e.g. Police, Fire, etc. in the General Fund) is accomplished in the next year's budget process to ensure that during the course of the year, the originally budgeted allocation is not changed. Councilor York noted that this process reinforces the logic of the Budget Commission focusing on property tax funds combined.

Chair Brown thanked Ms. Brewer for preparing the handout. In response to his inquiry, Ms. Brewer said contingencies are only calculated on the operating budget.

Chair Brown referred to his handout (Attachment 2). He and Councilor York discussed the meaning of "appropriate fund balance" and both agreed that different funds have different balance amounts that are considered appropriate depending on risk factors, debt service, etc.

Mr. Nelson said the current fund balance policy has worked for the City thus far and debate has primarily centered around property tax funds combined. Staff will implement policy changes as directed. He noted that City Councils may not desire cuts in services to accommodate larger fund balances after hearing constituent feedback.

In response to Chair Brown's inquiry, Ms. Brewer said reserves are like a savings account. For example, money set aside each year for the eventual replacement of a fire truck is technically available to be expended in any given year, but in practice it is held in reserve until enough has been accumulated to purchase the vehicle.

Referring to page 2 of Chair Brown's handout, Mr. Nelson noted the options of increasing minimum fund balances or developing a "rainy day fund" similar to the State of Oregon. The amount set aside could only be used for criteria that was developed in advance by Council. Councilor York said he prefers to keep the budget as simple as possible, rather than creating additional partitions.

Mr. John Detweiler said the City's financial policies need to be easier for the average person to understand.

In response to Mr. Nelson's inquiry, Chair Brown said material discussed today does not need to be included in the March 10 Council work session packet.

III. Other Business

Mr. Nelson noted that the Economic Development Allocation Committee has traditionally consisted of the three Councilors assigned to ASC and three citizen

Administrative Services Committee
March 6, 2008
Page 4

members. Because the current ASC only has two Councilors, Mayor Tomlinson would like to know if the Committee wants to add a Councilor from another standing committee. Councilor York said he would prefer adding another Councilor.

The next Administrative Services meeting is scheduled for 12 pm, Thursday, March 20, 2008 in the Madison Avenue Meeting Room.

Respectfully submitted,

Dan Brown, Chair

MEMORANDUM

February 25, 2008

TO: Administrative Services Committee
FROM: Nancy Brewer, Finance Director *NB*
SUBJECT: Second Quarterly Operating Report

I. Issue

To review and accept the Second Quarterly Operating Report for FY 07-08.

II. Discussion

The Second Quarterly Operating Report has been published on the City's web site and is available for review. Operating revenues at the end of the second quarter were at 58.2% of budgeted total revenues, which was on target for the period. Operating expenditures were also on target at 44.56% of the amended budget.

Assessed value for the 2007 tax year is higher than anticipated; at the end of the second quarter, property tax revenues were \$825,000 higher than the same period last fiscal year. In all other cases, all funds are performing as expected at the end of the second quarter.

Departmental expenditures are generally on target. The City Manager's Office is slightly higher than the 50% rate that might be expected, but the higher level of expenditures is based on paying insurance premiums in July. The Community Development Department budget shows just under 34% expended, but a large portion of this is related to housing grants which have not been paid yet.

The Capital Project budget is 36.55% expended at the end of the second quarter, with the major construction season completed. A number of projects are in the design phase, with projects gearing up to go out for bid in the third quarter for construction to begin in the fourth quarter.

The Quarterly Operating Report also includes an update on the status of City Council Goals.

III. Requested Action

Review the Second Quarterly Operating Report, and recommend the City Council accept the report.

Review & Concur:



City Manager

Attachments

February 1, 2008

City Manager, Mayor, and City Council
City of Corvallis
501 S.W. Madison Ave.
Corvallis, OR 97330

RE: Fiscal Year 2007-08 2nd Quarter Operating Report

I am pleased to present the City of Corvallis' Second Quarterly Operating Report for the 2007-08 Fiscal Year. The Quarterly Operating Report provides the Budget Commission and City Council with information about how the quarter ended. The Second Quarterly Operating Report is also an opportunity to review the status of the City's finances halfway through the fiscal year.

This Quarterly Operating Report begins with highlights of the City's total budget which is followed by a reader's guide to the income statement.

The Financial Information section summarizes the revenue and expenditure performance for each of the operating funds in an income statement format that includes operating and non-operating revenues, expenditures and total fund activities. There is an income statement combining all property tax funds at the beginning of that section of the report.

The status of the City's finances was generally as expected at the end of the second quarter. Year-to-date operating revenues of \$47,533,443 are at 58.20% of the Amended Operating Revenue Budget of \$81,676,500. Non-operating revenues which include transfers and proceeds from sale of fixed assets totaled \$7,279,047 or 52.94% of the \$13,748,665 Amended Non-Operating Budget. The Amended Budget reflects the adopted budget, plus any amendments approved by the City Council via resolution during the course of the fiscal year. Significant revenue highlights include:

- **Property taxes** totaled \$17,115,304 which equals 88.21% of the budgeted property tax revenue. Current year property taxes are primarily collected in the second quarter of the fiscal year. FY 07-08 collections are nearly \$825 thousand higher year-to-date than the same period in FY 06-07 due to a 4.2% increase in assessed value over last year.
- **Licenses, Fees and Permits** totaled \$3,016,118 which represents 44.80% of the amended budget and is a higher dollar amount than collected in the same period in FY 06-07, though a slightly lower percentage of budget.
- **Charges for Services** were \$19,303,095 which represents 51.92% of the amended budget and is slightly lower when compared to the percentage collected during the same period in FY 06-07.
- **Intergovernmental** is below target and last year's actuals at \$4,330,713 or 36.23% year-to-date. The receipt of grant monies tends to be volatile and highly dependent on timing of related expenditures.
- **Interest earnings** totaled \$1,082,667 which represents 52.74% of the budgeted interest and is a bit lower as a percentage than the same period in FY 06-07 but is higher on an actual dollar basis. FY 07-08 interest projections were increased based on expectations of higher returns. Rates stabilized somewhat during the past calendar year, and so allowed for more accurate projections than in the previous fiscal year. However, with rates now poised to decline, FY 07-08 interest earnings may fall below target in ensuing quarters.
- **Proceeds from debt issuance** budgeted in respect of a possible acquisition of the Pacific Power street light system in Corvallis were not realized in FY 06-07, so were carried over to FY 07-08. City Council determined in December 2007 that the acquisition would not be pursued, thus there will be no loan or proceeds after all.

Operating expenditures for all funds totaled \$33,050,090 or 44.56% of the Amended Operating Expenditure Budget. Non-operating expenditures, which include capital projects, transfers, debt service, and contingency, totaled \$15,817,684 or 48.44% of the \$32,653,725 Amended Non-Operating Budget. In total, expenditures were \$48,867,774 or 45.75% of the \$106,822,385 budgeted compared to 46.89% at the same time last year. The total dollars expended is somewhat higher in FY 07-08 due partly to a higher volume of capital project spending and related transfers this fiscal year-to-date. Expenditure highlights include:

- **Personal services** totaled \$18,956,102 or 48.33% of the amended budget of \$39,224,250 and is in line with the amount spent in the same period in FY 06-07, though slightly higher as a percentage of budget due to slightly fewer vacancies over all.
- **Supplies and Services** totaled \$13,865,694 or 43.87% of the amended budget of \$31,605,340. The amount spent in FY 07-08 is similar to the amount spent in FY 06-07.

- **Capital projects** totaled \$3,928,311 or 35.08% of the amended budget of \$11,197,000. Capital projects expenditures tend to fluctuate throughout the year. See the Capital Improvement Program section for more information on the status of capital projects.
- **Debt service** payments totaled \$4,630,484 or 61.46% of the amended budget of \$7,533,710. The amount spent this year is very close to the same period in FY 06-07 due to no new debt issuances, refundings or payoffs having occurred.
- **Transfers** totaled \$7,258,890 or 58.83% of the amended budget of \$12,338,665. The majority of the transfers are related to capital projects. See the Capital Improvement Program section for information on the status of capital projects.

A table comparing year-to-date actuals to budget for all funds in both FY07-08 and FY06-07 is shown below:

REVENUE	AMENDED BUDGET	UNAUDITED FY 07-08	FY 07-08 % REC/EXPEND	AMENDED BUDGET	Y-T-D FY 06-07	FY 06-07 % REC/EXPEND
<i>Budgeted Fund Balance</i>	\$40,494,356					
Property Taxes	\$19,402,680	\$17,115,304	88.21%	\$19,420,480	\$16,290,413	83.88%
Other Tax	1,032,490	525,421	50.89%	990,840	512,754	51.75%
Licenses/Permits	6,732,720	3,016,118	44.80%	6,206,560	2,851,990	45.95%
Charges for Service	37,178,590	19,303,095	51.92%	35,446,510	19,080,141	53.83%
Intergovernmental	11,954,010	4,330,713	36.23%	12,119,435	4,619,382	38.12%
Fines/Forfeitures	1,180,720	603,460	51.11%	1,116,520	616,471	55.21%
Miscellaneous	4,195,290	2,639,333	62.91%	3,181,080	1,799,763	56.58%
Other Financing Sources/Transfers in	13,748,665	7,279,047	52.94%	11,620,185	7,279,269	62.64%
TOTAL CURRENT REVENUE	\$95,425,165	54,812,491	57.44%	\$90,101,610	\$53,050,183	58.88%
EXPENDITURE BY DEPARTMENT						
City Manager's Office	\$2,879,230	\$1,551,919	53.90%	\$2,949,320	\$1,533,655	52.00%
Community Development	7,132,540	2,421,121	33.94%	7,055,680	2,955,138	41.88%
Finance	4,597,170	2,046,589	44.52%	4,493,660	2,092,613	46.57%
Fire	9,356,130	4,312,774	46.10%	9,230,380	4,495,648	48.70%
Library	5,915,230	2,923,289	49.42%	5,603,820	2,697,546	48.14%
Park & Recreation	5,480,860	2,705,607	49.36%	5,375,470	2,608,532	48.53%
Police	10,932,550	5,386,862	49.27%	10,937,200	5,008,924	45.80%
Public Works	26,116,010	10,899,140	41.73%	24,648,595	9,602,180	38.96%
Non-Departmental	1,758,940	802,790	45.64%	1,423,620	741,881	52.11%
TOTAL OPERATING EXPENDITURES	\$74,168,660	\$33,050,091	44.56%	\$71,717,745	\$31,736,117	44.25%
Debt Service	\$7,533,710	\$4,630,484	61.46%	\$7,416,350	\$4,586,786	61.85%
Capital Projects	11,197,000	3,928,311	35.08%	10,274,345	3,755,157	36.55%
Transfers Out	12,338,665	7,258,890	58.83%	10,210,185	7,247,407	70.98%
Contingencies/Reserves	1,584,350	0	0.00%	1,317,850	0	0.00%
TOTAL ALL EXPENDITURES	\$106,822,385	\$48,867,776	45.75%	\$100,936,475	\$47,325,467	46.89%
CURRENT REVENUES LESS						
TOTAL EXPENDITURES	(\$11,397,220)	\$5,944,715		(\$10,834,865)	\$5,724,716	

This Quarterly Operating Report also includes an expenditure summary by classification for each department, performance indicators by department, a Vacancy Report, a Capital Improvement Program summary and an update of City Council Values and Goals.

As always, if you have questions or concerns about the information in this report, please do not hesitate to contact me at (541) 766-6990 or via e-mail at nancy.brewer@ci.corvallis.or.us.

Nancy Brewer
Finance Director

THE CITY'S BUDGET HIGHLIGHTS

REVENUES

A total of 57.44% of budgeted revenue has been collected as of the end of the second quarter. Of this amount, operating revenue is 58.20% collected and 52.94% of non-operating revenue has been collected.

Property Tax Revenues - 88.21% collected. Property taxes provide about half of the operating revenue for General Fund supported programs. Property taxes are found in the General, Parks and Recreation, Fire and Rescue, Transit, Library and General Obligation Debt Service Funds. The majority of the property tax revenues are received in the second quarter.

Other Taxes - 50.89% collected. Transient Room Taxes are taxes on hotel and motel occupancy and reflect their usage rate. The City currently levies a room tax of 9% of the room costs on all transient lodging in the City limits.

License, Fees & Permits - 44.80% collected. Franchise Fees provide approximately 38% of the operating revenue in the General Fund. In addition to right-of-way fees charged to local utility companies, franchise fees are also assessed against and paid for by the City's water, wastewater, and storm water utilities. Revenues for parks, sound and camping permits are received in the Parks & Recreation Fund, and tend to be seasonal in nature. Building permit revenue is recorded in the Development Services Fund. Parking lot space fees and residential parking permits are received in the Parking Fund while transportation maintenance fees and right of way permits are received in the Street Fund.

Charges for Services - 51.92% collected. General Fund charges include development review charges and rental charges for City owned buildings. The Parks and Recreation Fund generates revenue from recreation programs and System Development Charges (SDC's). Charges for Police and Fire 911 services are received in the 911 Emergency Fund. Water, sewer and drainage user fees and SDC's are received in the Water, Wastewater, and Storm Water Funds. The Airport Fund receives revenues for hangar rentals, fuel sales, and seed crops. The Internal Service Funds (Technology and Communications, Administrative Services, Fleet, Facility Maintenance, and Risk Management) receive payments for services provided to other city departments.

Intergovernmental - 36.23% collected. State sharing revenues include cigarette, liquor, 9-1-1 and highway taxes and currently make up approximately 33.79% of amended budget intergovernmental revenues. Benton County Intergovernmental funds for Library support make up approximately 17.55% of intergovernmental revenues and are normally received in the second quarter since they are tied to property tax turnovers. Projected grant revenue makes up nearly 44.85% of the intergovernmental revenue amended budget. The receipt of grant monies tends to be volatile and highly dependent on timing of related expenditures; this accounts for lower than target revenues collected to date. The remaining 3.81% of budget is for other revenue items such as 911 system cost share from other government agencies.

Fines and Forfeitures - 51.11% collected. Revenues include fines imposed through Municipal Court for traffic and parking violations, library fines and violations of the Uniform Fire Code. Revenues are also derived from property damage restitution payments, asset seizures and forfeitures through court action. Fines and forfeitures are mainly found in the following funds: General, Parking and Library.

Miscellaneous Revenues - 62.91% collected. Miscellaneous revenues include donations, housing and assessment loan repayment proceeds, business energy tax credits for transit, gifts/contributions, insurance proceeds, bad debts recovered and investment interest revenues. Interest revenues represent approximately 50% of the total miscellaneous revenue budget as well as nearly 50% of actual miscellaneous revenues collected year to date.

Other Financing Sources - 52.94% collected. Other Financing Sources consist mainly of "interfund" and "intrafund" transfers that are primarily for capital construction projects and debt service requirements. The FY 07-08 budget included budget for a bank loan to support the proposed purchase of the Pacific-Power street light system. At the end of the second quarter, City Council determined that the acquisition plan would not proceed, so no loan or associated transfers will occur after all. The Capital Improvement Program section presents an analysis by project and information on year to date expenditures related to transfers.

EXPENDITURES

The City's total budget was 45.75% spent at the end of the second quarter, with operating expenditures at 44.56% of the operating budget and non-operating expenditures at 48.44%.

The following information summarizes the fiscal year expenditures by classification and identifies any significant variances:

*Wages and Benefits** - 48.33% spent. Includes amounts paid to both permanent and temporary City employees, including personnel substituting for those in permanent positions.

*Services & Supplies** - 43.87% spent. Includes amounts paid for supplies used in operations and services rendered by organizations or personnel not on the City's payroll, including repair and maintenance-related services, professional contractual services and utilities.

*Capital Outlay** - 6.84% spent. Most capital outlay purchases consist of machinery, equipment and vehicles over \$5,000. Expenditures in this category are typically lower in the first part of the year based on cash flow management.

Capital Projects - 35.08% spent. Capital Projects occur in the Capital Construction, Water Construction, Wastewater Construction, Storm Water Construction and Airport Construction Funds. The Capital Improvement Program Section presents an analysis by project and information on year-to-date expenditures.

Debt Service - 61.46% spent. Budgeted debt service payments of \$1,983,780 are supported by specific property tax levies. Debt service incurred in support of enterprise operations (Water, Wastewater, Storm Water and Airport) totals \$3,366,350 and is paid from revenues derived from charges for services within each fund. Pension obligation bond annual debt service of \$1,994,020 is primarily funded by current revenue proportionate to each City Fund's respective PERS liability.

Transfers - 58.83% spent. Transfers represent Intra-fund and Inter-fund transfers for capital projects and debt service contributions. These can fluctuate depending on the progress of construction projects.

* See the following table for a summary of operating expenditures by Department.

OPERATING EXPENDITURES BY DEPARTMENT

DEPARTMENT	AMENDED BUDGET	PERSONAL SERVICES	SUPPLIES & SERVICES	CAPITAL OUTLAY	TOTAL EXPENDITURES	% OF AMENDED BUDGET
City Manager's Office	\$2,879,230	\$524,068	\$1,027,851	\$0	\$1,551,919	53.90%
Community Development	7,132,540	1,567,428	831,195	22,498	2,421,121	33.94%
Finance	4,597,170	1,356,674	685,665	4,250	2,046,589	44.52%
Fire	9,356,130	3,513,139	790,683	8,952	4,312,774	46.10%
Library	5,915,230	1,728,853	1,194,435	0	2,923,289	49.42%
Parks & Recreation	5,480,860	1,712,120	993,487	0	2,705,607	49.36%
Police	10,932,550	3,978,365	1,378,662	29,835	5,386,862	49.27%
Public Works	26,116,010	4,575,455	6,160,925	162,760	10,899,140	41.73%
Non Department	1,758,940	0	802,790	0	802,790	45.64%
TOTAL	\$74,168,660	\$18,956,102	\$13,865,694	\$228,294	\$33,050,090	44.56%

PROPERTY TAX FUNDS COMBINED*

REVENUE	AMENDED BUDGET	2nd Qtr FY 07-08	UNAUDITED FY 07-08	FY 07-08 % REC/EXPEND	2nd Qtr FY 06-07	Y-T-D FY 06-07	FY 06-07 % REC/EXPEND
Budgeted Fund Balance	\$10,275,426						
Property Taxes	\$17,587,680	\$15,430,945	\$15,571,413	88.54%	\$14,653,035	\$14,769,382	83.84%
Other Tax	1,032,490	298,913	525,421	50.89%	286,493	512,754	51.75%
Licenses/Permits	4,928,390	1,193,871	2,089,023	42.39%	1,132,129	2,008,590	43.73%
Charges for Service	5,308,210	1,994,876	3,155,072	59.44%	1,858,486	2,927,862	56.91%
Intergovernmental	4,538,160	2,398,138	2,293,247	50.53%	1,893,734	2,006,504	45.87%
Fines/Forfeitures	825,120	204,776	416,790	50.51%	221,377	412,079	54.25%
Miscellaneous	1,330,600	653,742	900,202	67.65%	661,292	846,955	72.85%
Other Financing Sources	1,487,160	11,860	25,702	1.73%	0	15,971	1.08%
TOTAL CURRENT REVENUE	\$37,037,810	\$22,187,120	\$24,976,870	67.44%	\$20,706,545	\$23,500,097	65.07%

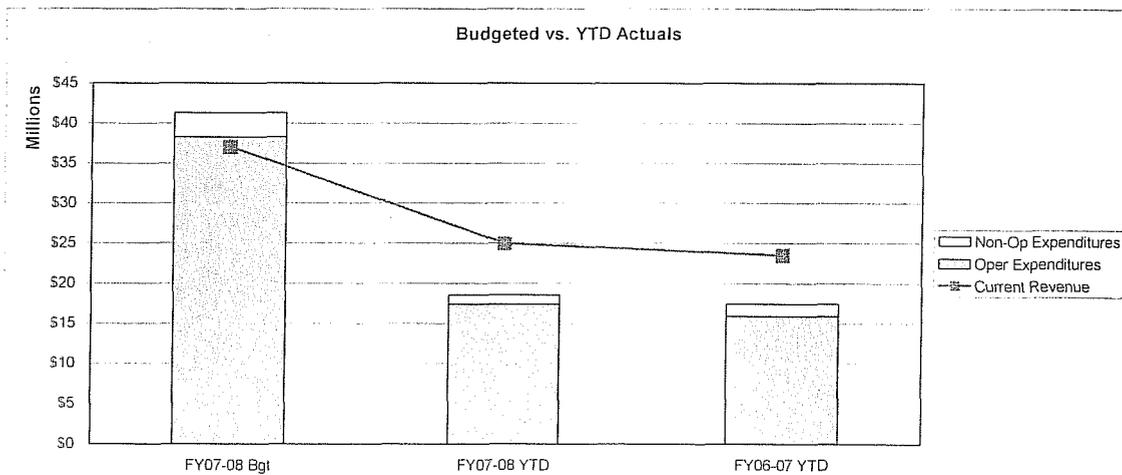
EXPENDITURE BY DEPARTMENT

Community Development	\$1,482,290	\$299,709	\$641,909	43.31%	\$265,756	\$546,927	40.08%
Finance	523,720	128,917	253,068	48.32%	126,100	248,593	48.06%
Fire	9,356,130	2,146,723	4,312,774	46.10%	2,027,928	4,495,648	48.70%
Library	5,797,230	1,428,809	2,858,136	49.30%	1,320,696	2,697,013	48.14%
Parks and Recreation	5,480,860	1,136,201	2,705,607	49.36%	1,118,481	2,608,532	48.53%
Police	8,963,530	2,229,356	4,404,254	49.14%	2,041,932	4,031,769	45.21%
Public Works	5,225,150	801,456	1,397,316	26.74%	695,122	1,248,429	25.08%
Non-Departmental	1,456,030	364,578	801,440	55.04%	0	0	0.00%
TOTAL OPERATING EXPENDITURES	\$38,284,940	\$8,535,749	\$17,374,503	45.38%	\$7,596,014	\$15,876,911	44.12%
Debt Service	\$189,560	\$0	\$0	0.00%	\$0	\$0	0.00%
Transfers	2,097,800	768,897	1,167,202	55.64%	1,091,704	1,526,136	68.92%
Contingencies/Reserves	684,220	0	0	0.00%	0	0	0.00%
TOTAL ALL EXPENDITURES	\$41,256,520	\$9,304,646	\$18,541,705	44.94%	\$8,687,718	\$17,403,046	44.66%

CURRENT REVENUE LESS

TOTAL EXPENDITURES	(\$4,218,710)	\$12,882,474	\$6,435,164		\$12,018,827	\$6,097,051	
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* Includes General, Parks & Recreation, Fire & Rescue, Transit and Library Funds



MEMORANDUM

February 23, 2008

TO: Administrative Services Committee
FROM: Nancy Brewer, Finance Director *NB*
SUBJECT: Fund Balance Financial Policy

I. Issue

To review the City's Fund Balance Financial Policy (Attachment A).

II. Discussion

The City Council's Financial Policies are scheduled for review annually. This year, that review has been delayed pending the development of the City Council's Financial Strategy. However, at the December 17, 2007 work session (Attachment B), the City Council requested the Administrative Services Committee review the Fund Balance policy and consider whether or not changes to the policy are in order.

Over the past year, the Budget Commission, City Council, and former Core Services Committees have all had discussions about the City's Fund Balance policy. The existing Financial Policy (10.02.020 Fund Balance) has been in place for nearly 20 years. During that time, there have been very few modifications to the policy language. The only real modification was to add 10.02.020.021 that provided the flexibility for a fund to exceed the 5% minimum fund balance guideline without triggering a "spend down the fund balance" process. This has been most important in funds with a pattern of uneven cash flow (such as the Airport Fund with its reliance on grass seed revenue) or in funds that have a large capital investment where a catastrophic event could require significant infusions of cash to continue operations (i.e., water and wastewater funds).

The current policy calls for a fund balance that is at least 5% of estimated annual revenues, exclusive of all reserves. By excluding reserves from this calculation, the intention is to identify an ending balance that would provide adequate resources to continue all operations until revenues begin to be received in the new fiscal year.

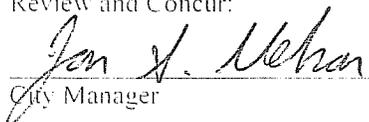
Staff believes that the existing policy language has generally served the organization well. Amending the policy to reflect current practice is proposed for section 10.02.020.021. The existing policy follows the Government Finance Officers Association (GFOA) recommended best practice (Attachment C). In recent years the City Council and Budget Commission have focused on the "Property Tax Funds – Combined" fund balance. Additional policy direction on this "fund" would facilitate future discussions.

Through the recent budget process, there was discussion about whether the target fund balance should be based on the first, second or third year of the financial plan. There was further discussion about whether or not the fund balance used should be the balance based on the appropriated budget financial plan or the balance with "mitigating factors". Although the Budget Commission did not have a motion to do so, the decision process primarily focused on budgeting to meet the 5% minimum ending fund balance in the third year, with mitigating factors. At the bottom of Attachment A is language that would guide future discussions concerning "new services" capacity in the property tax funds. It is based upon this year's experience with the exception of "capacity" being reviewed by the City Council versus the Budget Commission.

III. Requested Action

Review the attached policy and recommended practice, and provide direction to staff about any changes in the existing policy language.

Review and Concur:



City Manager

10.02.020 Fund Balance

10.02.020.010 Target Fund Balance

To maintain the City's credit rating and meet seasonal cash flow shortfalls, the budget shall target an undesignated budgetary fund balance of at least 5% of estimated annual revenues for general governmental and enterprise fund types. The unappropriated fund balance shall be exclusive of all reserves.

10.02.020.020 Appropriate Fund Balance

10.02.020.021 ~~Through the annual budget development process~~ the Finance Director shall prepare an analysis of each operating fund every year, which recommends the appropriate fund balance for the each fund. The Finance Director shall take into account the target fund balance, cash flow requirements, future capital needs, and significant revenue and expenditure trends. The Budget Commission and City Council shall amend or approve the recommended appropriate fund balance through adoption of the annual budget.

10.02.020.022 Generally, the fund balance levels are dictated by:

- a. cash flow requirements to support expenditures;
- b. relative rate stability from year to year for enterprise funds;
- c. susceptibility of the fund to emergency or unanticipated expenditures;
- d. credit worthiness and capacity to support debt service requirements;
- e. legal or regulatory requirements affecting revenues, expenditures, and fund balances; and
- f. reliability of outside revenues.

10.02.020.030 Fund Balance Below Target

10.02.020.031 Should the fund balance fall below 5% of estimated annual revenues a plan for expenditure reductions and/or revenue increases shall be submitted to the City Council via the Administrative Services Committee or the Budget Commission.

10.02.020.032 If, at the end of a fiscal year, the fund balance falls below 5% of actual revenues, then the City shall develop a plan to restore the fund balance within the seven-year planning period.

10.02.020.040 Fund Balance Above Target

In the event the fund balance is higher than an appropriate level, the difference may be used to fund the following activities:

- a. one-time capital expenditures which do not significantly increase ongoing City costs;
- b. other one-time costs; and
- c. ongoing or new City programs, provided such action is considered in the context of Council approved multi-year projections of revenue and expenditures.

10.02.020.050 Property Tax Funds Combined – Fund Balance

Prior to each year's initial Budget Commission meeting, the City Council shall review the Property Tax Funds – Combined fund balance for the purpose of determining whether resources exist to consider activities in 10.02.020.040. This review may include establishing an appropriate fund balance above 5%, reserving funds for future year commitments and assumption modeling (mitigating factors) to determine if capacity exists based upon the third year Property Tax Funds -- Combined fund balance. Results of this City Council review will be forwarded to the Budget Commission.

CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES

December 17, 2007

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 7:00 pm on December 17, 2007, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Tomlinson presiding.

I. ROLL CALL

PRESENT: Mayor Tomlinson, Councilors York, Hamby, Beilstein, Brauner, Grosch, Brown, Wershow, Daniels

II. UNFINISHED BUSINESS

A. Budget Related

The City Council reviewed the attached updated financial projections.

The Council also reviewed the December 12, 2007, "Budget Forecast and Capacity" memorandum from Finance Director Brewer. An outcome of the discussion was further review of Council Policy CP 10.02.020, "Fund Balance." During the review, Council will consider amending the Policy, including establishing an appropriate fund balance; reserves for future years; high, medium, and low modeling; and a check-in with Council prior to Budget Commission meetings to consider services addition capacity.

The Fiscal Year 2008-2009 proposed budget process was reviewed, and the major changes from last year (budget capacity discussions and department business plan enhancement requests) were highlighted.

Council decided to conduct their discussion and direction on department Fiscal Year 2007-2008 budget enhancements at their January 7, 2008, Council meeting under "Unfinished Business."

B. Financial Strategy/Message Related

Councilor Brown reviewed material and led a discussion on next steps in developing a Council financial strategy and corresponding message. Councilors Brown, Brauner, and Grosch agreed to work further on a strategy framework and return to the Council with a proposed process recommendation.

III. OTHER

No other business.

IV. ADJOURNMENT

The meeting was adjourned at 9:15 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

Appropriate Level of Unreserved Fund Balance in the General Fund (2002)

Background. Accountants employ the term *fund balance* to describe the net assets of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net assets of governmental funds calculated on a government's budgetary basis.¹ In both cases, *fund balance* is intended to serve as a measure of the financial resources available in a governmental fund.

Accountants distinguish *reserved fund balance* from *unreserved fund balance*. Typically, only the latter is available for spending. Accountants also sometimes report a *designated* portion of unreserved fund balance to indicate that the governing body or management have tentative plans concerning the use of all or a portion of unreserved fund balance.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are a crucial consideration, too, in long-term financial planning.

In most cases, discussions of fund balance will properly focus on a government's *general fund*. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unreserved fund balance in the general fund.

Credit rating agencies carefully monitor levels of fund balance and unreserved fund balance in a government's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unreserved fund balance for state and local governments.

Those interested primarily in a government's creditworthiness or economic condition (e.g., rating agencies) are likely to favor increased levels of fund balance. Opposing pressures often come from unions, taxpayers and citizens' groups, which may view high levels of fund balance as "excessive."

Recommendation. GFOA recommends that governments establish a formal policy on the level of unreserved fund balance that should be maintained in the general fund.² GFOA also encourages the adoption of similar policies for other types of governmental funds. Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and specific plans for increasing or decreasing the level of unreserved fund balance, if it is inconsistent with that policy.³

The adequacy of unreserved fund balance in the general fund should be assessed based upon a government's own specific circumstances. Nevertheless, GFOA recommends, *at a minimum*, that general-purpose governments, regardless of size, maintain unreserved fund balance in their general fund of no less than five to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures.⁴ A government's particular situation may require levels of unreserved fund balance in the general fund significantly in excess of these recommended minimum levels.⁵ Furthermore, such measures should be applied within the context of

¹ For the sake of clarity, this recommended practice uses the terms *GAAP fund balance* and *budgetary fund balance* to distinguish these two different uses of the same term.

² Sometimes reserved fund balance includes resources available to finance items that typically would require the use of unreserved fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unreserved fund balance for purposes of analysis.

³ See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).

⁴ The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances. In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unreserved fund balance to either revenues or expenditures, that decision should be followed consistently from period to period.

⁵ In practice, levels of fund balance, (expressed as a percentage of revenues/expenditures or as a multiple of monthly expenditures), typically are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unreserved fund balance in the general fund at any one time.

In establishing a policy governing the level of unreserved fund balance in the general fund, a government should consider a variety of factors, including:

- The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unreserved fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile).
- The availability of resources in other funds as well as the potential drain upon general fund resources from other funds (i.e., the availability of resources in other funds may reduce the amount of unreserved fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unreserved fund balance be maintained in the general fund).
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained).
- Designations (i.e., governments may wish to maintain higher levels of unreserved fund balance to compensate for any portion of unreserved fund balance already designated for a specific purpose).

Naturally, any policy addressing desirable levels of unreserved fund balance in the general fund should be in conformity with all applicable legal and regulatory constraints. In this case in particular, it is essential that differences between GAAP fund balance and budgetary fund balance be fully appreciated by all interested parties.

Approved by the Committee on Accounting, Auditing and Financial Reporting and the Committee on Governmental Budgeting and Management, January 30, 2002

Approved by the Executive Board, February 15, 2002.

Attachment 1

Fund	Dept	Prop Tax as a % of Rev	Required by Financial Policy		Comments
			5% Fund Balance	2% Contingency	
Governmental Funds – revenues recognized when measurable and available, expenditures recorded when the liability is incurred. Modified accrual basis of accounting.					
General Fund -- governmental fund type – there can only be one General Fund, and its purpose is to account for anything that does not fit better in another fund.					
GENERAL	Fin, CD, CPD, PW, NON- DEPT, Transfers	32%	Yes	Yes	Franchise Fees are the largest single revenue source.
Special Revenue Funds – governmental fund type – used to track activities with a specific purpose for both revenues and expenditures, but not expected to cover all costs from revenues (i.e., debt service is usually paid for from another source).					
STREET Operating SDC	CD, PW Transfers	-- --	Yes No	Yes No	
PARKS & REC Operating Aquatic Center Open Space SDC	P&R P&R P&R Transfers	80% 10% -- --	Yes Yes No No	Yes No No No	
9-1-1	CPD	--	Yes	Yes	
DEV SVCS	CD	--	Yes	Yes	
FIRE & RESCUE	FIRE	65%	Yes	Yes	PT goes to 77% when the rural fire district contract is included.
CD REVOLVING	CD	--	Yes	Yes	
PARKING	CD, FIN, CPD, PW	--	Yes	Yes	
TRANSIT	PW	17%	Yes	Yes	
LIBRARY Operating 2010	Library Library	-- 59% --	Yes Yes No	Yes Yes No	PT goes to 95% when the Library Svc District is included.
Capital Construction Funds – governmental fund type – used to track infrastructure assets during construction.					
CAPITAL CONST.	Cap. prj	--	No	No	
Debt Service Funds – governmental fund type – used to account for monies associated with retiring debt issued by the City, and paid for from sources other than fees for service.					
GO DEBT	Debt Svc; Non- Dept	100%	No	No	PT levies are outside constitutional limits.
POB DEBT	Debt Svc; Non- Dept	--	No	No	
Permanent Funds – governmental fund type – used to track monies held in trust as designated by a trust agreement.					
DAVIDSON TRUST	Library	--	No	No	
Proprietary Funds – Revenues recorded when earned and expenses recorded when the liability is incurred. Accrual basis of accounting.					
Enterprise Funds – proprietary fund type – used to account for activities that operate as a business with revenues expected to cover 100% of all costs, including debt service.					
WATER Operating Timber SDC Const	CD, PW PW Transfers Cap. Prj.	-- -- -- --	Yes No No No	Yes No No No	

Fund	Dept	Prop Tax as a % of Rev	Required by Financial Policy		Comments
			5% Fund Balance	2% Contingency	
WASTEWATER					
Operating	CD, PW	--	Yes	Yes	
SDC	Transfers	--	No	No	
Construction	Cap Prj	--	No	No	
STORM WATER					
Operating	CD, PW	--	Yes	Yes	
SDC	Transfers	--	No	No	
Construction	Cap Prj.	--	No	No	
AIRPORT					
Operating	PW	--	Yes	Yes	
Construction	Cap. Prj.	--	No	No	
Internal Service Funds – proprietary fund type – used to account for services offered primarily to other departments within the organization.					
FLEET	PW	--	Yes	Yes	Internal Service Funds have a targeted fund balance of around \$20K; the Risk Management Fund holds a larger cash balance to mitigate against disasters.
FACILITY	PW	--	Yes	Yes	
TECH & COMM	Fin, PW	--	Yes	Yes	
ADMIN SVCS	CMO, Fin	--	Yes	Yes	
RISK MGMT	CMO	--	Yes	Yes	

NOTES:

1. Where a fund has multiple components, the components are reported here separately. For audit purposes, each component is part of the whole fund. In most cases, components are set-up as a management tool to monitor cash flows and balances that may have special restrictions (i.e., SDC balances that can only be spent on SDC eligible capital projects).
2. Reserved balances reported in this table reflect only those legal reserves applied by third parties. Balances which are in management reserves (i.e., vehicle reserves) are reported as part of the unreserved fund balance.
3. Fund balance and contingency policies do not apply (and have a No above) to a number of fund components for several reasons:
 - a. The fund component is expected to be fully expended at some point in time (SDC, Open Space, Timber).
 - b. The activities in the fund component would not ever be subject to an “emergency” which required cash flow or the possibility of expending monies that were not expected and appropriated (SDC, Trust, Construction).
 - c. The activities in the fund are not operational in nature and therefore not likely to have an “operational” emergency (Construction, Debt, Trust).
 - d. The fund component acts as a “holding” place to facilitate accounting for certain activities (Construction).

MEMORANDUM

March 6, 2008

To: Administrative Services Committee
From: Dan Brown
Subject: Thoughts on "Appropriate" Fund Balances

Issue

On an annual basis, the City of Corvallis budgets fund balances. Policy directs the City to budget a cash flow buffer of 5% in undesignated funds; these monies may be carried over from the previous year. It also directs the City to budget a contingency fund of 2%. The City Council has established no policy regarding reserves for future years.

The City Council has directed the Administrative Services to begin a discussion of these policies. Later, the City Council will have an opportunity to review ASC comments at the March 10, 2008 Council work session dealing with the overall City's financial strategy.

Discussion

"Appropriate" is a vague term, but the Council has some guidelines available. This discussion will be presented in three parts which are separate but related.

1. "Appropriate" Cash Flow Fund

The City Council has approved a policy for the cash flow fund:

10.02.020.010 To maintain the City's credit rating and meet seasonal cash flow shortfalls, the budget shall target an undesignated budgetary fund balance of at least 5% of estimated annual revenues for general governmental and enterprise fund types. The unappropriated fund balance shall be exclusive of all reserves.

The question is:

Is 5% the "appropriate" unrestricted funds balance at the beginning of the fiscal year on July 1 to cover the City's cash flow requirements during the year, or should the percentage be increased?

The primary purpose of this fund is to ensure that the City has enough money to pay its outstanding bills at any point during the year. However, revenues and expenditures occur on different calendars.

Although the same policy applies to each fund, individual funds will require buffers of different sizes. For example, the City Budget goes into effect in July, but property tax payments do not arrive from the State until November. Due to this lag, one might expect the cash flow fund would require a 33% (four month) balance to cover expenses. Enterprise funds which receive regular monthly bill payments should require would require a much lower cash flow buffer. Thus, 5% represents a weighted average over all funds.

The secondary purpose of this fund is to maintain the City's credit rating. GFOA provides two standards. The first recommends 5% to 15%, and the second, two months of operating expenditures. Thus, 5% just meets the minimum requirement to protect the City's credit rating.

The experience of the City has led the City Staff to conclude that the 5% policy has served the City well. In round numbers, 5% today translates into \$5 million.

Apparently, reserve funds [like a set aside for the purchase of a fire truck] are excluded in City policy because they do not experience imbalances between revenues and expenditures..

2. "Appropriate" Reserves for Future Years

The City council has no policy for a reserve of this type.

The question is: Would it be appropriate for the City to have this kind of reserve which would provide a balance to carry over from year-to -year to cover potential or forecasted revenue shortfalls in future years?

The apparent purpose of this reserve fund would be to provide monies to supplement revenues in some future years. This could stabilize expenditures from one year to the next. Stable funding is consistent with City Council policies.

City policy does not require the City to spend the undesignated funds in excess of 5%. However, City policy says that, at the end of the budget year, the City may spend undesignated funds in excess of the 5% requirement. [undesignated funds are unspent revenues from the previous year.]

- 10.02.020.040 In the event the fund balance is higher than an appropriate level, the difference may be used to fund the following activities:*
- a. one time capital expenditures which do not significantly increase ongoing City costs;*
 - b. other one time costs; and*
 - c. ongoing or new City programs, provided such action is considered in the context*

The City Council has received testimony from the community that maintaining a reserve would be prudent to ameliorate the kind of budget cutting that the City employed in 2003-4. The value of these reserves should be greater in the face of forecasted dips in revenues.

3. Appropriate Contingency Fund Reserves

The City Council has approved policies for the contingency fund:

10.03.070.010 To meet emergency conditions, the budget shall provide for an appropriated contingency of at least 2% of estimated annual operating revenues. All governmental and enterprise funds shall maintain a contingency. The contingency shall be exclusive of all reserves.

10.03.070.020 The Finance Director may recommend a contingency in excess of 2% of current revenue in specific funds to address specific needs. When this occurs, the Finance Director will provide the Budget Commission and City Council with information regarding the reasons for the recommendation.

10.03.070.030 Where correction of a fund balance deficit causes the contingency to be budgeted below 2% of operating revenue, a gradual correction of the problem over a two year period is preferable to a one time jump in rates, or substantial decreases in other expenditure plans.

10.03.070.020 The use of the contingency should be infrequent and for unanticipated expenditures such as costs associated with a response to a disaster, or to meet unanticipated increases in service delivery costs. The City Council must authorize expenditure of any contingencies via a resolution.

The question is:

Is 2% the “appropriate” unrestricted funds balance at the beginning of the fiscal year on July 1 to cover the City’s short-term contingencies requirements during the year?

In round numbers, 2% today translates into \$2 million. This amount will not cover large scale catastrophes such as Hurricane Katrina.

Apparently, reserve funds [e.g. for a future fire truck purchase] are excluded in City policy because they would not be affected by contingencies like a disaster.

**URBAN SERVICES COMMITTEE
MINUTES
March 6, 2008**

Present

George Grosch, Chair
Patricia Daniels
David Hamby

Staff

Jon Nelson, City Manager
Steve Rogers, Public Works Director
Greg Gescher, Engineering Supervisor
Emely Day, City Manager's Office

Visitors

John Foster
Jeanne Raymond

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Systems Development Charge Annual Review			Adjust water, sewer, street, drainage, and parks systems development charge rates, by means of a resolution to be read by the City Attorney
II. Other Business			

CONTENT OF DISCUSSION

Councilor Grosch called the meeting to order at 4:00 pm.

I. Systems Development Charge Annual Review (Attachment)

Engineering Supervisor Gescher explained that each year the City adjusts the costs of pending projects eligible for systems development charge (SDC) funding. The annual inflationary adjustments are based upon the *Seattle Engineering News Record (ENR)* Construction Cost Index (CCI). For the first time in several years, the inflationary rate decreased, resulting in a negative .2-percent SDC rate adjustment. The City maintains a list of pending projects (improvement projects list) and a list of completed projects (reimbursement projects list). The inflationary adjustment affects only the pending projects list. Completed projects are transferred to the reimbursement projects list.

The staff report includes a list of completed projects. When projects are completed, the estimated project costs are removed from the improvement projects list, and the actual costs are added to the reimbursement projects list.

Staff recommended decreasing most of the SDC rates and increasing one SDC rate. Water and sewer SDC rates would decrease. The street SDC rate would increase because actual costs of some completed projects were more than estimated costs. The drainage SDC rate would remain unchanged. Parks SDC rates are adjusted differently. The Parks SDC rate component involving land acquisition is based upon the Benton County Real Market Index (RMI); the remaining Parks SDC rate components are adjusted based upon the Seattle *ENR* CCI. The RMI increased approximately five percent during the past year, resulting in a slight increase in Parks SDC rates.

In response to Councilor Daniels' inquiry, Mr. Gescher stated that Oregon State University completed work on SW 30th Street and applied to the City for SDC reimbursement.

City Manager Nelson commented that this year's SDC adjustment is unique in that no projects were added during the year.

John Foster inquired about the five-percent increase in the RMI.

Mr. Gescher responded that Parks and Recreation Director Conway had been working with Benton County officials on the SDC rates, and the RMI increase rate was valid during February. Public Works Director Rogers emphasized that the RMI applied only to land and not to buildings.

Based upon a motion moved and seconded by Councilors Hamby and Daniels, respectively, the Committee unanimously recommends that Council adjust water, sewer, street, drainage, and parks systems development charge rates, **by means of a resolution to be read by the City Attorney.**

II. Other Business

- A. The Urban Services Committee meeting scheduled for March 20, 2008, was canceled due to lack of agenda items ready for discussion.
- B. The next regular Urban Services Committee meeting is scheduled for April 10, 2008, at 4:00 pm, in the Madison Avenue Meeting Room.

Councilor Grosch adjourned the meeting at 4:06 pm.

Respectfully submitted,

George Grosch, Chair

MEMORANDUM

TO: Urban Services Committee (USC)

FROM: Steve Rogers, Public Works Director *SR*
Julee Conway, Parks and Recreation Director *JMC*

DATE: February 14, 2008

SUBJECT: Annual System Development Charge (SDC) Adjustment

Issue

Municipal Code Section 2.08, directs the City to review and revise SDC's annually, adjusting for inflation, modifications to facility master plans, and modifications to eligible project lists. Current Oregon Revised Statutes (ORS) do not require a public hearing unless requested by an interested party. Although no such request has been made, staff has scheduled the USC review as a public hearing to avoid delays that a last minute request might cause. USC recommendations to the City Council will be in the form of a regular committee report.

Background

SDC fees are collected from new development to pay for capital projects that have been, or will be built, to serve growth. All SDC fees, with the exception of Park SDCs, are comprised of two components: a reimbursement fee and an improvement fee. Based on the City Council adopted methodology, Park SDCs are collected only on an improvement fee basis.

Water, Sewer, Street, Drainage SDCs

The improvement fee is based on projects to be constructed that provide extra capacity to serve growth. Municipal Code Section 2.08.030.5 requires this fee to be adjusted annually for inflation using the *Engineering News-Record* (ENR) Construction Cost Index (CCI) for Seattle. Improvement fee monies collected can be used to construct capital projects that provide extra capacity. The reimbursement fee is based on projects already constructed that provide extra capacity to serve growth. It is not adjusted for inflation and can be used to construct any capital improvement. Both improvement and reimbursement fees must be spent on projects consistent with the funding source (i.e. Sewer, Water, Drainage, or Street SDCs).

Once an identified project on the improvement fee list is constructed, the estimated costs are removed from that list and actual project costs are added to the reimbursement fee list. This occurs in conjunction with the annual inflationary adjustment to SDCs.

Park SDC

The Park SDC methodology was updated in 2006. The process used to update the City's Parks and Recreation SDCs establishes the required connection between the demands of growth and the proportionate need of each type of park facility for use by current and future residents. The Parks and Recreation SDCs are based on the park, trail, and open space acquisition and development needs, as identified in the adopted 2000 Park & Recreation Capital Facilities Plan.

Based on State statute, SDC rates are calculated using a series of sequential formulas which, when completed, yield the total SDC rates for each new dwelling unit in the City. The formulas identify:

- a) the park improvements cost per capita population
- b) the improvements cost per dwelling unit

- c) the SDC debt service credit per dwelling unit - This is applied to credit new development for its share of debt service that will be funded by current residents for the costs of future park improvements.
- d) the total Park SDC per dwelling unit
- e) the discounted SDC per dwelling unit – Based on statute, the City may discount the SDC rate to collect less than 100% of growth costs. The adopted Park SDC was discounted at a 60% charge rate. Said another way, the Park SDC rates that are collected fund a percentage of the new growth costs needed to provide for the park improvement needs.

In addition, based on City Council direction, the annual adjustment index is applied in two parts. It includes the ENR CCI for Seattle and the change in Benton County Real Market Value. This two-part process will recognize the project components of park related projects with both acquisition and development elements.

Discussion

Water, Sewer, Drainage, Street SDCs

Current SDC fees are based on a January 2007 Seattle ENR CCI of 8626.01. The January 2008 Seattle ENR CCI is 8606.64, representing an index adjustment of approximately -2 %. This adjustment is applied only to the improvement fee list of each SDC.

The following projects have been constructed and moved from the improvement fee list to the reimbursement fee list:

- ▶ Brooklane Drive Improvements, PN 656300
- ▶ 53rd Street Waterline, PN 656306
- ▶ Taylor High Service Pump / Surge Tank, PN 656307
- ▶ 9th Street Basin Sewer Diversion, PN 656304
- ▶ WWRP Disinfection Facilities, PN 654257
- ▶ OSU Street SDC Reimbursement – 30th Street Improvements
- ▶ Crystal Lake Drive Bike Lane Striping (in conjunction with Corvallis Co-housing Development)

Park SDCs

The Parks SDC two-part index is calculated based on the Seattle ENR CCI and the Benton County Real Market Value. The Seattle ENR CCI is applied to 67% of the Park SDC unit costs and Benton County Real Market Value increase is applied to 33% of the Park SDC unit costs. This is based on the parks and recreation project list where 67% of the total costs are construction related and 33% of the total costs are acquisition related. The Benton County Real Market Value increase over the past year is 5%, resulting in a 1.5% Parks SDC increase.

Table 1 details the proposed SDC fee adjustment based on the criteria described herein. The impact of the fee changes on a typical single family residence and comparison with other cities is shown in Table 2.

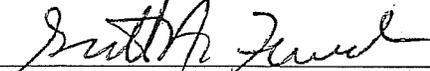
Proposed SDC rates will become effective April 1, 2008, with City Council approval of the attached resolution.

Notification of the March 6, 2008, USC public hearing and a copy of the staff report was sent to identified interested parties.

Recommendation

Staff recommends the USC forward the attached resolution to the City Council for approval.

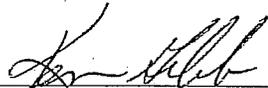
Review & Concur:



Scott Fewel, City Attorney



Nancy Brewer, Finance Director



Ken Gibb, Comm. Development Director



Jon S. Nelson, City Manager

Attachments

System Development Charge Rates		
Unit Description	Current SDC (\$/Unit)	Proposed SDC (\$/Unit)
WATER		
Equivalent Fixture Units		
1st Level	\$ 65.76	\$ 65.75
2nd Level	\$ 140.11	\$ 139.94
3rd Level	\$ 252.62	\$ 252.25
SEWER	\$ 198.65	\$ 197.70
Equivalent Fixture Units		
STREET	\$ 232.84	\$ 233.05
Daily Trip Ends		
DRAINAGE	\$ 0.078	\$ 0.078
Impervious Sq Ft		
PARKS		
Single Family Dwelling	\$5,084.32	\$5,161.40
Multi-Family Dwelling	\$3,768.82	\$3,825.96

Table 1 – Current / Proposed SDC Comparison

LEAGUE OF OREGON CITIES MULTI-CITY SDC COMPARISON ¹						
SINGLE FAMILY RESIDENCE						
City ²	Parks	Sewer	Water	Transportation	Stormwater	Total
Monmouth	\$1,484	\$2,753	\$1,413	\$394	\$247	\$6,291
Sheridan	\$701	\$2,394	\$3,797	\$327	\$250	\$7,469
Cornelius	\$2,143	\$1,000	\$1,032	\$3,020	\$500	\$7,695
Albany ³	\$1,745	\$2,376	\$2,023	\$1,719	No SDC	\$7,863
Madras	\$1,780	\$3,000	\$838	\$2,303	\$210	\$8,131
Eugene ³	\$2,924	\$1,594	\$2,167	\$1,582	\$493	\$8,760
Lincoln City	\$1,528	\$4,725	\$2,263	\$531	\$25	\$9,072
Newberg	\$1,471	\$1,469	\$3,533	\$2,388	\$258	\$9,119
Lowell	\$921	\$1,187	\$6,268	\$618	\$400	\$9,394
Woodburn	\$1,448	\$2,977	\$2,024	\$3,286	\$275	\$10,010
Veneta	\$3,197	\$3,250	\$1,937	\$1,694	\$142	\$10,220
Aurora	\$2,205	\$2,032	\$4,153	\$2,095	\$159	\$10,644
Garibaldi	\$1,000	\$2,001	\$2,262	\$3,145	\$2,475	\$10,883
Portland	\$3,053	\$2,995	\$2,496	\$1,883	\$585	\$11,012
Corvallis (Current)	\$5,084	\$3,178	\$1,052	\$2,228	\$215	\$11,758
Columbia City	\$1,438	\$1,561	\$4,127	\$4,399	\$250	\$11,775
Corvallis (Proposed)	\$5,161	\$3,163	\$1,052	\$2,230	\$215	\$11,822
Salem ³	\$3,154	\$2,805	\$4,184	\$1,815	\$449	\$12,407
Gresham	\$3,185	\$4,923	\$1,043	\$2,748	\$802	\$12,701
Grants Pass	\$2,552	\$2,463	\$2,366	\$5,656	\$412	\$13,449
Wilsonville	\$2,451	\$4,068	\$4,345	\$3,082	\$482	\$14,428
Silverton	\$1,205	\$4,392	\$3,987	\$3,705	\$1,375	\$14,664
Philomath	\$684	\$5,719	\$6,228	\$3,488	\$1,080	\$17,199
West Linn	\$8,029	\$2,539	\$6,698	\$4,721	\$439	\$22,426
19-Feb-08 12:57 PM						

Table 2 – Multi-City SDC Comparison

Notes

1. Unless otherwise noted, all data is from the May 2007 League of Oregon Cities Systems Development Charges Survey.
2. With the exception of Albany, only communities with parks, sewer, water, transportation, and stormwater SDCs are listed for comparison. The City of Albany is provided as an often-requested comparator.
3. SDC data not available from the 2007 League of Oregon Cities Systems Development Charges survey for this community but are provided as an often-requested comparator. SDCs are estimated using the community's current SDC rates and the specifications identified by the League of Oregon Cities survey for residential SDC calculations.

RESOLUTION 2008- _____

Minutes of the March 17, 2008, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, the methodology for establishing systems development charges is established in Municipal Code Chapter 2.08, as amended;

WHEREAS, Municipal Code Chapter 2.08, as amended, requires the system development charge rates be established by resolution of the City Council;

WHEREAS, Municipal Code Chapter 2.08, as amended, directs City Council to review system development charge rates annually and revise capital project costs used to set rates to reflect changes in the *Engineering News - Record* (ENR) Construction Cost Index (Seattle), Benton County Real Market Value of unimproved property, modifications to master facility plans, and modifications to the list of eligible projects as approved by City Council;

WHEREAS, the ENR CCI has decreased from 8626.01 (Jan 2007), to 8606.64 (Jan 2008) since the previous review of improvement fee rates;

WHEREAS, the Benton County Real Market Value of unimproved residential land has increased by 5% over the past year;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the system development charge rates are determined as follows:

(1) System Development Charge Determination

System Development Charge Rates			
Unit Description	Improvement Fee (\$/Unit)	Reimbursement Fee (\$/Unit)	Total SDC (\$/Unit)
WATER: Fixture Units			
1st Level	43.00	22.75	65.75
2nd Level	112.60	27.34	139.94
3rd Level	205.04	47.21	252.25
SEWER: Fixture Units	182.46	15.24	197.70
STREET: Trip Ends	203.86	29.19	233.05
DRAINAGE: Sq. Ft. - Impervious Surface	0.069	0.009	0.078
PARKS: Single Family Dwelling	5,161.40	NA	5,161.40
Multi Family Dwelling	3,825.96	NA	3,825.96

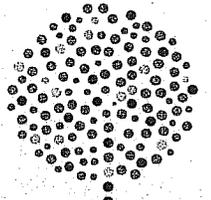
BE IT FURTHER RESOLVED that the portion of Resolution 2007-02, previously establishing system development charge rates for extra-capacity facilities is, by this resolution, rescinded;

BE IT FURTHER RESOLVED that the City Manager is hereby directed to apply these rates as required by Municipal Code Chapter 2.08, as amended, for system development charges, effective April 1, 2008.

Councilor

Upon motion made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

living green



CountryHome
2008 Best Green Places

25 best greencities in AMERICA

Thank goodness the **grass roots are getting greener**. All across the country, people are looking for more ways to shrink their proverbial footprint. And along with that push to live a little closer to the three-R mantra (reduce, reuse, and recycle), Americans are asking their cities and towns to think green, too. That prompted our second annual Best Green Cities report, which analyzed hundreds of cities on key points such as official energy policies, green power,

**Tell us about
your city**

THOUGH OUR LISTS
DETAIL A REFLECTION
OF AMERICAN CITIES'
commitment to changing the
way we live, we know that
there are thousands of unsung
towns and small cities all
across the country that are
also encouraging homeowners
and citizens to live green. If
yours is one of them, tell us
about it at countryhome.com.

green buildings, and even the availability of fresh, locally grown food. To see if your city made the grade, check out our Top 25 list along with more winners in specific categories. For complete results, go to countryhome.com.

TOP 25 PLACES TO LIVE

OUR LIST COMES FROM A FORMULA THAT WEIGHS A VARIETY OF FACTORS KEY TO LIVING A MORE ECO-FRIENDLY LIFE.

1. Corvallis, OR
2. Portland metro, OR
3. Bellingham, WA
4. Santa Rosa/Petaluma, CA
5. Boulder, CO
6. Eugene/Springfield, OR
7. Santa Cruz/Watsonville, CA
8. Minneapolis metro, MN
9. Bend, OR
10. Santa Barbara metro, CA
11. San Francisco metro, CA
12. La Crosse, WI
13. Seattle metro, WA
14. Fort Collins/Loveland, CO
15. St. Cloud, MN
16. Salem, OR
17. Madison, WI
18. Iowa City, IA
19. Ames, IA
20. San Luis Obispo metro, CA
21. Salinas, CA
22. Bremerton/Silverdale, WA
23. Duluth, MN
24. Pittsfield, MA
25. Medford, OR



SPOTLIGHT

CORVALLIS, OREGON,

IS COUNTRY HOME'S PICK for the 2008 Best Green City in America. Located in the Willamette Valley about 90 miles south of Portland—which happens to be next in line on our Top 25 list—Corvallis has a population of approximately 81,000 and is the site of Oregon State University.

Corvallis came out at the top of our list thanks, in part, to long-term planning by city officials, who began working on energy issues in the 1990s. Initially intended mostly as energy-reduction measures, the city's goals have changed over time to a focus on achieving long-term sustainability. Solid-waste management, land use, water conservation, greenhouse-gas emissions, recycling, and green building practices are some of the areas where city leaders have focused.

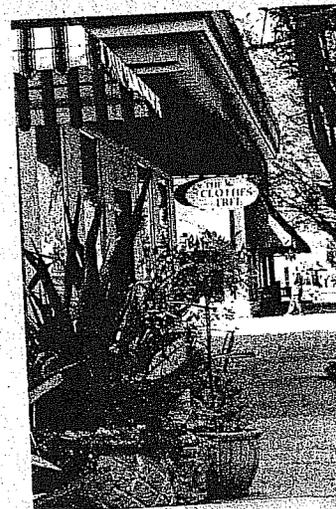
Green power also played a key role in the city's top spot. Last year, Corvallis received utility provider Pacific Power's certificate of environmental stewardship for its part in the energy company's Blue Sky program, which

Corvallis is home to covered bridges, bike paths, quaint shops, sidewalk cafés, local farmers markets, and eco-friendly residents and businesses.

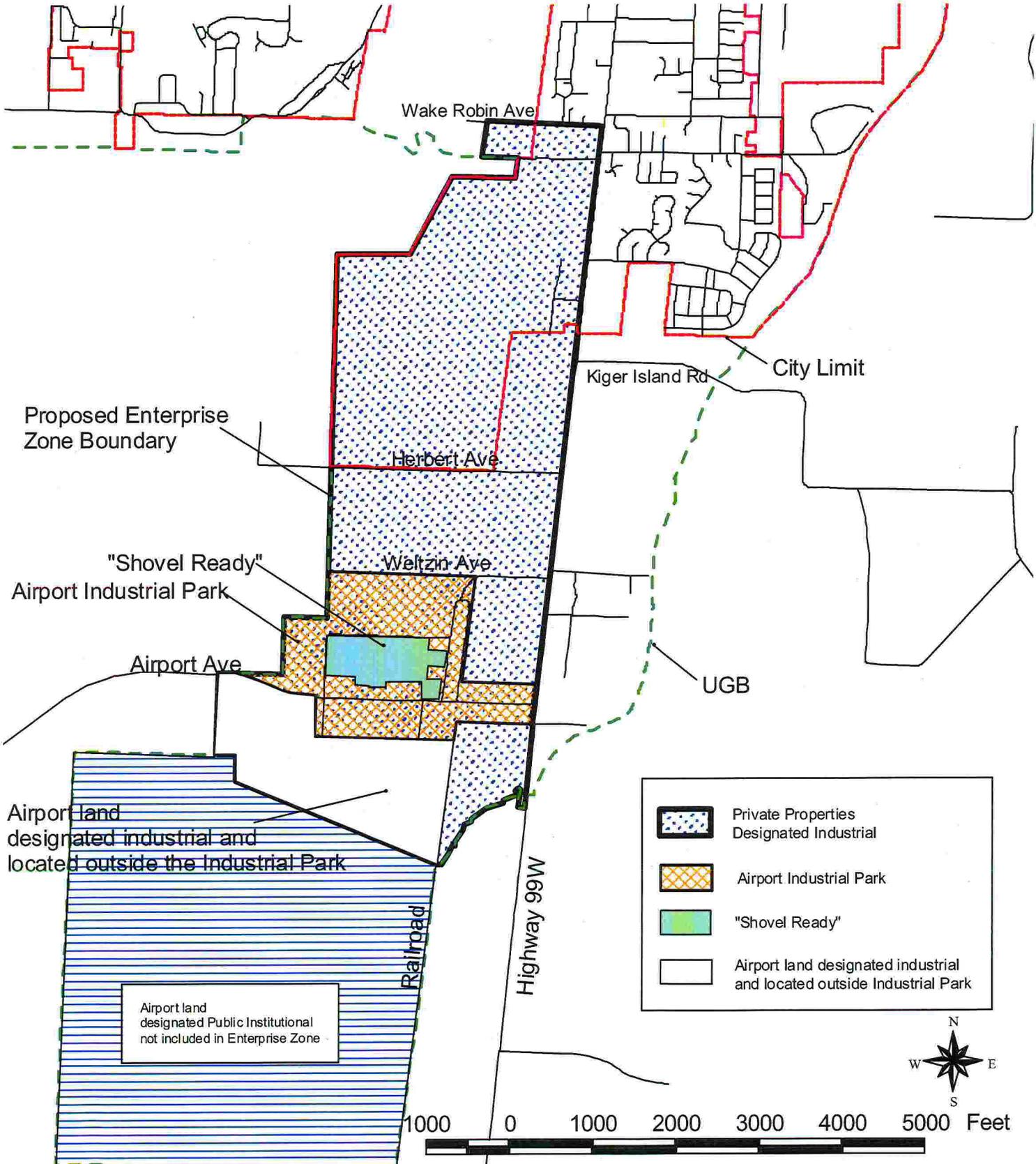
supplies electricity from wind and geothermal sources. The city purchases 15 percent of its power from renewable sources and, in 2006, was named a Green Power Community by the EPA for its use of renewable energy. Business leaders have embraced the city's vision as well. Hewlett-Packard and FedEx Kinko's and local small businesses have adopted green practices, too.

"We're working very hard at this," says Corvallis Mayor Charles Tomlinson, "because community engagement is so important. People are taking the time to sign up to pay a little bit more to know they are supporting renewable energy. They're speaking with their pocketbooks and making a commitment." The mayor notes that local groups working together are also helping to keep the city on the cutting edge. The Corvallis Sustainability Coalition, for example, is working with the Energy Trust of Oregon on a community home energy audit program designed to promote conservation.

For more information, go to ci.corvallis.or.us, visitcorvallis.com, energytrust.org, and sustainablecorvallis.org.



Proposed Enterprise Zone
 ~ 2 square miles
 ~ 1,322 acres



Proposed Enterprise Zone Boundary

Wake Robin Ave

Kiger Island Rd

City Limit

Herbert Ave

Weltzin Ave

UGB

"Shovel Ready" Airport Industrial Park

Airport Ave

Highway 99W

Railroad

Airport land designated industrial and located outside the Industrial Park

Airport land designated Public Institutional not included in Enterprise Zone

	Private Properties Designated Industrial
	Airport Industrial Park
	"Shovel Ready"
	Airport land designated industrial and located outside Industrial Park



From: "tjdaum" <tdaum@comcast.net>
Subject: Benton/Corvallis Enterprise Zone
Date: Sun, March 16, 2008 11:03 pm
To: mayor@council.ci.corvallis.or.us, Ward3@council.ci.corvallis.or.us
Cc: matt.neznanski@lee.net, willamettelanding@legendhomes.com, johndezzani@hotmail.com

Dear Mayor Tomlinson and Council Member Grosch;

Because I was unable to attend the Benton/Corvallis Enterprise Zone meeting last week (March 10), please accept the following written comments.

No on Benton/Corvallis Enterprise Zone Tax Break

Although I understand the motivation behind the effort to designate a Benton/Corvallis Enterprise Zone for the purposes of giving property tax breaks to certain businesses setting up shop in the zone, I believe that it is a bad idea for a number of reasons.

Your office pleaded with us Corvallis residents to vote to raise our property tax rates back in November. The reason given was that basic services would go lacking if this was not done. And more money still is needed, as was explained in the February 16th Gazette-Times story by Matt Neznanski "Councilors to revisit tax ideas". Ward 1 Councilor Bill York wrote that "the city is heavily reliant on property tax revenues" and "the cost of providing current services is growing faster than property tax revenues are increasing". Businesses not paying their fair share of property taxes would put additional strain on our existing infrastructure without a commensurate property tax inflow.

Local property taxes are such a small percentage of a business operating expense that this is not an important factor in where a company will locate. Studies commissioned by Associated Oregon Industries and the state economic development department showed that companies locate based on the very things that property taxes pay for - transportation, infrastructure, roads, an educated workforce, police, fire, the courts, etc.

A business locating to Corvallis would already have a tax break. As you know, the "shovel ready" industrial park already has infrastructure and permitting certification paid for by we the taxpayers, and many thousands of dollars in both time and permitting costs would be saved by any business locating there.

An Enterprise Zone is a euphemism for corporate welfare, and we need less corporate welfare, not more, at both the national and the local levels. According to the Oregon Center for Public Policy, during this budget cycle (2007-09), corporations will pay just 4.5 percent of Oregon's income taxes, while personal income taxpayers will pay 95.5 percent. In the 1973-75 budget cycle, corporations paid 18.5 percent of all income taxes. Unlike many right-wing anti-tax Republicans and Libertarians today passing themselves off as "conservatives", I believe that our country is worth paying for. But everyone should pay their fair share. Again, please reconsider this. No on Benton/Corvallis Enterprise Zone Tax Break. Thank you for your attention.

Sincerely;

Ted Daum

3620 SE Coral Reef Place
Corvallis, OR 97333
Home and fax: 541-753-7428
Cell: 541-231-0138
Email: tdaum@comcast.net

CITY OF CORVALLIS, OREGON

CITY ATTORNEY EMPLOYMENT AGREEMENT ADDENDUM

This agreement addendum, dated May 7, 2007, amends the employment agreement entered into on March 22, 2006, by and between the City of Corvallis, Oregon, a municipal corporation of the State of Oregon (hereinafter referred to as "CITY"), and the law firm of Fewel & Brewer (hereinafter referred to as "LAW FIRM").

1 The City and Law Firm agree to modify the original employment agreement as follows:

1.1 Compensation for Services. As compensation for services included in the retainer, the City shall pay the Law Firm \$19,529.56 per month effective April 1, 2007. This monthly payment is to be paid on or before the 10th day of each month. This monthly payment will be adjusted effective July 1, 2007 in the same amount as inflationary adjustments to the City Manager and Department Director salaries. Specifically, the 2007 inflationary adjustments are 2.2% effective July 1, 2007, and an additional 1% effective December 1, 2007.

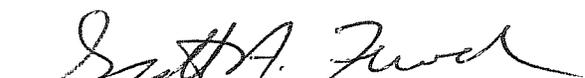
2 All other terms and conditions in the original agreement remain as originally identified.

IN WITNESS WHEREOF, the parties have herewith executed their signatures.

CITY OF CORVALLIS

FEWEL & BREWER


Charles C. Tomlinson, Mayor


Scott A. Fewel

ATTESTING AS TO THE MAYOR


City Recorder

**CITY OF CORVALLIS, OREGON
CITY ATTORNEY EMPLOYMENT AGREEMENT**

This agreement is made and entered into by and between the City of Corvallis, Oregon (hereinafter referred to as "City"), and the law firm of Fewel & Brewer (hereinafter referred to as "Law Firm").

Personnel. Scott A. Fewel is contracted as chief city attorney and general counsel and shall be designated "City Attorney." Other attorneys in the Law Firm are authorized to assist the City Attorney in carrying out the responsibilities of the position. Each person acting on behalf of the City Attorney is designated "Deputy City Attorney."

Law clerks employed by the Law Firm are authorized to perform direct municipal prosecution functions. Law clerks must be qualified under the Supreme Court's Student Appearance Rule to prosecute cases in Municipal Court and will be supervised by the City Attorney or a Deputy City Attorney.

Relationship to City Manager's Office. Unless otherwise directed by motion or resolution of the City Council of the City of Corvallis, the City Manager shall be the primary liaison between the City Attorney and the City Council. In this capacity, the City Manager shall have general responsibility for administering the Employment Agreement of the City Attorney and shall assist the City Council in conducting such reviews and evaluations as they may deem appropriate to encourage the provision of prompt, professional and cost-effective legal representation.

Scope of Services/Retainer. The Law Firm is responsible for City legal representation as authorized by the City Manager. Such services included in the retainer include:

1. Attendance at all regularly scheduled City Council meetings.
2. Attendance at Planning Commission meetings.
3. Attendance at City Council work sessions as needed, department head meetings, committee meetings, and other meetings as directed by the City Manager or his/her designee when items under consideration warrant attorney input concerning City business.
4. Provision of written and oral legal advice to City Manager and department personnel, including advising staff on election and lobbying activities.
5. Provision of general legal advice on municipal matters to the Mayor, City Council and City Council members.
6. Assist or lead staff in the preparation and/or review of ordinances, resolutions, contracts, correspondence and other documents as requested. This may include involvement in the preparation and negotiation of franchise agreements.

7. Preparation of written legal opinions at the request of the City Manager or his/her designee.
8. Prosecution of all matters before the Corvallis Municipal Court.
9. Provision of counsel for all personnel-related issues, including representing the City as necessary in grievances and employee/union related litigation, but excluding labor negotiations, arbitration, and internal investigations.
10. Advice to department personnel on compliance with local and state purchasing procedures and public contracting statutes.
11. Review of newly enacted laws, administrative rules, and case law, and advice to department personnel for appropriate compliance measures.
12. Provision of staff assistance and legal counsel relating to real property.
13. Responses to citizens' requests for information regarding ordinances, processes and other matters of a legal nature. It is not intended that this would include providing legal advice.
14. Assistance to the Personnel Division in the interaction between the insurance companies representatives, including attorneys and adjusters, with regards to all claims made against the City.
15. Work with all City departments to provide alternate dispute resolution where appropriate, including helping to resolve disputes prior to having them prosecuted in Municipal Court and directing disputes to appropriate forums other than the Municipal Court, such as mediation or the City ombudsperson, etc.

As long as the City Manager is designated as the primary liaison between the City Attorney and the City Council, the City Attorney shall keep the City Manager informed of legal issues which come to the City Attorney's attention, and shall keep no confidences from the City Manager concerning City business.

Work Performed Outside of the Retainer. The City Manager or his/her designee may authorize work to be performed by the City Attorney outside of the retainer. Failure of the City Attorney to obtain approval prior to performing work outside of the retainer may result in the waiver of compensation for services performed. If the parties mutually agree that additional counsel or separate counsel for certain services is in the City's best interests, taking into account the expertise required and the complexity of the issues, the City may hire counsel outside of this agreement and may pay for the cost of the outside counsel.

Examples of services that are considered outside of the retainer, for which the City may use outside counsel and/or the City Attorney include:

1. Preparation for anticipated, and conduct of, all civil litigation and appeals beyond City hearings bodies (i.e., Land Use Board of Appeals).
2. Preparation for the issuance and sale of City bonds.
3. Preparation of business development loan/guarantee documentation.
4. Assignments mutually agreed as outside of the retainer by the City Manager and City Attorney and not specifically listed as included in the retainer.
5. Labor negotiations.
6. Internal investigations.
7. Labor arbitrations.

Compensation for Services. As compensation for services included in the retainer, the City shall pay the Law Firm \$18,869.14 per month effective April 1, 2006. This monthly payment is to be paid on or before the 10th day of each month. This monthly payment will be adjusted effective July 1, 2006 in the same amount as inflationary adjustments to the City Manager and Department Director salaries.

Compensation for Services Performed Outside of the Retainer. As compensation for services performed outside of the retainer, the City will pay the Law Firm for the services of the City Attorney and Deputy City Attorneys at a rate of \$110.00 per hour effective April 1, 2006. Charges for work performed outside of the retainer in a given month will be invoiced the following month and will be paid to the Law Firm with the next regular monthly retainer payment.

Annual Adjustments. The parties acknowledge that this agreement is intended to be a 60-month agreement. The parties agree that the compensation may be revised on April 1, 2007, April 1, 2008, April 1, 2009 and April 1, 2010 following performance reviews, and on July 1, 2006, July 1, 2007, July 1, 2008, July 1, 2009 and July 1, 2010 based on an inflationary adjustment to the agreement.

Additional Costs. Expenses related with lawsuits, such as filing fees and deposition charges, shall be reimbursed by City as they are incurred. City also agrees to pay expenses as outlined in Attachment A, which is by this reference incorporated herein. City and Law Firm agree to open the contract for further discussions if living wage ordinance implementation requirements materially affect Law Firm Compensation.

Workers' Compensation Insurance. As a contractor of the City of Corvallis, the Law Firm will provide annually to the City's Personnel Director a statement certifying that the Law Firm is in compliance with Oregon's workers' compensation insurance laws. The statement will include the name of the workers' compensation insurance provider, policy number and policy expiration date.

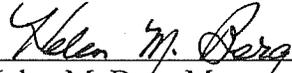
Criminal Background Check. The Law Firm will be required to certify that criminal background checks have been performed and approved in accordance with the City's policy for any employees, volunteers, or other representatives who will have contact with City clients in carrying out the City's contract. Employees of the Law Firm must have the ability to meet LEADS certification requirements.

Term of Employment. This agreement shall commence on the 1st day of April, 2006, and shall terminate on the 31st day of March, 2011. This agreement may be terminated by either party with written notice of intent to terminate provided to the other party at least 180 days prior to such termination. This agreement may also be terminated without notice in the event that City Attorney or any Deputy City Attorney is indicted of any illegal act.

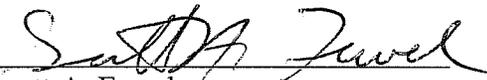
AGREED AND ACCEPTED this 22nd day of March, 2006.

CITY OF CORVALLIS

FEWEL & BREWER



Helen M. Berg, Mayor



Scott A. Fewel

ATTESTING AS TO THE MAYOR



City Recorder

ATTACHMENT A

COSTS OF CAO TO BE CARRIED BY CITY OF CORVALLIS

Unless otherwise agreed by the parties, the following items will be paid for by the City Attorney's Office. The City Attorney's Office will be reimbursed by the City along with the regular monthly payments in the month following the City's receipt of the invoice for these expenses.

1. One telephone line and the monthly charges for said line (including long distance charges) to be used solely for City business.
2. Annual dues for Scott Fewel's membership in the Oregon City Attorneys' Association.
3. Registration for one attorney yearly at the League of Oregon Cities Annual Conference.
4. One set of Oregon Revised Statutes and the annual updates.
5. One set of McQuillan's Municipal Legal Forms and updates as required.
6. One set of Thompson West Oregon State and Federal Rules of Court and updates as required.
7. One set of Public Employer's Collective Bargaining Reporter and updates as required.

Assessment of Diversity Efforts by the City of Corvallis

Our Charge

To advance the City organizational value of “honoring diversity” by assessing organizational diversity efforts which will lead to a diversity action plan with doable goals and objectives.

Findings at a Glance

- Overall Diversity Climate of Uncertainty in the City Organization, which includes supportive and defensive as well as uncertain attitudes and perceptions. These attitudes and perceptions result in a hesitancy to move forward with diversity issues.
- Intercultural Sensitivity at the Minimization Stage, which means that overall employees have limited experience with cultural difference and believe that generally “all people are the same.”
- City documents support a respectful workplace environment within the dominant cultural values
- Seasonal and casual employees feel that the city is a great place to work and that their supervisor respects them.

Theoretical Framework of Assessment

The process of changing an organizational culture to become more inclusive of cultural differences is a slow, intentional process. Fundamentally, the change must include the development of intercultural competency of all employees. Central to the development of one’s intercultural competency is the awareness that every one of us has a culture. Culture is defined as a complex system of learned beliefs, attitudes, perceptions, and customs which, when shared, make a group of people unique. Culture determines how things are done within a given group. It is rooted in tradition. Edward T. Hall, author and scholar, says *“There is an underlying, hidden level of culture that is highly patterned – a set of unspoken, implicit rules of behavior and thought that controls everything we do.”*

We add to this complexity when we consider all of the dimensions of our diversity, as shown in the following diagram. Our own culture emerges out of the learned beliefs and values which come from each of these dimensions of

diversity – some more salient than others. Added to all of these dimensions are our individual personalities.

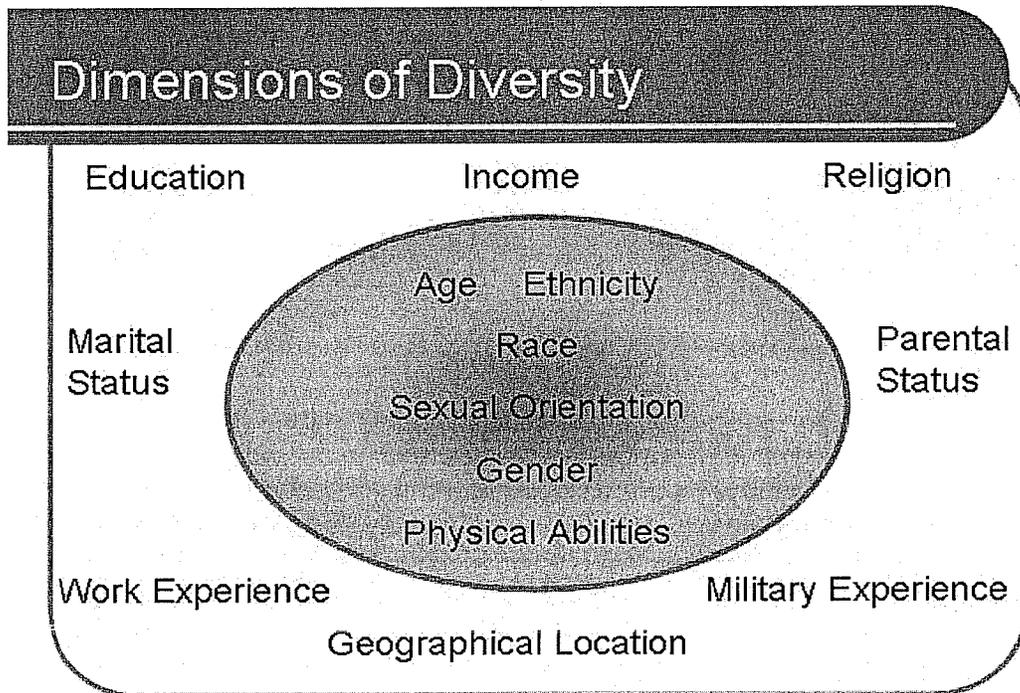


Figure 1 – Dimensions of Diversity

Where we are in our own intercultural development is the result of our life experiences. This is good. The process of becoming interculturally competent is an additive process, not one in which we are trying to take away anyone's beliefs or values.

While an organization is made up of individual employees, each of whom have a culture, the organization itself has its own culture which has evolved over time. Not only is there a City organization culture, but each department has its own culture.

Evidence of the organizational culture is found in its public language: the printed documents such as brochures that describe the organization's vision, values, and mission, and its policy and procedures manuals. Organizational culture changes very slowly. One reason is that the deeper values and beliefs implied in the language of the organization's culture may not be within the conscious awareness of the organizational members and leaders.

Organizational climate, which is integral to and yet only a part of an organization's culture, is easier to change than its culture. Organizational climate is found in the private language of the organization, such as the conversations about work among staff during coffee breaks. The organizational diversity climate is manifested in the attitudes and perceptions of the organizational members and the practices of the organization.

As the private language of an organization changes, the public language slowly begins to change as well. Thus, the key to changing the culture of an organization towards an effective multicultural perspective is to change the organizational climate.

If a mainstream organization wants to incorporate cultural diversity as a resource, it needs to begin by strategically focusing on what the current organizational climate towards diversity is. Organizations are made up of the people in them. Therefore, if the people do not change, then the organization cannot change. Determining an organization's climate involves three levels of analysis: the individual (employee), the groups (departments, units, program areas), and the overall organization.

This assessment looked at the organizational, departmental, and individual cultures within the City organization. The results are reported at the organizational and aggregate individual level (so as to maintain confidentiality). The organizational results are the City of Corvallis's Organizational Diversity Climate Dimensions. The aggregate individual results are the overall Stage of Intercultural Sensitivity Development. Both of these results provide insights on how to move the organization to become more "honoring of diversity."

Assessment Tasks

The following tasks were undertaken to assess the organizational diversity efforts of the city:

1. Conducted 11 focus groups at the departmental level (random sample with replacement, focus group with each department)
2. Conducted 14 interviews of City leaders (City council members, deputy City attorney, president of AFSCME, chair of MLK Commission, assistant City manager, head of Senior Services)
3. Audited City documents to assess organizational culture.
4. Surveyed small sample of seasonal and casual employees, and full time employees of color.
5. Analyzed data to determine the City Organizational Diversity Climate and the Overall Stage of Intercultural Sensitivity Development of the employees.

Organizational Diversity Climate Findings

The following is a table of participants in the focus groups and interviews by department and category, followed by a presentation and discussion of the organizational diversity climate findings.

Full Time Employees	Total	Invited	Attended	Refused		
				No Response	Conflict in Schedule	No Reason Given
Departmental Focus Groups						
Community Development	32	14	9	1	-	4
City Manager's Office	7	7	5	1	-	1
Finance	32	12	5	5	2	-
Fire Group 1	61	8	0	-	8	-
Fire Group 2		7	7	-	-	-
Library	36	13	9	4	-	-
City Managers (Group 1)	52	13	10	1	1	1
City Managers (Group 2)		16	8	-	8	-
Parks and Recreation	36	12	7	3	1	1
Police (Group 1)	66	12	0	-	12	-
Police (Group 2)		10	7	-	3	-
Public Works (Group 1)	92	12	9	-	-	3
Public Works (Group 2)		11	7	-	-	4
Interviews						
City Council Members	9	9	8	1	-	-
City Staff (Key Leaders)	5	5	5	-	-	-
TOTAL	428	147	96	16	35	14

Table 1- Focus Group and Interview Participants

Presentation and Discussion of Findings

The focus group and interview discussions were analyzed to identify employee and city leaders' attitudes and perceptions about diversity which were categorized into organizational climate dimensions. These dimensions were supportive of diversity, defensive toward diversity, and uncertain about diversity. We found nine supportive dimensions, six defensive dimensions, and six uncertain dimensions to the City of Corvallis's Diversity Climate. Three of the supportive dimensions do not directly relate to diversity, but they do relate to a

positive work climate. The following sections describe each dimension with excerpts from the focus group and interview transcripts:

Supportive Diversity Climate Dimensions

A supportive diversity climate consists of organizational members' attitudes and perceptions which are supportive of cultural groups other than the dominant cultural group in the organization both as staff and clientele.

1. ***Diversity adds more and different perspectives*** – the perception that as people from a wider variety of cultural backgrounds begin to work for the City, a wider variety of ideas will be brought to the organization.

Excerpts from the transcripts:

You get different perspectives on everything, if they were raised from a different culture...and ideas, a new way to do things.

Wider range of attitudes. Different perspectives.

...just be a more interesting organization...the more perspectives you bring, the more interesting life is....

2. ***Like working with people*** – the attitude that staff enjoy working with their co-workers and the public.

Excerpts from the transcripts:

People just always bring exciting new things that you hadn't heard about before...

It's the people I like working with....

3. ***Diversity brings richness and a better product*** – the perception that the contribution of people's more diverse perspectives will lead to better outcomes.

Excerpts from the transcripts:

...learning opportunities...opportunities to produce better products...you make better decisions.

...have an open environment where people feel free to speak and that values diversity of opinion...brings a richness to the dialogue...makes it a healthy place for people to work, makes it a place where people want to stay...

4. **Enjoy variety in my work** – the perception that staff enjoy their jobs.

Excerpts from the transcripts:

I like the variety in my work.

I enjoy the variety I get in my position...

5. **Need for Training** – the perception that staff need training in how to work with more culturally diverse groups.

Excerpts from the transcripts:

...for our work group to be responsive and be able to work together, we again need some kind of interaction or educational piece...

...we need more opportunities to learn foreign languages...all kinds of training that's on City time...

I would be interested in some kind of workshop situation where people who are in minority populations...talk directly about what is bad and what is good for them....

6. **City organizational culture supports diversity in sexual orientation** – the attitude that employees are accepting of gay and lesbian staff.

Excerpts from the transcripts:

We're at a point now where we have gay police officers that are open, recognized; it's not even thought of anymore.

State recognizing domestic benefits...has helped ...gay women are more acceptable, in the City and in my workplace. I have never felt second class.

7. **A more diverse staff will serve the community better** – The perception that the City will better serve the needs of the growing minority populations with a staff who represent and are sensitive to their needs.

Excerpts from the transcripts:

...better connection to our community for us if we have someone who knows how to speak Spanish...lends a degree of legitimacy in the public's eye, to see that representation.

You have a better understanding of the people in your community and what they want and need...enhancing community livability...make it more of a place that people would want to come...

8. **The need to recruit a more diverse staff** – the perception that current strategies for hiring staff may need to be adjusted to more intentionally diversify the staff.

Excerpts from the transcripts:

Maybe we need some type of recruitment that would better able us to reflect the cultural and gender diversity of the community.

Business as usual is not going to get us a workforce that we need to have to best match with the direction we're going in the future...We need to think about different tools and approaches that will provide different results.

9. **The City is a good employer** – the attitude that the City offers good salaries and benefits and is generally a good place to work.

Excerpts from the transcripts:

I feel that we're a pretty good organization to work in currently, and I've been struggling all day with reasons why we aren't and giving you good ideas on how we can get better. I don't have any.

People like working (here), it's a healthy environment. We have good pay and benefits, good working conditions.

Defensive Diversity Climate Dimensions

A defensive diversity climate consists of organizational members' attitudes and perceptions which are resistant to including culturally diverse groups other than the dominant cultural group in the organization either as staff or clientele.

1. **Quota anxiety** – the perception that hiring people of color in the organization is to meet a quota rather than based on qualifications. As a result, people of color enter the organization under suspicion by current employees that they are not fully qualified for their jobs. There is a perception that the people of color have an advantage in the hiring process and that hiring is no longer on a “level playing field.”

Excerpts from the transcripts:

I don't think you should actively recruit any particular ethnic group, gender, or whatever. I think it's just across the board, you put a blanket request for an opening...come in on their own merit.

...the whole diversity issue is not a factor in what you're doing with your recruitment process...you're looking at the qualifications of the individual...

I really hate, quite frankly, to go after group X because we don't have enough of X in that organization.

...if a person from a minority group was hired and we perceived it as 'well, we had to meet a quota and somebody got passed over that was more qualified...the person coming in would have a huge barrier....

2. **Not enough time, money, or people to do work** – the perception that staff have been asked to do more with less as fiscal resources become tighter. For any diversity effort to be successful, time, money, and people will be required.

Excerpts from the transcripts:

...there's a little voice that says (I don't want) my diversity to get lost in the overall diversity.

The way the City deals with religious holidays is to completely ignore them. I think, there may be other ways to approach that...(as a Christian who celebrates Christmas).

...we hurt ourselves more when we are constantly trying to be diverse...In doing that, making people who may be in the majority and who may have been excluded before feel left out...

6. ***Equate diversity with political correctness which “rubs me the wrong way”*** – the perception that diversity is about saying what is the currently acceptable thing to say, which tends to limit one's true opinions. This perception runs counter to the positive intentions of the organization and results in discounting the merits of diversity. This perception suggests how we “should” be acting, which implies it is not really what we want to do. Someone is forcing me to do this, because somebody else thinks it is the proper way.

Excerpts from the transcripts:

...some of the people want to be so PC because they are so educated that they go overboard and really when I look at this and I look at the numbers, I think as a City we're doing very well.

...being politically correct has become a big thing now in the last ten to twelve years. Before then, if you saw something that offended you or heard something that offended you, you turned your back or walked away from it or just tuned it out.

If you include the minorities who work in the City and put them in this focus group that would not be politically correct because then they'd feel they were singled out.

Uncertain Diversity Climate Dimensions

An Uncertain diversity climate consists of attitudes and perceptions within the organization, which are neither supportive nor defensive, but rather indicative of a state of hesitancy due to numerous barriers.

1. ***Fear of offending someone and misunderstanding meaning in communication*** – the attitude that we might say something which was not intended to be offensive to someone who is culturally different but was

interpreted to be offensive as well as the perception that communication with people who come from differing cultural backgrounds may carry differing meanings on either side which result in misunderstandings.

This attitude and perception result in a hesitancy to communicate with culturally different others.

Excerpts from the transcripts:

You make a comment not meaning to hurt someone's feelings...can be interpreted in different ways...which may be insulting and cause friction.

Putting your foot in your mouth...being disrespectful and not knowing it. Doing something that might offend when certainly you didn't intend to.

...there will be misunderstandings. Different cultures have different understandings about what constitutes respect....a few regulations where our City regulations conflict with cultural traditions...

..trying to explain things so that they will understand it...if you try to give an analogy as to why we do something...to make it so they'll understand it without disrespecting their culture or religion.

- 2. Corvallis is a highly educated, white community. There is no diversity in Corvallis** – perception that City government exists in a community where there is not a lot of diversity. Therefore, it would be difficult to hire a diverse workforce from Corvallis. So why is the City concerned about diversity? Also, a perception that a highly educated, white citizenry has a lot of input into City governance.

Excerpts from the transcripts:

We have a very White staff, we live in a very White community, I'm not even sure there's that much economic diversity in this community relative to others...in Corvallis, there are a lot of well-to-do upper-middle-class White people...

...this is an expensive place to live and if you're talking about 90% White people, what's the lure for minorities to live here?

...this kind of study is driven by whether we have a diverse group ethnically vs. whether or not...we don't have – if you look at our stats in Corvallis – we aren't diverse.

Corvallis Sustainability Coalition

E-UPDATE

March 14, 2008

Welcome to "E-UPDATE" – a twice monthly news brief to keep you informed of the work of the Corvallis Sustainability Coalition and to invite your participation. Please forward this "E-UPDATE" to members of your participating organization and to other interested individuals. Check our website at www.sustainablecorvallis.org.

MARCH 31ST TOWN HALL MEETING: Pre-register Today!

Simply click on http://www.surveymonkey.com/s.aspx?sm=qpV1mOhVN7bxidPxn1leaQ_3d_3d to pre-register. Then forward this link to others you know who are planning to come. We need to have you and others pre-register so we can plan important event details – like how much food to order, how many handouts to run off and chairs to set up.

Preparations are well under way for our community's first Sustainability Town Hall meeting on Monday, March 31. In the past couple of weeks, we have distributed thousands of mini-flyers, hung over 100 posters, made announcements at dozens of gatherings, and trained nearly 50 discussion leaders. With a theme of "Focus on the Future – Action in the Present," the Town Hall meeting will be an opportunity for citizens to envision a sustainable Corvallis and to offer ideas for actions that will get us there. The event is being held at the CH2MHill Alumni Center, 725 SW 26th Street on the OSU campus. Doors will open at 5:15 pm for light refreshments and networking. The program begins at 6:00 pm and will include a brief presentation, followed by small group discussion and idea-sharing.

Prior to the meeting, we are conducting a survey to gather information about your interests related to sustainability. The results will be used to help us plan for the Town Hall meeting. Please click on this link to take the survey:

http://www.surveymonkey.com/s.aspx?sm=drMDkJNurvgG1Y1MFgedEQ_3d_3d. Your input is important to us! We hope to get wide engagement from all corners of our community, so feel free to let us know about people who you think would like to receive this survey and be part of the conversation. Send their e-mail addresses to SustainableCorvallis@yahoo.com.

CORVALLIS ENERGY CHALLENGE: Tell Your Friends and Neighbors about Free HERs

"HER" stands for Home Energy Review, a great way to save energy and money – and it's free of charge! Sustainability Coalition partner Lorraine Anderson wanted to let her friends and neighbors know about this great opportunity, so she dropped off letters at their homes to tell them about it.

Lorraine's efforts are part of the Corvallis Energy Challenge, which was launched earlier this month. Sustainability Coalition partners have been challenged to sign up 1,000 homeowners for HERs before April 18. The Coalition partner organization with the most HER registrations will win \$1,000. The winning organization will be announced on Earth Day (April 22). This quest to gather HER signups is just the first in a series of challenges that make up the year-long campaign that is designed to help Corvallis residents and businesses boost energy efficiency, control energy costs, and build a cleaner future with renewable energy. For details, see www.CorvallisEnergyChallenge.org.