CORVALLIS
CITY COUNCIL AGENDA

April 21, 2008
12:00 pm and 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 – April 7, 2008
   2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Bicycle and Pedestrian Advisory Commission – March 7, 2008
      b. Citizens Advisory Commission on Transit – March 12, 2008
      c. Corvallis-Benton County Public Library Board – March 5, 2008
      d. Historic Resources Commission – March 11, 2008
      e. Watershed Management Advisory Commission – March 19, 2008
      f. Willamette Criminal Justice Council – March 19, 2008

B. Announcement of Appointments to Boards, Commissions, and Committees (Citizens Advisory Commission on Transit - Abernathy; Commission for Martin Luther King, Jr. - Stumbo)

C. Schedule a public hearing for May 5, 2008, to consider a health hazard annexation (ANN08-00001 – McGarry Health Hazard Annexation)

D. Schedule a public hearing for May 5, 2008, to consider withdrawing annexed property from the Rural Fire Protection District (ANN08-00001 – McGarry Health Hazard Annexation)

E. Approval of an application for a "Limited On-Premises Sales" liquor license for Thanh-Hien Vietnamese Restaurant, LLC, 2329 NW Kings Boulevard (New Outlet)

F. Approval of 2008 Planning Commission and Historic Resources Commission vacancies and proposed interview schedules

G. Approval of an Airport land lease extension to Ferrellgas L.P.

H. Acknowledgment of Comcast Rate Filings

III. ITEMS REMOVED FROM CONSENT AGENDA

IV. UNFINISHED BUSINESS

A. City Legislative Committee – April 2, 2008
ACTION: *A resolution opposing the Western Oregon Plan Revisions (WOPR),* **to be read by the City Attorney**

B. SW D Avenue alternatives update

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. Proclamation of National Historic Preservation Month – May 2008
2. Proclamation of National Drinking Water Week – May 4 - 10, 2008

B. Council Reports

C. Staff Reports

1. City Manager's Report – March 2008
2. Council Request Follow-up Report – April 17, 2008

VI. VISITORS' PROPOSITIONS – 7:00 pm *(Note that Visitors' Propositions will continue following any scheduled public hearings, if necessary and if any are scheduled)*

VII. PUBLIC HEARINGS – 7:30 pm

A. A public hearing 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

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

A. Human Services Committee – April 8, 2008
   1. Willamette Neighborhood Housing Services Second Quarter Report
   2. Communications Plan Enhancement
   3. Municipal Code Revisions to Chapter 1.16, "Boards and Commissions," Related to Commission for Martin Luther King, Jr.
      ACTION: *An ordinance amending Corvallis Municipal Code Chapter 1.16, "Boards and Commissions," as amended,* **to be read by the City Attorney**

B. Administrative Services Committee – April 10, 2008
   1. Economic Development Allocations Second Quarter Reports
   2. Land Use Application Fee Review
   3. daVinci Days Loan Agreement Status Annual Report
   4. Fund Balance Financial Policy Review

C. Urban Services Committee – None.

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

APRIL 21 - MAY 3, 2008

MONDAY, APRIL 21

- City Council - 12:00 pm and 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

TUESDAY, APRIL 22

- 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
- Capital Improvement Program Commission - 3:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- Historic Resources Commission - 7:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

WEDNESDAY, APRIL 23

- Downtown Parking Commission - 5:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Planning Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

THURSDAY, APRIL 24

- Administrative Services Committee - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Urban Services Committee - 4:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

SATURDAY, APRIL 26

- Government Comment Corner (Mayor Charles Tomlinson) - 10:00 am - Library Lobby, 645 NW Monroe Avenue

TUESDAY, APRIL 29

- City/509J Subcommittee - 1:00 pm - Corvallis School District Offices, 1555 SW 35th Street

THURSDAY, MAY 1

- Downtown Economic Vitality Plans Implementation Committee - 4:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Budget Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- Committee for Citizen Involvement - 7:15 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

SATURDAY, MAY 3

- Government Comment Corner (host to be determined) - 10:00 am - Library Lobby, 645 NW Monroe Avenue

CITY OF CORVALLIS
COUNCIL ACTION MINUTES

April 7, 2008

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Consent Agenda Pages 160-161			
New Business 1. Benton County Water Policy Pages 161-163		Referred to USC	
Mayor's Report 1. Arbor Month – April 2008 2. Tree City USA and Growth Awards Presentation 3. Statements of Economic Interest 4. United Way Funding Allocation Process 5. National Library Week – April 13 - 19, 2008 6. Days of Remembrance – April 27 - May 4, 2008 7. Economic Development Allocations Subcommittee 8. Willamette River Jet Boat Event Pages 164-165, 165-166	 Yes Yes Yes Yes Yes Yes		• Proclaimed • Proclaimed
Unfinished Business 1. City Attorney Employment Agreement 2. Deadly Physical Force Plan 3. Seventh Street Station – Comprehensive Plan Map and Zoning District Changes Pages 165, 175-179			• Approved Addendum • Approved Plan • Rescinded previous direction to pursue zoning changes
Council Reports 1. Library Usage and Support (Beilstein) 2. "That's My Farmer" Program (Beilstein) 3. Police Records Request (Beilstein) 4. Business License Fee (York) 5. Corvallis Sustainability Coalition (Brown, Hamby, Daniels) 6. Airport Industrial Park Electricity Issues (Hamby) 7. Mock Land Use Hearing (Hamby) 8. Civic Issues in Rome, Italy (Daniels) 9. Ward 9 Meeting (Brauner) Pages 166-168	 Yes Yes Yes Yes Yes Yes Yes Yes Yes		

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Staff Reports 1. Council Request Follow-Up Report – April 3, 2008 2. CIP Commission Meeting 3. Drop-In Center Location 4. Urban Renewal Plan Update 5. Cascade View Industrial Properties Pages 168-170	Yes Yes Yes Yes	Referred to USC	
Items of HSC Meeting of March 18, 2008 1. Anti-Smoking Ordinance Pages 170-171			• ORDINANCE 2008-07 passed U
Items of ASC Meeting of March 20, 2008 1. Ambulance Rate Review 2. Potential Revenue Alternatives Page 171	Yes		• Increased Fees
Other Related Matters 1. Senior Citizens Foundation of Benton County Grant Pages 171-172			• RESOLUTION 2008-08 passed U
Executive Session 1. Potential Property Acquisition 2. Labor Negotiations – AFSCME and CPOA Page 172	Yes Yes		
Visitors' Propositions 1. Corvallis Sustainability Coalition (Griffiths, Mills) 2. Business License Fee (Schmidt, Jensen) 3. Seventh Street Station Development (Hoskinson, Bishop) 4. Enterprise Zone (Jensen) 5. Development Services Staff (White) Pages 172-175	Yes Yes Yes Yes Yes		

Glossary of Terms

AFSCME	American Federation of State, County, and Municipal Employees
ASC	Administrative Services Committee
CIP	Capital Improvement Program
CPOA	Corvallis Police Officers Association
HSC	Human Services Committee
U	Unanimous
USC	Urban Services Committee

CITY OF CORVALLIS
COUNCIL ACTION MINUTES

April 7, 2008

The regular meeting of the City Council of the City of Corvallis, Oregon, was called to order at 12:00 pm on April 7, 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 Grosch, Brown, Wershow, Daniels, York, Hamby, Beilstein, Brauner

Mayor Tomlinson directed Councilors' attention to items at their places, including Councilor Brown's list of Corvallis Sustainability Coalition Work Groups (Attachment A).

Mayor Tomlinson noted that staff corrected a spelling error on page 147 of the March 17th Council meeting minutes.

II. CONSENT AGENDA

Councilors Brauner and Grosch, respectively, moved and seconded to adopt the Consent Agenda as follows:

A. Reading of Minutes
   1. City Council Meeting – March 17, 2008
   2. City Council Work Session – March 17, 2008
   3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Airport Commission – March 4, 2008
      b. Community Policing Forum – March 12, 2008
      c. Downtown Parking Commission – February 27, 2008
      d. Housing and Community Development Commission – February 19 and 21 and March 12, 2008
      e. Planning Commission – February 6, 2008
      f. Watershed Management Advisory Commission – February 20, 2008
      g. Willamette Criminal Justice Council – February 20, 2008

B. Confirmation of Appointments to Boards, Commissions, and Committees (Citizens Advisory Commission on Transit - Hyne; Parks, Natural Areas, and Recreation Board - de-Vries)

C. Announcement of Vacancies on Boards and Commissions (Citizens Advisory Commission on Transit - Carroll; Parks, Natural Areas, and Recreation Board - Locker)

D. Approval of an application for a "Full On-Premises Sales" liquor license for Duncan Culinary Ventures, Inc., dba Aqua Seafood Restaurant, 151 NW Monroe Avenue #102 (Change in Ownership)

E. Approval of an application for a "Limited On-Premises Sales" liquor license for Zia Southwest Cuisine, LLC, dba ZIA Southwest Cuisine, 121 SW Third Street (New Outlet)

F. Approval of a transfer of Systems Development Charge funds for Willamette Park project

G. Authorization to enter into and for the City Manager to sign a rental agreement with Crystal Lake Storage for rental unit to house recreation supplies

H. Authorization to enter into and for the City Manager to sign a contract amendment with Oregon Economic and Community Development Department for final wetlands mitigation plan at the Airport Industrial Park

I. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(d)(e) (status of labor negotiations; status of real property transaction)

The motion passed unanimously.

III. ITEMS REMOVED FROM CONSENT AGENDA – None.

X. NEW BUSINESS

A. Benton County Water Policy (Benton County Commissioner Linda Modrell)

Benton County Commissioner Modrell distributed information regarding the Benton County Water Policy (Attachment B). The Benton County Board of Commissioners (BOC) suggested water policy planning, conservation, and other water-related issues during the Council's goal-setting process for greater collaboration between the governing entities. The County seeks the City's cooperation on developing a water policy.

Commissioner Modrell noted that, as water usage demands increase, previous informal agreements among governmental entities will cease to be effective. Failure to coordinate assessment, policy, planning, and managment efforts at all levels could result in serious breaches in water security, economic vigor, and environmental health.

The BOC initiated the Benton County Water Project, but water supplies and demands extend across several governmental jurisdictions, and several watersheds in Benton County extend beyond the Benton County boundary. The BOC spoke with watershed administration agencies and is speaking with representatives of Linn and Lane Counties and stakeholders within the watershed areas crossing the County boundary.

Benton County Water Project Coordinator Adam Stebbins reviewed the initial phases of the Project:

- Phase 1 – Collect data regarding future water supply and demand in support of the Oregon Water Resources Department and the Oregon Water Supply Conservation

Initiative (WSCI); provide education and outreach regarding the values and issues involving water supplies within the County; coordinate with water-related agencies to conduct educational outreach; establish a cross-jurisdictional water policy framework.

- Phase 2 – Align available data from various sources and determine whether enough water is expected to be available for users and various applications in 2050; focus on groundwater/surface water interaction; review alternatives analysis, such as conservation, storage, and water re-use.

Benton County proposed that each governmental jurisdiction with oversight of a watershed designate a representative to serve on the water policy steering committee. Mr. Stebbins distributed a draft Water Policy Memorandum of Cooperation (Attachment C), noting that it was in draft format but would help guide the policy project. Representatives of Adair Village, Albany, watershed councils, and various utilities are considering similar memorandums.

Councilor Daniels noted that the proposed Benton County Water Policy was a commendable and ambitious project, and she inquired about the Project timeline.

Mr. Stebbins responded that Phase 1, which would capitalize upon the Water Resources Department Water Supply Conservation Initiative grants, would be completed within seven months, with the final report to the Water Resources Department by January 2009.

Councilor Daniels referenced a letter from Oregon Department of Human Services Drinking Water Program inviting the City to participate in a May 14th workshop regarding drinking water issues and land use planning. Mr. Stebbins responded that he was invited to participate in the workshop.

Councilor Brown inquired what would happen if there is insufficient water in 2050 and what other communities have done when they did not have sufficient water.

Mr. Stebbins responded that, since September, he has been collecting information and policies utilized by other communities. He noted that Seattle's Tri-County Alliance is working across county boundaries to determine actions that can be taken regarding watershed quality. If there is insufficient water in 2050, the proposed Water Policy and community outreach will be needed to proceed to Phase 2 of the project. Western Oregon is not in a crisis situation, but proactive planning would help progress toward a Phase 2 approach involving re-use, conservation, future supply, and storage.

Councilor Brauner concurred that the proposed project is ambitious and important. He observed that Benton County was asking each governmental jurisdiction with water supply or usage within the County to join the cooperative project. He noted that the proposed Memorandum of Cooperation specifies that the City would designate a contact person for the project. He inquired what type of financial commitment the County would expect from each jurisdiction.

Commissioner Modrell responded that Benton County is not seeking financial commitments at this time. The County will seek grants and do as much as possible without asking for

funding from the jurisdictions. The County may pursue development of a short video to educate people about the water policy.

Councilor Beilstein inquired about the proposed timeline for developing the water policy, when the Memorandum of Cooperation should be submitted to the County, and the nature of the policy's governing body and its meeting schedule.

Commissioner Modrell responded that Benton County would appreciate receiving an executed Memorandum of Cooperation as soon as possible. The BOC will receive a report in January regarding project Phase 1; Phase 2 will probably continue for at least another year. The steering committee would be comprised of representatives from the various governmental jurisdictions, with an executive committee comprised of people with expertise in outreach and technical issues. The technical committee (comprised of people with expertise in water issues) would be the busiest committee during Phase 1 of the project. All meetings would be open to the public. The outreach committee would continue working after the technical committee and at a slower pace. The Benton County project is following Oregon's project, which began last Fall.

In response to Councilor Beilstein's inquiry, Mr. Stebbins confirmed that most of the rivers in Benton County are used for agricultural purposes.

Councilor York noted that the Memorandum of Cooperation suggested that the City designate a principal representative, such as an elected official for the steering committee, and mentioned other levels of jurisdictional participation. He inquired whether the other levels would be represented by staff with technical expertise.

Commissioner Modrell responded affirmatively, adding that each city need not provide a representative to the technical committee; however, it would be helpful if the larger communities (such as Corvallis) could provide this staff expertise.

Councilor Daniels, noting that the Council sets goals early during every alternate calendar year, suggested that next January (when Phase 1 will be concluded) would be a good time for the next Council to consider the County's proposal, giving City Manager Nelson opportunity to consider staffing dedication to the project.

Councilor Brauner suggested that Benton County's request be referred to Urban Services Committee for review and recommendation. If the Committee recommends that the City pursue participation in the project this year, he would volunteer to serve as the Council Liaison to the project steering committee.

Commissioner Modrell added that the draft Memorandum of Cooperation was intended to serve as a general model and could be amended by each governmental jurisdiction.

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. Proclamation of Arbor Month – April 2008

Mayor Tomlinson read the proclamation.

2. Tree City USA and Growth Awards presentation

Acting Parks and Recreation Director Emery reported that Corvallis received Tree City USA awards for the past seven consecutive years and received Tree City USA Growth awards for the past four consecutive years. She noted that the awards were largely due to the efforts of the Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF), which is supported by Urban Forester Merja and Park Planner Rochefort.

Ms. Emery introduced Russ Anderson, Stewardship Forester with Oregon Department of Forestry.

Mr. Anderson reviewed the history of Arbor Day and the Tree City USA program. Corvallis is one of 45 Oregon communities to receive the Tree City USA designation. Referencing the trees planted by the Avery family along the Marys River 150 years ago, he commented that planting a tree is one generation's gift to the next generation. He presented the Tree City USA flag and a "7 years" sign decal to Mayor Tomlinson.

Mayor Tomlinson recognized the Council for its support of the City's urban forestry programs, noting that Council members have been helping plant trees in their neighborhoods.

The City's 2007 Growth Award was due primarily to the efforts of the CBUF. Mr. Anderson reviewed the CBUF's achievements over the past year, including planting 175 trees in recognition of the City's 150th birthday; presenting landscape beautification award lawn signs to recognize residents and businesses that beautify their neighborhoods; and updating the City's tree inventory.

Mr. Anderson presented the 2007 Tree City USA Growth Award to Mayor Tomlinson.

Mayor Tomlinson recognized staff's efforts in support of urban forestry and civic beautification.

CBUF Chair Helen Ellis introduced CBUF members present at the meeting.

CBUF member Ray Harris reviewed CBUF's accomplishments of the past few years, including numerous tree-planting projects, renovations of landscaped parking lots and bulbed intersections, Arbor Month celebrations, informational booths at

community events, and partnerships with various community agencies and organizations. CBUF ensures that all City ordinances reflect current tree-planting information and technologies; this is a major focus of CBUF's continual goal-setting and updating process. He thanked City staff for its support of CBUF's efforts.

Ms. Ellis reviewed the CBUF's goals for the ensuing year, including developing opportunities for arboretums and ornamental gardens, implementing a neighborhood tree stewardship program, sustaining existing programs by identifying more partners, clarifying and proposing modifications of City property owners' responsibilities for street trees and historic trees, and continuing outreach education regarding environmental sustainability and multi-year funding plans.

Ms. Emery recognized Councilor York as Council Liaison to the CBUF.

IV. UNFINISHED BUSINESS

A. City Attorney Employment Agreement

Councilor Brauner explained that the proposed addendum to the City's employment agreement with the City Attorney's Office law firm, which has a six-year term beginning in 2006, would affirm all agreement provisions and grant a one-percent increase, beginning April 1, 2008.

Councilors Brauner and Daniels, respectively, moved and seconded to approve the City Attorney Employment Agreement Addendum. The motion passed unanimously.

V. MAYOR, COUNCIL, AND STAFF REPORTS – Continued

A. Mayor's Reports – Continued

Mayor Tomlinson reminded Councilors that their Statements of Economic Interest must be received by the Oregon Government Ethics Commission by April 15th.

Mayor Tomlinson reported that United Way of Benton and Lincoln Counties, which administers the City's social services funding program, asked the City to appoint a City liaison to this year's funding allocation process. Councilor Wershow volunteered to serve as the liaison.

3. Proclamation of National Library Week – April 13 - 19, 2008

Mayor Tomlinson read the proclamation. He thanked Library Director Rawles-Heiser and staff for their efforts on behalf of the Library.

Ms. Rawles-Heiser thanked Mayor Tomlinson, Councilors, and staff for their support of the Library. She reported that 2,000 people access the Library in person each day, and another 1,000 people access the Library on-line each day. The Library has hundreds of volunteers. She expressed appreciation for the

organizations that support the Library (Library Board, Library Foundation, and Friends of the Library).

4. Proclamation of Days of Remembrance – April 27 - May 4, 2008

Mayor Tomlinson announced that he will read the proclamation during a celebration on the Oregon State University campus later in the month.

5. Appointments to Economic Development Allocations Subcommittee

Mayor Tomlinson noted that the citizens he appointed to the Subcommittee will serve with the Administrative Services Committee members and Councilor Brauner to administer this year's economic development allocation process.

Mayor Tomlinson referenced an e-mail from Kirk Nevin regarding the Willamette River jet boat event over the Memorial Day weekend. He noted community interest regarding the event and explained that the City does not have jurisdiction over the River. Anyone concerned about the event should contact State governmental agencies.

Councilor Wershow added that anyone concerned about the Willamette River jet boat event could contact State Senator Morse or House Representative Gelser, as the Oregon Legislature has jurisdiction over activities on the River.

B. Council Reports

Councilor Beilstein said he accesses the Library almost daily and observed the Library to be a very busy facility. He encouraged everyone to join the Friends of the Library.

Councilor Beilstein announced that the "That's My Farmer" coupon book program had begun for 2008. The program is coordinated by 12 local churches and involves a coupon book worth $18 that is sold for $20; the $2 "revenue" is used to distribute the coupon books through local agencies that provide food security. Coupons can be redeemed at local participating farms, which have booths at the Farmers' Markets. He encouraged everyone to participate in the program.

Councilor Beilstein referenced the letter from Benton County District Attorney Haroldson regarding a request for reduction or waiver of fees for copies of Police Department records. He noted that the citizen was given three options, with different fees, for receiving the requested information. He opined that the fee may be excessive and there may be a public interest in providing the records to the requesting party. He requested an accounting for the quoted fees, since he believes the records should be readily available and easy to copy and mail.

Mr. Nelson explained for the audience that the City has a Council policy regarding public records requests, which allows the City to recover reasonable costs. Mr. Haroldson's letter noted that the City tends to charge less than is reasonable when responding to public records requests.

Councilor Brown added that the City attempts to recover actual costs incurred in producing copies of requested public records. Information regarding employees or potential lawsuits is considered sensitive; so records must be reviewed by appropriate staff to determine what documents may be disclosed, resulting in higher costs than might be expected. He noted the potential for individuals to abuse the privilege of receiving free copies of City records.

Councilor Grosch opined that the cited cost of providing public records is reasonable in many cases. In the case referenced in Mr. Haroldson's letter, the party requesting records believes he may have been falsely arrested and was denied specific rights. That party is now being charged for records necessary to potentially exonerate himself. Councilor Grosch believes the Council policy should be reviewed regarding such situations. He acknowledged that systems can be abused, but he believes those situations can be recognized and addressed.

Councilor York reported that the Downtown-Economic Vitality Plans Implementation Committee met March 27th and offered an opportunity for public discussion of the proposed business license fee. Several people spoke regarding various aspects of the issue. The Committee preliminarily recommended that the fee be implemented via an ordinance, rather than a Charter amendment; that the fee structure be "flattened" with fewer tiers and have a maximum rate of $1,000 for businesses with 50 or more employees; that the fee apply to out-of-town businesses that work in the community; and that the fee apply to home-based, sole-proprietorship businesses. Under the current business license fee proposal, the City would need to compete for funds with other business entities, rather than receiving a dedicated funding allocation. He expects that the Council will have questions regarding the composition of the allocation recommendation committee, which is proposed to include six members of the business community and one City Councilor. The Committee will meet again May 1st and finalize the proposal. Staff will have extensive work to determine how to organize and administer the business license fee program. He expects that the final proposal will be ready for Administrative Services Committee and Council review in a few months.

Councilor Beilstein said he was asked last week about the proposed business license fee and whether the program would include accommodations for religious organizations.

Councilor York responded that many details, such as Councilor Beilstein's inquiry, must be addressed by staff.

Councilor Brown reported that the Corvallis Sustainability Coalition conducted its first town hall meeting March 31st, with more than 600 people in attendance. After the meeting, 200 people registered to participate in continuing work groups in preparation for the second town hall meeting. It appears 22 work groups will address 15 topics, as noted on Attachment A.

Councilor Brown said he continues to support a scientific survey late in the process to ensure that various proposals are consistent with the community's desires and values.

Councilor Brown said the community sustainability initiative will be important to all Corvallis residents. He urged everyone to stay informed about the process and participate in the work groups.

Councilor Hamby said he was impressed by the Coalition town hall attendance. He concurred with the importance of a scientific survey of the Coalition's initiative proposal.

Councilor Hamby referenced from the Airport Commission's March 4th meeting minutes a comment regarding long-standing electricity concerns at the Corvallis Municipal Airport Industrial Park. He requested additional information regarding the situation and how it can be resolved.

Councilor Hamby thanked Mayor Tomlinson, Planning Division Manager Towne, and former-Councilor Griffiths for participating in a mock land use hearing in his son's fifth-grade classroom. The students sent letters to the hearing participants, thanking them for their participation. He noted that the appellant team, led by former-Councilor Griffiths, prevailed.

Councilor Daniels concurred with Councilor Hamby's support for a scientific survey of the Corvallis Sustainability Coalition's initiative proposal, as it would be helpful to have an objective means of evaluating public interest and support for issues the Council believes are of major public interest.

Councilor Daniels reported that, while she was on vacation, she observed that Rome, Italy, continues to struggle with competing uses involving sidewalk cafés, dog waste, and graffiti and its removal.

Councilor Brauner announced that he will conduct a City-sponsored Ward 9 meeting April 8th.

C. Staff Reports

1. Council Request Follow-up Report – April 3, 2008

Mr. Nelson reviewed issues addressed in the Report.

Mr. Nelson announced that the Capital Improvement Program Commission would conduct a special meeting because the scope and cost of the proposed Police evidence building changed significantly. Staff is seeking funding and alternative solutions to the space needs.

Mr. Nelson reported that the drop-in day center for persons who are homeless and/or have mental illnesses was housed with the overnight shelter operated by the Coalition for Sheltering the Homeless on NW Taylor Avenue. The shelter closed for the season, and the drop-in center is now located on SW Washington Avenue behind The Beanery.

2. Urban Renewal Plan update

Community Development Director Gibb reported that the Downtown Corvallis Strategic Planning Committee met at least twice since its last report to the Council and decided to not pursue an Urban Renewal District (URD) with the November 2008 election. The Committee determined that it would be better to refine the URD plan, including providing more specificity and identifying potential projects for the first few years of the URD program. The Committee expects to complete its work by June and submit a formal document to the Council during the Summer. The Planning Commission would conduct a public hearing this Summer, and the Council would take action this Fall. The plan might be ready for voter consideration during May 2009.

As Council Liaison to the Committee, Councilor Daniels reported that the Committee members are faced with the challenge of getting accurate, complicated, and technical information to the public. She encouraged everyone to contact Mr. Gibb regarding any groups that would like a presentation regarding the proposed URD.

3. Cascade View Industrial Properties

Mr. Nelson reported that the City received $800,000 in Federal "earmark" funding to extend infrastructure to properties known as Cascade View Industrial Properties (CVIP) in South Corvallis. The property owners were to have a wetland delineation completed and provide property valuation statements. The deadline for providing this information was extended until April 1st. The meeting packet includes extensive background information and a letter from the property owners outlining property values. He said he told the property owners' representative that he was disappointed with the information submitted to the City, as he expected to receive a wetland delineation report and an appraised value that took into consideration the wetland delineation and the fact that some of the property is outside the City Limits. His April 1st memorandum to the Council outlines the Council's three decision options.

Councilor Brauner concurred with Mr. Nelson's assessment of the material submitted. The wetland delineation is necessary to proceed with development of the property. The cited property values do not take into consideration the wetland delineation, so they may not be accurate. He would prefer referring the issue to Urban Services Committee for review and recommendation.

Councilor York concurred with Councilor Brauner. He was disappointed with the material submitted by the property owners and the lack of indication when a wetland delineation might be available. He concurred with Councilor Brauner's recommendation.

Councilor Grosch concurred with previous comments. He asked that the staff report to Urban Services Committee include indication of whether the Federal funds can be used in other ways, the alternative applications, and the potential impacts.

Councilor Wershow concurred with Councilor Grosch regarding the Council's need to know options regarding the Federal funding.

In response to Councilor Grosch's request, Mr. Nelson said the listing of property values for the various CVIP partners' properties constitutes the Comparable Market Analysis referenced in the property owners' March 31st letter.

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

A. Human Services Committee – March 18, 2008

1. Anti-Smoking Ordinance

Councilor Wershow said the Committee received a report from Deputy City Attorney Brewer regarding the Oregon Indoor Clean Air Act, which will become effective January 1, 2009. He explained that the State was concerned about Corvallis' non-smoking regulations and requested that the local legislation be clarified to more closely match the State's regulations. The State law is more stringent in some respects and less stringent in other respects. The Committee discussed the options presented by Mr. Brewer and recommended that the City Attorney's Office draft an ordinance amending the Corvallis Municipal Code, repealing provisions regulated by the Oregon Indoor Clean Air Act and adding a provision allowing Corvallis to re-enact any provisions the State does not regulate in the future.

Mr. Fewel read an ordinance amending Corvallis Municipal Code Chapter 5.03, "Offenses," as amended, and stating an effective date.

Councilor Daniels summarized that City smoking regulations are duplicative of the Oregon Indoor Clean Air Act. The proposed ordinance would enforce the duplicative regulations under State guidelines. The State law would allow cigar bars under significant state regulations; the Corvallis law did not allow cigar bars.

Councilor Brauner added that the local legislation provisions not addressed in the State law would remain in effect. The City regulates tobacco retail sales and cigar bars differently from the State, and the State law will be followed. He was concerned that the State Legislature may reverse some of the Indoor Clean Air Act provisions, so he requested an ordinance provision allowing the City to automatically re-enact its previous provisions that were rescinded by the proposed ordinance.

Councilor York noted that the proposed ordinance would suspend enforcement of local regulations.

Councilor Brauner acknowledged that the proposed ordinance provisions were unusual in nature but would ensure that the City has enforceable legislation, should the State rescind portions of the new law.

City Attorney Fewel said the City's smoking legislation was litigated to the Oregon Supreme Court, creating background of the preemption issue. Rather than recreating the existing City legislation, the proposed ordinance would facilitate re-enacting suspended Municipal Code provisions.

Councilor Daniels noted that Corvallis citizens overwhelmingly supported the City's smoking legislation.

ORDINANCE 2008-07 passed unanimously.

B. Administrative Services Committee – March 20, 2008

1. Ambulance Rate Review

Councilor Brown reported that the Committee reviewed proposed ambulance rate increases. He emphasized that ambulance rates are not a means of gaining revenue for the City; ambulance services are subsidized by the City for the benefit of ambulance patients, and the fee increases reflect cost increases. Staff recommended increasing the fees for six service categories.

Councilors Brown and York, respectively, moved and seconded to increase the base rate for Specialty Care Transports to $880, increase the base rate for Emergency and Non-Emergency Advanced Life Support 2 to $880, increase the base rate for Emergency and Non-Emergency Advanced Life Support 1 to $855, increase the base rate for Emergency and Non-Emergency Basic Life Support to $775, increase the rate for Evaluation and Treatment/No Transport to $385.25, and increase Fire-Med membership to $50 per year. The motion passed unanimously.

2. Potential Revenue Alternatives

Councilor Brown reported that the Council asked the Committee to investigate potential revenue sources. The Committee decided to continue investigating four options (restaurant and meal tax, business license fee, entertainment and admissions tax, and City service fees and surcharges) after other groups have commented regarding the proposed business license fee. He invited Council members to offer input to the Committee.

C. Urban Services Committee – None.

D. Other Related Matters

1. Mr. Fewel read a resolution accepting a grant from the Senior Citizens Foundation of Benton County in the amount of $10,356 to hire a casual position for health program and special events and authorizing the City Manager to sign the grant agreement.

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

RESOLUTION 2008-08 passed unanimously.

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 1:32 pm.

Ms. Rawles-Heiser briefed the Council regarding a potential property acquisition.

Assistant City Manager Volmert briefed the Council regarding the status of labor negations with American Federation of State, County, and Municipal Employees and Corvallis Police Officers Association.

Mayor Tomlinson recessed the Council at 1:54 pm and reconvened the Council at 7:00 pm in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon.

I. ROLL CALL

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

ABSENT: Councilor Grosch (excused)

VI. VISITORS' PROPOSITIONS

Betty Griffiths, representing the Corvallis Sustainability Coalition, said the Coalition conducted a very successful town hall meeting March 31st. Extensive work was done by volunteers and consultants in preparation for the meeting. She thanked Sustainability Supervisor Lovett for a presentation regarding the local sustainability initiative and Councilor Brown for his work as Council Liaison to the Coalition. More than 611 people attended the meeting – 33 percent more than anticipated. She thanked Council members and staff for attending the meeting.

Annette Mills with the Corvallis Sustainability Coalition said the March 31st town hall meeting attendees participated in small group discussions to consider sustainability topics, such as transportation, water, housing, waste, and natural resources. Coalition members were pleased with the number of youth who attended the meeting, including many high school and college students.

Ms. Mills said the Coalition is proceeding to the next phase of its work, which will be very labor intensive. The Coalition will establish work groups responsible for analyzing the goals suggested during the March 31st town hall meeting, gathering additional information, and drafting target goals and measurable objectives for each topic area. The Coalition will track the progress of the work groups from mid-April until the next town hall meeting, June 25th. Almost 200 people volunteered to serve on the work groups. The Coalition is organizing the volunteers into work groups, ensuring

that the groups have representation from a variety of community stakeholders that may not have been represented during the town hall meeting. The Coalition will continue working with Councilor Brown regarding the scientific survey that will enable the Coalition to reach more community members.

Ms. Griffiths said the Coalition will present quarterly reports to the Council. She inquired whether the Council wanted additional information or different reports or wanted to be involved with the Coalition in other ways.

Councilor Brauner concurred that the Coalition should report to the Council quarterly. Councilors Brown and Daniels are actively involved with the Coalition and can also report to the Council. As part of the Coalition's quarterly reports, he would like updates regarding how the Coalition has spent the City's financial investment, the Coalition's budget status, and anticipated expenditures.

Councilor Daniels opined that local business owners should be interested in the Coalition's activities because the Coalition's initiative proposal will include measures for the business community, governmental entities, and citizens.

Ms. Griffiths reported that the Coalition raised $4,000 for sponsors for the town hall meetings and is continuing to raise more funds. The Coalition had some contingency funds to cover the additional costs of the large attendance at the March 31st town hall meeting.

Walt Schmidt inquired how the business license fee would be applied to part-time employees. Most of his staff works part time, and the number of part-time employees at his business fluctuates with the seasons.

Councilor Brauner responded that Administrative Services Committee will address Mr. Schmidt's concerns, probably with a full-time equivalent (FTE) employee rate calculation formula.

Councilor York said the draft business license fee is based upon a FTE rate calculation formula. Two 20-hour employees or four ten-hour employees would equal one FTE employee.

Sam Hoskinson lives in the Avery Second Addition neighborhood, which would be impacted by the proposed Seventh Street Station development. When the subject property was re-zoned, the original property owner requested a Planned Development Overlay (PDO) for the property to respond to a 100-foot setback requirement along the railroad tracks. The current developer requested that the PDO be removed, which would effectively double the amount of property that could be developed and the impacts from parking and traffic. The original development proposal approved by the Council included two major criteria: the intersection of SW Seventh Street (Seventh) and SW Western Boulevard (Western) was to be the main and only exit from the development site, and SW D Avenue was to be blocked. Staff agreed that the intersection of Seventh and Western could accommodate all of the traffic from the development. He asserted that the "promises" made to the City and the neighborhood were broken. Neighbors have followed the public process, but it appears that the property owners will be able to develop the subject site. He opined that the property owners were being financially rewarded for a breach of promise to the City and the neighborhood. He asked the Council to take any action possible to assist the neighborhood, including the minimal action of placing a barricade across SW D Avenue. Blocking SW D Avenue would not resolve the issue of parking from the development overflowing into the existing neighborhood and other consequences

from building on an area twice the size that would have been developed under a zoning designation of Medium-High Density Residential (RS-12). He opined that the Council had one last chance to protect the existing neighborhood, stand up for the promises made by the previous property owner, and prevent severe damage to the neighborhood.

Councilor Wershow noted that there may be alternate ways to achieve the neighborhood's desire for no traffic from the proposed development entering the existing neighborhood.

Mr. Hoskinson said the proposed development will create parking problems for the existing neighborhood, which is already filled with parked vehicles. The existing neighborhood has many apartments and high density with little access – three streets intersect Western, and one street intersects SW 15th Street. The streets in the neighborhood do not follow the standard City street grid layout. If SW D and SW E Avenues are the only accesses to the proposed development site, all traffic and parking from the site would be in his neighborhood.

Mr. Hoskinson added that SW D Avenue was always intended to be blocked to provide safe access to Peanut Park. If the street is opened to traffic, the quality of the Park will diminish, including removal of a large amount of grass.

Leslie Bishop expressed concern regarding application of the public process to the Seventh Street Station project. The neighborhood was encouraged to offer public comment since the original project was proposed six years ago. She was discouraged that the existing neighborhood "lost ground" from its original position. The proposed development site is zoned RS-12 with no PDO for development protection. She asked the Council to address the public process problem. She opined that the density of the proposed development is the overall problem, as high density prompts problems of parking, overflow traffic, and safety. She would like SW D Avenue somehow blocked from traffic use. She would also like the highest density of any development on the subject site to be restricted to the northern portion of the property, as directed by the Council during 2003.

Councilor Daniels noted that the Seventh Street Station issue was difficult and emotional for most Council members when State government mandated the City to take action contrary to promises made to citizens. The Council was unable to prevent removal of the PDO from the subject site. She expressed frustration at not being able to resolve the situation and expressed hope that the property owner could present an application that meets the City's requirements and some of the neighborhood's desires.

Tom Jensen asked that business owners be polled regarding whether they want to pay the proposed business license fee. The fee is not expensive, but he doubts businesses know the implied benefits of the fee and how the revenue will be used.

Mr. Jensen acknowledged that the community could not guarantee that businesses locating within the proposed enterprise zone in South Corvallis would be sustainable, would hire from the community, or would remain in Corvallis after the tax exemption expires. He noted that the Airport Industrial Park was not fully rented, so he did not find justification in creating an enterprise zone over another 1,100-plus acres of private land and offering incentives that the private property owners could offer. He expressed concern about the net benefit to the community from an enterprise zone and questioned who would endure the increased traffic and loss of arable land, who would pay for

service development and infrastructure upgrades, what new businesses in the zone would pay, and what would happen to livability and traffic near the zone.

Hugh White thanked Development Services Division staff for its sensitivity in responding to small applications. On two recent occasions, Plans Examiner Vinje responded quickly to Mr. White's applications.

IV. UNFINISHED BUSINESS – Continued

B. Deadly Physical Force Plan

Mr. Nelson referenced Police Chief Boldizsar's February 12th memorandum to Human Services Committee regarding Senate Bill 111 (SB 111), which directed establishment of a local planning authority and use of deadly physical force policy. The Committee forwarded the report to the Council, which decided to allow public comment on the proposed Benton County plan before the Council takes action.

Chief Boldizsar explained that the 2007 Oregon Legislature enacted SB 111 to establish local planning authorities in each Oregon county. The planning authority was charged with developing a plan regarding use of deadly force. Membership of each county's planning authority was established by the Legislature to include the District Attorney and the Sheriff as co-chairs, a Police Chief selected by all Police Chiefs within the county, an Oregon State Police representative appointed by the Oregon State Police Superintendent, and a non-management Police Officer and a private citizen. The Benton County planning authority began meeting during late-2007 to develop a policy.

Benton County District Attorney Haroldson acknowledged that community discussions regarding use of deadly force by law enforcement officials should continue. He clarified that the proposed plan would establish a minimum procedure for how agencies respond when deadly force is used. Each law enforcement agency within Benton County has protocols for use of deadly force, and those protocols exceed the procedure outlined in the proposed plan. Only minor procedures need to be changed for the local procedures to fully comply with State requirements. North Albany is within Benton County, but Albany Police Department would continue to serve Albany and North Albany in both Benton and Linn Counties. The plan guidelines, established per State statute must not result in two sets of rules for one agency (Albany Police Department). The proposed plan was pre-approved by the Oregon Attorney General before it was presented to jurisdictions within Benton County. Albany City Council approved the plans for Benton and Linn Counties, the BOC approved the plan for Benton County, and the Philomath City Council will consider the Benton County plan.

Mr. Haroldson quoted the preamble of the proposed plan. The plan elements include education, outreach, training, dealing with the immediate aftermath of the use of deadly force, follow-up investigation, discretion of the District Attorney regarding review of cases involving use of deadly force, gathering information, and fiscal impacts. The plan includes mandatory mental health counseling sessions required of law enforcement officers involved in deadly force situations. SB 111 provides for a grant for compensation of time invested

in developing, implementing, maintaining, and reviewing the plan. Periodic plan reviews will involve public hearings to allow public input into the plan.

Mr. Haroldson summarized that the proposed plan does not relate to use of deadly force in terms of authorizing any greater or lesser use; the plan establishes a consistent response to use of deadly force across the Mid-Willamette Valley. Each agency's specific protocols can prompt discussion regarding the agency. The uniform consistency provided by the plan would not require major changes by local agencies within Benton County.

Chief Boldizsar reviewed changes Corvallis Police Department (CPD) will need to make to its General Order regarding use of deadly force to comply with the proposed plan:

- The plan requires a 72-hour relief from duty that might place an officer in a situation in which the officer might be required to use deadly force.
- Within the first six months following a situation involving deadly force, an involved officer is required to attend at least one counseling session with a mental health provider, and the agency must provide at least two opportunities for that counseling.
- Each agency must conduct an annual public discussion regarding the plan.

Each agency's policy regarding use of deadly force must be attached to the plan, which will be submitted to the Oregon Attorney General.

In response to Councilor Beilstein's inquiry, Chief Boldizsar said the General Order amendments he cited were mandated by SB 111 for inclusion in the plan.

Councilor Hamby inquired about the practice of an agency involved in a deadly force incident determining which agency investigates the incident.

Chief Boldizsar responded that CPD has a long-standing policy of not being the lead investigative agency in an incident involving use of deadly force by a CPD Officer and refers such incidents to Oregon State Police. CPD assists in the investigation but does not act as the lead investigative agency.

Mr. Haroldson stated that, during his 20-year career, he had not seen a law enforcement agency investigate an incident involving one of its officers using deadly force. Self-investigation would be very unusual. The provisions of Section 6 of the proposed plan are prompted by the minimum standard that allows one set of rules to apply to numerous agencies throughout the Mid-Willamette Valley. The cited provisions are based upon suggested language from the Oregon Legislature. Each agency's protocols are stricter than the minimum standards set forth in the proposed plan and will guide how each agency deals with a deadly force incident.

Councilor Brauner reported that Human Services Committee recommended that the Council approve the proposed plan, and he did not hear or read any subsequent comments that prompted him to change his support of the Committee's recommendation.

Councilors Brauner and Wershow, respectively, moved and seconded to approve the Benton County Deadly Physical Force Plan as Corvallis' minimum standard. The motion passed unanimously.

C. 7th Street Station Comprehensive Plan Map and Zoning District Changes

Mr. Nelson referenced his March 11th memorandum to the Council, which explains the Council's challenge regarding the proposed Seventh Street Station development. The Council directed staff to pursue a Mixed-Use Employment (MUE) Comprehensive Plan designation for the subject site, and the developer indicated that he would submit an application. The Transportation Planning Rule analysis could not be conducted by staff and would cost approximately $10,000 to complete in order for the project to proceed. Based upon these factors, staff decided to postpone a Planning Commission meeting to address the subject site and to return to the Council with information that the developer had applied for excavation, grading, and foundation permits. Staff received comments from the Council and the neighborhood regarding the issue of blocking SW D Avenue. Staff must review an application in relation to the implications of blocking SW D Avenue before deciding how to respond to the request and would then present its analysis to the Council.

In response to Councilor York's inquiry, Mr. Nelson explained that an application for grading and excavation would not vest a project, as the City often works with developers on phased applications. A project would be vested after the foundation permit is received, which, in the case of the Seventh Street Station project, occurred today.

Mayor Tomlinson noted that the Council indicated a desire to consider a MUE zoning designation for the subject site. He inquired whether the Council wanted to pursue the MUE zoning designation or abandon that direction to staff and have staff work with the developer to determine street usage.

Councilor Brauner said the Seventh Street Station proposal was frustrating. The City worked hard to find a good compromise between neighborhood and development concerns. A compromise was reached and would be achieved via a PDO. The State required the City to remove the PDO, since it was not originally requested by the property owner. The City was unsuccessful in upholding its position on appeals. The City attempted to re-zone the property, but the property owner and developer have a vested development application under the existing zoning designation. Even if the City can change the zoning designation, the development can proceed as a non-conforming use. He said he was unwilling to spend more City staff time and money fighting the project. Continuing to pursue the zoning designation change would require more money, and the development would still occur. He advocated that the Council rescind its previous direction to staff to pursue a zoning designation change and let the current zoning designation remain. He said he would then strongly direct staff to find a way to work with the developer and do what the Council can to close SW D Avenue to reduce impacts to the neighborhood.

Councilor Wershow expressed concern regarding keeping future development traffic out of the existing neighborhood. He concurred with Councilor Brauner's comments. He opposed the Council's earlier direction to change the zoning designation of the Seventh Street Station property, believing the City had the means to protect the neighborhood from impacts from the new development. He hopes to receive a staff report outlining potential options to address the neighborhood's concerns. He noted that closing SW D Avenue might not be the correct solution or may not achieve the desired result.

Councilors Brauner and York, respectively, moved and seconded to rescind the Council's request for a Zoning District change and a Comprehensive Plan Map amendment regarding property at SW Seventh Street and SW Western Boulevard and investigate closing SW D Avenue or other options to resolve traffic problems within the neighborhood.

Councilor Daniels commented that the original expenditure or risk of paying legal fees to appeal the Council's decision to revert the subject site's zoning designation to General Industrial may be viewed by some as a waste, but she believed the money was well spent because she was willing to take the chance that the Land Use Board of Appeals would uphold the Council's action. Additionally, the expenditure demonstrated the Council's support for the neighborhood. Opposing the motion before the Council would not express that support. The proposed development is vested and will proceed. The Council's remaining action involves encouraging staff to review the application with the applicant and seek solutions that will work best within the City's codes to minimize impacts on the existing neighborhood. She expressed support for the motion.

Councilor York surmised from the motion that, as the development progresses, the Council would receive periodic status reports regarding how staff was responding to issues.

Councilor Hamby also surmised that the Council would receive from staff indication of options available for closing SW D Avenue or other action that could be taken to minimize impacts to the neighborhood.

Mr. Nelson stated that staff's response to Councilor Hamby's request may take some time, since staff's review is somewhat dependent upon the application. Staff had not received the building application. Staff's analysis and proposed alternatives would depend in part upon the application.

Mr. Gibb added that staff received an application for a site plan. The applicant will submit more information, including a traffic report, all of which will be reviewed by staff. It is difficult to predict how soon the review will occur.

Councilor Brauner acknowledged that the option of closing SW D Avenue would be evaluated relative to the application. The Council has the option to close a street, regardless of a land use application. The Council can discuss its authority to take action but may want to postpone implementing action until the application is reviewed and alternative solutions are identified.

Councilor Beilstein requested more information regarding the application process. He noted that the applicant's traffic study would be based upon research conducted with SW D Avenue being open. He inquired whether closing a street, after a traffic study was conducted based upon the street being open, would be considered a "taking." Reviewing an application under current street conditions and then changing the street conditions could prompt litigation by the developer to prevent the street closure.

Mr. Nelson responded that the Council has the authority to close a public street. The application review would allow staff to consider the implications of traffic flow if SW D Avenue was closed. Staff would carefully consider that scenario to prevent unknown

consequences that might have resulted in alternative solutions of greater benefit to the community.

Councilor Brauner cautioned that the traffic study should consider both alternatives of SW D Avenue being open or closed.

Mr. Gibb said staff will discuss the Council's concerns with the developer. Staff and developers must work within the framework of the Land Development Code.

Councilor Brauner stated that, if discussions with the developer are based upon SW D Avenue being open and the City cannot later close the street, he would close the street now to preclude a potential argument later. He urged the Council and staff not to take action that would pre-empt the City from later closing SW D Avenue.

Councilor Wershow added that the Council understood the neighborhood's desire not to have additional traffic from a new development on their streets. The City's Transportation Master Plan and Land Development Code were approved by the Council, directing development impact analyses. The Council was now directing staff not to apply the guidelines.

The motion passed unanimously.

VII. PUBLIC HEARINGS – None.

XI. ADJOURNMENT

The meeting was adjourned at 8:14 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

To: City Council
From: Dan Brown

April 7, 2008

Sustainability Work Groups

1. Environmental

Energy
Water
Waste
Green Building
Food
Transportation
Land Use
Natural Resources

2. Social

Education
Arts and Culture
Health and Human Services
Housing
Community Inclusiveness
Neighborhoods

3. Economic

Economic Vitality

Benton County Water Supply

"Establishing a Path Forward for a Clean and Sustainable Water Supply

Contact: Adam Stebbins, Benton County Water Project Coordinator
(541)766-6085; Adam.Stebbins@co.benton.or.us

How did this begin?

On September 13 2007, Benton County held a "kickoff meeting". The question is, ***"Will we have enough water in year 2050 for all uses, needs and users?"*** More than 90 attendees from throughout the county engaged state and local water experts to discuss the current and future issues of water supply within western Oregon and Benton County. The disconnect between statewide planning goals and local land use and water planning drove the take home message of the day: Benton County needs a single, countywide, water supply policy and plan that builds on city and county plans to ensure a clean and sustainable water supply for its citizens and their environment.

What has happened so far?

- The Water Supply Project is initiated by Benton County Commissioners with intern funding provided by the Institute for Water and Watersheds at Oregon State University.

- Benton County seeks additional revenue to drive the project forward including a proposal to the USGS Small Grants Program to develop community learning events on issues and values around water supply within the county. *(Not granted.)*

- The County moves forward by meeting with local organizations, city governments, and the Oregon Water Resources Department (OWRD) to develop a **Phase I Water Data Collection and Analysis** process to form a countywide Water Supply Assessment that is based on current and projected water supply needs for all users and uses within Benton County.

Phase 2 will address alignment of water availability with population growth and possible effects of climate change. Also addressed will be identification of mitigation strategies for possible mismatches of availability and demand--including storage, protection, reuse and conservation.

- Collaboration with upstream and downstream stakeholders is ongoing throughout the project and will be instrumental in planning for the long term use of cross-county water supplies over time.

How can you participate?

Stay informed: As the project progresses, there will be several ways to participate in community events and to voice your values and issues in regards to water supply in Benton County. Be sure to check the website on a weekly basis at:

http://www.co.benton.or.us/boc/water/

MEMORANDUM OF COOPERATION
Between
Benton County
and the
City of Corvallis

Water Policy and Supply Plan

Purpose: The Memorandum of Cooperation (MOC) is intended to promote collaboration between the parties for the purpose of creating a cross-jurisdictional and cross-watershed water policy and supply plan to be considered by elected officials in the cities and counties from which data is collected in the upper Willamette Basin. This effort is consistent with the Governor's H2O Initiative and Oregon Water Resources Department's charge from the Governor and Oregon's Legislature.

The MOC includes:

1) Sharing a common interest in a sustainable water supply;

2) Acknowledging the collective goals of the Parties' to provide water to current and future generations of the county;

3) Desiring to promote and enhance social well-being, environmental quality, and sustainable economic development;

4) Desiring to promote public health and community welfare by fostering interdisciplinary scientific research;

5) Acknowledging the collaborative mission of the Parties' to establish broad policy;

6) Acknowledging the many municipalities and others have done admirable work to collect use data, develop management programs that speak to resource conservation, high quality drinking water, and adherence to federal and state law

Recognizing the Parties' mutual interest in working together with technical assistance and outreach from the Institute for Water and Watersheds at Oregon State University, to contribute to creating Water Supply Policy relationships with the City of Corvallis and water resource management organizations, including, but not limited to: the Oregon Water Resources Department, Watershed Councils, Private Water Utilities, Agriculture, Businesses of the region and participating Counties;

The City of Corvallis and Benton County do hereby simultaneously declare the following framework for the Parties' working relationship:

Article I

The Parties will use their best efforts to establish a long-term, collaborative working relationship to aid in forming a Benton County Water Supply Plan and Policy, starting with participation in completing water needs analysis and assessment.

The Parties are especially interested in pursuing cooperative opportunities in the following areas of common interest:

DRAFT

1 Clean water supply for current and future populations of Benton, Lane, and Linn Counties: Willamette River Headwaters communities
2. Sustainable water supply with efficient delivery systems for city residents, businesses, agriculture and other natural resources within the City's jurisdiction
3. Consensus building, public participation, and conflict resolution and management during working relationship forums that discuss water resource analysis and policy initiatives.
4. Sustainable management of both surface and groundwater resources
5. Public education and outreach regarding local water resource issues
6. Sustainable management of wastewater
7. Effects of climate change on future water supply

Article II

Each party shall designate a principal representative to serve as the primary point of contact between the parties on all matters arising under this Memorandum of Cooperation.

Article III

Any collaborative activity undertaken between the Parties shall only be done under the authority of the laws, regulations, and policies governing each party individually.

Article IV

Not withstanding any other provision, nothing in this Memorandum of Cooperation shall be construed as binding. Further, nothing in this document shall be construed as either authorizing or obligating either party to commit funds or resources to any project or work except as otherwise authorized by the laws, regulations, and policies governing each party individually.

Article V

This Memorandum of Cooperation shall become effective when signed by all principal representatives.

_____	_____
_____	_____
Date	Date

DRAFT

DRAFT
Subject to review & approval by BPAC

Bicycle and Pedestrian Advisory Commission
MINUTES
March 7, 2008

Present
Andrew Ross
Rosie Toy
Jack Schubert
Rick Crawford, ASOSU
Josh Storer, Vice Chair
Mike Beilstein, City Council
Joel Rea
Gerry Perrone

Staff
Joe Whinnery, Public Works
Steve Rogers, Public Works
Lt. Cord Wood, Police Department
Barbara Ehlers, Public Works

Visitors
Dan Kellom, Evanite Corp.
David Dodson, Willamette Valley Planning
Laura Duncan Allen

Absent
Brad Upton, Chair

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/ Introductions	X		
II. Approve February 1, 2008 Minutes			Approved
III. Visitor Comments		X	
IV. Old Business 10th Street bike lane issue, Grant to Harrison Get There Another Way Week (mid May)		 X X	
V. New Business Formation of Subcommittee to propose projects to review for ODOT Bike/Ped Grants			Decided against formation of a subcommittee
VI. Information Sharing	X		

CONTENT OF DISCUSSION

I. Call Meeting to Order/Introductions

In the absence of both the Chair and Vice Chair, Mr. Whinnery called the meeting to order at 7:03 a.m. Introductions were made.

II. Approve February 1, 2008 Minutes

Mr. Whinnery asked if there were any additions or corrections to the minutes. Hearing none, **Commissioners Joel Rea and Andrew Ross, respectively, moved and seconded that the February 1, 2008 minutes be approved. The motion passed unanimously.**

III. Visitor Comments

- Visitors Dan Kellom of Evanite and David Dodson of Willamette Valley Planning spoke to the Commission regarding the Evanite proposal for a proposed change to Evanite's Willamette River Greenway Permit and a Plan Amendment Overlay that would affect their Riverbank Trail Plan. Mr. Dodson gave some general background data on the project regarding how the property must comply with certain standards, boundary provisions and criteria. He mentioned that the property is currently zoned Multi-use Transitional. He further stated that part of the Evanite plan is to: 1. Remove a building that currently would preclude construction of the trail; 2. Set the path back 10' from the top of the bank; 3. Construct a path 12' wide with a 10' buffer area; and 4. Construct a temporary 8' tall chain link fence for security until the property is developed.

  On his arrival at 8:10 a.m., Vice Chair Storer assumed leadership of the meeting.

  Evanite would grant a 36-foot wide easement to the city for the construction of the trail. This plan requires the approval of the City to change the zoning as well as approval by Oregon State Parks to alter the Greenway Permit requirements.

  Evanite is requesting the Commission draft a letter of support for the Riverbank Trail Plan as presented by Mr. Dodson. After the presentation, the Committee asked questions. Commissioner Schubert wanted to know about possible existing site contamination. Vice Chair Storer and Commissioner Rea had questions regarding the set backs, future use of the Evanite buildings and the possible future flooding of the path. Dan Kellom and David Dodson addressed the questions. Visitor Laura Duncan Allen addressed the Commission regarding the possibility of the trail being built sometime in the future without having to alter the Greenway Permit. Commissioner Toy raised an additional question regarding the Evanite plan and it was decided that the Commission will discuss the Evanite request in detail at the next meeting.

IV. Old Business

- **10th Street bike lane issue, Grant to Harrison**

  Acting Chair Storer introduced the agenda item regarding the continued discussion of the 10th Street Bike Lanes. Public Works Director Rogers said that, after looking over the existing Transportation System Plan, bike lanes are required on neighborhood collector streets and higher. He stated that 10th Street between Grant and Buchanan is a neighborhood collector; however, 10th Street from Buchanan Avenue south is a local street. Mr. Whinnery passed out Chair Upton's letter, with his assessment of the situation, to the Commission. Chair Upton was absent for this meeting due to attending a National Bike Summit. Commissioner Ross brought up the point that there were other changes already scheduled to be done in that area for pedestrian safety. It was decided not to spend anymore time on this issue at the meeting, and it was tabled until Chair Upton's return.

- **Get There Another Way Week**

Mr. Whinnery reminded the Commission that they agreed to participate by gathering some incentives and had indicated their intent to be at the kick-off event at the Downtown Transit Center to answer questions and give away the prizes. It was decided that at the next meeting they would discuss making the commitment clear.

V. New Business

- **Formation of Subcommittee to propose projects to review for ODOT Bike/Ped Grants**

  Mr. Whinnery asked the Commission to be thinking about possible future projects. He said one project already suggested was the installation of pedestrian-activated signals on Circle Blvd. Mr. Rogers said an additional proposal was a mid-block pedestrian-activated signal on Walnut Blvd between 13th Street and Rolling Green Drive. Councilor Beilstein asked if we could submit more than one project to ODOT, and Mr. Whinnery said we could, but it was unlikely more than one would be approved. Mr. Rogers suggested that if the Commissioners preferred, the staff could present the Commission with a list of projects that the Commissioners could then prioritize instead of forming a subcommittee. Vice Chair Storer suggested the Commission inquire of their constituency what issues are important to them. Mr. Rogers stated that requests for suggestions will come out in the April *the City* newsletter. It was decided that no subcommittee would be formed and that staff will develop a list of projects for the Commission's consideration.

VI. Information Sharing

- Mr. Whinnery mentioned that Corvallis was among the top 100 cities in the US for walkability. We are ranked at 64th nationally, and at 4th in the state behind Portland, Hillsboro and Eugene.

- Mr. Whinnery asked the Commission if they were in support of establishing bike lanes on 14th between Monroe Avenue and Harrison Boulevard. He said marking bike lanes would necessitate the loss of parking. A short discussion took place with Commissioner Schubert and Councilor Beilstein mentioning the compounding problem created by student housing where a residence may have multiple autos. Councilor Beilstein asked if that area was a collector street; staff responded that it is a local street. Mr. Whinnery encouraged the Commission to go out and look at the area and be prepared to discuss it further at the May or June meeting. Councilor Beilstein pointed out how the parking needs have changed in that area due to homes housing multiple students instead of single families as they were originally designed for.

- Staff gave the Commission a short update on the Rite Aid project status.

- Mr. Whinnery pointed to the sign displayed regarding the Adopt-A-Path sign campaign. He said there have already been some sign-ups. He also mentioned that Benton County Parks has called Public Works to ask about our program.

- Lt. Cord Wood gave the Commission the quarterly Bike/Pedestrian Accident Report. There were 8 bike/vehicle accidents and 1 vehicle/pedestrian accident involving 2 pedestrians. Lt. Wood asked the Commission if they wanted to continue to have the quarterly report presented to them or if they would prefer a written report in their packets.

Commissioner Schubert asked if there was a particular area involved in a majority of the accidents. The answer was no. Councilor Beilstein suggested reviewing historical data to see where accidents are occurring. The Commission asked Lt. Wood for some historical data for at least the last year. Lt. Wood said he would check, but the Police Dept. just installed some new software and he was not sure what data remained accessible. Vice Chair Storer said he would like to see quarterly reports continue to be presented to the Commission along with a written report. Commissioner Ross agreed. Mr. Rogers suggested that once a year the Committee receive an annual report which would include demographics such as area, age of persons involved, pedestrian, bike, vehicle, etc. Lt. Wood agreed. Commissioner Ross asked Lt. Cord if, the Police Department has enough personnel. Lt. Wood answered no. He said the State average is 1.5 officers per 1000 persons. Corvallis currently has less than 1 officer per 1000. He further stated they would have to add an additional 13-14 positions to meet the 1 per 1000 ratio. He said Corvallis is in the bottom 5 for the entire State.

- Commissioner Jack Schubert brought up the meeting next Friday at 5:00 p.m. for the Adopt-A-Path clean-up. BPAC volunteers are to meet at the Nelson's house.

- Vice Chair Storer adjourned the meeting at 8:58 a.m.

NEXT MEETING: April 4, 2008 7:00 a.m., Madison Avenue Meeting Room

DRAFT
Subject to review & approval

CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
March 12, 2008

Present
Bob Lowry, Chair
Lita Verts, Vice-Chair
Stephan Friedt

Staff
Lisa Namba, Public Works
Tim Bates, Public Works
Cindy Hallett, Public Works

Absent
Scott Carroll
Brandon Trelstad
Robert E. Wilson
Rick Crawford, ASOSU
George Grosch, City Councilor

Visitors
Anne Schuster, Corvallis Sustainability Coalition

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of February 13, 2008 minutes			No quorum.
III. CACOT/Visitor Comments	X		
IV. Old Business • Route Revision Subcommittee Update	X		
V. New Business None			N/A
VI. Information Sharing	X		
VII. Adjournment			Adjourned at 9:41 a.m.

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:15 a.m. Introductions of Commission members, staff, and guests were made.

II. Approval of February 13, 2008 Minutes

There was no quorum. The approval of minutes will be moved to the next meeting.

III. CACOT/Visitor Comments

Anne Schuster, Executive Committee member for the Corvallis Sustainability Coalition (CSC), presented information regarding the March 31st Town Hall meeting. The CSC is partnering with the City on a series of three meetings. The March 31st meeting is open to the general public to gather ideas about the social, economic, and environmental issues in Corvallis. Other topics to be covered will be wellness, transportation, homelessness, waste management, and city design. Approximately 10 work groups will be formed according to topic. Workgroups will meet weekly and report back to the CSC at the June 27th meeting to form action plans. The final meeting will be October 7th. Vice-Chair Verts suggested contacting the Master Recyclers regarding their donating volunteer time to the CSC. Ms. Namba offered to place posters on CTS buses publicizing the event. Chair Lowry asked for Ms. Schuster's perception of the role transportation plays in the CSC. Ms. Schuster stated fuel reduction and intercity transportation are key goals. There was a discussion of the University of Oregon's (UO) new bus coach service from Eugene to Portland via Albany and Salem, and whether a similar service could operate between the mid-Willamette Valley and the coast. Ms. Namba reviewed the Coast to Valley Express, a Benton County/Lincoln County joint venture which provides bus coach service between Corvallis and Newport Mondays, Wednesdays and Fridays. Seating is available to the public on space availability basis, seniors and persons with disabilities receive seating priority.

IV. Old Business

Route Revision Subcommittee Update

The subcommittee met on both February 27th and March 5th. Mr. Bates reported that at the March meeting, the subcommittee decided to focus on one area of Corvallis or one route per meeting. Routes 3 and 8 and service to the southwest area of Corvallis, in general, were reviewed. Some of the topics considered were:

- The possibility of combining two routes in the southwest area to make one 30-minute route.
- Providing service to the Grand Oaks subdivision.
- Using the Philomath Connection (PC) and possibly subsidizing the PC to assist in providing 30-minute service. The PC currently does not operate between the hours of 12:15 p.m. and 3:06 p.m.
- Consider a route structure that doesn't necessitate all routes beginning and ending at the Downtown Transit Center (DTC).

Chair Lowry wants to make sure the subcommittee adheres to the time line presented by Mr. Mitchell at the February 13, 2008 CACOT meeting. The May 14th CACOT meeting is when the work of the subcommittee will be presented as a series of alternatives. Staff decided to incorporate the $180,000 enhancement with route revisions. The subcommittee will meet every Friday with a set agenda.

Chair Lowry said he is concerned about the ability of buses to turn around at Grand Oaks. Commissioner Friedt questioned if the new development north of Walnut Boulevard on Kings Boulevard will have streets structured for bus service. Ms. Namba stated that the Land Development Code has relevant language in it regarding access to transit by new development. Chair Lowry requested staff to drive a section of Route 5, traveling northbound on NW Kings Boulevard, left on NW Walnut Boulevard, left on NW Professional Drive (block going through the medical complex) then right onto NW Kings Boulevard, as an alternative to the route currently going around the Timberhill Shopping Center. Commissioner Friedt questioned if ridership data was available for the two stops on NW Kings Boulevard that would be lost due to route reconfiguration. Mr. Bates was able to retrieve the information and stated the ridership was very small for these stops.

V. New Business

None.

VI. Information Sharing

CTS presentation before ASOSU's Student Incidental Fee Committee (SIFC) - The CTS proposed $.21 increase for the group-pass program on CTS for FY 2008-09 was approved by the ASOSU Senates. Through this approved increase, the students have agreed to fund their proportional percentage of the $180,000 enhancement. One SIFC member was an outstanding advocate of transit. He stated that he'd spoken with many students and that the feedback he'd received was that, of the student fees, the two essential fees are for student health and transportation.

CTS/ASOSU Student Advisory Committee - Mr. Bates has initiated the formation of a CTS/ASOSU transit advisory committee that will be student-led. A mission statement is being crafted for inclusion in the ASOSU handbook. Commissioner Friedt asked if the committee would assist in getting CTS buses back into the campus core. Staff responded that there are ongoing discussions with OSU personnel regarding this subject.

Ms. Namba commented that Joe Whinnery from Public Works attended the Alternative Transportation Advisory Committee (ATAC) meeting at Oregon State University (OSU). At that meeting Michelle Rhoads of OSU Transit and Parking Services presented information regarding the OSU shuttle, the redesign of its routes and elimination of free parking near the motor pool lot. The eventual goal is to keep vehicles outside the campus core and use the OSU shuttle to bring people into campus. There was discussion about CTS as part of the solution. Vice-Chair Verts is concerned that getting persons into campus is currently very difficult. Mr. Bates is hoping to recruit Rainier Farmer, chair of

ATAC, on to the CTS/ASOSU advisory committee. OSU is considering a transfer center at SW 26th and SW Washington Avenue at which CTS, PC, and the OSU shuttle could transfer easily.

Linn-Benton Loop (LB Loop) route change - Testing was on Friday. Mr. Bates and CAMPO Director Ali Bonakdar rode on the test routes with LB Loop personnel. The test driver had reservations about the accessibility of Washington Avenue from 5th Street and instead favors turning onto Jefferson Avenue from 5th Street. That is the route CTS buses currently travel. Travel time for the reconfigured routes would be about the same as they are now. The test run was done at the actual times the LB Loop normally runs. Mr. Bates invited representatives from Good Samaritan Hospital and Linn Benton Community College's Benton Center to the March LB Loop meeting to provide input. Commissioner Friedt mentioned the need for a bus stop on SW 6th Street and SW Jefferson Avenue across from the Gazette Times office.

Ridership - Commissioner Friedt asked what percentage of riders are students. Staff responded that students make up approximately 38% of ridership. Chair Lowry praised the overall increase in CTS ridership numbers.

Follow-Up Issues

- Wheelchair lift on the low floor bus - First Student's mechanic can not re-create the problem when the bus goes into the shop. Chair Lowry suggested replacing the electrical switch.

- Beaver Bus drivers access to cell phones - Mr. Bates spoke with the First Student Operations Manager, Brian Maxwell, regarding the method of communication to be used by the Beaver Bus drivers while on route. Drivers will be provided a cell phone for emergency use during the service if they do not currently carry one.

- Commissioner Friedt noted that the bus interiors are cleaner, exteriors are still dirty.

- Mr. Bates attended a driver meeting in March and told them the yellow curbing on SW 9th Street at SW Jefferson Avenue will be extended one car length to the north. In response to questions from Mr. Bates, drivers opined the following: drivers think routes on SW West Hills and Sw 53rd Street have regular riders, returning to SW 49th Street would cause them to get off schedule, causing on-time performance problems, and running Route 3 past Stoneybrook generated new riders that quickly went away, leaving a core of 4-5 people regularly riding. Travel training may help with the assisted living or retirement center ridership.

VII. Adjournment

Chair Lowry adjourned the meeting. The motion passed unanimously.

The meeting was adjourned at 9:41 a.m.

NEXT MEETING: April 9, 2008, 8:15 a.m., Madison Avenue Meeting Room

CORVALLIS-BENTON COUNTY PUBLIC LIBRARY BOARD MINUTES
March 5, 2008

Board Present	Staff Present
Sandy Ridlington, Chair	Carolyn Rawles-Heiser, Library Director
Judith Edelstein	Teresa Landers, Deputy Library Director
Scott Elmshaeuser	Janelle Cook, Senior Administrative Specialist
Samantha Fisher	Mary Finnegan, Adult Services Manager
Martha Fraundorf	Shaun Hearn, Circulation Supervisor
Leanne Giordono	Lori Johnston, Circulation Supervisor
Corrine Gobeli	Curtis Kiefer, Youth Services Manager
David Low	Carol Klamkin, Management Assistant
Bill York	Mary Norman, Access Services Manager
Excused:	**Visitors**:
Linda Modrell, Jacque Schreck, Mary Lee Seward, Tom Wogaman	None

Summary of Discussion

Agenda Item	Information Only	Action/Recommendation
Call to Order	7:31 pm	
Visitors' Propositions		None
Minutes: February 6, 2008	x	
Library Board Packet	x	
Committee and Board Reports • Friends of the Library • Library Foundation • Board Committees	 x x x	
Review of CP 99-4.13 Internet Access Policy	x	
Review of CP 95-4.10 Public Library Gift and Donation Policy	x	
Review of Fee Schedule for AP 2002-1.08 Public Library Circulation Policy	x	
Director's Report	x	
Information Sharing	x	
Adjournment	8:38 pm	

CONTENT OF DISCUSSION

I. CALL TO ORDER

Sandy Ridlington called the meeting to order at 7:31 pm.

II. VISITORS' PROPOSITIONS

None

III. APPROVAL OF MINUTES

Motion: Leanne Giordono moved approval of the February 6, 2008 minutes as submitted. The motion was seconded by Corrine Gobeli and carried unanimously.

IV. LIBRARY BOARD PACKET QUESTIONS AND COMMENTS

Carolyn Rawles-Heiser introduced Scott Elmshaeuser, the newest Board member appointed by the County. Scott is employed by the OSU Alumni Association. He has two younger children and is an avid Library user. Additionally, Carolyn distributed a "Community Sustainability" town hall flyer on behalf of Anne Schuster. Corrine noted they are looking for 50 facilitators for this meeting. If interested in helping, see Corrine for a contact name.

Judith Edelstein questioned if the teen game night was an additional night for Monroe? Teresa Landers replied no, it is a change in schedule to allow for additional staff to be present. Leanne expressed curiosity as to why the article entitled "Faith in Volumes" was included in the Board packet. Carolyn and Carol Klamkin replied that they usually include all articles related to libraries. Corrine added that local churches donate numerous religious books to the Friends.

V. COMMITTEE AND BOARD REPORTS

Friends of the Library: Corrine reported the February book sale grossed over $34,700 and had 1000 boxes of books to sell. By comparison, the Friends sold $33,700 total in three different book sales last year so they are definitely ahead with two sales left to go this year. The book sale committee met to debrief afterwards in order to address some concerns, including the large volume of unsold books (5000 pounds) that were sent to OSU for recycling. Ideas generated include better advertising and signage, working with dealers, and possibly longer hours. Corrine expressed appreciation to Mark Speulda and Barbara Levine as well as Ted & Dolores Touw for their enormous efforts in organizing the book sale. The Friends will be sending a card and donation in memory of Alma Pastega. In January, $965 was collected from the 50-cent bookshelf sales; $250 of which came from Alsea Community Library. Due to high community interest, the Friends have been asked to work with Alsea staff to expand the selection. A sub-committee has been established to better organize the Friends' budget categories. There is a current opening on the Friends' Board for a Co-Treasurer. The position would require about half an hour per week. Additionally, there is an opening for the Fall Festival book sale chair since Corrine will be out of town this year. The annual membership drive is currently underway. All those who join the Friends before April 1 will have their name added to the drawing for a gift basket. Carolyn offered to write a letter of appreciation to Mark and Barbara on behalf of the Library Board.

Foundation Board: Sandy reported year-to-date income for the Foundation is $438,920 (this includes the $350,000 Loomis bequest) and year-to-date expenses are $14,474. The total equity for the Foundation equals $742,740. The Finance Committee met to determine a strategy for managing the Loomis funds. They ultimately decided the money will be handled as a separate endowment, but unlike most endowments, the principal can be spent. It was agreed that Treasurer Paul Dickey will invest all of the money as conservatively as possible by June 30. The Foundation met with Sheridan McCarthy from Meadowlark Publishing Services to discuss Tom McClintock's book on the history of the Library. A limit of $12,000 was designated to print 500 to 1000 copies. Sheridan estimated about six months to complete the project, according to Carolyn.

Board Committees: Committee members provided updates on any recent activities and/or discussions.

Speaker's Bureau: Sandy shared this committee is kicking around the idea of creating a boilerplate for newsletters that would include databases which might be useful to a particular organization. This would probably be arranged in conjunction with the *Current Library Services* committee.

Facilities Planning: The committee recently met and made some final edits to the Library Visit Checklist. The newest iteration was mailed to all Board members. The only item missing is the reviewer's name in the top right-hand corner. Martha Fraundorf added it would be nice to have a space for recording Circulation statistics and operational questions. Bill York agreed, but said it was the consensus of the committee to keep this particular checklist as "brick and mortar" as possible. Teresa noted statistical information on other public libraries is available in an easily accessible annual report. Corrine commented that when she visits another library, she always looks for Friends and what information they provide.

Current Library Services: No report.

Planning for the Future: No report.

VI. REVIEW OF CP 99-4.13 INTERNET ACCESS POLICY

Carolyn summarized the policy for the Board and noted a couple of edits under section 4.13.020 Policy, part "A" which Management Team recommended for clarification purposes. David Low inquired if these rules were the same as the Code of Conduct. Carolyn replied no and explained that the Code of Conduct rules apply to all buildings in the Library system and the Internet Access Policy only applies to the public computer areas. Motion: Martha moved approval of Council Policy 99-4.13 as amended. The motion was seconded by Corrine and passed unanimously.

VII. REVIEW OF CP 95-4.10 PUBLIC LIBRARY GIFT AND DONATION POLICY

Again, Carolyn summarized the policy for the group. The staff recommended the deletion of a couple of phrases including the Friends "advocating for library services" under 4.10.010 General Statement of Purpose section because it is irrelevant to the policy and "returned to donor" under 4.10.022 Books and Materials section. Martha inquired if a donor can ask for a book back if the Library decides not to add it to the collection. Carolyn and Mary Finnegan responded this request would be granted, but staff does not want it to be the norm due to space limitations. Motion: Judith Edelstein moved approval of Council Policy 95-4.10 as amended. The motion was seconded by David and passed unanimously.

VIII. REVIEW OF FEE SCHEDULE FOR AP 2002-1.08 PUBLIC LIBRARY CIRCULATION POLICY

Carolyn explained that staff would like to again raise the block threshold for fines to ten dollars to encourage patrons to use self-check. Currently, accounts are blocked at five dollars and patrons do not get turned over to the collection agency unless they have $50 on their account. Leanne inquired about the possibility of online payments and Carolyn said staff is pursuing this with the City computer department, but does not know when it will become a reality. Also, debit and credit card payments at the self-check machine will eventually be accepted. The City has a minimum requirement of five dollars to use this option. Bill questioned the seemingly inconsistent policy regarding magazine renewals. Teresa too inquired why magazines are not renewable? Leanne wondered if patrons generally pay before they reach their five dollar threshold. Lori Johnston replied affirmatively saying patrons are fairly well trained to do this. Shaun concurred and added that his research showed the threshold at other libraries tended to be ten dollars. Carolyn noted another reason magazines are not being renewed is because of the fact that it is difficult to place a hold on them with the current online system. Motion: Leanne moved approval of the Fee Schedule as amended and Sammi Fisher seconded. After discussion regarding possibly removing number one under Other Limits, the motion was passed unanimously.

IX. DIRECTOR'S REPORT

Carolyn reported the Budget Commission approved a number of the Library's enhancement requests, including the Volunteer Coordinator and Early Literacy Coordinator, the increase in Courier hours, and funding for a long-range master plan consultant. Furthermore, Carolyn shared the following:

- In-Service day on February 25 was a huge success with Joan Frye Williams and definitely created a buzz among staff members. Several Board members were also able to attend. Staff are now considering how to implement and incorporate Ms. Williams' ideas on customer service. The basic theme of her presentation was giving patrons the level of service they desire. Some patrons want an independent library experience while others desire more staff input.
- Staff are working with TLC, the Library's online vendor, to implement self pick-up of holds. A conference call is scheduled for tomorrow with TLC. Also, staff have begun to explore open source software with Eugene, Deschutes, and Multnomah public libraries whom they would partner with to write an LSTA grant proposal. Open source software would enable staff to develop the product to meet their needs rather than being dependent on outside vendors. Georgia currently has a similar statewide system in place and there are a number of other libraries moving in that direction. This option would save licensing fees, but would require more staff to develop and maintain the software.
- The roll-top desk belonging to E.E. Wilson and R.C. Wilson was sold for $1505 to Monica Dross.
- A quote was received for installing security cameras in specific public areas of the Corvallis Library. It was about $10,000 more than budgeted so Carolyn is going to check with the Safety Committee about requesting safety funds from the City.
- New meeting room furniture will be ordered next fiscal year thanks to a generous outside donation and the Friends of the Library.
- Update on libraries in Linn County - the Linn Library League is advocating for countywide library service. The League was gearing up for an election to approve an independent library district this fall, but the County Commissioners declined to add their request to the ballot. Thus, they had to obtain resolutions from all cities within the county who currently have libraries that want to participate (only Harrisburg and Brownsville have chosen to remain independent). The proposed tax rate of 68 cents has raised a lot of questions. The League has been doing a lot of outreach in the rural areas to get patrons excited about library services.
- Carolyn turned over the floor to each Division Manager who provided brief reports on their specific areas:

  Curtis Kiefer, Youth Services Manager: Curtis is really excited about the Early Literacy Coordinator. His division is in the midst of Summer Reading planning.

  Teresa Landers, Deputy Library Director: Teresa reported Monroe is still waiting for the income survey to be completed to find out if they are eligible for an LSTA community block grant. She also reminded everyone that she will be presenting on her trip to China next Monday at noon in the Library Main Meeting Room.

  Mary Norman, Access Services Manager: No report

  Shaun Hearn, Circulation Supervisor: Shaun reported several staff members assembled after In-Service day to discuss the lobby remodel.

  Lori Johnston, Circulation Supervisor: No report

  Mary Finnegan, Adult Services Manager: Mary noted that Adult Services is in the process of reviewing several databases in consideration of adding them to the collection.

  Carol Klamkin, Management Assistant: Carol informed the Board that Janelle Cook has been working with the OLA/SSD conference committee on publicity for the upcoming annual conference and Erin Kahle has been busy processing new memberships for the Friends. Further, the Library recently received the contract paperwork for the LSTA grant discussed previously.

The Gearing up for Gardening lecture series offered eight different programs this year. All were very successful with over 100 people in attendance at each session. Carol enthusiastically thanked the Friends for the framed posters and artwork now displayed in the hallway near the Administration office.

X. INFORMATION SHARING

Next Wednesday, Cheryl Maze will be presenting the Random Review on International Mysteries. Sandy noted the most amazing point made by Joan Frye Williams at the In-Service workshop is that if you accept someone else's opinion, it raises your IQ by 80 points. Sammi brought up the issue about teens using other people's Library cards, primarily to abuse the Internet policy. Carolyn confirmed this is an ongoing issue that is difficult to monitor, but when staff is made aware of a specific problem, they do take steps to rectify the situation. Teresa added it is important to let staff know. Mary Finnegan remarked she has received similar comments from the adult computer area and her staff recently brainstormed about how to tackle this issue. They are considering a volunteer monitor.

XI. ADJOURNMENT

The meeting was adjourned at 8:38 pm.

NEXT MEETING: April 2, 2008 at 7:30 pm

CITY OF CORVALLIS
HISTORIC RESOURCES COMMISSION MINUTES
MARCH 11, 2008

Present
Chick Gerke
Lori Fulton
Deb Kadas
Scott McClure
Robert "Jim" Morris
Bruce Osen, Chair
E. Ross Parkerson
Michael Pope
Karyn Bird, Planning Commission Liaison
Dan Brown, Council Liaison

Excused
Cynthia Solie, Vice Chair

Staff
David Coulombe, Deputy City Attorney
Bob Richardson, Associate Planner
Kelly Schlesener, Senior Planner
Mark Lindgren, Recorder

Guests
Kirk Bailey, PO Box 1702
B.A. Beierle, PreservationWorks
Colleen Clancy, 757 NW Polk St.
David Dodson, 311 SW Jefferson Ave.
Brian & Kris Egan, 459 SW Madison
Michael Moore, 545 NW 7th St.

SUMMARY OF DISCUSSION

	Agenda Item	Held for Further Review	Recommendations
I.	Visitor Propositions		Update on the Corvallis Sustainability Coalition. Update on the Corvallis Urban Renewal Plan. Presentation on the OSU Historic District.
II.	Public Hearing. A. Washington School (HPP07-00025) B. Jesse H Caton House (HPP08-00004)		A. Motion passed unanimously to approve the application as conditioned. B. Motion passed unanimously to approve the application as conditioned.
III.	HRC Work Program		Postponed.
IV.	National Register Nomination Comments		Motion passed 6-0 for the HRC to check "OK" on all six parts on the nomination form and that the property appears to meet the National Register criteria and recommends the OSU Historic District for listing.
V.	Historic Preservation Month		Discussion of awards and events.
VI.	Minutes Review		February 12, 2008 minutes approved as presented.
VII.	Other Business/Info Sharing		The Oregon Heritage Conference will be held May 4-6.
VIII.	Adjournment.		Meeting adjourned 9:36 p.m.

CONTENT OF DISCUSSION

Chair Bruce Osen called the Corvallis Historic Resources Commission to order at 7:00 p.m. in the Corvallis Downtown Fire Station Meeting Room, 400 NW Harrison Blvd. Introductions were made. Planner Kelly Schlesener introduced new Planner Brian Latta.

I. VISITOR PROPOSITIONS.

As Anne Schuster of the **Corvallis Sustainability Coalition** was not in attendance to make her presentation, Council Liaison Dan Brown related on her behalf (since he was City Council liaison to the group) that about 80 membership organizations participate in the CSC. Its purpose is to sponsor sustainability. He distributed a poster for a March 31 town hall meeting regarding sustainability.

David Dodson and Kirk Bailey gave an update on the proposed **Corvallis Urban Renewal District.** Kirk Bailey, PO Box 1702, displayed the proposed boundary of the district, reaching south to the Crystal Lake Sports Fields, including the Central Business District on 4th and 5th Streets and the Central Business Fringe.

Mr. Bailey related that the plan would be financed by tax increment financing. Property valuations would be frozen, and any increases in value would fund improvements in the area. The kinds of improvements to be funded must be identified in advance, to varying degrees of specificity. The City Council will refer the plan to voters.

Mr. Dodson added that the idea was one of the ideas that came out of the Downtown Corvallis Association's Downtown Visioning effort; an urban renewal district would be an important source of funding for the desired outcomes over twenty years. He clarified that "blighted conditions" are one of the prerequisites for forming such a district; they may include deteriorated or underutilized buildings or infrastructure that needs repair.

Lists of projects being considered include surface and perhaps structured parking facilities; extension of a multiuse trail from downtown to Crystal Lake Sports Fields along Evanite's riverbank; and a loan program for rehabilitation of historic structures. (The DCA loan program currently has a maximum amount of $26,000 for façade and upper floor redevelopment).

Proposed tax increment funding is expected to yield a total of about $31 million. This would allow a larger pool of funds available for historic rehabilitations, including costly seismic upgrades and ADA accessibility. He expected that the Planning Commission and City Council would likely review the plan in summer and review it to voters for their approval in May 2009.

Jim Morris asked whether the plan would include the boat landings; Mr. Dodson replied that the plan would include landings at both Crystal Lake Sports Fields and Aquathusiast at North Riverfront. Councilor Brown noted that urban renewal efforts in the 1950s and 1960s were not sympathetic to historic preservation and asked whether that approach had changed; Mr. Dodson replied that had indeed changed. He added that the intent is to provide funding to do projects that spur additional investment in the target area.

Mr. Parkerson asked if the effort would survey historic buildings. Mr. Bailey responded that there would not be a historic survey component. Mr. Dodson added that while there are some historic buildings downtown, the majority would not qualify individually as being historically significant. The community expressed an interest to maintain and spruce up the character of the downtown, including retaining and enhancing the historical character of buildings that have historic significance.

Mr. Parkerson emphasized that the downtown was a historic resource and asked what the community would gain in historic resources through the project. Mr. Dodson replied that access to a pool of funding would be provided to help maintain, preserve and enhance existing historical structures in the downtown.

Karyn Bird noted that with tax increment financing, no one would not be paying taxes. It simply means that taxes will be frozen at current levels and distributed as usual, with additional tax revenues focused towards urban renewal. Under this program, schools are exempted from being financially affected. Mr. Dodson added that local tax revenues allocated for school funding go to the state; the state equally distributes those funds throughout. Areas with urban renewal plans benefit, because the state is obligated to backfill the foregone revenue. Mr. Bailey stated that funds would be available to both the public and private property owners. Mr. Dodson added a no-interest loan program is planned to support rehabilitation. Mr. Bailey said that the City Council would make decisions on allocating funds. If a Downtown Commission is formed, one of its responsibilities may be to make recommendations to the Council for use of urban renewal funds.

OSU Campus Planning Manager Patty McIntosh and OSU Director of Facility Services Vincent Martorello gave a presentation on the proposed **OSU Historic District.** Mr. Martorello related that the OSU Campus Master Plan, approved in 2004, identified how the university would go about surveying and protecting historic resources. OSU has completed a nomination and application to SHPO for a portion of the campus; OSU is close to completing a nomination to the National Register for Historic Places. The national application will be submitted in spring and undergo a six to twelve month review. Following that, OSU will come before the HRC with zoning code language and design guidelines specific for the district. The district and code language will be incorporated into an overall historic preservation plan.

Mr. Martorello related that no other Oregon public college campuses have historic districts; the proposed district would be about 40% of the contiguous campus and would include 180 acres.

Patty McIntosh related that following the 2004 Campus Master Plan, the Historic Preservation Task Force received a $10,000 grant from SHPO. The group then won an almost $250,000 Campus Heritage Grant from the Getty Foundation. The four components of the group's action plan include the historic nomination; the zoning code; an educational component; and the historic preservation plan; the effort should be complete by 2009.

She said the campus was established in 1858. The first written OSU master plan was done by the Olmstead brother's firm, started by Frederick Law Olmstead. OSU is the only university or college that has submitted a district nomination. Joseph Bennes, campus architect from 1907 to 1942, constructed over fifty projects on campus.

Ms. McIntosh stated that there are 83 resources within the OSU Historic District boundary; 55 are Contributing to the district. (Contributing resources must have been constructed within the Period of Significance and retain sufficient integrity to convey the historic appearance and significance). The area also includes four eligible and Contributing open spaces, including the lower campus area, two quads and the 30th Street Mall (between Orchard Avenue and Washington Way). The district extends from Monroe, to 11th Street, to Washington and 30th Street. The Period of Significance is considered to be from 1888 (when the first building, Benton Hall, was built) to fifty years after that date.

She stated the district would help retain the connection to the Corvallis community, which was so important in organizing the university; further outreach to the community will continue. A Historic District code requirement will be developed and inserted into the LDC (Land Development Code)

Chapter 3.36 after a public review process. Once a district nomination is approved, a marker sign will be erected. The surveying that has been done as part of research towards the nomination has created a sizable database that can be used internally to evaluate historic preservation treatments of resources.

Councilor Brown asked if the 30th Street Mall, as a historic resource, included contiguous properties. Ms. McIntosh replied that it only included the green space and significant vegetation and does not include the streets or athletic fields. Ms. Bird asked if the grove of oaks south of Dryden Hall were protected in this area. Ms. McIntosh replied that they would have double protection. Mr. Parkerson thanked the presenters for the research on campus historic resources.

II. PUBLIC HEARINGS –A. Washington School (HPP07-00025)

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 – None.
2. Ex Parte Contacts – No ex parte contacts were declared or rebutted.
3. Site Visits –Declared by all Commissioners except Commissioners Osen and Gerke.
4. Objections on Jurisdictional Grounds – None made.

C. Staff Overview:

Mr. Richardson stated the property's historic name is the Washington School; the current name is the Benton Center. The owner is the Linn-Benton Community College; the site is located at 757 NW Polk Avenue. It is a designated historic resource listed in the Corvallis Register of Historic Landmarks and Districts. The applicants are requesting a Historic Preservation Permit to develop fourteen additional parking spaces on the site. Seven are located along the west side of the building (the east side of the

driveway) in an area currently used as a passenger drop-off area. Seven other spaces would be created in the existing parking area on the north side of the building. No alterations are proposed to the actual structure; only to the parking lot and associated landscape areas. The changes are subject to review and approval of a Conditional Development Modification application concurrent with this request (and vice versa).

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:

Applicant representative Colleen Clancy stated she is Director of the Benton Center of the LBCC. She explained the reason for the request is that a long-time informal agreement with nearby Avery Square to share parking recently lapsed (Avery Square's own parking needs have increased beyond the available space). The adjacent Borders store's success has also maxed out its own parking. At the same time, the Benton Center's remodel has brought many additional students to the facility, bringing increased parking pressure to the area. Its standard is for six parking spaces per classroom.

She related that a year ago, the City of Corvallis convened stakeholders to brainstorm on the parking problem. They identified the need for short term parking for the facility and LBCC agreed to make this request for a permit to convert a drop-off area to seven new spaces and to create as many additional spaces as possible in the primary back lot area.

David Dodson, Willamette Valley Planning, outlined the layout of the site, saying the main entrance was on the north. He noted that seven new, short-term parking spaces would be created by converting the current drop-off lane on the west. The creation of seven other parking spaces in the existing main parking lot would require removal of two trees. He explained that though the original Conditional Development Approval showed the site having 124-148 parking spaces on site, there are only 117 spaces there currently; therefore, this proposal brings the project into compliance with what was approved.

Though the staff report states that several trees will be removed and seven additional trees added, he stated his understanding is that five trees would be removed and eight new trees planted. No existing structures will be modified in any way.

He noted the HRC review criteria primarily addresses historical compatibility for such applications. Since the building is not being altered, the proposed modifications are generally considered to be compatible. The Site Development Criteria are probably the most relevant to the request. The proposed alteration to the lot and circulation system still maintains the existing pedestrian and vehicular circulation patterns on the site. The applicants concur with staff's recommendation to approve the request.

Mr. Parkerson asked whether relocating existing trees that must be removed was planned and whether there was intent to do more landscaping at the north. He added that two trees shown on the plans do not actually exist. Mr. Dodson replied that the two missing trees should be added if they are not there. He did not know of the local availability of a rear-mounted tree spade that would allow replanting of relatively large trees; he would not generally advise replanting trees over three inches in diameter at breast height. He added that two of the three sequoias (which he opined were planted too close together) would be removed.

Mr. Parkerson asked about the red fire curb. Ms. Clancy replied that the Fire Marshall toured the site and specified safety standards. Ms. Kadas stated the parking expansion is much needed and praised applicants for their work with neighbors.

F. Staff Report:

Planner Bob Richardson stated that review criteria 2.9.100.04 considers the historic integrity, significance and condition of the resource. The structure was built around 1923 and modifications include those done in 1952 and 1954; there were two additions built in 2003. The building is in good shape; the survey form describes the main façade as being well maintained and intact. The proposed changes do not impact the physical structure, so the proposal is compatible with 2.9.100.04.b.1.

He noted that 2.9.100.04.b.2 criterion asks whether proposed changes cause the site or structure to more closely approximate its original form and if not, whether proposed changes are compatible with the historic district or structure. He related that the changes are different from what is there and the historic original site, so it is important to evaluate the request for its historic compatibility. Since the changes do not impact the structure, design, materials or style, the changes are compatible.

Regarding fourteen additional criteria in 2.9.100.04.b.3, the staff report focused on the most relevant, Site Development. Since the pattern of pedestrian and vehicular circulation would not be changed, the proposal is consistent with the criteria.

Mr. Richardson noted the commission could consider adding a fourth Condition of Approval, regarding adding two trees shown in the site plan that do not appear to be planted. Staff recommends approval of the request as conditioned in the staff report.

Mr. Osen asked why there were fewer spaces than the number approved by the Planning Commission. Mr. Richardson replied that there may have been an error in counting the parking spaces when it was striped. Councilor Brown asked if removal of trees that are not Historic Resources are an appropriate concern of the HRC; Mr. Richardson responded that the HRC has no jurisdiction over trees that are not designated as Historic Resources.

G. Public Testimony in favor of the application: None.

H. Public Testimony in opposition of the application:

Michael Moore, 545 NW 7th St., stated that the proposal to add more parking spaces is not consistent with the direction the community is heading regarding sustainability. He asked what would happen when more parking spaces were needed and if more trees would be removed; and if LBCC promoted alternative transportation. He said that his adjacent neighborhood is slammed by cars from 8 a.m. to 6 p.m. He stated that adding more parking would be acceptable if no more students parked on nearby residential streets; he said the situation was not fair to neighbors.

Mr. Pope suggested Mr. Moore discuss with Councilor Brown establishing a parking district in the neighborhood. Mr. Osen added that the HRC is constrained to make a judgment based on a narrow set of LDC criteria.

I. Neutral testimony: None.

J. Rebuttal by Applicant:

Mr. Dodson replied that the proposed parking is only one of several options being considered, including alternative transportation modes. He noted the Benton Center was a satellite campus that allows Corvallis residents an opportunity to use the facility, as opposed to driving or otherwise traveling to the Albany LBCC campus.

Ms. Clancy added that the expanded parking is a companion to several alternative transportation strategies. There are discussions about expanding the 9th Street Loop Bus service to improve bus commuting. There are also discussions with Corvallis Transit to change bus lines and extending the OSU Shuttle to address needs of dual-enrollment students at OSU.

Ms. Bird suggested adding more bicycle parking; Ms. Clancy replied that the facility hasn't seen the need to do so but is open to that (there is now capacity for thirty bikes).

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:

Mr. Parkerson moved and Mr. Pope 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; with the addition of a new Condition #4, which would require planting of an additional two trees to the north. Ms. Fulton stated that the tree planting in the added condition was not applicable to the historic criteria. Motion failed due to lack of a second. Ms. Schlesener added that the two trees in question are in the initially approved site plan and planners can work with the applicant to see that they are planted.

Ms. Fulton moved to approve the application as presented and conditioned in the staff report; Mr. Morris 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.

II. PUBLIC HEARINGS –B. Jesse H. Caton House (HPP08-00004)

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 – None.
2. Ex Parte Contacts – No ex parte contacts were declared or rebutted.
3. Site Visits –Declared by all Commissioners except Commissioner Osen.
4. Objections on Jurisdictional Grounds – None made.

C. Staff Overview:

Mr. Richardson stated the site is located at 602 NW 4th Street; it is listed in the National Register of Historic Places and in the Corvallis Register of Historic Landmarks and Districts. The request is to install a monument sign near the southeast corner of the lot. It is proposed to have a thirty-inch wide peaked roof on two ten-inch square posts, each sixty inches tall. It would be constructed of horizontal wood siding, with a plywood sign plate with vinyl lettering affixed to it. The highest point of the sign would be about 82 inches above grade and about 77.5 inches wide. To minimize impacts to nearby tree roots, the sign is proposed to be installed on a concrete pad. Lights would be installed underneath the sign roof and pointed down.

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:

Brian Egan, 459 SW Madison, stated that time pressures prevented the sign design from being included as part of the original HRC presentation. The design reflects the house design, with the column design mimicking the porch, and with its roof the same color, materials and shape as that of the house. He related that the City Forester, Becky Merja, recommended using the concrete slab to avoid impacting the nearby tree, even though it is not appropriate to the historic nature of the house. He added that there are other similar monuments with historic houses on the same block with similar scale and proportion.

Kris Egan added that part of the reason for the roof is to protect the sign against falling walnuts and branches. Councilor Brown opined that the sign will have the effect of visually balancing the building's lower north additions.

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 proposed freestanding sign will not attach to, cover, or obscure the existing structure. Its design reflects house features and style and uses similar materials. Therefore, it is compatible with the first set of criteria.

In regards to 2.9.100.04.b.2, since there was not originally a sign on the site, it needs to be historically compatible. Due to its matching features, style and materials, it is historically compatible.

In regard to 2.9.100.04.b.3, the staff report relates that the sign mimics house features and materials, including eave returns, wood shingles, and horizontal lapped siding. Based on applicant-provided illustrations, the scale and proportions and placement relative to the tree make it appear to be historically compatible; it will not compete with the primary structure. In regards to the Site Development criterion, the sign indicates that a business is there.

He stated that staff recommended approval of the request with two conditions of approval.

G. Public Testimony in favor of the application: None.

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:

Mr. Parkerson moved and Mr. Morris seconded to close the public hearing; motion passed.

N. Discussion and Action by the Commission:

Questions from the Commission: None.

MOTION:

Ms. Fulton moved to approve the application as presented and conditioned in the staff report; Mr. Pope seconded. Motion passed unanimously. Councilor Brown stated the community owes the applicants thanks for making the city a better place; Ms. Kadas concurred.

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.

Postponed to a subsequent meeting.

IV. NATIONAL REGISTER NOMINATION COMMENTS.

Planner Richardson highlighted nomination comment sheets and related that SHPO would appreciate any HRC comment. He noted that the Camp Arboretum Sign Shop is in the county, not the City, so the HRC may choose not to comment on it.

Ms. McIntosh stated that the OSU Historic District was unanimously approved by the State Advisory Committee for Historic Preservation. She suggested that the HRC submit any comments or concerns to SHPO, which must relay them to the National Register by April 1.

Mr. Parkerson stated that he attended the recent State Advisory Committee for Historic Preservation hearing locally; he stated that it is an opportunity for Corvallis and OSU to be the first campus historic district on the National Registry in Oregon and among the first in the country. He recommended the HRC move forward to lend its support to the nomination. Ms. Fulton noted she was an OSU employee and so recused herself.

Mr. Parkerson moved for the HRC to check "OK" on all six parts on the nomination form and that the property appears to meet the National Register criteria and recommends the OSU Historic District for listing; Mr. McClure seconded. Motion passed 6-0. Planner Richardson stated he would forward the recommendation.

Chair Osen asked if there were any discussion on the Camp Arboretum Sign Shop. Mr. Parkerson opined that the building was probably outside the commission's jurisdiction. Mr. McClure stated that the matter was not on the agenda of the County Historic Resources Commission's meeting the previous meeting, but that it could probably vote via email. He noted he was pleased the building would be preserved.

Ms. McIntosh stated she has so far only found one other campus historic district, at the University of Florida at Gainesville. B.A. Beierle, PreservationWorks, added that the University of Virginia Central Quad, designed by Thomas Jefferson, is a National Historic Landmark; there are a few other universities with more limited historic districts.

V. HISTORIC PRESERVATION MONTH.

Planner Richardson reported that Jane Powell will speak on Tuesday, May 20, at the awards ceremony at the County Courthouse. The HRC awards subcommittee decided to accept public nominations; he highlighted the draft nomination form, subject to any final comments. He will mail it to the Council, the Planning Commission, all owners of historic properties, the Interested Parties list and to PreservationWorks; the deadline for receipt of nominations is April 11 at City Hall. A meeting of the full HRC is scheduled for April 22 to start to review nominations.

There was consensus that the plaques chosen by Planner Richardson to frame the awards were acceptable. In discussion of the Stewardship Award, Mr. Richardson clarified that an organization must have been steward of a property for at least ten years.

Ms. Beierle gave an update of scheduled events. She asked whether it would be appropriate for a tour of the Whiteside Theater (a benefit to fund restoration) to be listed as part of the other, free listed events. It was noted that previously, other tours that charged fees have been listed. Following discussion, there was consensus to include the Whiteside tour in the listings.

VI. MINUTES REVIEW.

Mr. Parkerson moved and Mr. Morris seconded to approve the February 12, 2008 minutes as presented; motion passed unanimously.

VII. OTHER BUSINESS/INFORMATION SHARING.

Ms. Beierle announced that there would be a work party May 3 at a historic house, removing a vintage 1930's bathroom not part of the structure's period of significance. Materials will be salvaged.

Mr. McClure highlighted the Oregon Heritage Conference to be held May 4-6.

VIII. ADJOURNMENT: The meeting was adjourned at 9:36 p.m.

3-11-08

This letter is in response to Linn Benton Community College's proposal to add parking and replace trees by the Benton Center. It is my concern that additional parking will only serve to exacerbate the problem of students being able to find sufficient parking for their educational endeavors. Doing so would allow students of LBCC to continue relying on the most wasteful mode of transportation as well as encourage students who would otherwise find alternate means to feel comfortable with driving. Once those additional spaces do not suffice, what other solution is this town going to come up with?

My issue is that this community has done an incredible job of becoming more and more sustainable. We are rated as being one of the most bicycle friendly towns in all of Oregon, and continue to lead the way with sustainable initiatives like the new tan recycle bins and Blue Sky. We've set an awesome example for cities across the nation on how to conserve resources and promote sustainable alternatives; from things like transportation and recycling to the construction of the Kelley Engineering building (the "greenest" academic engineering building in the nation). I feel like LBCC could do a lot more to encourage students to use bus routes, ride bikes if living within a reasonable distance of campus or create car pool networks. I've lived at 545 NW 7th for over six months now and not once have I ever seen more than one student get out of a car that parks down my street. I think that adding more parking spaces is sending the wrong kind of message that isn't consistent with the direction this community is going.

At the same time however, it is unreasonable of me to ask that *all* community college students find another mode of transportation besides single occupancy vehicles. I understand that what makes a community college attractive is the cost, but also the flexibility of class loads and schedules that make higher education accessible for those with atypical circumstances (families to look after, jobs to juggle, other commitments, etc). That kind of variability among student body makes providing parking a necessity. I wouldn't like to see additional parking in the neighborhood, but if the Historic Resources Commission insists on ripping out historic trees to put in parking, residents of 7th street shouldn't have to compete with students for parking down the street or in the cul-de-sac. 7th street residents should get the cul-de-sac for their vehicles only, and the Benton Center should no longer be allowed to encourage students to treat our street like a parallel parking free-for-all. Not to mention that removing full grown trees seems like an incredibly inappropriate way to update any location of historic nature. Stop for a second and think what it would be like to have the street you live on slammed with cars from 8 in the morning till 6 at night; you'd understand how my neighbors and I feel when we say that if you *must* put in extra parking, let us have a cul-de-sac free of student transportation desires.

Sincerely,
Michael Moore

Michael Moore

Attachment A

DRAFT
Subject to review & approval by WMAC

Watershed Management Advisory Commission
MINUTES
March 19th, 2008

Present
Jennie Cramer
Matt Fehrenbacher
Michael Campana
Paul Berg
Aaron Wolf
Jeff McDonnell
Jacque Schreck
Hal Brauner, City Council
Excused

Staff
Steve Rogers, Public Works
Tom Penpraze, Public Works
Garrett Chrostek, Public Works
Jon Boyd, Public Works
Mike Hinton, Public Works

Visitors
Ken McCall, U.S. Forest Service
Mark Miller, Trout Mountain Forestry

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of February 20th Minutes			Approved
III. Staff Reports	X		
IV. Public Comment	X		
V. Elect Chair and Vice Chair			Jennie Cramer elected Chair Matt Fehrenbacher elected Vice-Chair
VI. Watershed Plan Implementation Budgeting	X		
VII. Commission Reports/Requests	X		
VIII. Public Comment Period	X		

CONTENT OF DISCUSSION

I. Introductions

Introductions of Commissioners, Staff, and Visitors were made. A quorum was present. Commissioners Wolf, McDonnell, and Schreck attended their first Commission meeting.

II. Approval of February 20th Minutes.

Commissioner Campana moved to approve the February 20th minutes as submitted. It was seconded by Commissioner Cramer and approved unanimously.

III. Staff Reports.

Public Works Director Steve Rogers announced that the City had entered into a contract with Turnstone Environmental for Marbled Murrelet surveys. Approximately 500 acres will be surveyed over two years with work beginning this spring. Areas selected for surveying are areas identified for future harvests and buffers around potential harvest sites. Completion of a survey affords the City five years in which to perform harvesting activities on a particular site. After such time additional surveys need to be completed. If a survey reveals the presence of a Murrelet, that area is restricted from harvesting until a future survey determines that birds no longer inhabit the area.

Mr. Rogers announced that the contract for a consulting forester was awarded to Trout Mountain Forestry. The City received two qualifying proposals from Trout Mountain and Stutzner Engineering and Forestry. Integrated Resource Management did not submit their proposal by the deadline. Letters of intent to award have been distributed and the contract is currently in the appeals period of the contracting process with a final contract expected to be signed around the first of April.

In response to Commission requests for an overview of Commission roles and responsibilities, Mr. Rogers distributed a document containing such information to the Commission(See attachment I). This document included more detail than the outline version distributed to the Commission in January. Commissioners were requested to review the document in order to have a discussion at the April meeting.

Utilities Division Manager, Tom Penpraze, distributed copies of the newly released Water Quality Report for 2007. He noted that an article concerning the watershed had been included as part of this year's report. Mr. Penpraze also announced that grants from the Siuslaw Stewardship Group for culverts and large wood debris had been approved.

IV. Public Comment

Ken McCall of the U.S. Forest Service reminded staff and Commissioners of grant opportunities through the Marys Peak and Siuslaw Stewardship Groups. These grants are

funded by retained receipts from timber harvests. He noted that the City was able to obtain a grant from the Siuslaw Stewardship Group because they approved sending funds to the Marys Peak Stewardship Group. Mr. McCall also stated that the City's grant proposal was of such high quality that it was awarded $10,000 in addition to the funds requested in the grant.

V. Elect Chair and Vice Chair

Nominations for Chair and Vice Chair were requested from the Commissioners. Commissioner Campana nominated Commissioner Cramer for chair. Commissioner Cramer was elected unanimously. Chair Cramer nominated Commissioner Fehrenbacher for Vice Chair. Vice Chair Fehrenbacher was elected unanimously.

VI. Watershed Plan Implementation Budgeting

Mr. Rogers referred Commissioners to the budget documents included as attachments to this month's agenda packet and distributed an additional spread sheet (see attachment II). He stated that each month an income statement is produced for each City Fund. Revenues for the Water Timber Fund include the timber sale and leases of property for radio towers on top of Marys Peak. The account is charged a service fee of a certain percentage to cover support services such as the City Attorney. Other major expenses for fiscal year 07-08 include hiring an intern and a retirement cash out for a long term employee. Transfers were also made out this account for matching funds for capital construction grants (fish ladders and culvert replacement). Management activities discussed at Commission meetings such as Murrelet monitoring and timber harvesting are placed into the Special Projects category. Each special project is assigned a project number to track expenses charged to that project. Timber harvest taxes are included as a separate special project because of accounting preferences of the City Finance Director. Mr. Rogers stated that he will begin distributing these financial documents to the Commission on a quarterly basis.

Mr. Rogers then presented budgets (See attachment III) for the remainder of fiscal year 07-08 and fiscal year 08-09 which includes all the proposed management activities found in the proposal submitted by Trout Mountain. For the remainder of fiscal year 07-08 expenses will exceed the budget but remain below revenues. However this will reduce the carry over for fiscal year 08-09 and after including the proposed projects and estimates from Trout Mountain, a deficit of approximately $17,000 is projected. Councilor Brauner noted that state law prevents municipalities from deficit spending. Mr. Rogers stated that the $17,000 would have to come from a reduction in spending and he encouraged Commissioners to read Trout Mountain's proposal so that project prioritization can occur at the next meeting. He also noted that given the current timber market, it is likely that the Commission will have to make a recommendation as to whether a harvest should occur in the next fiscal year. Without this revenue source, additional cutbacks in spending would be expected.

VII. Commission Reports/Requests

Commissioner McDonnell requested a tour of the watershed. Chair Cramer requested an update on the proposed scope of work for the upcoming work season. She noted that a number of activities such as invasive control are time sensitive and missing the time frame will add additional future expenses. Mr Rogers responded that he is meeting with representatives from Trout Mountain Forestry to discuss the scope of work and would present a proposed scope of work at the next meeting.

VIII. Public Comments

No comments were offered.

NEXT MEETING: April 16th, 2007, 5:30 p.m., Madison Avenue Meeting Room

Willamette Criminal Justice Council

2007 - 2008 WCJC - Full Council
March 19, 2008 Meeting

MINUTES

Wednesday – March 19, 2008 3:00-4:00 PM

In Attendance: Dan Bedore, Gary Boldizsar, Floyd Collins, Mark Cotter, Rick Crawford, Jay Dixon, Tom Eversole (by proxy), Elizabeth Foster, Rick Hein, Roger Kroening, Al Krug, Mark McCambridge, JoAnn Miller, Jon Nelson, Gail Newman, Jack Rogers, Jon Sassaman, Diana Simpson, Cheryl Stone (by proxy), JoAnne Trow, Deb Williams

Members Present: 21 = **Quorum** (Positions filled: 35 Quorum Requirement: 18 members)

Absent: Ed Boyd, Rob Corl, Charlie Crawford, Bill Currier, Trish Daniels, Ken Elwer, John Haroldson, Jim Hogeboom, Jim Kramer, Jeff Lanz, Paula Michaud, Dan Schwab, David Sheehan, Locke Williams

Vacancies: Adair Village City Councilor, Adair Village Citizen Rep, Philomath City Manager/Rep

Staff: Michele Spaulding

Guests: Mitch Anderson, Marie Laper, Erik Martinez, Jeanne Nelson

ACTIONS:

- ☑ **February 2008 minutes approved as submitted.**
- ☑ **Meghan Caughey will be invited to speak to the WCJC Full Council.**
- ☑ **The Benton County Mental Health Department's 09-11 Biennial Plan was approved by the WCJC Full Council.**

FUTURE AGENDA ITEMS:

- Alternative Incarceration Programs -- what are they and do they work? DA's Office could present
- View "Faces of Recovery", a film being made by OSU students
- Bob Kerr, OSU Greek Life Coordinator

UPCOMING MEETINGS (3:00pm – 4:30pm):

- **April 16th**
- May 8th
- June 18th
- No July Meeting

2007 - 2008 WCJC - Full Council
March 19, 2008 Meeting

Call to Order & Introductions

Gary Boldizsar called the meeting to order at 3:02pm. Introductions were made, the attendance roster was circulated.

1. Minutes

☑ **February 2007 minutes approved as submitted.**

2. WCJC Committees, Projects, LPSCC Activities

- **General Updates: Gary Boldizsar**

  A WCJC letter in support of the Benton County Commission on Children & Families for the 2008 Drug Free Communities Grant was approved. JoAnn Miller will know if they received the grant in August, 2008.

  The proxy voting guidelines discussed at the last WCJC Full Council meeting were distributed and the five day waiting period passed with no requests for changes, so the WCJC Bylaws were amended to include those guidelines and the updated bylaws were distributed. Hard copies are also available from Michele Spaulding.

  The annual 2008 HB3369 Report was filed. The WCJC Year in Review was used as Benton County's LPSCC report.

  There were two requests for the DUII VIP Grant; one from the Corvallis Police Department and one from the Philomath Police Department/Benton County Sheriff's Office. Additional research is being done regarding the possibility of matching funds which will be brought back to the WCJC Executive Committee. Both grant requests were for the full amount available.

- **Task Forces**

  Drug Treatment Court (DTC) – Erik Martinez

  Adult DTC:

Total Current Active Participants	43
Gender (active participants)	
Male	53%
Female	47%
Average Age of Current Participants	29.7 years of age
Participants Graduated from Program	89
Average Age of Graduates (in years)	35.6
Average Time in Program per Graduate	19 months
Participants Terminated from Program	53
Total Participants since November 2001	205

Upcoming Events

- **Clean and Sober Recovery Fair planned for May 2008 with games, displays, and DTC graduation.**
- **SAMHSA Grant Application**

Juvenile DTC:

Total Participants Admitted to Program:		31
Participants Graduated:		5
Participants Terminated:		7
Total Current Participants:		13
Participants graduated from high school:		2
GEDs Earned in Program:		5
Average Age of Current Participants (in years):		16.5
Average Time in Program (in months)		16.6
Gender of Participants	Male:	61.3%
	Female:	38.7%

Recent Accomplishments:

- **One participant is currently testing for a GED**
- **Two participants are living independently**
- **Two participants have obtained their driver's license**

3. Other Business

Benton County Mental Health Department 09-11 Biennial Plan – Mitch Anderson, Marie Laper

- The planning process has changed from using a very detailed strategic plan to using broad strategies and goal areas. Benton County's Mental Health Department has four major goal areas:

1. Make sure services match community demographics – two areas Benton County can improve include proactive early intervention and services to seniors
2. Provide children, youth, and families services in their home communities – local support for local needs
3. Illness management prevention - Integration of services; seamlessly move from one service to another (mental health to addiction services to primary health care…) and screen for additional service needs
4. Peer delivered services – people who have received services serving others

The complete 09-11 biennial plan is available from Mitch Anderson and Michele Spaulding if you would like a copy.

Questions were raised about peer delivered services. An 11 week program is being developed by Meghan Caughey the Peer Wellness Coordinator. The goal is to have a trained group of peers in each community who are willing to provide respite stays and help folks who are having difficulty shopping, visiting people in the hospital, etc. A certification process is also being researched.

- ☑ **Meghan Caughey will be invited to speak to the WCJC Full Council.**
- ☑ **The Benton County Mental Health Department's 09-11 Biennial Plan was approved by the WCJC Full Council.**

- Dan Bedore presented information about a 20 minute production The Effects of Meth on Youth developed by the Linn County Committee for the Prevention of Child Abuse. The committee is looking for funding to help pay off balances associated with making the video. Sponsors who can either donate $500 or help with the production costs of $3 each for 166 DVDs for distribution to groups that will use it for educational purposes. If this group has discretionary funds or if someone in this group would like to partner with another group headed in the same area, the project is available.

Adjournment

The meeting was adjourned at 3:40pm.

MEMORANDUM

To: City Council Members

From: Charles C. Tomlinson, Mayor CCT

Date: April 14, 2008

Subject: Appointments to Boards, Commissions, and Committees

I am appointing the following persons to the indicated advisory boards and commissions for the terms of office shown:

Citizens Advisory Commission on Transit

Tad Abernathy
1550 NW Woodland Drive
Corvallis, OR 97330
Telephone: 740-8725
Term Expires: June 30, 2009

Tad owns the local American Family Insurance office, has lived in Corvallis for two years, and was a team leader for the Wildcat Park construction effort.

Commission for Martin Luther King, Jr.

Anthony Stumbo
353 NW 23rd Street
Corvallis, OR 97330
Telephone: 740-0741
Term Expires: June 30, 2009

Anthony lives in Corvallis and owns his own painting company. He is very interested in human rights.

I will ask for confirmation of these appointments at our next Council meeting, May 5, 2008.

c: Department Directors

1051

MEMORANDUM

From: Ken Gibb, Community Development Director

To: Mayor and City Council

Date: April 3, 2008

Re: McGarry Health Hazard Annexation (ANN08-00001) -
Scheduling a Public Hearing Regarding an Ordinance to Annex the Property to the City; and
Scheduling a Public Hearing Regarding an Ordinance to Remove the property from the Corvallis Rural Fire Protection District.

Staff request that the City Council schedule two public hearings relating to annexation for a health hazard, which is the result of a failing subsurface sewage disposal system for a parcel located at 2520 SE Crystal Lake Drive. One hearing would be to consider adoption of an ordinance to annex the property at 2520 SE Crystal Lake Drive to the City. The second hearing would be to consider adoption of an ordinance to remove the property from the Corvallis Rural Fire Protection District.

Staff request that the hearings be scheduled for May 5, 2008, at 7:30 p.m. The hearings would be held in the Downtown Fire Station Main Meeting Room at 400 NW Harrison Blvd.

MEMORANDUM

To: Mayor and City Council

From: Tony Krieg, Customer Services Manager

Subject: LIQUOR LICENSE INVESTIGATION - Thanh-Hien Vietnamese
Date: April 14, 2008

The City has received an application from Eugelinda Nolan, owner of Thanh-Hien Vietnamese Restaurant doing business as, Thanh-Hien Vietnamese located at 2329 NW Kings Blvd, Corvallis, OR 97330. This application is for a Limited On-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.

Limited On-Premises Sales License
Allows the sale of malt beverages, wine and hard cider for consumption on the licensed premises, and the sale of kegs of malt beverages for off-premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.

MEMORANDUM

TO: **Mayor and City Council**

FROM: **Ken Gibb, Community Development Director**

DATE: **April 17, 2008**

RE: **PLANNING COMMISSION VACANCIES**

I. ISSUE:

The terms for three positions on the Planning Commission will expire on June 30, 2008.

II. BACKGROUND:

Planning Commission positions #1, #6, and #9, will expire on June 30, 2008. Position #1 is currently held by Frank Hann, who is completing his first full term. Position #6 is currently held by Steve Reese, who was appointed on June 12, 2007, to fill an unexpired vacancy. Position #9 is currently held by David Graetz, who is completing his second full term.

III. DISCUSSION:

Vacant Planning Commission positions are filled by the City Council through a recruitment and selection process in which the position is advertised and interested citizens are invited to apply. The selection process involves completing an application and an interview with the City Council (with pre-selected questions). When all candidates are interviewed, the Council makes a selection.

Once a new Commissioner is selected, staff provides basic orientation and an overview of the planning process. Staff also provides copies of necessary planning related documents including the Statewide Planning Goals and Legislation, Comprehensive Plan, Land Development Code, and the Vision 2020 Statement. As needed, additional training is also available for the Planning Commission members.

IV. PROPOSED SCHEDULE:

The recruitment schedule is tentatively proposed as follows:

Advertisement	Wednesday, April 30, and Sunday, May 4
Receive applications	Through 5 p.m. on Friday, May 23
Schedule interviews	Week of May 27-30
Council interviews	Tuesday, June 3 @ 5:20 p.m.
Appointments	Monday, June 16, 2008

V. ACTION REQUESTED:

City Council is asked to accept the schedule for the Planning Commission vacancy.

Review and Concur:

Jon S. Nelson, City Manager

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

THE CITY OF CORVALLIS INVITES APPLICATIONS FOR PLANNING COMMISSION VACANCIES

(Terms from July 1, 2008 - June 30, 2011)

The Corvallis City Council invites interested persons to apply for one of three positions on the Corvallis Planning Commission. The City Council will interview applicants and make selections at a time and place to be announced.

- The Planning Commission advises the City Council on land use planning policy and reviews various development proposals for compliance with the Comprehensive Plan and applicable land use regulations.

- The Commission consists of nine members appointed by the City Council. The three positions will extend from July 1, 2008, through June 30, 2011. Members of the Planning Commission receive no compensation and attend an average of two regular Planning Commission evening meetings each month and an average of an additional special meeting or two (liaison to other commissions, task forces for long range planning projects, etc.) each month, as needed. The majority of the additional special meetings are during the evening, but some are during the day. Review of materials for meetings averages 1-2 hours per meeting, although in some complex cases can be up to 3 hours.

An application packet may be obtained from the Community Development Department, Planning Division, 501 SW Madison Avenue, or by calling the Community Development Department, Planning Division, at (541)766-6908. An application is also available on the City's web site at: www.ci.corvallis.or.us (select "What's New"). Completed forms must be returned to this office by 5:00 p.m. Friday, May 23, 2008.

Kathy Louie
Assistant to City Manager/City Recorder

Please publish as Display Ad: Wednesday, April 30, and Sunday, May 4, 2008

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

Community Development
Planning Division
P. O. Box 1083
Corvallis, OR 97339
(541) 766-6908 Fax 754-1792

DRAFT

2008

Planning Commission

Application

Packet

Deadline: Return by 5:00 p.m., Friday, May 23, 2008

CITY ORDINANCE

1) Hereby is created a City Planning Commission for the City of Corvallis, Oregon. The Planning Commission is created pursuant to ORS 227.020.

2) The City Planning Commission shall consist of nine members to be appointed by Council. No more than two voting members of the Commission may be engaged principally in the buying, selling, or developing of real estate for profit as individuals or be members of any partnership or officers or employees of any corporation that engages principally in the buying, selling, or developing of real estate for profit. In the interest of ensuring a balanced, community-wide perspective on the Planning Commission, no more than two members shall be engaged in the same kind of occupation, business, trade or profession.

3) Upon expiration of a term or vacancy, a public announcement of the opening will be announced in a newspaper of general circulation in the City. The notice shall contain the qualifications for appointment in subsection 2) and a list of the occupations of existing commissioners. After receiving applications Council may conduct interviews. If more than one application is submitted, Council shall hold a ballot vote conducted by the City Recorder. Any person receiving a majority vote shall be appointed to the Planning Commission. If no person receives a majority vote, the two receiving the most votes shall be voted upon again. The one then receiving the majority vote shall be appointed to the Planning Commission.

4) Five members of the City Planning Commission shall constitute a quorum. If a quorum cannot be obtained because five or more members have a conflict of interest, the quorum requirement shall be reduced to three for that issue only.

5) A member of the Planning Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or his or her spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which she or he is then serving or has served within the previous two years, or any business with which she or he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken. Examples of conflict of interest include:

a) The member owns property within the area entitled to receive notice of the public hearing;

b) The member has a direct private interest in the proposal; and

c) For any other valid reason, the member has determined that participation in the hearing and decision cannot be in an impartial manner.

6) The Commission shall have the authority which is now or may hereafter be assigned to it by Charter, ordinances, or resolutions of the City and ORS 227.090, and other State laws.

The Planning Commission shall function primarily as a comprehensive planning body proposing policy and legislation to Council related to the coordination of the growth and development of the community. The functions of the Planning Commission shall include, but not be limited to, the following:

a) Review the Comprehensive Plan and make recommendations to Council concerning Plan amendments which it has determined are necessary based on further study or changed concepts, circumstances, or conditions.

b) Formulate and recommend legislation to implement the Comprehensive Plan.

c) Review and recommend detailed plans including functional plans which relate to public facilities and services, and subarea plans which relate to specific areas of the community to implement the Comprehensive Plan.

d) Assist in the formulation of the Capital Investment Plan (Capital Improvement Program) and submit periodic reports and recommendations relating to the integration and conformance of the plan with the Comprehensive Plan.

e) Review and make recommendations concerning any proposed annexation.

f) Conduct hearings, prepare findings of fact, and take such actions concerning specific land development proposals as required by the Land Development Code.

g) Advance cooperative and harmonious relationships with other planning commissions, public and semi-public agencies and officials, and civic and private organizations to encourage the coordination of public and private planning and development activities affection the City and its environs.

Except as otherwise provided by ordinance, all members of a board or commission shall meet one of the following qualifications at their appointment and shall retain such status during their term of office: At least two-thirds of any board or commission shall be composed of persons who reside in the territorial limits of the City. The appointing authority may also appoint persons who are employed or self-employed full time in the City or who reside in the Urban Growth Boundary.
(Ord. 81-99 § 9, 1981)

City Planning Division
501 SW Madison Avenue
Corvallis, OR 97333 Telephone 766-6908

2008 Planning Commission Application

Interview date: Tuesday, June 3, 2008 @ 5:20 p.m.

Please answer the three questions that are attached on a separate page.

Please return to the Planning Division by 5 p.m. Friday, May 23, 2008.

Name: _____ Date: _____

Address (home) _____ Phone (h) _____

Address (work) _____ Phone (w) _____

E-mail (work) _____ E-mail (home) _____

Occupation/Profession: _____

Please list each source of income that is 10% or more of your total household income: _____

_____ _____

Please identify your community/civic activities including business or professional organizations:

_____ _____

_____ _____

Please list all financial interests in real property located in Benton County:

_____ _____

_____ _____

Please indicate your interests, qualifications and/or philosophical attitudes toward the responsibilities of a Planning Commissioner: _____

_____

_____

Please indicate any familiarity you might have with land use planning, Corvallis land use regulations, and/or the Oregon Statewide Planning Program. _____

_____

_____

Certification: I certify the foregoing information to be true and exact to the best of my knowledge.

_____ _____

Candidate's Signature Date

This application provides general biographical information to assist the City Council in making their appointments to the Planning Commission. If you wish to elaborate on any of the above items, please attach additional pages.

Pursuant to State law (ORS 244.050), persons appointed to the PC/HRC are required to file an annual verified statement of economic interest and a quarterly public official disclosure form witht the Oregon Government Ethics Commission.

City Council Interviews
Planning Commission Vacancies
Positions 1, 6, and 9
Terms from July 1, 2008 - June 30, 2011)

Questions

Please answer the following questions and return with your application.

1. Why would you like to be on the Planning Commission and what do you think is the role of the Planning Commission?

2. Explain your understanding of the Oregon land use system and our Comprehensive Plan and Land Development Code.

3. Briefly, tell us about a land use decision that interested you and share your observations about the process and the decision.

MEMORANDUM

TO: **Mayor and City Council**

FROM: **Ken Gibb, Community Development Director** AIC

DATE: **April 21, 2008**

RE: **CURRENT HISTORIC RESOURCES COMMISSION VACANCY**

I. ISSUE:

There are three vacancies opening on the Historic Resources Commission as a result of terms ending June 30, 2008.

II. DISCUSSION:

Vacant and expiring Historic Resources Commission positions are filled by the City Council through a recruitment and selection process in which the positions are advertised, and interested citizens are invited to apply. The selection process involves completing an application and being interviewed by the City Council (with pre-selected questions). When all candidates are interviewed, the Council makes the selections.

Once new Commissioners are selected, staff provides basic orientation and an overview of the historic review process. Staff also provides copies of necessary documents including the Land Development Code, and the Vision 2020 Statement. As needed, additional training is also available for the Historic Resources Commission members.

III. PROPOSED SCHEDULE:

The recruitment schedule is tentatively proposed as follows:

Advertisement	Wednesday, April 30, 2008, and Sunday, May 4, 2008
Receive applications	Through 5 p.m. on Friday, May 23, 2008
Schedule interviews	Week of May 27-30, 2008
Council interviews	Wednesday, June 4, @ 5:20 p.m.
Appointments	Monday, June 16, 2008

IV. ACTION REQUESTED:

City Council is asked to accept the schedule for the Historic Resources Commission appointments and advise as to recommended changes to the application packet that is attached.

Review and Concur:

Jon S. Nelson, City Manager

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

THE CITY OF CORVALLIS INVITES APPLICATIONS FOR HISTORIC RESOURCES COMMISSION VACANCIES

(3 Openings for 3-year Terms running July 1, 2008 to June 30, 2011)

The Corvallis City Council invites interested persons to apply for a position on the Corvallis Historic Resources Commission (HRC). The City Council will interview applicants and make selections at a time and place to be announced.

- The HRC advises the City Council on matters pertaining to historic and cultural resource preservation, and reviews Historic Preservation Permit applications for compliance with applicable land use regulations.

- The HRC consists of nine members appointed by the City Council. Three positions will be filled with three-year terms beginning on July 1, 2008. Qualified applicants will demonstrate a positive interest, competence, or knowledge in historic preservation; prior experience in quasi-judicial decision making; and a community-wide perspective on balancing multiple objectives associated with community planning. Additionally, qualified applicants will have a strong background in one of the following fields:

Archeology	Conservation	Historic Architecture
Architectural History	Curation	Historic Landscape Architecture
Conservation	Engineering	Historic Preservation Planning
Cultural Anthropology	Folklore	Historic Preservation History

Members of the HRC receive no compensation and attend 1-2 regular evening meetings each month. Review of materials for meetings averages 1-2 hours per meeting, although in some complex cases review can take up to 3 hours.

An application packet may be obtained from the Community Development Department, Planning Division, 501 SW Madison Avenue, or by calling the Community Development Department, Planning Division, at (541)766-6908. An application is also available on the City's web site at: www.ci.corvallis.or.us (select "What's New"). Completed forms must be returned to this office by 5:00 p.m. Friday, May 23, 2008.

Kathy Louie
Assistant to City Manager/City Recorder

Please publish as Display Ad: Wednesday, April 30, 2008, and Sunday, May 4, 2008

Community Development Planning Division
P. O. Box 1083
Corvallis, OR 97339
(541) 766-6908 Fax 754-1792

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

2008

Historic Resources Commission

Application

Packet

Deadline: Return by 5:00 p.m. Friday, May 23, 2008

THE CITY OF CORVALLIS
Historic Resources Commissioner

The City of Corvallis has been designated a Certified Local Government by the State of Oregon for the purpose of implementing a Historic Preservation program that is consistent with the Comprehensive Plan, the Statewide Planning Goals, and other state and federal guidelines. This program is implemented locally by *Corvallis Municipal Code Section 1.16.325- Historic Resources Commission* (CMC) and the Corvallis Land Development Code (LDC), primarily *Chapter 2.9 - Historic Preservation Provisions* and *Chapter 2.2 - Development District Changes*. Among other actions, these provisions establish the Historic Resources Commission as the decision-making authority for discretionary decisions affecting historic resources. The job of Commissioner on the Historic Resources Commission (HRC) is described below.

I. JOB SUMMARY

- Review and make quasi-judicial decisions on Historic Preservation Permit requests submitted under the provisions of LDC *Chapter 2.9- Historic Preservation Provisions*, Section 2.9.100.04, 2.9.110, and 2.9.120. Such reviews are for situations where a public hearing is required for Alteration and New Construction, Demolition, and/or Moving activities to be carried out on a Designated Historic Resource and/or in a Historic District within the Corvallis city limits. Reviews are processed through a public hearing consistent with state-mandated open meeting requirements and LDC *Chapter 2.0 - Public Hearings.*

- Review and make quasi-judicial decisions in situations where a public hearing is required for Development District Changes that involve either the placement or removal of a Historic Preservation Overlay on a property, consistent with the provisions of LDC *Chapter 2.2- Development District Changes.* Reviews are processed through a public hearing consistent with state-mandated open meeting requirements and LDC *Chapter 2.0- Public Hearings.*

- Review and make quasi-judicial decisions on appeals of the Director's decision on Director-level Historic Preservation Permit requests submitted under the provisions of LDC *Chapter 2.9- Historic Preservation Provisions*, Section 2.9.100.03. Appeals are processed through a public hearing consistent with state-mandated open meeting requirements and LDC *Chapter 2.0 - Public Hearings.*

- Assist in the development and dissemination of training and other informational materials regarding historic resources, historic districts, and application of the City's Historic Preservation provisions. Such materials may include guidelines to assist owners of Designated Historic Resources in discovering options to consider for repair, maintenance, or construction of other improvements to these resources.

- Assist in decisions regarding completion of additional historic resource inventories.

- Assist in planning and implementing activities for Historic Preservation Month each year.

- Periodically attend conferences and other training or information-sharing activities as funding and time commitments allow.

II. DECISION-MAKING AUTHORITY

As a part of its responsibilities, the HRC makes quasi-judicial decisions. These decisions are similar to court proceedings in which affected parties are afforded procedural safeguards. The quasi-judicial process is characteristic of most meetings of the HRC. Personal notice must be mailed to property owners and occupants living within a prescribed distance from the affected area. Unlike legislative cases, the HRC members are expected to avoid outside discussion of the business at hand and must declare any such contacts. The decisions are discretionary.

Although quasi-judicial decisions of the Historic Resources Commission (HRC) are land use decisions, they are focused on the criteria specifically related to Designated Historic Resources. Thus, permit requests from an owner of a Designated Historic Resource that fall within the applicable parameters of LDC *Chapter 2.9 - Historic Preservation Provisions* and some decisions regarding placement or removal of a Historic Preservation Overlay are the purview of the HRC, but decisions regarding other land use issues (e.g., Conditional Development Permits, etc.) are not. Actions meeting the descriptions in Section 2.9.100.03 are reviewed by the Community Development Director administratively, but these may be appealed to the HRC. These types of decisions of the HRC are final decisions unless appealed to the City Council.

As indicated, decisions will be made based on a review of the development proposal against specific criteria. To assist in the decision-making, a staff report will be prepared and presented that provides the analysis needed to make the decision. The staff report will be available one week in advance of the public hearing. It will generally contain a recommended decision to approve, approve with conditions, or deny the requested Historic Preservation Permit. It will also contain findings and conclusions in support of that recommendation. Based on the Commissioners' review of the proposal against the appropriate criteria, the HRC may support the recommendation in the staff report or may arrive at another decision. If a different decision from that recommended in the staff report is arrived at by the HRC, the Commission will need to provide findings and conclusions in support of that decision based on the facts presented during the hearing and the appropriate criteria.

Consistent with this decision-making authority, the City Attorney's Office will provide legal advice as needed. This advice may be provided via staff reports and memoranda or the presence of an attorney at some public hearings.

The HRC also provides comment and direction on other Historic Preservation issues in the community, such as Historic Preservation Month and decisions regarding additional inventory efforts.

III. TIME COMMITMENT

It is expected that the HRC will meet once every month to review and make decisions on Historic Preservation Permits. The length of each meeting will vary depending on the number of permits to be handled. Assume a minimum of one hour.

As indicated, the staff report will be available one week in advance of the hearing. This will allow some time for preparation. If questions or concerns arise during this review, please contact staff in advance of the hearing to allow time to fully address the issue.

Additional assignments or duties (preparation for Historic Preservation Month, development of guidelines, etc.) may require additional time commitments. Generally, the HRC will have control over the number and frequency of such efforts.

IV. QUALIFICATIONS

Qualifications for the HRC are fully articulated in CMC Section 1.16.325. Members shall be appointed by the City Council as follows:

- All Commission members shall fulfill at least one of the following three Primary Attributes:

  > A demonstrated positive interest, competence, or knowledge in historic preservation;

  > Prior experience in a quasi-judicial decision-making capacity; and/or

  > A community-wide perspective on balancing multiple objectives associated with community planning.

- One member of the HRC shall be appointed from each Historic District, and each such member shall reside in and own property in that district.

- One member of the HRC shall be appointed as a representative of Oregon State University.

- To the extent available in the community, five members of the HRC shall meet the qualifications pertaining to the various types and levels of historic resource expertise described in CMC Section 1.16.350. Otherwise, members will be appointed from the general populace.

- The remaining members may be appointed from the general populace.

- Individual members may fulfill multiple categories, though not all combinations are allowed (see CMC).

City Planning Division
501 SW Madison Avenue
Corvallis, OR 97333 Telephone 766-6908

2008 Historic Resources Commission Application

Interview date: Wednesday, June 4th, 2008 @ 5:20 p.m.

Please answer the questions that are attached.

Please return to the Planning Division by 5 p.m. Friday, May 23, 2008

Name: _____ Date: _____

Address (home) _____ Phone(h) _____

Address (work) _____ Phone (w) _____

E-mail (work) _____ E-mail(home) _____

Occupation/Profession: _____

Please list each source of income that is 10% or more of your total household income: _____

_____ _____

Please identify your community/civic activities including business or professional organizations:

_____ _____

_____ _____

Please list all financial interests in real property located in Benton County:

_____ _____

_____ _____

Please indicate your interests, qualifications and/or philosophical attitudes toward the responsibilities of a Historic Resources Commissioner: _____

_____

_____

Please indicate any familiarity you might have with historic preservation planning, Corvallis land use regulations, and/or the Oregon State Historic Preservation Office programs.

_____

_____

Certification: I certify the foregoing information to be true and exact to the best of my knowledge.

_____ _____

Candidate's Signature Date

This application provides general biographical information to assist the City Council in making their appointments to the Historic Resources Commission. If you wish to elaborate on any of the above items, please attach additional pages.

Pursuant to State law (ORS 244.050), persons appointed to the PC/HRC are required to file an annual verified statement of economic interest and a quarterly public official disclosure form with the Oregon Government Ethics Commission.

City Council Interviews
Historic Resources Commission

3 Commissioners - term expires June 30, 2011

Questions

Please answer the following questions and return with your application.

1. Why would you like to be on the Historic Resources Commission, and what do you think is the role of the Historic Resources Commission?

2. Explain your understanding of Historic Preservation in Corvallis.

3. Briefly, tell us about a Historic Preservation decision that interested you and share your observations about the process and the decision.

4. Describe <u>how</u> you meet at least one of the following criteria:

   > A demonstrated positive interest, competence, or knowledge in historic preservation;

   > Prior experience in a quasi-judicial decision-making capacity; and/or

   > A community-wide perspective on balancing multiple objectives associated with community planning.

5. Indicate if you meet at least one of the criteria identified on the following pages: (**Note: It is not required that you meet one of these qualifications to be appointed**):

1. **Archaeology:** (a) Prehistoric Archaeology - Graduate degree in Anthropology or Prehistoric Archaeology, plus 2.5 years full-time professional experience; or (b) Historic Archaeology - Graduate degree in Anthropology or Historic Archaeology, plus 2.5 years full-time professional experience;

2. **Architectural History:** (a) Graduate degree in Architectural History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Architectural History or a closely related field, plus 4 years full-time professional experience;

3. **Conservation:** (a) Graduate degree in Conservation or a closely related field, plus 3 years full-time professional experience; or (b) an undergraduate degree in Conservation or a closely related field, plus 3 years full-time apprenticeship in the field;

4. **Cultural Anthropology:** (a) Graduate degree in Anthropology with specialization in Applied Cultural Anthropology, plus 2 years full-time professional experience; or (b) an undergraduate degree in anthropology with specialization in applied cultural anthropology, plus 4 years full-time professional experience;

5. **Curation:** (a) Graduate degree in Museum Studies or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Museum Studies or a closely related field, plus 4 years full-time professional experience;

6. **Engineering:** (a) State Government-recognized license to practice Civil or Structural Engineering plus 2 years full-time professional experience; or (b) a Masters of Civil Engineering degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or © a Bachelor's of Civil Engineering degree with one year of graduate study in Historic Preservation or a closely related field, plus 2 years full-time professional experience;

7. **Folklore:** (a) Graduate degree in Folklore or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Folklore or a closely related field, plus 4 years full-time professional experience;

8. **Historic Architecture:** (a) State Government-recognized license to practice Architecture plus 2 years full-time professional experience; or (b) a Masters of Architecture degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or © a Bachelor's of Architecture with one year of graduate study in Historic Preservation or a closely related field plus 2 years full-time professional experience;

9. **Historic Landscape Architecture:** (a) a State Government-recognized license to practice Landscape Architecture plus 2 years full-time professional

experience; or (b) a Masters degree in Landscape Architecture with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or © a four or five year Bachelor's degree in Landscape Architecture plus 3 years full-time professional experience;

10. **Historic Preservation Planning:** (a) State Government-recognized certification or license in Land Use Planning, plus 2 years full-time professional experience; or (b) a graduate degree in Planning with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or © an undergraduate degree in Planning with course work in Historic Preservation or a closely related field, plus 4 years full-time professional experience;

11. **Historic Preservation:** (a) Graduate degree in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Historic Preservation or a closely related field, plus 4 years full-time professional experience; or

12. **History:** (a) Graduate degree in History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in History or a closely related field, plus 4 years full-time professional experience.

Memorandum

TO: Mayor and City Council

FROM: Steve Rogers, Public Works Director

DATE: April 4, 2008

SUBJECT: Ferrellgas L.P. Land Lease Extension at the Airport

ISSUE

Ferrellgas, L.P., a propane distributor, requests to extend their existing lease for another five years in accordance with their original lease. The current lease expires June 30, 2008.

BACKGROUND

Ferrellgas, L.P. entered into a lease for approximately .6 acres of land at the Corvallis Municipal Airport on July 1, 1998. The original lease was a five-year lease with the option for up to seven five-year extensions. Ferrellgas, L.P. has made improvements to this property, including security fencing and lighting to store and distribute natural gas and to service their customer tanks.

DISCUSSION

Ferrellgas, L.P. has maintained their site and are current with the terms of the lease.

The Airport Commission met on April 1, 2008 and recommended approval of this lease addendum by the City Council. This proposed lease extension will continue to generate revenue to the Airport Fund in the amount of $2,275.80 per year.

REQUESTED ACTION

The Airport Commission recommends that the City Council authorize the City Manager to sign the lease addendum for Ferrellgas, L.P.

Review and Concur

Jon S. Nelson
City Manager

Attachment: Ferrellgas Lease Addendum

LEASE ADDENDUM

THIS ADDENDUM, is to that lease dated July 1, 1998 between the CITY OF CORVALLIS, an Oregon municipal corporation, hereinafter referred to as the City, and **FERRELLGAS, L.P.** a Limited Partnership, hereinafter referred to as the Lessee. This addendum shall not change the terms or conditions of the July 1, 1998 agreement except as specifically provided.

1. INCORPORATION OF TERMS AND CONDITIONS

If this addendum is silent on a term or condition, the lease of this property described in Exhibit "A" shall be subject to the terms and conditions of the July 1, 1998 lease agreement, as they have been adjusted or amended as of the date of execution of this addendum.

2. TERM

Lessee shall have the right to possession, use and enjoyment of the land described in Exhibit "A" until June 30, 2013. The term of this lease may be extended for an additional 5 year period, times five, according to the terms of the underlying lease.

3. RENT

For the use and possession of the property described in Exhibit "A", and as of July 1, 2008, the Lessee will pay the monthly rent of $189.65 as per Section 3B of the underlying lease agreement. The next rent adjustment will be July 1, 2009.

4. ORIGINAL LEASE AGREEMENT

All other terms and conditions of the existing lease between City and Assignee shall remain unchanged.

FOR COUNTY RECORDING ONLY:

AFTER RECORDING RETURN TO CITY OF CORVALLIS
ENGINEERING DIVISION, CITY HALL, EXT 5057

IN WITNESS WHEREOF, the parties hereto have executed this lease the date and year first written below.

DATED this _____day of _____, 2008.

_____
FERRELLGAS, L.P. by FERRELLGAS, INC.

STATE OF OREGON)
) ss.
COUNTY OF BENTON)

_____
By: Jason P. Cullen
Manager of Real Estate

Personally appeared the above-named JASON P. CULLEN, who acknowledged that he is the Manager of Real Estate and he accepts the foregoing instrument on behalf of FERRELLGAS L.P..
Before me this _____day of _____, 2008.

_____
NOTARY PUBLIC FOR OREGON

My Commission Expires _____

ACCEPTED BY:
CITY OF CORVALLIS, OREGON

STATE OF OREGON)
) ss.
County of Benton)

By:_____
JON S. NELSON, CITY MANAGER

Personally appeared the above-named JON S. NELSON, who acknowledged he is the City Manager of CORVALLIS and he accepted the foregoing instrument on behalf of the City of CORVALLIS by authority of its City Council. Before me this _____day of _____, 2008.

_____
NOTARY PUBLIC FOR OREGON

My Commission Expires_____

Approved as to form:

_____
City Attorney Date

EXHIBIT "A"

Ferrellgas Lease Description

Beginning at the southeast corner of the Alfred Rhinehart Donation Land Claim No. 73 in Section 27 of Township 12 South, Range 5 West of the Willamette Meridian, Benton County, Oregon; thence along the south line of said D.L.C. S 89°58'W, 415.00 feet; thence S 0°02'E, 350.00 feet; thence S 89°58'W, 43.14 feet to the TRUE POINT OF BEGINNING; thence S 0°02'E, 180.00 feet; thence S 89°58'W, 145.00 feet; thence N 0°02'W, 180.00 feet; thence N 89°58'E, 145.00 feet to the TRUE POINT OF BEGINNING. Containing 26,100 square feet, more or less.

MEMORANDUM

TO: Mayor and City Council

FROM: Steve Rogers, Public Works Director SR

DATE: April 11, 2008

SUBJECT: Comcast Rate Filings, Federal Forms 1240 and 1205

ISSUE

The local cable provider is required to file federal forms 1240 and 1205 with the Federal Communications Commission (FCC) and the local franchising authority a minimum of ninety days prior to the effective date of a proposed annual rate increase of a regulated basic tier programming service, equipment charge and/or installation fee.

DISCUSSION

Federal forms 1240 and 1205 represent Comcast's annual federal filing for potential adjustments to basic tier programming service, equipment charges and installation fees for its cable services offered within the city. Comcast has chosen April 1, 2008 as its filing date which permits the company to seek a rate increase within the franchise area anytime after July 1, 2008.

The FCC regulations are basically a benchmark system whereby a cable operator's rates are compared to a set of charges that approximate the rates that a cable operator facing competition would charge. The maximum permitted rate, once approved, becomes the benchmark rate from which future adjustments can be made. The cable company is also allowed to 'true-up' costs for current and projected periods taking into account inflation, external costs (such as programming and copyright fees), and other factors including franchise-related costs and use this to set rates up to the maximum permitted rate. If the cable company believes it has incurred higher costs and requires higher rates, its rates are allowed to exceed the benchmark or maximum permitted rate with appropriate documentation.

The FCC maximum permitted rate changes from year to year, and the cable company's current rate could be higher than this year's maximum rate. In these cases, the operator must select a new rate lower or equal to the maximum rate.

Federal Form 1240 - Basic Tier Programming Service

Federal Form 1240 is an annual filing used for reporting cable operator costs associated with the offering of basic tier programming services. As the local franchising authority, the City is certified with the FCC to regulate the rates for basic tier programming services. The rate regulations the City enforces are regulations the FCC has adopted.

The form reports recent and upcoming channel line-up changes for the basic tier. Three channels (14 CNW, 18 Hallmark, and 99 Leaseacc) have been removed since the 2007 1240 form was filed. The form also indicates three more channels (4 TVGuide, 19 ShopNBC, and 25 CSPAN2) will be removed on June 1, 2008. The City has no authority over these programming changes.

This year the maximum rate for basic tier programming has been lowered to $11.37, thus Comcast will decrease the current rate for basic tier programming from the current rate of $14.63 to $11.37.

Service	Maximum Permitted Rate	Current Rate	Operator-Selected Rate
Basic Tier Programming Service	$11.37	$14.63	$11.37

Federal Form 1205 - Equipment, Maintenance and Installation Costs

Federal Form 1205 is an annual filing used to determine company-wide averages for customer equipment, maintenance and installation costs, including labor hours associated with the offering of these services. A sampling of over 40 cable systems nationwide is conducted to determine maximum permitted charges. The table below provides a breakdown of the maximum permitted rate for each service, the current rate, and the operator-selected rate.

Service	Maximum Permitted Rate	Current Rate	Operator-Selected Rate
Hourly Charge	$33.81	$30.99	$30.99
Install-Unwired Home	$47.12	$33.99	$43.99
Install-Prewired Home	$32.46	$23.99	$29.99
Install Additional Outlet (with initial connect)	$17.75	$12.99	$16.99
Install Additional Outlet (separate connect)	$27.72	$20.99	$25.99
Relocate Outlet	$23.49	$16.99	$21.99
Install Upgrade (non-addressable)	$17.73	$14.99	$16.99
Install Downgrade (non-addressable)	$11.94	$12.99	$10.99
Install Upgrade/Downgrade (addressable)	$1.99	$1.99	$1.99
Connect VCR - Initial	$8.00	$5.99	$6.99
Connect VCR - Separate	$14.59	$13.99	$13.99
Remote Control	$0.31	$0.20	$0.20
Converter Box - Basic Service	$1.14	$1.10	$1.00
Converter Box - All Others Excluding HD	$3.43	$3.50	$3.20
Converter Box (HD & HDDVR)	$9.81	$8.00	$8.00
CableCARD	$2.05	$0.00	N/C
2nd CableCARD-TiVo Series 3/CPE	$2.05	$1.79	$1.79
Customer Trouble Call	$29.70	$19.99	$27.99
Activate Pre-Existing Additional Outlet	$10.80	$0.00	$9.99

CONCLUSION

The City has no authority to prevent the cable operator from increasing rates for basic tier programming services, equipment charges and installation fees equal to the maximum permitted rate.

RECOMMENDATION

No City Council action is necessary; this report is for information only.

Review and Concur:

Jon S. Nelson, City Manager

* * * MEMORANDUM * * *

APRIL 2, 2008

TO: **MAYOR AND CITY COUNCIL**

FROM: **JON S. NELSON, CITY MANAGER** Jon

SUBJECT: **APRIL 2, 2008 CITY LEGISLATIVE COMMITTEE WORKING NOTES**

1. Call to Order

Mayor Tomlinson called the meeting to order at 8:30 am, with Councilors Hamby and York in attendance. Councilor Wershow was excused. City Manager Nelson was also present.

Mayor Tomlinson referred Committee members to the items at their places, including an *Oregonian* article submitted by Councilor York (Attachment B) and a letter addressed to the Bureau of Land Management (BLM) from the Benton County Board of Commissioners (Attachment C).

2. Western Oregon Plan Revisions (WOPR)

Mayor Tomlinson invited audience members to testify:

Rana Foster, submitted written testimony (Attachment D), power point slides from a Eugene "Clearcutting the Environment" conference (Attachment E), "County Payments" press release (Attachment F), and excerpts from online Global Comments (Attachment G).

Chris Foulke, submitted a poster advertising old-growth forest hikes (Attachment H) and copies of an article he submitted to the *Corvallis Gazette-Times* (Attachment I). He described the three major principles of the Montreal Protocols: environment health, economic sustainability, and social good. He said if the original timber harvest tax was in existence, there would be an additional $200 million in Oregon's revenues. Currently, corporations are paying 4.5 percent of the State revenues versus 18.5 percent thirty or forty years ago.

Mr. Foulke said a native, undisturbed forest can be viewed as a natural bank account. Instead of dramatically drawing down the principal, we need to start living on the interest and building up the principal to strengthen our community's economic viability and biodiversity. Corvallis has an opportunity to express opposition to the proposed BLM plan and continue working toward the development of strategies to build up the environment, community, and economy in a collaborative and balanced manner. Corvallis has a connection to the forest as an important recreation tool. The community should have a role in how this amazing forest is managed in a beneficial manner.

Councilor Hamby noted that he has not seen the actual policy. He inquired how the WOPR directly impacts the City as a municipality and how it differs from current policy.

Mr. Foulke said he has trusted scientists to analyze the 160 page WOPR. It apparently increases clearcutting by 700 percent, creating a pulse of income followed by an economic loss due to decreases in natural nutrients, forest growth, and timber jobs.

Reed Wilson read from his prepared statement (Attachment J).

In response to Councilor York's inquiry, Mr. Wilson said the sample resolution previously submitted was adopted by the City of Eugene. He hoped that Corvallis would rewrite the resolution to better suit the community and address the loss of tourism aspect.

Mr. Wilson added that the current Northwest Forest Plan includes reserves for riparian, endangered, and threatened species. WOPR removes the reserves to allow for aggressive clearcutting.

In response to Mayor Tomlinson's comments about alternatives, Mr. Wilson clarified that the four alternatives previously identified included taking no action (current practice), and three different phases of increased harvesting. There has not been any discussions about balanced harvesting. He prefers Council consider supporting no action which would retain the current Northwest Forest Plan.

Mr. Wilson submitted email testimony prior to the meeting (Attachment K).

Jim Fairchild read his written testimony (Attachment L).

Joel Geier read from his written testimony (Attachment M).

Randy Rasmussen submitted an article from the *Corvallis Gazette-Times* published April 1 and a press release from Congressman DeFazio (Attachment N).

Mr. Rasmussen said the WOPR would negatively impact Corvallis' economy through reduced recreational opportunites and quality of life. Potentially, the WOPR would clearcut land currently designated for the Corvallis to The Sea Trail.

In response to Councilor Hamby's inquiry, Mr. Rasmussen said the affected BLM lands are largely fragmented throughout the Siusilaw and Alsea Valleys. The BLM Web site includes maps of the areas designated for clearcut.

Mayor Tomlinson noted that he serves on the Government Affairs Committee (GAC) of the Corvallis Benton Chamber Coalition. The GAC discussed the WOPR's relation to the Benton County operating levy approved by voters in November 2007. The GAC supported the County levy as a short-term funding solution to the long-term timber payments and harvesting issues that exist for Oregon counties. They also supported some increased harvest as an alternative revenue for Benton County services. He inquired whether the link between those two discussions is still relevant.

Mr. Rasmussen said he is a member of the Coast Range Province Advisory Committee (CRPAC), an advisory group of the Salem and Eugene BLM District. During discussions about the linkage between lost revenues and providing services, CRPAC expressed disappointment that the WOPR does not emphasize cutting and thinning to promote a healthy forest, reduce fire danger, and provide substantial revenue.

Jerry Wyland said he has observed forest management in five regions of the United States as a research plant pathologist studying tree diseases. Benton County has unique old-growth native forests that are not seen in other regions of the United States or most of the Pacific Northwest. He stated opposition to clearcutting old-growth forest on BLM lands due to the loss of biodiversity that will be extremely difficult to replace. Consequences of biodiversity loss include:

1. The land is typically replanted with one tree species (Douglas Fir locally), deriving from a genetically narrow background that increases the likelihood of diseases and insect infiltration, ultimately impacting the economy.
2. There would be a permanent loss of slow to recover species in clearcut lands, including trillium, orchids, and nitrogen fixing lichen.
3. The loss of nutrients and water capacity of plants and soil that currently occupy the land will result in increased erosion to downstream communities, including Corvallis.
4. There is intensive management and pesticide input required to establish and maintain Douglas Fir plantations.
5. The large influx of non-native species out-compete and preclude reestablishment of more fragile and valuable native species on clearcut lands. They are unlikely to be reestablished once old-growth is harvested.

Mr. Wyland said there are a few minimal acreage old-growth forests in the United States that do not compare with the old-growth forests of Benton County.

Mr. Wyland opined that there will be a negative long-term impact of planting only Douglas Fir. Canada experienced this with a borer that infested thousands of acres of Spruce and the Eastern portion of the United States has lost thousands of Ash trees due to the same issue.

Additional written testimony and materials received:
Chandra LeGue, Oregon Wild (Attachment O),
Josh Laughlin, Cascadia Wildlands Project (Attachment P), and
An Oregon tourism article published in the *Eugene Register-Guard* on March 27 (Attachment Q).

In response to Councilor Hamby's inquiry, Mr. Nelson explained that traditionally, elected officials have developed or rewritten resolution language related to State and Federal policy issues.

Councilor Hamby said the WOPR has a local impact on quality of life, plant diversity, tourism, and potentially watershed lands. He agreed to work with Councilor York on a resolution.

Councilor York said he would support a resolution; however, given the current status of WOPR, he does not believe hours need to be spent customizing a resolution for Corvallis. He opined that it is more important to go on record opposing WOPR than spending time drafting a resolution.

The Committee unanimously recommends that the City Council adopt a resolution opposing the Western Oregon Plan Revisions (Attachment A).

Mr. Nelson announced that Council will consider the resolution during their regular noon meeting on April 21. Mayor Tomlinson added that further testimony will not be heard at that time.

Mr. Wilson said the future tourism economy will continue to rise, while extraction economy will become stagnant. The two readily accessible recreational areas for local residents are Marys Peak and Alsea Falls. The Alsea Falls area will become an intensive timber management zone and aggressively harvested under WOPR.

Following the meeting, Ms. Foster submitted a map identifying potential cutting areas of the BLM forests under the WOPR guidelines (Attachment R). She also provided electronic files of the WOPR Draft Environmental Impact Statement Science Team Review of March 3 (98 pages) and the Global Comments of January 9 (172 pages). The electronic files are available for review in the City Manager's Office.

3. Schedule Next Meeting

The Legislative Committee will meet with Representative Sara Gelser on April 23, Representative Andy Olson on May 7, and Senator Frank Morse on May 28. The meetings will be held in City Hall Conference Room A.

4. Adjournment

The meeting adjourned at 9:29 am.

Attachments

4026

RESOLUTION 2008-

A RESOLUTION OPPOSING THE BUREAU OF LAND MANAGEMENT'S PROPOSED WESTERN OREGON PLAN REVISIONS.

Minutes of the April 21, 2008, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, the 2.5 million acres of federal forests administered mainly by the Bureau of Land Management (BLM) in Western Oregon are currently managed under the 1994 Northwest Forest Plan; and

WHEREAS, the City Council believes that the federal forests in Western Oregon should be managed for the greatest good for the greatest number of people over the longest time; and

WHEREAS, these forests provide recreational opportunities, generate employment in the wood products industry, offer eco-tourism potential, safeguard drinking water sources for Corvallis and other communities, provide plant diversity, offer habitat for a myriad of species, provide carbon storage for a livable climate, and allow for a quality of life that attracts new business and skilled workers; and

WHEREAS, for decades before the Northwest Forest Plan, the BLM had clear-cut older forests and built extensive logging road systems in these public lands of Western Oregon, degrading recreational opportunities, water quality, and fish and wildlife habitat; and

WHEREAS, for more than a decade, Benton County revenue has been decoupled from timber sale receipts, and instead the United States Congress has appropriated payments; and

WHEREAS, it is in the public interest to protect remaining older forests, thereby enhancing water quality, restoring habitat, storing carbon, and generating new economic opportunities; and

WHEREAS, 2.5 million acres of BLM forestlands are currently the subject of a proposed management revision called the Western Oregon Plan Revision (WOPR); and

WHEREAS, the WOPR's preferred alternative (Alternative 2) would divorce BLM from the conservation strategy of the Northwest Forest Plan, reduce protection for wildlife and streamside reserves, increase old-growth clear-cutting by 700 percent, and build 1,000 miles of new logging roads over the plan's first ten years; and

WHEREAS, land owned by the City of Corvallis on the eastern slopes of Marys Peak could be negatively impacted by the proposed WOPR; and

WHEREAS, the WOPR proposal is not in the best interest of Corvallis residents, and in order to preserve and enhance their quality of life, the City Council desires to take steps necessary to protect remaining older forests on federal lands in Western Oregon.

ATTACHMENT A

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the City Council authorizes the Mayor to request that the BLM reject the action alternatives proposed in the WOPR and work within the current Northwest Forest Plan to protect mature (80 to 180 years of age) and old-growth forests (more than180 years of age) on federal lands in Western Oregon; and

BE IT FURTHER RESOLVED that the City Council authorizes the Mayor to draft a letter urging the United States Congress to pass legislation that (a) provides stable Benton County payments based on ecosystem services such as clean water and air, recreational opportunities, carbon storage, and habitat conservation; (b) protects mature and old-growth forests on federal lands in Oregon, including BLM lands; and (c) advances restoration-driven forestry projects on degraded landscapes in Oregon.

_____

Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted, and the Mayor thereupon declared said resolution to be adopted.

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ATTACHMENT B

Government scientists blast BLM logging plan

Environment | A BLM blueprint for Coast Range harvests is criticized for not using the most recent science

By MICHAEL MILSTEIN
THE OREGONIAN

A Bush administration proposal to accelerate logging in Oregon's Coast Range faces new criticism by the government's own scientists, who say the plan probably underestimates the environmental harm it would do and may exaggerate how much timber could actually be cut.

The scientists, including state and federal experts on forests, fish, wildlife and economics, also said the logging blueprint issued last year by the U.S. Bureau of Land Management did not use the most recent and relevant science on subjects such as wildlife habitat and water quality.

The blueprint affects about 2.5 million acres of federally managed forestland rich in timber and wildlife. Logging in the region dropped sharply more than a decade ago amid extra protection for such species as the northern spotted owl and marbled murrelet, and coastal counties have pressed to push logging levels back

The Bush administration struc 2003 legal deal with the timber inc try to look at eliminating perman wildlife reserves on the land — a m that would promote more logging. BLM issued a draft proposal advanc that approach last year and asked panel of state and federal scientist review it.

Please see **LOGGING**, Page A8

Logging: Peter DeFazio rips into BLM in press release

Continued from Page One

The opinion of the scientists, posted on a BLM Web site about a week ago, fills nearly 100 pages and is very critical. It suggests that the BLM used simplistic models to examine the effects of logging on fish and wildlife habitat, and generally ignored major environmental issues such as climate change, which could contribute to more wildfires that leave fewer trees to cut.

The lands in question are a special category of federal lands that carry a mandate for timber production.

But the scientists said the BLM's new logging plan, known as the Western Oregon Plan Revisions, may be overestimating the amount of timber that could be cut, painting a unrealistic picture for cash-strapped counties anxious for sawmills to crank up and timber dollars to flow again. Similar plans have fallen short before: Neither the 1994 Northwest Forest Plan nor the Oregon Department of Forestry's logging blueprint for the Tillamook and Clatsop state forests turned out as much timber as expected.

While the BLM assumes more than 200,000 acres of forest would be fertilized during the first decade of the plan to speed growth of trees, the reality is that "very little fertilization is occurring in western Oregon's forests and has not for years," the scientists said.

The scientists contributing to the comments included representatives of the U.S. Forest Service's Pacific Northwest Research Station, U.S. Geological Survey, National Marine Fisheries Service, Oregon Department of Environmental Quality and Oregon Department of Forestry.

Rep. Peter DeFazio, D-Ore., blasted the BLM in a press release issued late Thursday for not alerting the public to the critical comments earlier. "The BLM leaves the impression that it didn't want this report to be widely known anytime soon," said DeFazio, whose congressional district includes much of the area affected by the plan.

Michael Campbell, a BLM spokesman in Portland, said the BLM received a draft copy of the comments in early February and met with the scientists later that month. He said the scientists gave the BLM a final copy of their report in early March.

After BLM officials reviewed that copy, the agency posted it unchanged on the BLM Web site a week ago.

Campbell said the BLM would take the scientific criticism into account while assembling the final version of the new logging proposal. He stressed, however, that science is not the only factor the BLM must consider in reaching a final decision, expected this fall. Since the lands involved have been designated for timber production, so the BLM must also consider social and economic factors, he said.

The scientists' comments are available online at http://tinyurl.com/2jx7le.

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Michael Milstein: 503-294-7689; michaelmilstein@news.oregonian.com

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BOARD OF COMMISSIONERS
408 SW Monroe Ave., Suite 111
P.O. Box 3020
Corvallis, OR 97339-3020
(541) 766-6800
FAX (541) 766-6893

January 9, 2008

Mr. Ed Shepard, State Director OR/WA
Bureau of Land Management
P.O. Box 2965
Portland, Oregon 97208

Re: Western Oregon Plan Revision EIS comments

Mr. Shepard:

We appreciate the opportunity to comment on the Draft Environmental Impact Statement (DEIS) for the Revision of the Resource Management Plans of the Western Oregon Bureau of Land Management Districts (WOPR). As you know, Benton County is a cooperator separate from the Association of O&C Counties (Benton County is not a member of the Association).

On behalf of Benton County, my comments will focus more on observations and general recommendations rather than a specific alternative. My colleagues and I represent diverse community interests and scientific opinion and have received considerable commentary on the WOPR DEIS.

Management focused on forest health and resiliency should be a major factor considered in any plan revisions. Management considerations must include looking at the ecosystem as a whole with focus on soil dynamics, hydrology, water function, air quality and multiple forest uses in addition to timber productivity. Healthy and resilient forests can provide for multiple values including timber harvest. There is concern that the focus on timber production greatly outweighs the functions that contribute to forest health and resiliency; that these functions do not seem to be as important.

We recognize that the Bureau's plan revisions are in response to a settlement agreement centered on the 1937 O&C Act. We have not had the luxury of an in-depth legal review or interpretations thereof. Nevertheless, we propose that an interpretation of the Act should not be so narrow; the Act focused primarily on timber production, overshadows other values so thus the difficulty in making the case that protecting watersheds and streams and providing recreational opportunities have importance. I'm

ATTACHMENT C

not convinced that the Clean Water and Air Acts and other legislation should not be considered when interpreting the 1937 Act.

We acknowledge that harvest receipts, or county payments, are the lifeblood of several O&C Counties. Nevertheless, it is not likely that harvests would be restored to historic high levels. We have to find a way to reach a new compact with the federal government that will provide some sort of compensation for significant land acreage exemptions from tax rolls. We do not believe that timber harvest is the only answer. We also recognize that this is outside the plan revision process.

We ask the question, has enough time been given to assess the success or failure of the 1994 Northwest Forest Plan (NWFP) for managing Westside forests in Oregon? We suspect not. We know that the debate continues on whether or not O&C lands should be managed under the NWFP; however, consistent forest management of federal forests should be a goal for our federal agencies. Shared practices and current science can enhance efforts. In my years in forestry research, I learned that longitudinal data are needed to evaluate success or failure; that management prescriptions come from a combination of trial and error and good science. I personally am not convinced that the NWFP was given sufficient time. Instead it was caught in the middle of competing political interests and litigation.

Finally, we are concerned that the debate over the preferred alternative or other alternatives will not abate litigation. In fact, it may lead to more.

In the interest of cooperation we recommend:

- Plan revisions include multiple use sustained yield of forest ecosystem services, rather than management tightly directed at short-term economic return at the expense of long term productivity of the forest as a whole, which might go further in gaining support for plan revisions. In the work of the Federal Forestlands Advisory Committee (for the Oregon Board of Forestry) we have struggled with the complexities of managing the nation's federal forest lands. There appears to be some agreement, however, that restoring forest health and resiliency must be a focus and that harvest as well as restoration is an important component of that effort. Restoring forest health and resiliency will also help combat catastrophic wildfire events. Stewardship and management can be synonymous.
- Expanding economic measures of success to include other values such as those achieved by the requirements of the Clean Water and Air Acts, enhancement of fisheries, recreation, and other forest products.
- Addressing carbon storage; learning more about carbon pluses and minuses. What is the optimum carbon balance?
- Allowing more time and effort in implementing and evaluating the Northwest Forest Plan to provide coordination between federal agencies with the hopeful result of more stability and predictability regarding the management of federal forest lands (including the 2.6 million acres of BLM managed forests in Oregon).

- Proposing a selection of alternatives based on specific landscape features (such as on a basin or province scale).
- Considering the potential consequences of climate change over time and how forests should be managed in response to such change. Should there be some "adaptive management" strategies to consider climate change? And what might they be?
- Working to reach some agreement on the language we use in forest management. This will not be an easy task, as it became very clear to me during the most recent meeting of the Federal Forestlands Advisory Committee's discussion on how to define or characterize older forests. If industry and academic professionals, foresters and conservationists struggle over this, it is clear that the general public will be confused and struggle even more.
- Providing a public process to discuss and assign relative value to the many dimensions of our forests. Certainly, the revenue produced to support local government is important, but that dimension must be weighed and valued with others such as recreation, habitat, clean air and clean water.
- Building broader community support to reduce the polarization that has led to litigation. It is important that there be parity of information – that is communities need to hear all sides of the debate and be asked to engage in finding solutions. I don't think that we can ignore a political environment that also includes aesthetic values attached to forests. We have to find a way to manage for diverse community values.

We sincerely hope that you will find our comments useful.

Again, we thank you for the opportunity to comment. We recognize that there will be another opportunity as the Bureau refines the proposed plan.

Sincerely,

Annabelle Jaramillo
Commissioner

cc. Commissioner Jay Dixon
Commissioner Linda Modrell

April 2, 2008
Legislative Committee and
Corvallis City Council
Draft - Resolution Opposing the Western Oregon Plan Revision (WOPR)
Submitted to full CC, March 3, 2008.

Dear Legislative Committee,
I collected some hand outs and failed to get these to Staff on time to place in the packet, so I will attempt to summarize the handouts here. The handouts are informational to help the committee in their decision to accept the Resolution Opposing the Western Oregon Plan Revision.

1. Dr. Olga Krankina power point slides PNW Forests summarize our native forest carbon storage potential from her presentation given this month at the 'Clearcutting the Environment' conference in Eugene, Oregon.

Native forests sequester carbon where industrial forests are noted to have reduced carbon storage potential.

2. 'County Payments Legislation Makes Logging Plans Unnecessary'
2007 US House of Representatives passed House Bill 3580 "Public Land Communities Transition Assistance Act of 2007"
"The new legislation provides funding for counties where federal lands are located based on historical timber receipts, and concentrations of public land within the county and the current economic condition of the county." (9-26-07 Steve Pedery press release)
Benton County is not part of the Oregon and California Coalition of Counties in Oregon. Benton County will receive regardless, some payments from timber sale from WOPR Alternative #2.

3. Global comments to WOPR alterative #2 two topics:
Carbon storage and global air pollution impacts from China and native forest air shed protection value.
iii. The Northwest Forest Plan Complies with the O &C Act and Other Environmental Laws.
..."In short, there is no need to "re-focus" BLM's plans to any statutory mandates in the O&C Act because BLM has been acting in concert with those mandates under the Northwest Forest Plan all along."... Page 18-19 global comments to WOPR alt #2. 2008.

Page 88-89 Global Comments to WOPR 2008.
IX. Global Climate Change
A. Background on Forests, Carbon & Climate Change
..."Forests are the most significant terrestrial stores of living carbon, and forest destruction and mismanagement over the last century has contributed significantly to the carbon dioxide (CO2) pollution that threatens our climate"...

ATTACHMENT D

-We need to protect the full diversity of life in our forests
-Expand our existing system of protected areas
-Let our forests grow

The WOPR fails to fully acknowledge and analyze climate change and fails to develop alternatives which spell out issues and future of climate change over the full scope of landscape the plan covers, which is the entire Coast range from Roseburg to the Columbia.

4. Board of Commissioners (BOC) comment to WOPR.

The BOC raise important questions and offer critical suggestions to the preferred Alternative #2 (Alt #2) timber first alternative.

In comment: BOC specify the plan should look at the ecosystem as a whole.

WOPR Alt #2 undermines this process with removal of the North West Forest Plan, potentially taking away all protections to native forests regardless of age, or status.

Alt #2 sets riparian buffers unilaterally regardless of slope angle or location in space to 25 feet, leading to sever landslide issues and water quality decline in listed aquatic basins such as the Alsea River Aquatic Unit to which, millions of State and Fed. Funds are currently being allocated and is a major fishery for recreational users of this drainage to the Pacific Ocean. Fisheries off shore could be negatively impacted forever with WOPR Alternative #2.

The fishing industry and recreational use of water and oceanic resources linked to these headwater forests are not discussed in DEIS-WOPR Alt #2.

Local water quality and quantity of private water supplies -spring boxes, and City of Philomath water withdrawal from Marys River may be harmed over ten+ year period, with land use actions related to clearcut/reduced/narrowed riparian corridor on all public lands in the:

Alsea, Monroe, Philomath, Bellfountain, Lobster Valley-Little Lobster Creek, Record Creek, Bummer Creek, Town of Glenbrook, South Fork Alsea: Tobe, Rock, Peak Creek, Greasy Creek, Decker drainage: Muddy Creek, Beaver Creek, Evergreen Creek, Starr Creek, Honey Grove drainages…ect. Private spring box water supplies linked to these native and plantation forests/stands on O and C land are unprotected under Alt #2.

Oregon Toxics Alliance may need to be formed/aligned in Benton County to deal with: warning landowners and municipalities of cyclic spray regimes, aerial fertilization, road building, and to daily long haul transport of raw logs out of county and to the coast for export.

Road building, road use and increased application of large area forest mg. using aerially applied assortment of long lived persistent and toxic commercial chemicals will cost municipalities money to warm private landowners and to assist private and municipal land owners to protect or test for clean water and long term supply from increased use of toxic long term persistent herbicides: pesticides, defoliates, fungicides, fertilizers, growth

hormones, degreasers, deicer chemical, fire retardants, asbestos, road sealants, asphalt derivitics-100s of leached petroleum chemicals.

It is predicted clearcuts will provide input to all waterway, massive problems with siltation of all water supplies both municipal and private from small riparian areas, clearcut over vast areas, road building on a unprecedented scale, and continues over ten years long haul transfer to the coast for raw export and to mill sites out of the county/offshore.

Real estate value of private property will directly decline with long term forest mg. under Alternative #2 due to landslide damages: water quality and quantity degrade, repeat application of fertilizer to reforested plantations, repeat use of forest herbicide and pesticide to monoculture plantations and thinning, view shed loss, privacy loss, local climate change and drying up of historic water supplies which are in critical demand at this date on private and municipal properties as we continue warming.

Localized adverse climatic change may be felt by the City of Philomath and Corvallis due to the extensive volume of native forest removal of which these forests being built for 1000's of years by nature, will be taken off line and not contribute to air quality: Oxygen production, soil moisture storage and release, coastal range slope stability,carbon storage, weather generation, climate moderation, wind buffering from coastal low pressure inland air exchange to Mediterranean climate upslope and into the WV grabin.

Species habitat loss will occur in native forests/plantations which are presently occupied forests by: Marbled Murrelet, Northern Spotted Owl, all listed aquatic species, all listed plants, insects, micoroflora and fauna, bear, cougar, elk, deer, rabbit, Red Tree Vole, amphibians, herps, reptiles, bat species, western pond turtle, rare lichen, fungi, liverwort, moss, bryophyte and bacteria will be directly harmed and perhaps under Alternative #2 - eliminated.

Native American use/archive of past ancient use within these public lands of areas to be clearcut may never be evaluated anthropologically, so could be directly undermined/obliterated with vast areas of clearcut.

Thank you for considering excepting this Draft Resolution Opposing the Western Oregon Plan Revision, April 2, 2008.

Rana Foster
1415 SW Brooklane Dr
Corvallis, Oregon

PNW Forests

- Potential to store additional carbon is among the greatest in the world
  - High productivity
  - Douglas-fir is long-lived and maintains high growth rates
  - History of forest management
    - reduced C stores between 1953 and 1993 by 24% on private industrial lands and by 7% on federal lands (Melson 2004)
    - extensive past harvest created a large cohort of young forest stands that are on track to absorb and store large quantities of carbon
- Potential to prevent C emissions is among the greatest in the world
  - Some old-growth still remains
  - Public support for forest conservation

ATTACHMENT E

- Increasing growth = Faster uptake of carbon from the atmosphere, but the effect may be smaller if
  - wood density declines
  - decay resistance is lower
  - product mix from fast-growing trees shifts towards shorter-lived wood products
  - rotation interval is shortened as growth rate increases (a primary goal of increasing growth rates)

Dear Rana,

The pdf of my presentation is attached. The link to this and other presentations is below.
http://www.stopclearcuttingcalifornia.org/html/expertsonvideo.html

Olga.
Dr. Olga N. Krankina
Department of Forest Science
Oregon State University
202 Richardson Hall
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Phone: (541) 737-1780
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County Payments Legislation Makes Logging Plan Unnecessary

U.S. House Natural Resources Committee Approves Renewed Funding For Timber Dependent Counties, Eliminates Pressure to Log Ancient Forests

Press Release

September 26, 2007

Portland, Ore-Oregon Wild today celebrated the passage of important "County Payments" legislation by the US House of Representatives Natural Resources Committee. The Public Land Communities Transition Act will restore critical funding for rural county governments in Oregon.

"Rural communities throughout Oregon need help finding a stable funding source for education and other critical services," noted Steve Pedery, Conservation Director of Oregon Wild. "We applaud the hard work of Representative Peter DeFazio, Senator Ron Wyden, and others to help counties make the transition to a more sustainable future."

The bill comes at a crucial time as the logging industry and Bush Administration have recently pushed for a new plan to re-link county funding to widespread clear-cutting on hundreds of thousands of acres of Bureau of Land Management (BLM) forestlands. Known as the Western Oregon Plan Revisions (WOPR), this reckless scheme would result in a 700% increase in old-growth logging.

"The Bush administration and the logging industry are offering a devil's bargain-buy a few years of funding in exchange for a return to widespread clear-cutting of old growth forest," added Pedery. "Oregonians should not have to choose between funding rural programs and protecting salmon and clean drinking water."

Counties throughout Oregon are facing serious budget shortfalls this year due to the expiration of the Secure Rural School and Community Self-Determination Act of 2000 (often referred to as "county payments". This important legislation de-linked funding for rural schools and other programs from funds generated by reckless logging levels on federal public lands, and from the boom and bust cycles of the logging industry.

The new legislation provides funding to counties where federal lands are located based on historical timber receipts, the concentration of public land within the county and the current economic condition of the county.

This balanced federal payment formula stands in stark contrast to the current BLM logging plan aimed

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at generating funding for rural counties by logging Oregon's forest heritage. The Western Oregon Plan Revision would increase the logging of old-growth trees by 700%, stripping the protections of the Northwest Forest Plan and tumbling Oregon's forest communities back into a boom and bust cycle. With the passage of the Public Land Communities Transition Act, this dangerous logging plan is now not only illegal and harmful, but also completely unnecessary.

Contact: Steve Pedery (503) 283-6343 x212

extract from
Global Comments
Jan 9, 2008 WOPR-BLM Oregon

After Headwaters, the courts have retreated from a timber-centric vision for O&C lands. Instead, the operating principle has become one of dual responsibilities. BLM must meet all of its statutory obligations, many of which call for environmental safeguards even where such safeguards result in less intensive or pervasive logging.

In Portland Audubon Society v. Lujan, 998 F.2d 705 (9th Cir. 1993), the Ninth Circuit found no unavoidable conflict between an injunction stopping old-growth logging pending compliance with the National Environmental Policy Act, and the O&C Act, even though the Act's timber targets (stated as a minimums) could not be met under the injunction. BLM and the O&C counties had argued that "the district court erred in issuing an injunction which prevents the BLM from selling a minimum of 500 million board feet of timber per year as directed by the" O&C Act. Id. at 709. The court rejected this argument, stating: "We find that the plain language of the Act supports the district court's conclusion that the Act has not deprived the BLM of all discretion with regard to either the volume requirements of the Act or the management of the lands entrusted to its care. Because there does not appear to be a clear and unavoidable conflict between statutory directives, we cannot allow the Secretary to 'utilize an excessively narrow construction of its existing statutory authorizations to avoid compliance [with NEPA].'" Id. at 709. Under this ruling, BLM must comply with NEPA, the ESA, and other environmental laws in its management of O&C lands.

iii. The Northwest Forest Plan Complies with the O&C Act and Other Environmental Laws.

In the Northwest Forest Plan, the agencies construed this interplay to mean that other environmental laws take precedence over the O&C Act in the absence of a conflict, and that prudent management to avoid future conflicts with such other laws is within the BLM's discretion, as it could promote economic stability in the long-run. For example, "That Act does not limit the Secretary's ability to take steps now that would avoid future listings and additional disruptions." NWFP Record of Decision at 50. The Secretaries made the finding that the adopted plan "will provide the highest sustainable timber levels from Forest Service and BLM lands of all action alternatives that are likely to satisfy the requirements of existing statutes and policies." ROD at 61.

In Seattle Audubon Society v. Lyons, 871 F. Supp. 1291 (W.D. Wash. 1994) (appeal history omitted), Judge Dwyer rejected the contention that the Northwest Forest Plan violated the O&C Act, stating that BLM must fulfill its conservation duties under other environmental statutes in managing the O&C lands. He also rejected the contention that the agency need not comply with the NEPA or the ESA because it has no power under its enabling statute to modify its management activities based on the other environmental statutes. BLM "for many years has exercised broad authority to manage the O & CLA lands: the BLM is steward of these lands, not merely regulator. Management under the O & CLA must look not only to annual timber production but also to protecting watersheds, contributing to economic stability, and providing recreational facilities." Id. at 1314.

Judge Dwyer noted that the court in Headwaters approved a BLM management plan that allocated over 50% of the area at issue to non-timber uses and that the decision dealt with the O&C Act alone, not BLM's duty to comply with other statutes. He also pointed to Portland Audubon as a more recent decision confirming that BLM must fulfill conservation duties imposed by other statutes. As in Portland Audubon, NEPA compelled BLM to consider the environmental impacts of its actions. 871 F. Supp. at 1311. Moreover, Section 7(a)(1) of the Endangered Species Act requires

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BLM to utilize its authorities and carry out programs to conserve threatened and endangered species. Id. at 1311, 1314. BLM appropriately construed this mandate to take action to minimize the need to list species in the future. Id. at 1314. Moreover, Judge Dwyer concluded that the agencies could not, given the current conditions of the forests, meet their obligations under NEPA and § 7(a)(1) of the ESA "*without* planning on an ecosystem basis." Id. at 1311 (emphasis in original).

While NEPA and the ESA are two statutes that impose mandates on BLM's management of O&C lands, the Interior Solicitor has recognized that numerous statutes similarly constrain BLM's management of O&C lands. The Wild and Scenic Rivers Act is one such statute, and in fact several designated wild and scenic rivers include O&C lands. BLM must also manage the lands to safeguard species listed under state endangered species acts, to provide sufficient habitat to conserve and rehabilitate fish, wildlife, and game populations, to meet water quality standards established under the Clean Water Act, and to impose measures to protect wetlands, including by prohibiting logging in wetlands areas, where necessary. See Interior Solicitor Mem. (May 14, 1981).

In short, there is no need to "re-focus" BLM's plans to any statutory mandates in the O&C Act because BLM has been acting in concert with those mandates under the Northwest Forest Plan all along. Nor can BLM validly desire to coordinate its plan with revisions to owl critical habitat, as those very critical habitat revisions are flawed and violate the ESA. BLM should be up-front about its one true purpose in proposing this action – increasing the cut from BLM lands in Oregon.

III. THE DEIS FAILS TO DISCLOSE THE ENVIRONMENTAL AND CUMULATIVE IMPACTS OF THE PROPOSED REVISION TO THE NORTHWEST FOREST PLAN AS A WHOLE.

The Northwest Forest Plan, adopted in 1994, amended the planning documents of 19 national forests and seven BLM districts, and it set standards and guidelines for these lands. When the timber industry challenged the adoption of the Northwest Forest Plan, it challenged the agencies' authority to adopt an ecosystem plan that covered lands administered by both the Forest Service and BLM. The district court noted that both agencies' planning statutes required an integrated, scientific approach; both agencies had to comply with NEPA's mandate to consider ecosystem effects; and both agencies had to comply with the Endangered Species Act. The court held that "[g]iven the current condition of the forests, there is no way the agencies could comply with the environmental laws *without* planning on an ecosystem basis." Seattle Audubon Soc'y v. Lyons, 871 F. Supp. 1291, 1311 (W.D. Wash. 1994).

The effectiveness and legality of the Northwest Forest Plan depends on its application to both Forest Service and BLM lands; the Northwest Forest Plan is a "coordinated management direction for the lands administered by the Forest Service and BLM within the range of the spotted owl [that will also] protect and enhance late successional and old-growth forest ecosystems." FWS Northwest Forest Plan Biological Opinion at 2 (Feb. 10, 1994). Two key assumptions behind the biological analysis of the Northwest Forest Plan were that (1) "[r]iparian and Late-Successional Reserves (LSRs) will retain reserve status and will not be available for timber production other than as provided in Alternative 9" and (2) "[a]lternative 9 applies to Forest Service and BLM lands; all

part of:
Global Comments
Jan 9, 2008 WOPR-BLM Oregon

harvesting would not maintain wilderness characteristics" (DEIS at LXIV); and also that "[r]egeneration timber harvest would result in a loss of wilderness characteristics." DEIS at 785.

The BLM is obligated to accurately assess the wilderness qualities of the areas identified by the public and then assess the impacts of the management alternatives on their wilderness characteristics, regardless of whether the BLM believes that the areas are exempted from wilderness review due to the presence of O&C lands. *See* Portland Audubon Society v. Lujan, 998 F.2d 705, 709 (9th Cir. 1993) (NEPA was "passed after the O&C Act," and it applies "to all governmental actions having significant environmental impact, even though the actions may be authorized by other legislation"); Portland Audubon Society v. Lujan, 795 F.Supp. 1489, 1507 (D. Or. 1992) ("There is not an irreconcilable conflict in the attempt of the BLM to comply with both NEPA and the O&C Act"). However, because the DEIS does not acknowledge the wilderness characteristics of most of the areas proposed for protection, the DEIS fails to assess the impacts of the logging proposed in the management alternatives on those same values.

As a first step, the BLM must correct its criteria for evaluating lands with wilderness characteristics as described above and reassess the application of those criteria to the proposals submitted by the public. The BLM must then conduct a NEPA analysis of the direct, indirect and cumulative impacts of the management alternatives on the lands with wilderness characteristics and provide the public with an opportunity to comment on this analysis *prior* to issuing the Proposed RMPs/Final EIS, so that this information can be taken into account in developing the final RMPs.

IX. GLOBAL CLIMATE CHANGE

A. Background on Forests, Carbon & Climate Change

Climate change is caused by excessive amounts of large carbon-based molecules (greenhouse gasses, or GHGs) in earth's atmosphere. These GHG are relatively transparent to incoming short wavelength solar radiation and tend to reflect the outgoing heat that normally radiates back to space. The net result is warming of the earth's atmosphere which has significant repercussions on earth's climate, hydrologic cycles, and ecosystems. The GHGs are emitted by human activities including: burning fossil fuel, heating limestone to make cement, agriculture which releases carbon from the soil, and logging which releases carbon from the vegetation and soil.

The forests and watersheds have had 2 million years to adapt to the climatic swings between glacial and interglacial periods, but now climate change threatens to push the pendulum beyond the normal interglacial into new territory that is warmer than the earth has experienced for millions of years. Both the rate and magnitude of climate change are unprecedented.

About half of the dry weight of trees is composed of carbon. Carbon stored in forests is carbon that has been removed from the atmosphere. In fact, forests are the most significant

terrestrial stores of living carbon, and forest destruction and mismanagement over the last century has contributed significantly to the carbon dioxide (CO_2) pollution that threatens our climate. In the future, we need to manage forests to (a) help mitigate climate change by allowing forests to fulfill their full potential for storing carbon in living systems, and (b) make forests more resilient to the anticipated changes brought by climate change.

To make forests more resilient to climate change we need to protect the full diversity of life in our forests. Every species and each biotic community is a record of successful adaptation to past changes. Even though the future may not mirror the past, the diversity of life that exists currently represents the full catalog of successful adaptations that are available for the profound restructuring of ecosystems to come. We should not be throwing tools out of the toolbox by allowing species to go extinct.

Since northern hemisphere ecosystems are expected to shift north and toward higher elevations in response to warming climate, we need to expand our existing system of protected areas to give forest ecosystems enough room to migrate via natural processes of disturbance, dispersal, and regeneration.

To help forests store more carbon we need to let our forests grow. Photosynthesis is the mechanism plants use to capture CO_2 and convert it to plant matter that feeds the base of the entire planetary food chain. Old-growth trees store massive amounts of carbon in their trunks as well as in the soil. Logging stops photosynthesis and initiates decay processes that transfer much of the carbon in the trees and soil back to the atmosphere. Forest conservation allows forests to grow large and complex, which not only helps mitigate climate change but also enhances water quality, wildlife habitat, recreation, and quality of life.

Continued loss of older forests is a real issue and BLM's plan to reduce protection of older forests and increase logging of older forest will make climate change worse than it would be if BLM continued to implement the Northwest Forest Plan or if BLM instead worked to combat climate change by storing more carbon on western Oregon forest lands.

B. BLM Must Stop Being Part of the Problem, and Start Being Part of the Solution.

Climate change is a globally significant issue which defies a simple solution. It won't be solved by any singular or centralized change in technology or land use. The IPCC 4th Assessment Report Synthesis concludes that "No single technology can provide all of the mitigation..." It will require numerous changes by nearly every industry, including forest practices.

The UN Environment Program says that concern for climate change must be "urgently mainstreamed" especially in sectors such as forestry. [9] USFS Chief Gail Kimball told a recent

[9] Global Environment Outlook (GEO4) http://www.unep.org/geo/geo4/media/ Chapter 2 – Atmosphere http://www.unep.org/geo/geo4/report/02_Atmosphere.pdf

HIKE COAST RANGE

OLD-GROWTH FORESTS

Sundays in April 11am-Aft.

Sponsored by Benton Forest Coalition

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

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, WARM DUDS & WEATHER-FRIENDLY GEAR (RAINGEAR, HAT, GLOVES)

Flexible distance, mostly gentle w/ some steep slopes, logs, uneven ground

FOR MORE INFO: unclereedy@hotmail.com

or 754-3611

ATTACHMENT H

What of our precious Natural Heritage will we will leave for our children and grandchildren?
Besides Old-Growth, what about Wildlife, Understory Plants, Soil Fertility, & the Hydrosphere?

COLUMN SENT TO G-T RE GOOD REASONS ECOLOGIC AND ECONOMIC TO PROTECT OLD-GROWTH FROM THE WOPR

Jan. 07, '08

Mike Schmeltzer
Managing Editor
Corvallis G-T

Dear Mike and G-T Readers,

Old-growth forests are vitally important for our regional economic health, quality of life, and survival. In context of BLM proposals under WOPR (Western Oregon Plan Revisions) to dramatically increase clear-cutting of mature and old-growth forests, Oregonians need to refocus on this unique and precious, but easily degraded resource.

Our oldest, biomass-rich forests provide an array of valuable ecological, economic, and human environmental functions. Native forests are hydrological wonders, massive carbon stores, bio-diversity banks, genetic repositories, living research labs, temperature moderators, fire resisters, and tireless producers of clean air and water.

Economically, old-growth forests protect surrounding second-growth stands from climatic extremes and species impoverishment. They are great environments for hiking, fishing, camping, hunting, biking—or just experiencing Nature's peace and beauty. A palpable magic feel is created when beams of sunlit mist cut through the dark, towering monoliths. The air seems moist, fresh, alive. Feelings of awe and reverence can be inspired, as in a cathedral.

In the Alsea Falls area, numerous stands of 4′ to 7′, even 9′-diameter Pseudotsuga menziesii are found. One measured 120″ in diameter and 240′

ATTACHMENT I

tall. A humbler 180′, 55″ hemlock stood nearby. Many people "feel good" just knowing these awesome creations are out there.

A recent paper by northwest economists describes numerous direct and indirect benefits deriving from intact older forests, from businesses servicing recreation and tourism to the additive health benefits of clean water and air on quality of life and productivity. Not to mention companies with high-paying engineering, management, or research jobs looking for good environments to locate in.

Plundering the vast stores of native stands of forest with their grand conifers dominated 18th, 19th, and 20th century forest policy, or lack thereof. This era of hardheaded economic determinism seems vacant-headed today.

Lessons of forest conservation and protection have been hard-won, yet the WOPR, dressed up as a forest plan, pulls us back to that era of runaway greed, high-grading, and backroom deals. The WOPR is more a payback to friends of Bush & Co. than a balanced, legally-defensible forest plan.

WOPR recommendations ignore numerous environmental laws, depart even from the already timber-tilting NW Forest Plan, dump "survey and manage" protocols, and hark back to a narrow interpretation of the 1937 O & C Act to briefly expand old-growth harvesting in Western Oregon by 500+% until it is largely gone. Forest policy must be flexible, but the WOPR is an extreme departure from collaborative and environmentally sensitive, science-based forestry. Parallels to Iraq abound.

Additionally, the WOPR does not seriously address potentially destabilizing effects of harvesting older forests on climate and local/regional economies. We should contemplate possible economic ramifications of increasingly extreme weather:

storms, high wind events, hot and dry spells, and floods, all of which intact ancient forests buffer against.

Half a dozen major storms could wipe out all "whopper" gains. Go out two decades to 2030, and communities now caught in 'revenue shortfalls' may be talking about disaster relief or potential collapse instead of just patching up libraries, school budgets, and roads. We need to start taking climate change seriously.

County revenue shortfalls are very important but natural resource policy should not be held hostage to society's endless revenue demands. The federal treasury and public lands ('the commons') are both heavily depleted. Federal transitional and state assistance is necessary, but individual counties must also ante up for valued services, as Benton County did recently. Timber companies should provide a much bigger chunk of the pie, since they are profitable, heavily tax-advantaged entities.

For summary or analysis of the WOPR, consult www.oregonwild.org or www.kswild.org (follow link to old-growth). The BLM WOPR site can be accessed at: www.blm.gov/or/plans/wopr.

YOURS TRULY,

Chris Foulke
Benton Forest Coalition
Forest Management (OSU-'84)
Former USFS Forest Tech/Firefighter
Member, Defenders of Wildlife, Sierra Club
2450 SE Micah Pl.
Corvallis OR 97333
(541) 754-3611
understand@peak.org

Councilors thank you for having us here today and hearing our request. I would like to correct something from our earlier presentation. I was wrong in stating that the County Commissioners had accepted the WOPR, as you can see from the handout.

If you've been reading the news lately, you'll find that the WOPR is pretty much dead in the water, but what we're asking for in a resolution is not just about the WOPR. We're requesting that you create a new vision, a look into the future, a look at how Corvallis as a community will interact with the landscape we live in, and the natural world that surrounds us. And we want you to enlighten us – what kind of benefits will Corvallis citizens continue to receive in the next forty or fifty years from adjacent public lands, like clean air and clean water, how can we work to ensure this, and what kind of recreational opportunities will be available for our children on surrounding public lands.

I grew up in Texas, and in my childhood we lived down the road from several oil refineries. I still remember the smell of the polluted air we breathed. My first impression of Corvallis, from the moment I stepped out of my car, was of fresh air. And we are very lucky here –the city provides us with an excellent water supply, and the air we breathe is filtered by the forests that surround us. In the future that will be even more important than it is today. Pollution from coal burning power plants in China has already been detected in the States. Much of the forestland in the Coast Range is industrial, and subject to shorter and shorter harvest intervals. With each succeeding rotation, the topsoil is depleted further, and there may come a day when industrial lands will no longer support healthy regrowth, so it's doubly important for the air that we breathe, to protect our native forest ecosystems on public lands.

I want to direct your attention to this headline in the Register Guard – Tourism Venture to Tune Europeans In On Oregon (see copy).

For a small university town, Corvallis has a lot of international connections. Our scientists collaborate with scientists in other countries. We have foreign students at the university, and we have sister cities. Corvallis is part of the global community. We're culturally diverse, and not subject to the kind of insular thinking you might encounter in other small towns. Corvallis is perfectly suited to host tourists from other countries. In the future, tourism and recreation may become a substantial part of our economic base, if we can work to protect the scenic beauty that surrounds us. Europe has rivers and mountains, but we have one thing European visitors don't see at home, and that's old growth forests.

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We're asking you and the other Councilors to join with us and the Eugene City Council in sending a strong message to our lawmakers, and to the agencies that manage our public lands, that we want permanent legal protection for old growth and mature forests, and for degraded landscapes on public lands to be restored. I believe this is in keeping with the mindset of most Corvallis citizens, who have a strong conservation ethic, believe in living sustainably and in protecting our natural environment.
Thank you,
Reed Wilson

Louie, Kathy

From: Reed Wilson [unclereedy@hotmail.com]
Sent: Friday, March 28, 2008 9:07 AM
To: Louie, Kathy
Subject: anti-WOPR resolution

Kathy Louie - could you please pass this on to the members of the Legislative Committee?
Thank you
Reed Wilson

DEFAZIO LAMBASTS BLM FOR SITTING ON LATEST SCIENTIFIC REVIEW OF WOPR
Scientific Team Fails To Support Findings In WOPR

WASHINGTON (DC)-Today, Congressman Peter DeFazio (D-Springfield) was surprised to learn that the long-awaited seven agency scientific review of the Bureau of Land Management's (BLM) Western Oregon Plan Revision (WOPR), which failed to pass scientific review, has been buried on BLM's website for several weeks.

The BLM convened the Science Team in September 2005, to advise the agency on scientific issues. In its review of WOPR the Science Team concluded that WOPR suffered from several critical errors: overestimating the amount of available habitat for key species, underestimating the environmental effects of the revision, using models without verifying accuracy, failing to incorporate social and scientific uncertainty into its assumptions, and failing to utilize the best available science in its analysis. The Review examined all resources affected by WOPR, including wildlife, socioeconomics, water, and timber.

"I am shocked that the BLM appears to have quietly sat on the findings from its own Science Team," Congressman DeFazio said. "This doesn't pass any credible attempt to fully disseminate this report and make the public aware that the Team's findings were even available. Given the Science Team took issue with much of the findings in the WOPR, the BLM leaves the impression that it didn't want this report to be widely known anytime soon."

The Team includes federal and state scientists with experience in a variety of natural and social sciences. Team members are scientists from the Oregon Department of Environmental Quality, United States Geological Survey, National Oceanic and Atmospheric Administration, Oregon Department of Forestry, Forest Service Pacific Northwest Research Station, and the BLM.

In response to a sweetheart settlement agreement with the timber industry, the BLM is considering revising the six western Oregon resource management plans that dictate management on 2.1 million acres of public land in southwest Oregon. This plan is commonly known as the Western Oregon Planning Revision, or WOPR. The agency released the draft environmental impact statement for its proposal in August 2007, which called for a 700% increase in logging on these lands. The BLM is expected to make a decision on the revisions sometime in the next several months.

"The WOPR is based on the fatally flawed 2007 draft spotted owl recovery plan, which itself has already failed three different scientific peer reviews. I have told the BLM and proponents of WOPR that continued reliance on this plan revision process to meet unrealistic timber harvest levels is ludicrous. It now appears that even the BLM's own science team agrees."

DeFazio also said, "If WOPR cannot stand under its own weight, it is time for Congress to step in and provide clear direction for these forests."

The Science Team's review is available on the BLM's WOPR website:
http://www.blm.gov/or/plans/wopr/files/Science_Team_Review_DEIS.pdf

Watch "Cause Effect," a show about real people making a real difference. Learn more.

ATTACHMENT K

Testimony Presented to the Legislative Committee, Corvallis City Council April 2, 2008

My name is Jim Fairchild, and I am a Benton County resident and forest land manager, and live adjacent to Corvallis Municipal Watershed lands and Siuslaw National Forest. I served on the Corvallis Watershed Management Advisory Commission from 1994 through 2006. I am an active member of Audubon Society of Corvallis, Marys River Watershed Council, and the Marys Peak Stewardship Group. The latter two organizations have been instrumental in securing $60,000 in federal grant money this year for fish passage improvements on Rock Creek on city watershed lands. These receipts are from revenues generated in the Siuslaw National Forest from forest thinning sales that have a clearly demonstrated forest restoration value. These stewardship projects not only return receipts entirely locally, but specifically target local contractors for local social and economic benefit.

But this testimony really concerns Siuslaw National Forest's sister federal forest land manager, the Salem District of the Bureau of Land Management, which administers most of the federal lands nearest to Corvallis in Benton County. In contrast to Siuslaw NF, Salem District BLM, along with most west-side BLM lands, took the 1994 "Clinton" Northwest Forest Plan and did a temporal about-face. With a greater land base and similar distribution of forest age classes, Salem BLM targeted old-growth sales, marching backwards towards the bad old days. Meanwhile, Siuslaw NF targeted second-growth plantations for thinning. Not surprisingly, Siuslaw was able to meet the Forest Plan's "Potential Sale Quantity", while Salem and other BLM districts fell far short of potential projections.

BLM administrators pushed hard for continued old growth sales locally—Bummer Swamp, Cherry Tree Plum, Tobe West, and fought administrative appeals when they ignored at-risk species, slide-prone landscapes, and standard administrative procedures. Meanwhile Siuslaw moved timber without facing appeals, supplying logs to mills, timber and forest restoration jobs, tax revenues to counties: supporting local economies.

Politically easy, BLM chose the reactionary response to the Northwest Forest Plan. The end result has been a court sweetheart settlement with corporate timber plaintiffs that dictated the construction of this plan and its terms. Meantime, strong leadership in Siuslaw National Forest chose a more progressive and more sustainable response—and that has benefitted communities from Florence to Eugene, from Deadwood to Corvallis.

The Benton County Commission does not support this proposed plan revision. We do not need to go backwards anymore. We cannot go backwards anymore. Corvallis should not remain silent.

I endorse the resolution before you to oppose the adoption of the Western Oregon Plan Revision, in its entirety. It is flawed in its purpose and need, its reliance on false assumptions, its lack of scientific credibility, its ignorance of climate change and ecological realities, and its dependence on analyses that have recently been set aside as invalid.

Now that this choice is before you, Corvallis can choose to support sustainability—in word only, or perhaps in deed. Marys Peak Stewardship Group and Marys River Watershed Coucil have given their support to Corvallis for fish passage projects on Rock Creek because they believe forests really can sustain us if managed sustainably. BLM can choose another path, and might indeed with your help.

ATTACHMENT L

Testimony by Joel E. Geier, Ph.D. (38566 Hwy 99W Corvallis, Oregon)
In support of the resolution before the Corvallis City Council Legislative Committee, to oppose the Bureau of Land Management's Western Oregon Plan Revision.
Testimony presented April 2 8:30 AM, at 400 NW Harrison, Corvallis, Oregon.

My testimony concerns the economic importance of wildlife tourism for Benton County and Corvallis, and the likely negative impacts of the Western Oregon Plan Revision on this important asset. I am a resident and small-business owner in Benton County, with three children who attend Corvallis public schools, where I have helped as a volunteer at Mountain View, Lincoln, Inavale, and Cheldelin schools. I have served as field notes compiler for Audubon Society of Corvallis, and as Willamette Basin field notes compiler and past Board of Directors member for Oregon Field Ornithologists (OFO). I currently represent OFO on the Willamette Valley Birding Trail project. However, my testimony today is as a private citizen who has a stake in sustainable economic development in the greater Corvallis area.

1. Wildlife-viewing tourism and especially birdwatching are of significant economic importance, both nationwide and in Oregon.

According to the *2006 National Survey of Fishing, Hunting, and Wildlife-Associated Recreation (U.S. Department of the Interior, Fish and Wildlife Service and U.S. Department of Commerce, U.S. Census Bureau)*, in 2006:

- Nationwide 77.1 million people participated in wildlife-viewing, 47.8 million as birdwatchers.
- 87 percent of the 23 million people who watched wildlife away from home were birdwatchers.
- **In Oregon** 1.45 million people participated in wildlife-viewing. There were more than twice as many wildlife watchers as hunters and anglers combined.
- They spent a total of 8,108,000 person-days observing birds and other wildlife in Oregon.
- **Along with other wildlife watchers, birders spent $776 million - an average of $523 per participant - in Oregon.**
- **Birders and other wildlife viewers supported over 22,000 full-time jobs in Oregon.**
- They also generated over $60 million in taxes for Oregon & federal governments.
- In 2006, 293,000 out-of-state visitors birded in Oregon.
- Out-of-state visitors accounted for 1.82 million days spent wildlife-watching in Oregon.
- **These visiting birders brought a net economic value of $134 per birding day(*) which amounts to a $243 million total benefit to Oregon's economy**, or an average of $830 per visitor.

** Economic valuation is calculated based on Birding in the United States: A Demographic and Economic Analysis Addendum to the 2001 National Survey of Fishing, Hunting and Wildlife-Associated Recreation. Report 2001-1, U.S. Fish & Wildlife Service.*

ATTACHMENT M

2. A broad-based effort is underway to bring more wildlife tourism to the Willamette Valley and Coast Range communities, and thus increase economic benefits to Corvallis and neighboring communities.

- The Willamette Valley Birding Trail will be the fifth in a statewide network of birding trails. See *www.oregonbirdingtrails.org* for a description of the project.
- This effort is supported by a broad coalition that includes tourism, convention and visitor associations as well as state and federal agencies and conservation groups.
- More than 15 birding sites have been nominated in the Corvallis area.

3. Coast Range forests host regional specialty birds that are key for drawing birders to the Corvallis region:

- Varied Thrush
- American Dipper
- Hermit Warbler
- Sooty (Blue) Grouse
- Spotted Owl
- Marbled Murrelet.

Two of these species, Varied Thrush & American Dipper, were featured on the **U.S. Postal Service's stamp issue that highlighted the Pacific Northwest Rainforests**, and are thus emblematic of our region. The Northern Spotted Owl and Marbled Murrelet are of course known nationwide for their conservation status.

4. Logging of old growth forest, and generally accelerated logging of the Coast Range under WOPR, will likely reduce the populations of these species.

Most of these species show significant declining trends even if they are not federally listed (as documented by the American Bird Conservancy).

5. As a direct impact on Corvallis's potential for economic growth, this plan would also undermine the regional effort for wildlife-tourism marketing, by fostering an impression that this resource is being substantially degraded; this would make our region less appealing to wildlife tourism.

6. The economic importance of wildlife tourism, and impacts of increased logging of older forests, have not been adequately accounted for in the WOPR.

Willamette Valley Birding Trail Site Nominations

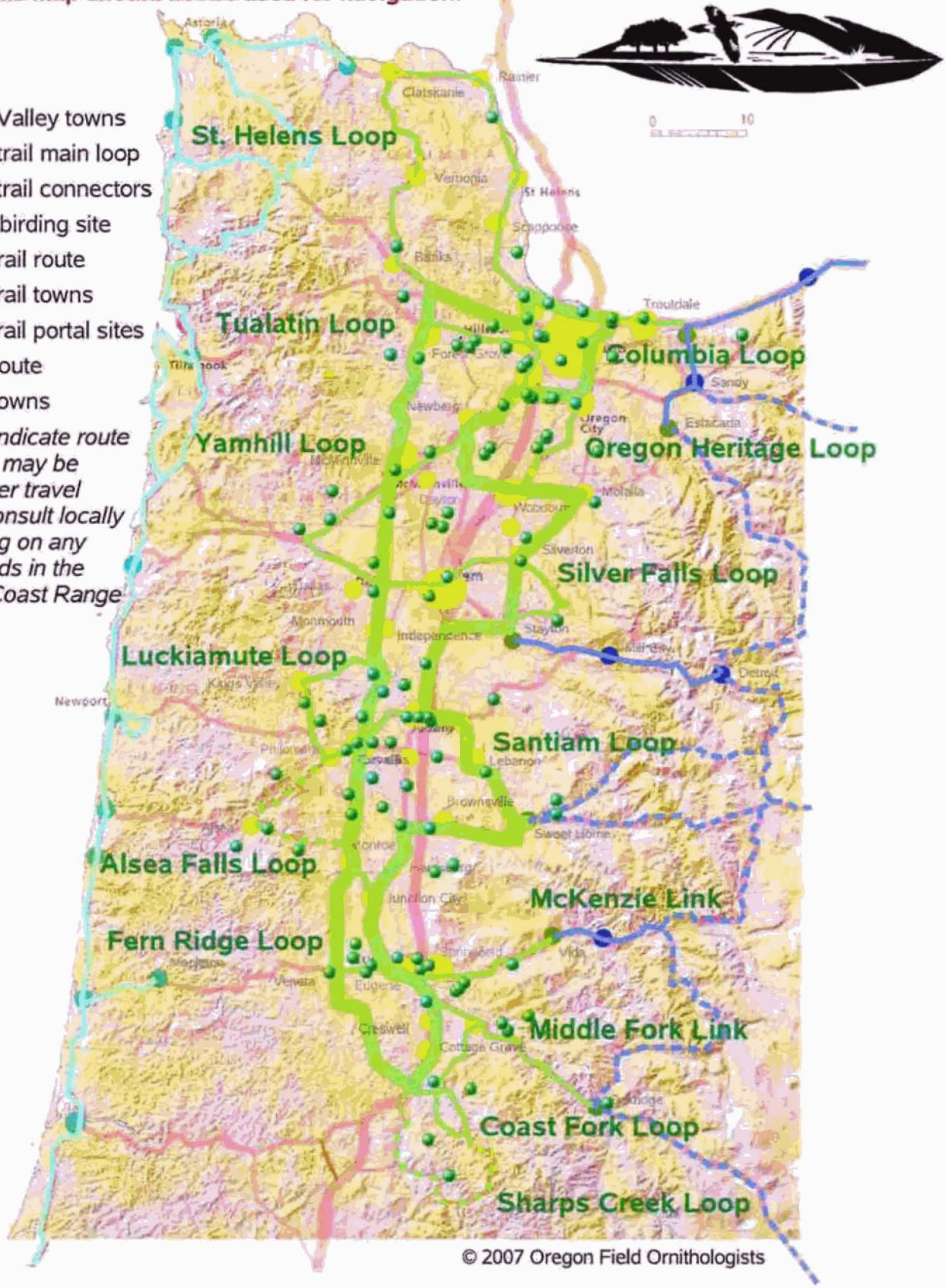
(through November 22, 2007)

IMPORTANT: This draft map is provided only to illustrate the interim status of planning for the Willamette Valley Birding Trail Routes shown are preliminary and subject to change as trail planning continues. **This map should not be used for navigation.**

Legend

- Willamette Valley towns
- Willamette trail main loop
- Willamette trail connectors
- Nominated birding site
- Cascades trail route
- Cascades trail towns
- Cascades trail portal sites
- Coast trail route
- Coast trail towns

Dashed lines indicate route segments that may be subject to winter travel restrictions. Consult locally before traveling on any secondary roads in the Cascades or Coast Range mountains.



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Send letters to the editor:
By mail to the Corvallis Gazette-Times,
600 S.W. Jefferson Ave., Corvallis OR 97333
By e-mail to opinion@gtconnect.com
By fax to 758-9505

www.gazettetimes.com **Publisher:** Mike McInally, 758-9502 **Managing editor:** Mike Schmeltzer, 758-9525 **City editor:** Theresa Novak, 758-9527

Heed science in future forest plans

EDITORIAL

Environmentalists, sportsmen's groups and others have been highly critical of the Bush administration's plan to ramp up logging in the federal forests of western Oregon.

But outspoken activists aren't the only ones finding significant fault with the Bureau of Land Management's Western Oregon Plan Revision.

A team of scientists representing several state and federal agencies convened to advise the BLM on the plan has concluded that WOPR — also known as "Whopper" for its acronym — just doesn't pass scientific muster.

According to a report by the team of scientists, WOPR suffers some critical problems. The team's review, which examined all resources affected by WOPR, including wildlife, water, timber and socioeconomics, determined that the plan overestimates the amount of habitat that would be left for fish and wildlife and underestimates the environmental impacts of the proposed level of logging; that it used computer models without verifying accuracy, failed to incorporate social and scientific uncertainty into assumptions; and that it failed to utilize the best available science in its analysis.

And what did BLM officials do with this report from the scientists charged with advising the agency on WOPR? They essentially sat on it until an Oregon congressman called them out on the matter last week.

U.S. Rep. Peter DeFazio, the Democrat who represents Oregon's Fourth District, lambasted BLM for the way it handled the scientists' report.

"I am shocked that the BLM appears to have quietly sat on the findings from its own science team," DeFazio said. "Given the science team took issue with much of the findings in the WOPR, the BLM leaves the impression that it didn't want this report to be widely known anytime soon."

The WOPR is the result of an out-of-court settlement between the Bush administration and a timber industry group that brought a lawsuit claiming that the 1937 Oregon and California Act, which makes timber harvest a priority in federal forests in the two states, has not been appropriately considered in the 1994 Northwest Forest Plan, which itself was created to resolve a lawsuit over habitat for salmon the northern spotted owl.

WOPR proposes big changes in forest management policies for public lands in 17 western Oregon counties, including Benton County. Among the most significant changes are increases in clear-cutting in the management of old growth forests. The plan's bottom-line objective is to increase timber harvest revenues from federal forest lands.

DeFazio followed his rebuke with something of a threat: "If WOPR cannot stand under its own weight, it is time for Congress to step in and provide clear direction for these forests."

That might not be a bad idea. But whether it's Congress or some other entity providing the direction, we hope they will heed rather than hide the science that should guide management of our forest resources.

ATTACHMENT N

DeFazio Lambasts BLM for Sitting on Latest Scientific Review of WOPR

| Print |

Scientific Team Fails To Support Findings In WOPR

WASHINGTON (DC)—Today, Congressman Peter DeFazio (D-Springfield) was surprised to learn that the long-awaited seven agency scientific review of the Bureau of Land Management's (BLM) Western Oregon Plan Revision (WOPR), which failed to pass scientific review, has been buried on BLM's website for several weeks.

Today, Congressman Peter DeFazio (D-Springfield) was surprised to learn that the long-awaited seven agency scientific review of the Bureau of Land Management's (BLM) Western Oregon Plan Revision (WOPR), which failed to pass scientific review, has been buried on BLM's website for several weeks.

The BLM convened the Science Team in September 2005, to advise the agency on scientific issues. In its review of WOPR the Science Team concluded that WOPR suffered from several critical errors: overestimating the amount of available habitat for key species, underestimating the environmental effects of the revision, using models without verifying accuracy, failing to incorporate social and scientific uncertainty into its assumptions, and failing to utilize the best available science in its analysis. The Review examined all resources affected by WOPR, including wildlife, socioeconomics, water, and timber.

"I am shocked that the BLM appears to have quietly sat on the findings from its own Science Team," Congressman DeFazio said. "This doesn't pass any credible attempt to fully disseminate this report and make the public aware that the Team's findings were even available. Given the Science Team took issue with much of the findings in the WOPR, the BLM leaves the impression that it didn't want this report to be widely known anytime soon."

The Team includes federal and state scientists with experience in a variety of natural and social sciences. Team members are scientists from the Oregon Department of Environmental Quality, United States Geological Survey, National Oceanic and Atmospheric Administration, Oregon Department of Forestry, Forest Service Pacific Northwest Research Station, and the BLM.

In response to a sweetheart settlement agreement with the timber industry, the BLM is considering revising the six western Oregon resource management plans that dictate management on 2.1 million acres of public land in southwest Oregon. This plan is commonly known as the Western Oregon Planning Revision, or WOPR. The agency released the draft environmental impact statement for its proposal in August 2007, which called for a 700% increase in logging on these lands. The BLM is expected to make a decision on the revisions sometime in the next several months.

"The WOPR is based on the fatally flawed 2007 draft spotted owl recovery plan, which itself has already failed three different scientific peer reviews. I have told the BLM and proponents of WOPR that continued reliance on this plan revision process to meet unrealistic timber harvest levels is ludicrous. It now appears that even the BLM's own science team agrees."

DeFazio also said, "If WOPR cannot stand under its own weight, it is time for Congress to step in and provide clear direction for these forests."

OREGON WILD

Formerly Oregon Natural Resources Council (ONRC)

March 24, 2008

Re: Corvallis City Council resolution to oppose the Bureau of Land Management's proposed Western Oregon Plan Revision

Dear Corvallis City Council members,

Founded in 1974, Oregon Wild (formerly Oregon Natural Resources Council or ONRC) works to protect and restore Oregon's wildlands, wildlife and waters as an enduring legacy for all Oregonians. Oregon Wild has been instrumental in securing permanent protection for some of Oregon's most precious landscapes. Our wilderness, old-growth forest and clean rivers/watersheds programs protect pristine drinking water, unparalleled recreation opportunities and fish and wildlife habitat across Oregon. With more than 5,000 members and other supporters, Oregon Wild works to maintain environmental laws, while building broad community support for our campaigns.

We understand that the Legislative Committee of the Corvallis City Council will be discussing a proposed resolution to oppose the Bureau of Land Management's proposed Western Oregon Plan Revision (WOPR) on April 2. Oregon Wild supports a resolution to oppose the WOPR. On February 11, 2008, the Eugene City Council adopted a similar resolution by a vote of 5:2. It is appropriate for the city to take a stance on this controversial proposal, as it impacts the city's economy, water, and quality of life.

The WOPR, as presented in the Draft Environmental Impact Statement, is unacceptable. The BLM proposes to increase old-growth logging on public lands in western Oregon by 700%, build 1,000 miles of new logging roads in the next decade and clearcut at a 9-1 ratio to thinning. The plan weakens protections for streams, putting water quality and salmon recovery at risk, and it ignores the role that older forests play in regulating the climate.

The WOPR is not the "solution" most Oregonians want for public forest lands. Most people want federal land managers to embrace thinning second growth forests, safeguard communities from wildfire and protect what remains of our nation's ancient forests. By focusing on previously logged public forestlands - many of which are now overgrown and in need of thinning – the BLM can provide wood to local mills while actually improving conditions for fish and wildlife and preserving our few remaining old-growth forests. Such management is also building trust and common ground among stakeholders traditionally on opposite sides of the forest management debate. In contrast, the WOPR proposes to inflame controversy by increasing old-growth clear-cutting for a short-term economic fix.

Oregon Wild continues to work with the BLM, Forest Service, leading scientists, and local stakeholders to advance a common-sense solution to forest management that protects wildlife habitat and populations, a diverse economy, recreation, clean water, and a livable climate. This solution will not be found under WOPR.

Sincerely,

Chandra LeGue

Chandra LeGue
Healthy Forests Advocate
Oregon Wild
Western Field Office
P.O. Box 11648
Eugene, OR 97440
541-344-0675

ATTACHMENT O

From: Josh Laughlin [mailto:jlaughlin@cascwild.org]
Sent: Wednesday, March 26, 2008 10:46 AM
To: Louie, Kathy
Subject: a letter about the Western Oregon Plan Revision

Attn: Kathy Louie
Assistant to the City Manager of Corvallis March 26, 2008

Hello Kathy Louie:

I'm writing on behalf of the Eugene-based Cascadia Wildlands Project and our 800-dues paying members, most of whom reside in western Oregon. It has come to my attention that the Corvallis City Council may be considering a resolution to oppose the Bureau of Land Management's Western Oregon Plan Revision (WOPR). I urge you to forward this message on to the legislative committee and council members before they have the opportunity to vote on this important issue.

As you may know, the WOPR came out of a backroom settlement agreement between the old-growth logging industry and the Bush administration.
It proposes to significantly reduce old-growth and streamside forest reserves on western Oregon BLM lands that were set aside to keep a number of older forest dependant species from going extinct. They were also set aside for people in communities like Corvallis to enjoy forever and to ensure water quality is enhanced.

The BLM has stated publicly that it wants to choose an alternative that would ramp up old growth logging by 700% and increase the overall cut on these low elevation public forests in western Oregon three-fold, many of them just west of Corvallis. Attached is just one example of a place near Corvallis that would be clearcut, near the Alsea River. Some short-sighted county commissioners in western Oregon are championing the WOPR as a solution to the county funding crisis, suggesting that we should log remaining old-growth to fund essential services.

These forests should be looked at for what they offer at no cost to us as a society. They are huge storage tanks of carbon that greatly mitigate global climate change. They provide habitat for species teetering on the brink of extinction. They provide unparalleled recreational opportunities like hunting, fishing and hiking. They purify our water, much of which is utilized as municipal drinking sources. And they provide places for solitude.

I encourage the agenda team and Corvallis City Council members to support a resolution that opposes the WOPR in its entirety. It is a flawed plan from the start and can not be made better. Although non-binding, a resolution opposing WOPR

ATTACHMENT P

would be a powerful show of support from Corvallis that our remaining old-growth is not to be meddled away as part of a Bush administration/industry scheme. In the meantime, we should all continue to urge Congress to renew critical county payments to western Oregon counties and advocate to preserve what makes our region so special.

Don't hesitate to contact me with any questions on the issue. Please look at the following websites for more info on the WOPR:
http://www.cascwild.org/ and http://www.oregonheritageforests.org/.

Sincerely,
/s/
--
Josh Laughlin, Conservation Director
Cascadia Wildlands Project
P.O. Box 10455
Eugene, OR 97440
541.434.1463 (voice)
541.434.6494 (fax)

The Cascadia Wildlands Project is dedicated to defending the forests, waters, and wildlife of the Pacific Northwest. Visit www.cascwild.org to learn more about wildlands issues and our leadership in the conservation movement. Become a member today at http://www.cascwild.org/donate.html. Your support makes a difference!

WN THE ESCAPE HATCH

Eugene theater troupes deliver some madcap fun • **Arts, B1**

ANIMAL BENEFIT ROLLS

Skate party will raise funds for county sh stepped-up veterinary care • **City/Region,**

The Register-Guard

OREGON THURSDAY, MARCH 27, 2008 50 C

OURISM VENTURE TO TUNE EUROPEANS IN ON OREGON

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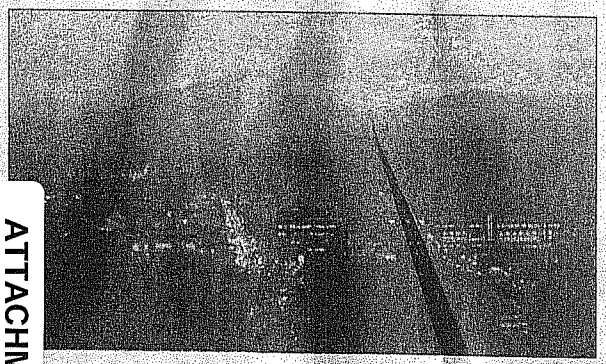

THOMAS BOYD/*The Register-Guard*

One of the 15 episodes about the state to be aired on a TV travel channel abroad will focus on Lane County offerings

BY JEFF WRIGHT
The Register-Guard

If you head to Europe next year, don't be surprised if you turn on the television and find such familiar tourist sites as Heceta Head Lighthouse and Belknap Hot Springs on the screen.

Oregon's travel industry is investing more than a half-million dollars to buy TV time via the European Travel Channel to showcase Oregon's tourism amenities to nearly 48 million viewers in Germany, the United Kingdom, Belgium, the Netherlands, Luxembourg, France and Italy.

One of the "Oregon Uncov ered" program's 15 episode will be devoted entirely to Lan County tourist attractions, sai Lisa Lawson at the Conventio and Visitors Association of Lan County Oregon, which is contrit uting $10,000 to the effort. Each ep sode is 30 minutes.

"If we can get Europeans t Oregon, we have a much bette chance to draw them into Lan

Please turn to **TOURISM,** *Page A*

ATTACHMENT Q

Tourism: Local filming to coincide with Olympic Trials

Continued from Page A1

County," Lawson said. "It's a tremendous opportunity to showcase all that we have here."

Film crews began shooting the series in Portland in October and will wrap in Southern Oregon this September. The crews plan to film in Lane County on July 4-6, and may compile footage from the U.S. Olympic Track & Field Trials that will end that weekend at Hayward Field.

Beginning in January, the episodes will run for three years, showing twice weekly in prime time spots on Europe's cable travel channel in the seven targeted countries.

The marketing campaign is unfolding as Europeans take advantage of a low dollar that makes traveling abroad more appealing.

According to the U.S. Department of Commerce, Western Europeans accounted for nearly 47 percent of the 23.9 million overseas travelers who visited the United States last year. The Travel Industry Association of America is forecasting an 18 percent increase in Western European visits by 2010.

On Saturday, Gov. Ted Kulongoski will be among those on Northwest Airlines' inaugural nonstop flight from Portland International Airport to Amsterdam. The only other nonstop flight from Portland to a Western European city is Lufthansa Airlines' flight to Frankfurt, Germany — now in its fifth year.

Portland International welcomed 287,538 overseas travelers last year, a 9.2 percent increase over the previous year. Those numbers reflect travelers from all foreign countries, including Canada and Mexico.

Foreigners visiting Lane County are most likely to hail from Canada, the United Kingdom, Japan, Germany and Australia, Lawson said.

Lawson said the program's crews hope to film the Sea Lion Caves and dune buggy riders on the coast; wineries, bike paths, and cultural and culinary offerings in Eugene and surroundings; fly fishing and river rafting on the McKenzie River; and the Willamette Pass gondola, Dee Wright Observatory lava beds and mountain bikers in the Cascades.

"It's a lot of places," she said. "We have a huge county and it's so diverse, and we hope they showcase it all."

In addition to CVALCO, other local groups — including the Oregon Bach Festival, Golf Lane County and King Estate Winery — are combining to contribute an additional $3,500 to the cause, Lawson said. One of the program's 15 episodes will feature golfing opportunities across the state, including courses in Lane County, she said.

The Florence Area Chamber of Commerce is kicking in $3,000, and is especially excited about an episode that will focus exclusively on the Oregon Coast, said Kady Sneddon, the chamber's executive director. The coastal episode will allow Florence to promote some of its features — such as 17 area lakes and rivers — that other regions along the coast can't match, Sneddon said.

The sum of $3,000 is a large amount for the chamber to commit to a single advertising project, Sneddon said. "But the trends we're seeing are more travelers from Europe, especially Germany, coming to the Oregon Coast," she said. "We're really excited to be a part of this."

The outreach campaign to Western Europe is unprecedented, said Linea Carlson of Travel Oregon, the state's lead tourism agency. "We've usually targeted travel agents or middlemen," she said. "This is the first time we're going directly to the consumer — we have contact with them via the TV."

Carlson said many Europeans view their cable travel channel in a different way than Americans, using it as a tool to actually plan their vacation itinerary.

Many Europeans have considerable vacation time and opt for extended stays when traveling abroad, Carlson said.

Tourism officials are hopeful that Europeans especially will be attracted to Oregon when they learn the state has no sales tax, she said.

The TV episodes will focus on seven distinct areas of the state: the coast, metropolitan Portland, the Mount Hood-Columbia River Gorge region, the Willamette Valley, and Southern, Central and Eastern Oregon.

Carlson said Travel Oregon will pick up the costs for seven of the 15 episodes, which run $33,500 each. Oregon officials see the arrangement as a bargain, she said, in part because they will receive a high-definition copy of all the episodes, for them to show whenever and wherever they like, in addition to the programs' airings in such Western European markets as London, Paris and Rome.

"It's a big investment, but we feel it's cheap in so many ways for what we're going to get," she said.

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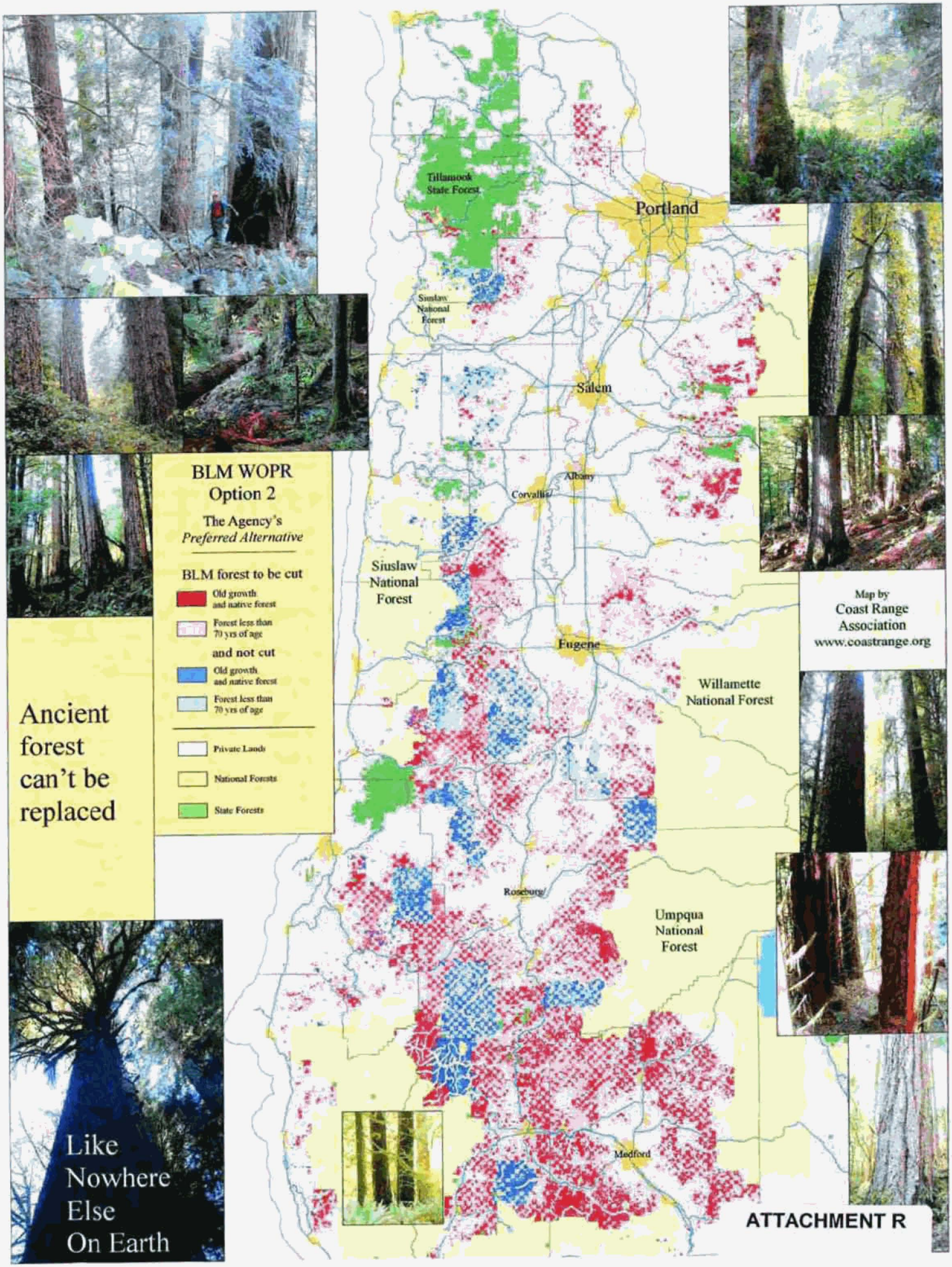

Tillamook State Forest
Portland
Siuslaw National Forest
Salem
Albany
Corvallis
Siuslaw National Forest
Eugene
Willamette National Forest
Roseburg
Umpqua National Forest
Medford
BLM WOPR
Option 2
The Agency's
Preferred Alternative
BLM forest to be cut
Old growth and native forest
Forest less than 70 yrs of age
and not cut
Old growth and native forest
Forest less than 70 yrs of age
Private Lands
National Forests
State Forests
Map by
Coast Range Association
www.coastrange.org
Ancient forest can't be replaced
Like Nowhere Else On Earth
ATTACHMENT R

CITY OF CORVALLIS
CITY LEGISLATIVE COMMITTEE

APRIL 2, 2008
8:30 am

Downtown Fire Station
400 NW Harrison Boulevard

---

1. Call to Order

2. Western Oregon Plan Revisions (WOPR)

3. Other

4. Next Meeting

   - Wednesday, April 23, 2008 – 8:30 am, City Hall Meeting Room A

5. Adjournment

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.

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.

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.

R. Foster 3-3-08

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, Colemen, 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

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. Oold-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 mychorrhizal 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 on 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

Roy Rasker's Report from for the Sonoran Fund

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:

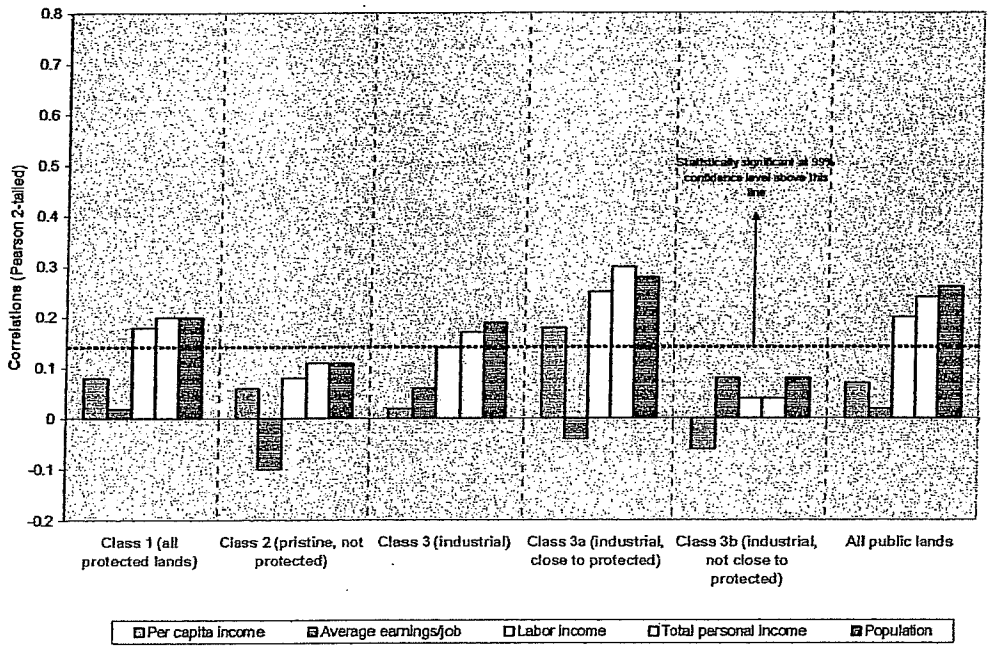
1. **Protected**: counties with greater than 10 percent of federal lands in the county in Class 1.

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 Class1 lands made up greater than 10 percent of lands within a 50-kilometer radius – are strongly correlated with economic growth.

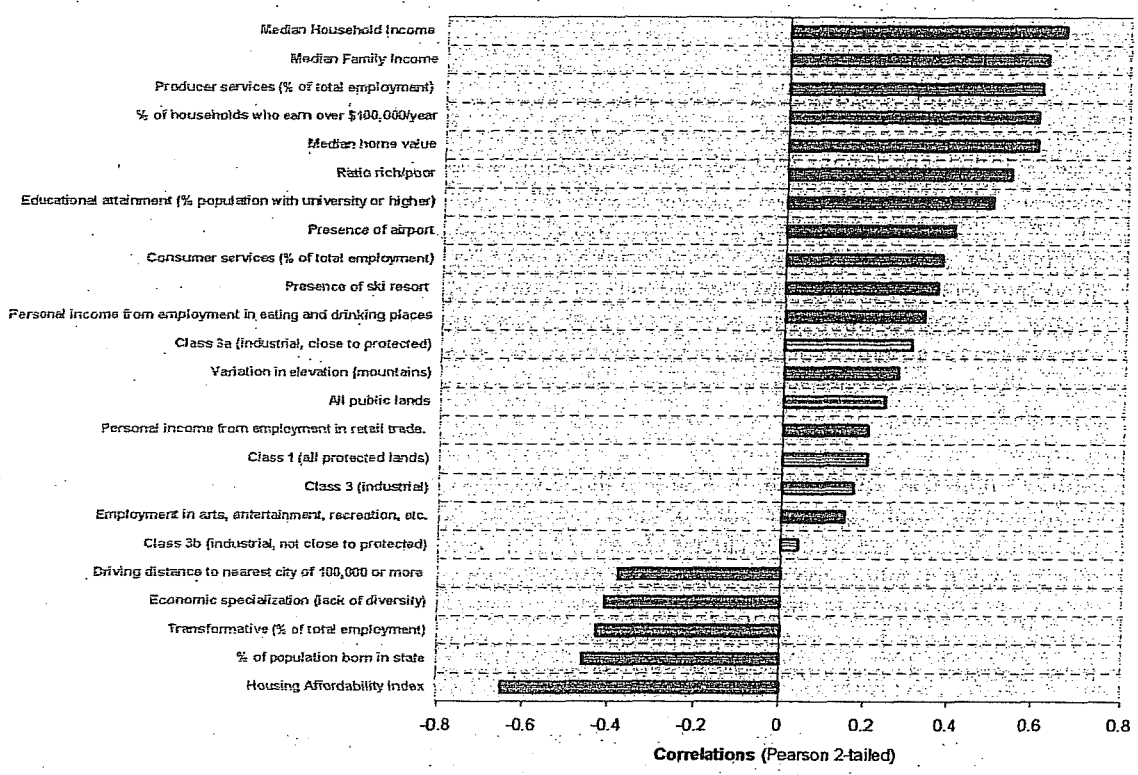
- Class 3b lands – industrial use lands that are not adjacent to Class 1 lands – are not significantly correlated with any measure of economic growth. Per capita income is negatively correlated (although not at the 99 percent confidence level).

- 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.

SAMPLE RESOLUTION:

A RESOLUTION OPPOSING THE BUREAU OF LAND MANAGEMENT'S PROPOSED WESTERN OREGON PLAN REVISION BY THE CITY COUNCIL OF CORVALLIS.

The City Council of Corvallis finds that:

A. The 2.5 million acres of federal forests administered mainly by the Bureau of Land Management (BLM) in western Oregon are currently managed under the 1994 Northwest Forest Plan. These forests provide recreational opportunities, generate employment in the wood products industry, safeguard drinking water sources for Corvallis and other communities, offer habitat for a myriad of species, provide carbon storage for a livable climate, and allow for a quality of life that attracts new businesses and skilled workers.

B. The City Council believes that the federal forests in western Oregon should be managed for the greatest good for the greatest number of people over the longest time.

C. For decades before the Northwest Forest Plan, the BLM had clear-cut older forests and built extensive logging road systems in these public lands of western Oregon, degrading recreational opportunities, water quality and fish and wildlife habitat.

D. For more than a decade, county revenue has been decoupled from timber sale receipts and instead Congress has appropriated payments.

E. It is in the public interest to protect remaining older forests and restore degraded lands to enhance water quality, restore habitat, store carbon, and generate new economic opportunities.

F. Two-and-one-half million acres of BLM forestlands are currently the subject of a proposed management revision based on an out-of-court settlement agreement between the timber industry and the Bush administration called the Western Oregon Plan Revision (WOPR).

G. The WOPR's preferred alternative (Alternative 2) would divorce BLM from the conservation strategy of the Northwest Forest Plan, reduce protection for wildlife and streamside reserves, increase old-growth clear-cutting by 700%, and build 1,000 miles of new logging road over the plan's first 10 years.

H. This proposal is not in the interest of Corvallis residents, and in order to preserve and enhance their quality of life, the City Council desires to take steps necessary to protect remaining older forests on public lands in western Oregon.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF CORVALLIS:

Section 1. The City Council requests that the BLM reject the action alternatives proposed in the WOPR and work within the Northwest Forest Plan to protect mature and old-growth forests on federal lands in western Oregon. As used in this resolution "old growth forests" are defined as forest stands at least 180 years old. "Mature forests are those stands between 80-180 years of age (as per the Northwest Forest Plan).

Section 2. The Council urges Congress to pass legislation that:

a. Provides stable county payments based on ecosystem services such as clean water and air, recreational opportunities, carbon storage, and habitat conservation;

b. Protects mature and old-growth forests on federal lands in Oregon, including BLM lands; and

c. Advances restoration-driven forestry projects on degraded landscapes in Oregon.

Feb. 27, 2008

Dear City Councilors:

After having been hiking in and spendi
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

American Hiking Society

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:

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[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.

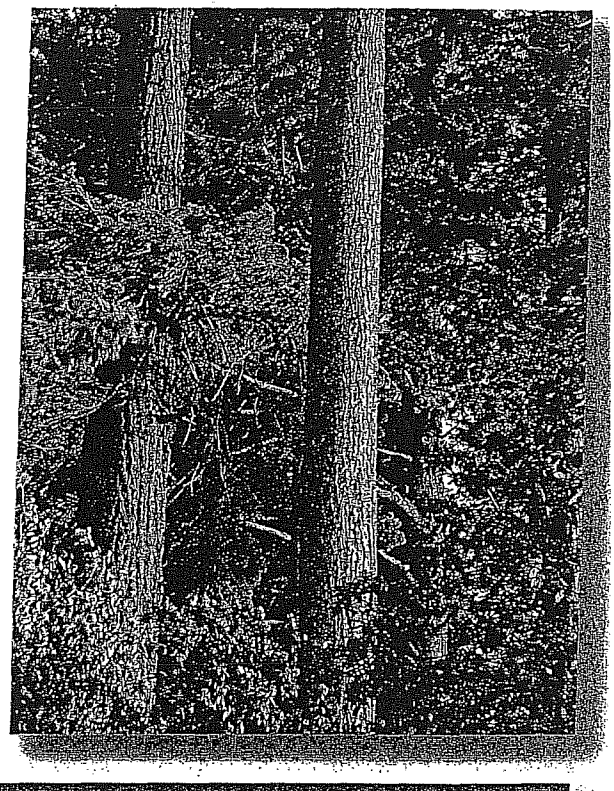
[3] Statewide Comprehensive Outdoor Recreation Plan: 2003-2007. Oregon State Parks and Recreation Department.

For additional information please contact:
Randy Rasmussen, Recreation Policy Specialist, American Hiking Society

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.

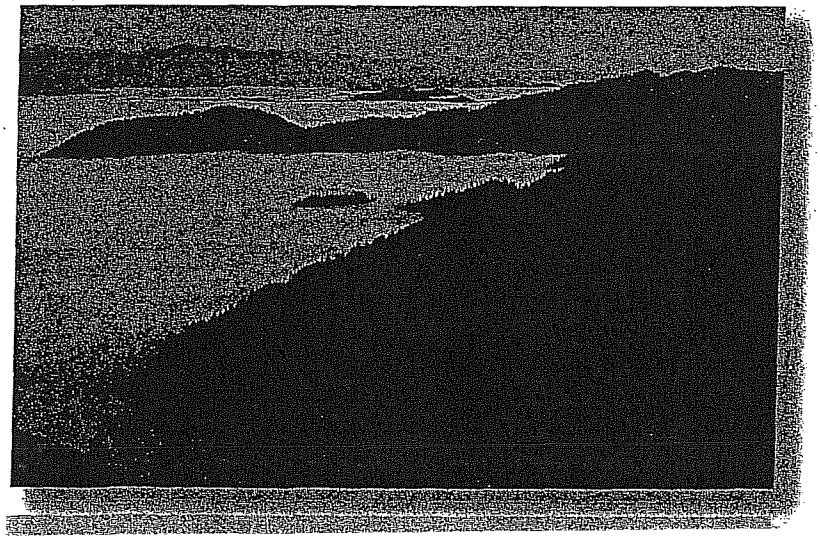
Americans near and far cherish Oregon's public forests and rivers for their numerous values and services. Federal lands in Oregon contribute hundreds of millions of dollars to local economies every year through tourism and recreation, and they provide countless dollars in ecosystem services such as water 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.



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 Siskiyous 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

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.*

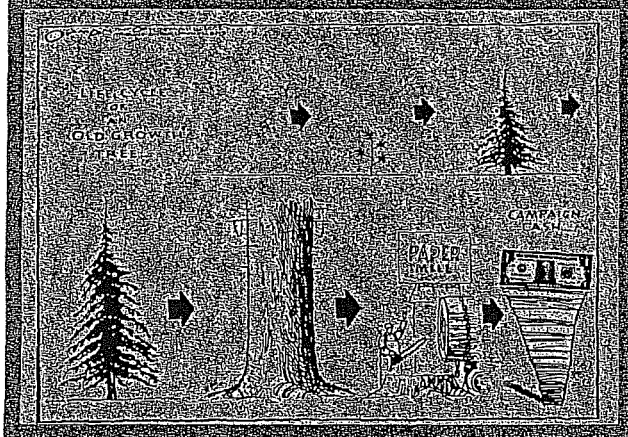
Clean Water

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 rest the from in out of court settlement agreement between the Bush Administration and the timber industry, widely more known as the sweetheart 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 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 lands established under the Northwest Forest Plan in a blatant 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 heavily to Bush's election campaign. 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.

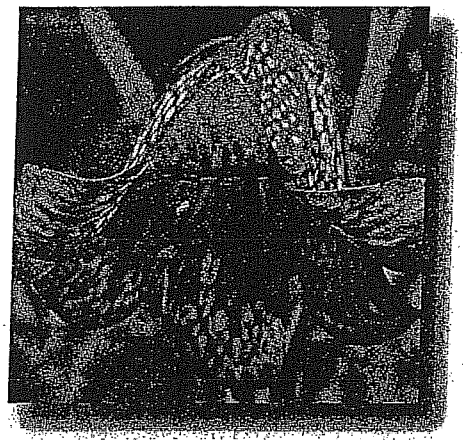
Quiet Recreation Takes a Back Seat to Off-Highway Vehicles

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.

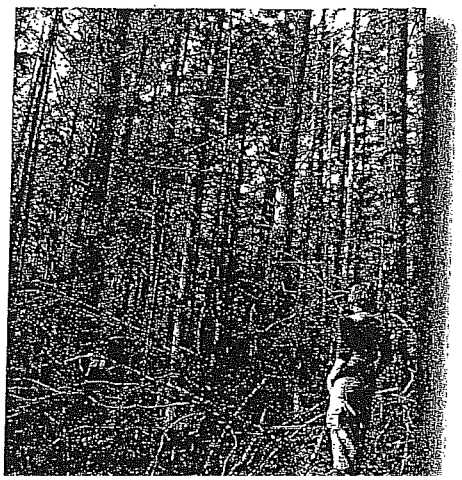
Shockingly, the WOPR ignores the role that old-growth forests play in regulating the climate.

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



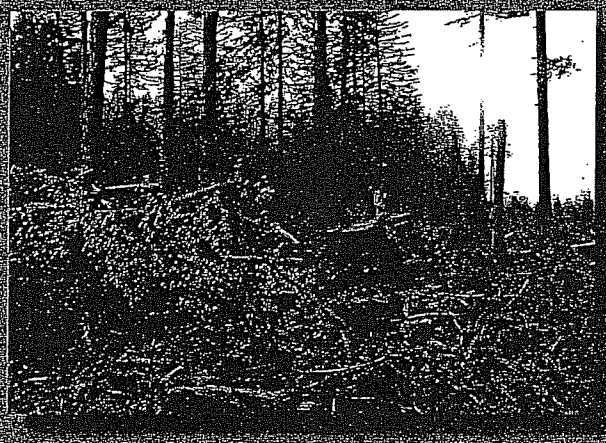
Half of BLM lands considered suitable for timbering were clearcut during the 20th century and transformed into overstocked plantations whose small trees can benefit from thinning. BLM plantations could offer more than 2 billion board feet of commercially valuable timber over the next two decades if actively 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.

New Interpretation of the Law



Under the Bush Administration, a new interpretation of the antiquated 1937 Oregon and California Lands Act promoted clearcut 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 reliable small diameter wood supply.

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 <u>send copies of your letter to your Congressional delegation</u>.**
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.**

Klamath-Siskiyou Wildlands Center • 541-488-5789 • www.kswild.org

www.oregonheritageforests.org

KS WILD NEWS

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Fall 2007

Which legacy will we leave?

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Cover Photos:
Old-growth logged on Medford BLM 2003. Liza Tran
Bottom: Moon Prairie old-growth threatened by WOPR. Joseph Vaile

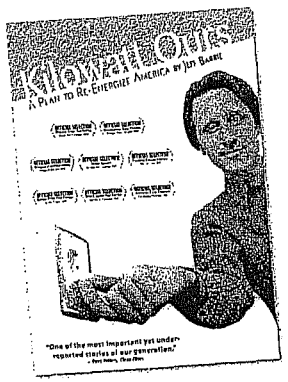
KS Wild, Grilla Bites, McKenzie Outfitters & Phoenix Organics present...

PATAGONIA'S

WILD & SCENIC FILM FESTIVAL

SUNDAY, NOVEMBER 11 AT 2PM
Grilla Bites, 226 E. Main St., Medford
$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

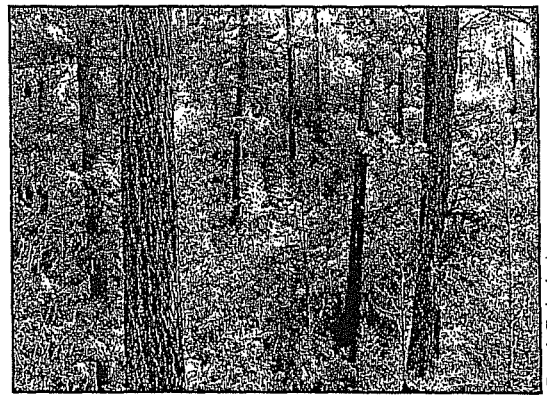
Wildlife filmmakers often go to great lengths to get that perfect shot. But not many end up installing a picture window in a ripe fig the size of a grape, just to watch what's going on inside. That's just one of the creative steps that filmmakers took to film the almost microscopic fig wasps. The film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


Francis Eatherington

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.

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

WHOPPER HITS THE STREETS

Bush Administration finally nced long-anticipated plans ill guide the management of illion acres of public forest istered by the Bureau of Management (BLM) in rn Oregon. While not sur- , the proposal rewards the industry by offering up of Oregon's most special forests. Released August the Western Oregon Plan ons or WOPR, (pronounced per!") is the result of a legal nent agreement between nber industry and the Bush istration.

Lesley Adams

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

OKED PUBLIC POLICY

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

T'S IN THE WHOPPER?

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

STREAMS, FISH AND ROADS

Francis Eatherington

CLEAN WATER: WOPR would reduce protection for streamside forests.

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.

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.

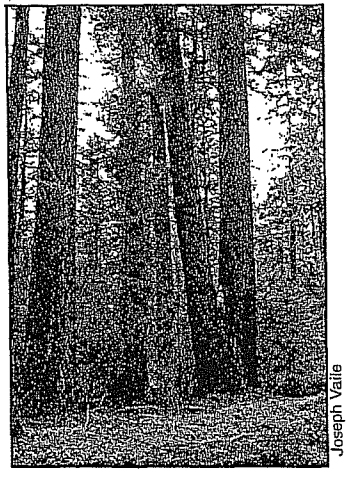
What's at Stake with WOPR?

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 Vaile

Areas of Concern: Special designations like Moon Prairie take a back seat to logging in the WOPR.

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.

Elk Creek Key Watershed and Old Growth Reserve

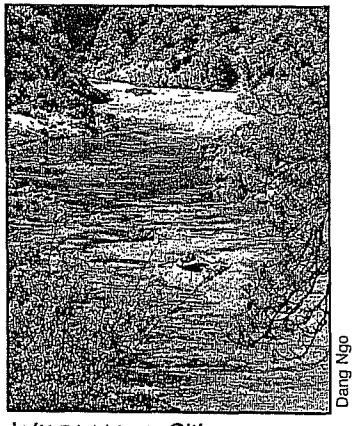
Gushing from the ground at the "Boundary Springs" on the edge of Crater Lake National Park, the Rogue River is born as a stout 20-foot wide stream. Along its 200-mile journey to the Pacific Ocean, many important creeks and rivers feed the mighty Rogue and provide important habitat for famous salmon runs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

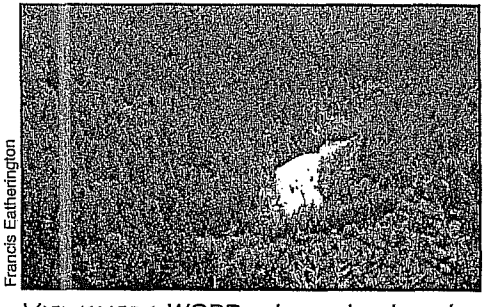
There are few more spectacular landscapes in America than the Wild Rogue River. Ridges blanketed with lush green forests, mighty waterfalls and wildlife viewing make the Wild Rogue one of the most popular backcountry destinations in North America. The lower Rogue River watershed provides freshwater habitat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


Dang Ngo

Wildlands: Citizen proposals for wilderness were generally ignored.

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-Succcesional 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.


Francis Eatherington

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 1-5, the Rogue, Umpqua and other rivers and oft-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

EASONS THE WOPR IS A BAD IDEA

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

QUALITY OF LIFE

WOPR proposes widespread clearcutting of ɔ forests, which could reduce property values :he quality of life of thousands of Oregonians near BLM lands, as well as impact the experi- of visitors and prospective businesses. Over) miles of new logging roads and 140,000 acres ɜarcuts in the first decade alone would scar on's spectacular landscape.

Shelley Elkovich

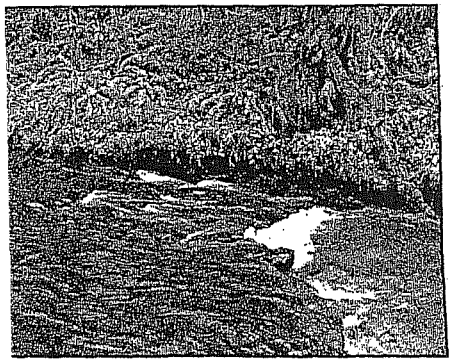
Dakubetede Roadless Area, Medford BLM.

EACE AND QUIET

·cutting of old growth forests and proposed "Off ɴay Vehicle Emphasis Areas" threaten peace quite for rural residents and visitors. Over)00 acres would be promoted as destinations ·HVs, most adjacent to private residences.

LEAN WATER AND SALMON

ɡging near streams the WOPR reduces important protections for clean water and ·ic salmon. High quality drinking water originates on BLM lands for the citizens ɜlem, Corvallis, Eugene, and 70 other Oregon communities. Salmon need cool, ı water, but the WOPR would remove stream buffers that shade streams and keep nent from the water.



:h 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.

Ken Morrish

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.

Gottlich

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.

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.

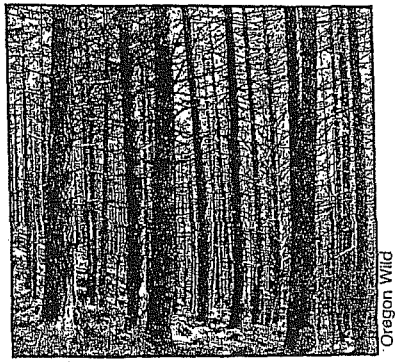

Oregon Wild

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!

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 _____

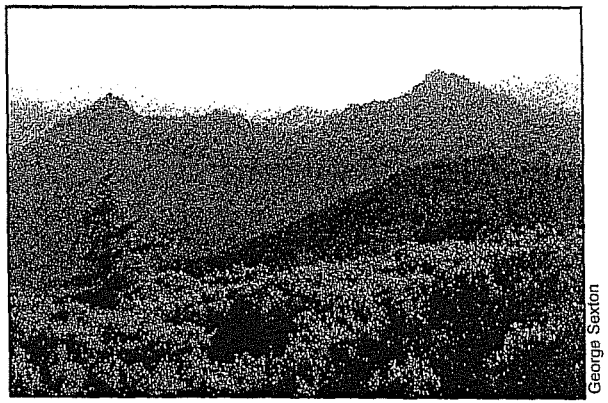
City _____ State _____ Zip _____

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.



George Sexton

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.

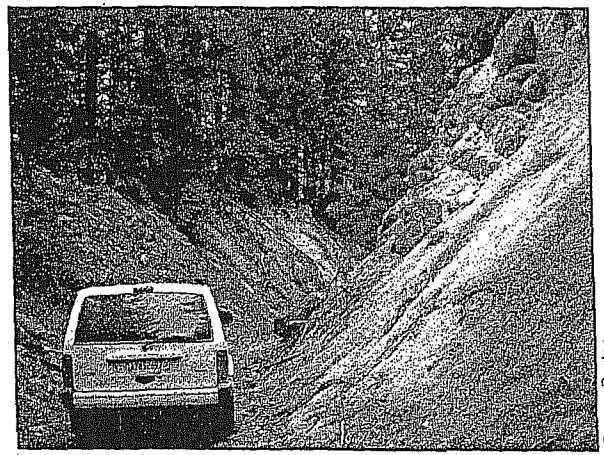
The trail takes one through both fire-dependent knobcone pine stands and temperate rain-influenced Douglas-fir old-growth forests. Knobcone pines are so closely associated with fire than their distinctive cones will not open and germinate unless burned. The Douglas-fir stands are so temperate that shade-tolerant 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.

,AMAIH NATIONAL FOREST PROPOSES ROAD ›NSTRUCTION IN MT. ASHLAND RESERVE

ɜgging] road construction increase road density, lt in habitat fragmenta- increase edge habitat, result in harassment to ife." - Mt. Ashland LSR ɜct DEIS 3-24.



George Sexton

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

Klamath National Forest proposed a 4,706-acre er sale within the Mt. and "late-successional" ɜrowth reserve that des 6.8 miles of logging construction. Late-suc- ional reserves were set ɜ by the Northwest Forest as forests to be protected :heir wildlife, watershed recreational values, while r public forests, designated as "matrix" were established as logging zones in which ife, watersheds and recreation take a back seat. So why is the Forest Service osing build logging roads and cut trees in the Mt. Ashland Reserve?

e Project Area has one of the highest road densities on the Forest..." - Mt. Ashland Project DEIS 3-171.

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

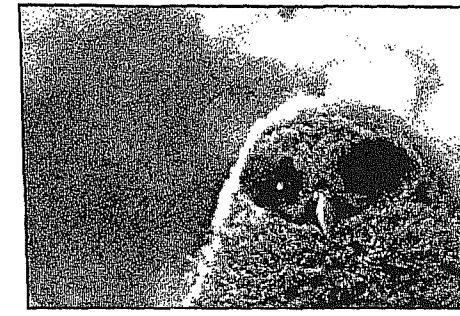
sad history of forest "management" in the Klamath portion of the Mt. Ashland ɜrve consists of widespread railroad logging by private timber interests who logged ɜlly the entire south side of Mt. Ashland in the early 20th century. This logging ɪved nearly all of the large native pine trees and resulted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

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

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.



www.folkphotography.com

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

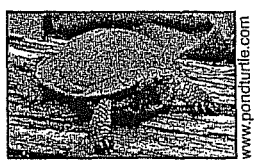
Fans of southern Oregon's wildlands are probably familiar with the name Francis Eatherington. Since the early 1990s, Francis has been a stalwart advocate for the old-growth forests of the Umpqua, Coos, and Coquille watersheds, primarily in her role as Conservation Director for Umpqua Watersheds. While 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.

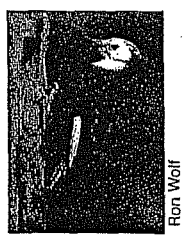
KS Wild and Umpqua Watersheds recently formed a partnership to ensure that Francis continues her important conservation work in the greater Umpqua area as a forest monitor for the Umpqua, Coos, and Coquille Forests. We look forward to working more closely with Francis and Umpqua Watersheds to ensure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

Eleanor Kee Weffman

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:

Amazon Herb Shop, Anastasias Gardens, Ashland Food Co-op, Ashland Lock & Safe, Ashland Remodeling, Ashwood Senior Homes, Inc., Bikram Yoga of Ashland, The Book Exchange, Siskiyou Crest Goat Dairy, Claudia Beausoleil Mediation, Crystal Clear Satellite, Dagoba Organic Chocolate, Dan the Backhoe Man Excavation, Deluxe Awning Company, DeRiemer Adventure Kayaking, EcoTeas, Eric Strong Furniture, Euro-Mek Foreign Auto Repair, Fourth Corner Fine Quilt Gallery, Freeburne's Honey, Full Circle Bison Ranch, Greenleaf Restaurant, Herb Pharm, Jefferson State Financial Group, Kalb Chiropractic, Master Craft Wood Floors, Inc., Moon Dragon (Happy Camp), Morning Glory, Morningstar Healing Arts, Mwedzi Wagara Marimba Studio, MyCommunityMatters.net, Naturals of Ashland, Nimbus, Northshore Productions, Northwest Biological Consulting, Northwest Nature Shop, Pacific Domes, Patagonia, Pinao Construction, Quail Run Vineyard, Sandy Bar Nursery, Stellstone Masonry, Sunday Afternoons, Inc., Sunshine Natural Foods, Sweetgrass Natural Fibers, Talent Cafe, Tree Star, Inc., Trillium Natural Foods, Williams General Store.

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.

* Please keep up thru March *

HIKE COAST RANGE OLD-GROWTH TREES!

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?

* * * **M E M O R A N D U M** * * *

APRIL 17, 2008

TO: **MAYOR AND CITY COUNCIL**

FROM: **JON S. NELSON, CITY MANAGER**

SUBJECT: **7TH STREET STATION PERMIT/ SW D AVENUE**

BACKGROUND

Minutes from the April 7, 2008, City Council meeting are included in the packet. Attached (1) is a February 5, 2008, e-mail to the City Council outlining street closure authority per the Municipal Code. Also attached (2) is a past Council Request regarding the street vacation process. Staff is not suggesting this process be pursued; it is provided since it has been previously discussed as an alternative. The final attachment (3) is information from 1979 regarding the SW Seventh Street barricade. Again, this is provided because it was an example cited at a past City Council meeting.

ISSUE

Council has requested information regarding alternatives for closing SW D Avenue.

DISCUSSION

Staff has identified two alternatives related to closing SW D Avenue.

The first alternative is to consider closing SW D Avenue as a result of, and after, analysis has been completed on the site and building plans. As part of this analysis, and consistent with applicable Land Development Code (LDC) criteria, staff will make a determination on the appropriateness of the closure. Examples of Code criteria include:

> Section 4.0.60.c
> Street network plans must provide for connectivity within the transportation system to the extent that, generally, both Local Connector and Local Streets will be created within a development.
>
> Section 4.0.60.k.2
> Location of streets in a development shall not preclude development of adjacent properties. Streets shall conform to planned street extensions identified in the Corvallis Transportation Plan and/or provide for continuation of the existing street network in the surrounding area.

To be consistent with City Council discussion at the April 7, 2008, meeting, analysis would need to be conducted assuming SW D Avenue is both open and closed. Because of the "connectivity" direction in the LDC, Comprehensive Plan, and Transportation Plan, staff suggesting a street closure as part of permit review process has not been made in my memory.

The second alternative is for Council to find that an exception to related Codes and Plans exists and to direct staff to barricade SW D Avenue. The City Attorney's Office has confirmed that this action does not constitute a land use action. Taking this action sooner, rather than later, provides peace of mind to the closure advocates and provides Council intentions to the developer and staff as site plan and permit issues are reviewed. Knowledge of any unintended consequences, especially on SW E Avenue and SW Western Boulevard, would become known through the review analysis. Should a viable alternative come forward as a result of the permits review process, it would be shared with City Council. Should City Council pursue this alternative, consideration for continued pedestrian and bicycle access through SW D Avenue is requested.

FISCAL IMPACT

Using a Manual on Uniform Traffic Control Devices (MUTCD) recommended barrier, installation costs are approximately $2,000 and would be paid for from the Street Fund.

RECOMMENDATION

City Council consider the two alternatives and any others you may identify and provide staff with direction.

Review and Concur:

Jim Brewer, Deputy City Attorney

Fred Towne, Planning Division Manager

Attachments

1028

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C. 7th Street Station Comprehensive Plan Map and Zoning District Changes

Mr. Nelson referenced his March 11th memorandum to the Council, which explains the Council's challenge regarding the proposed Seventh Street Station development. The Council directed staff to pursue a Mixed-Use Employment (MUE) Comprehensive Plan designation for the subject site, and the developer indicated that he would submit an application. The Transportation Planning Rule analysis could not be conducted by staff and would cost approximately $10,000 to complete in order for the project to proceed. Based upon these factors, staff decided to postpone a Planning Commission meeting to address the subject site and to return to the Council with information that the developer had applied for excavation, grading, and foundation permits. Staff received comments from the Council and the neighborhood regarding the issue of blocking SW D Avenue. Staff must review an application in relation to the implications of blocking SW D Avenue before deciding how to respond to the request and would then present its analysis to the Council.

In response to Councilor York's inquiry, Mr. Nelson explained that an application for grading and excavation would not vest a project, as the City often works with developers on phased applications. A project would be vested after the foundation permit is received, which, in the case of the Seventh Street Station project, occurred today.

Mayor Tomlinson noted that the Council indicated a desire to consider a MUE zoning designation for the subject site. He inquired whether the Council wanted to pursue the MUE zoning designation or abandon that direction to staff and have staff work with the developer to determine street usage.

Councilor Brauner said the Seventh Street Station proposal was frustrating. The City worked hard to find a good compromise between neighborhood and development concerns. A compromise was reached and would be achieved via a PDO. The State required the City to remove the PDO, since it was not originally requested by the property owner. The City was unsuccessful in upholding its position on appeals. The City attempted to re-zone the property, but the property owner and developer have a vested development application under the existing zoning designation. Even if the City can change the zoning designation, the development can proceed as a non-conforming use. He said he was unwilling to spend more City staff time and money fighting the project. Continuing to pursue the zoning designation change would require more money, and the development would still occur. He advocated that the Council rescind its previous direction to staff to pursue a zoning designation change and let the current zoning designation remain. He said he would then strongly direct staff to find a way to work with the developer and do what the Council can to close SW D Avenue to reduce impacts to the neighborhood.

Councilor Wershow expressed concern regarding keeping future development traffic out of the existing neighborhood. He concurred with Councilor Brauner's comments. He opposed the Council's earlier direction to change the zoning designation of the Seventh Street Station property, believing the City had the means to protect the neighborhood from impacts from the new development. He hopes to receive a staff report outlining potential options to address the neighborhood's concerns. He noted that closing SW D Avenue might not be the correct solution or may not achieve the desired result.

Councilors Brauner and York, respectively, moved and seconded to rescind the Council's request for a Zoning District change and a Comprehensive Plan Map amendment regarding property at SW Seventh Street and SW Western Boulevard and investigate closing SW D Avenue or other options to resolve traffic problems within the neighborhood.

Councilor Daniels commented that the original expenditure or risk of paying legal fees to appeal the Council's decision to revert the subject site's zoning designation to General Industrial may be viewed by some as a waste, but she believed the money was well spent because she was willing to take the chance that the Land Use Board of Appeals would uphold the Council's action. Additionally, the expenditure demonstrated the Council's support for the neighborhood. Opposing the motion before the Council would not express that support. The proposed development is vested and will proceed. The Council's remaining action involves encouraging staff to review the application with the applicant and seek solutions that will work best within the City's codes to minimize impacts on the existing neighborhood. She expressed support for the motion.

Councilor York surmised from the motion that, as the development progresses, the Council would receive periodic status reports regarding how staff was responding to issues.

Councilor Hamby also surmised that the Council would receive from staff indication of options available for closing SW D Avenue or other action that could be taken to minimize impacts to the neighborhood.

Mr. Nelson stated that staff's response to Councilor Hamby's request may take some time, since staff's review is somewhat dependent upon the application. Staff had not received the building application. Staff's analysis and proposed alternatives would depend in part upon the application.

Mr. Gibb added that staff received an application for a site plan. The applicant will submit more information, including a traffic report, all of which will be reviewed by staff. It is difficult to predict how soon the review will occur.

Councilor Brauner acknowledged that the option of closing SW D Avenue would be evaluated relative to the application. The Council has the option to close a street, regardless of a land use application. The Council can discuss its authority to take action but may want to postpone implementing action until the application is reviewed and alternative solutions are identified.

Councilor Beilstein requested more information regarding the application process. He noted that the applicant's traffic study would be based upon research conducted with SW D Avenue being open. He inquired whether closing a street, after a traffic study was conducted based upon the street being open, would be considered a "taking." Reviewing an application under current street conditions and then changing the street conditions could prompt litigation by the developer to prevent the street closure.

Mr. Nelson responded that the Council has the authority to close a public street. The application review would allow staff to consider the implications of traffic flow if SW D Avenue was closed. Staff would carefully consider that scenario to prevent unknown

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consequences that might have resulted in alternative solutions of greater benefit to the community.

Councilor Brauner cautioned that the traffic study should consider both alternatives of SW D Avenue being open or closed.

Mr. Gibb said staff will discuss the Council's concerns with the developer. Staff and developers must work within the framework of the Land Development Code.

Councilor Brauner stated that, if discussions with the developer are based upon SW D Avenue being open and the City cannot later close the street, he would close the street now to preclude a potential argument later. He urged the Council and staff not to take action that would pre-empt the City from later closing SW D Avenue.

Councilor Wershow added that the Council understood the neighborhood's desire not to have additional traffic from a new development on their streets. The City's Transportation Master Plan and Land Development Code were approved by the Council, directing development impact analyses. The Council was now directing staff not to apply the guidelines.

The motion passed unanimously.

VII. PUBLIC HEARINGS – None.

XI. ADJOURNMENT

The meeting was adjourned at 8:14 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

1

Nelson, Jon

From: Nelson, Jon
Sent: Tuesday, February 05, 2008 2:08 PM
To: Mayor and City Council
Cc: Rogers, Steve; Gibb, Ken; Towne, Fred; Louie, Kathy; City Attorney Fewel
Subject: Emailing: DocView

Mayor and City Council,

The link below takes you to chapter 6.09 of the municipal code, titled Street Closures. At last night's meeting I mistakenly said it was a Council policy versus muni-code, but in any event, here it is for your review.

The City Manager may close a street for up to 5 days and anything over that period requires Council approval. As you will note, the public and semi-public purpose examples are parades, dances, events, etc. Street closures for the purpose of impacting land use regulations and owner or adjacent property owners property rights is not mentioned. I suspect exisitng State or case law does not allow for a staff or Council directed street closure to block a land use application, but Scott can share thoughts on that.

Jon
The message is ready to be sent with the following file or link attachments:

Shortcut to: http://archive.ci.corvallis.or.us/DocView.aspx?id=212807

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

****

COUNCIL REQUESTS

FOLLOW-UP REPORT FOR

June 1, 2000

****

1. Riverfront/First Street Questions (Nelson)

A. Street Vacations

There is a State-mandated process for vacating streets. It includes consent by abutting property owners as well as two-thirds of the property owners in the nearby area consenting to the vacation. A public hearing, Council deliberations, and ordinance are also part of the process. The initiative proposed street closures are not street vacation requests. There are many examples of City-owned right-of-way not currently in use as a street but also not vacated. The block between Western Boulevard and Washington Avenue is one example.

B. Source of Funding

Attached for your information is a breakdown of cost estimates and funding sources associated with Riverfront Park. You will note that the $1,816,000 costs associated with First Street are paid for primarily by property assessments and the general fund, with a small amount coming from the parking fund. This approach is consistent with City policy that abutting property owners bring the fronting street up to City standard. General obligation bond funds are not currently proposed to be used for First Street, except for those amenities (lighting, bollards, etc.) that are above the City standard.

Jon Nelson
City Manager

Background
7th St. Barricade

3

Jon
Ken
Kieth

RECEIVED
FEB 21 2008
CITY MANAGERS OFFICE

MAYOR BERG OPENED THE PUBLIC HEARING on proposed special assessment project Water District 913, Avery Crossing. No written remonstrances were received, no one appeared to speak and the public hearing was closed.

MAYOR BERG OPENED THE PUBLIC HEARING to consider the 1978-79 Supplemental Budget. No written comments were received, no one appeared to speak and the public hearing was closed.

IV. MAYOR, COUNCIL AND STAFF REPORTS

B. COUNCIL REPORTS: It was moved, seconded and unanimously carried to instruct the Mayor and/or City Manager to express the Council's condolences to the Kermit Roth family.

C. MANAGER'S REPORT: City Manager Pokorny told the Council that representatives from HUD and Congressman AuCoin's office will be making an onsite visit to Corvallis to see the downtown project and the Madison Avenue project and to discuss other HUD projects.

B. COUNCIL REPORTS: Councilman Byers reported on the work of the Open Space Task Force. They are now concentrating on identifying properties that would adapt themselves to open space. By the first meeting in May they hope to have a complete report to submit to Council.

A. MAYOR'S REPORT: Mayor Berg read a letter regarding Recycling Day 1979 and referred their request for approval of the design and type of sign they propose to the Public Works Committee.

VII. COMMITTEE, BOARD AND COMMISSION REPORTS (Cont.)

PUBLIC WORKS COMMITTEE - January 30

Item 1, to authorize the expenditure of $1,100 from General Fund contingencies for improvements to the First Street Parking Lot between Harrison and Van Buren; Item 2, that parking meters be installed on First Street between Jefferson and Adams utilizing approximately $700 from the General Fund Contingency Account; and Item 4, that SW Seventh Street, south of Western Blvd., be closed to through traffic and that barricades be installed approximately mid-block between Western Blvd. and D Avenue were moved, seconded and unanimously carried.
Item 5, that (a) the existing speed zone of 35 miles per hour on Brooklane Drive be retained and (b) that an advisory 25 miles per hour curve sign be installed at each approach to the curve section of Brooklane Drive was moved and seconded. After considerable discussion, the motion was divided and retaining the existing speed zone on Brooklane Drive carried by the following roll call vote:
AYES: Davis, Tucker, Nored, Ratzlaff, Reiman
NAYES: Cropsey, McNeese, Coberly, Byers
Installation of an advisory 25 mile per hour curve sign carried by a unanimous vote.

*** MEMORANDUM ***

January 23, 1979

TO: City Manager

FROM: City Engineer

SUBJECT: Southwest 7th Street

At the last Council Meeting the Council considered the improvement of S.W. 7th Street from Western to "E" Avenue. The district received a remonstrance level in excess of 67% and, therefore, the Council is barred from approving the district.

Failure of the district means that there will not be a paved improvement in the near future and the existing conditions will persist unless other action is taken. I perceive that the citizens, maintenance personnel and Council are not satisfied with the situation and desire some course of action to relieve the dust and standing water problems. There are few effective solutions to the problem but the following might be considered:

(1) Pave the street with city funds to a reduced standard;

(2) Authorize contingency street funds to grade street with new gravel and construct roadside ditches;

(3) Authorize contingency street funds to accomplish (2) above and add a dust oil; and

(4) Close the street to through traffic by placing barricades at strategic locations and installing dead end signs.

Alternates one through three are not realistic and are contrary to adopted Council policy and practice. Additionally funds do not exist for one, two, or three and alternate two would not solve the dust problem. Alternates two and three also require continued extensive maintenance. Only alternate four conforms with city practice and policy and at the same time partially addresses the dust problem. Alternate four will not solve the drainage problem and area residents would also experience some continued dust problems.

This office recommends that if the Council concurs with area residents that the situation is intolerable that alternate four be implemented. Staff has reviewed the site and is prepared to recommend a specific location for street barricades. The installation can be funded from existing street maintenance accounts for signing.

This item has been scheduled for the January 30 Public Works Committee meeting, 3:45 pm.

Rolland Baxter, City Engineer

RB/scr
attachment
cc: City Attorney
Maintenance Superintendent
Fire Dept.
Police Dept.
Planning Dept.
Art Morgan

City of Corvallis

CORVALLIS CITY HALL
501 S.W. MADISON AVENUE
CORVALLIS, OREGON 97330

PUBLIC WORKS DEPARTMENT

(503) ~~XXXXXXX~~
757-6916

MEMORANDUM

August 4, 1978

TO: Rollie Baxter
FROM: Bud Toy
SUBJ: 7th Street

For the past month Mrs. Potter (resident manager of Cedar Crest Apartments) of 750 SW "C", #22, has been calling me regularly regarding gravel and oil on 7th, south of Western.

After telling her the City's policy on gravel and oil, she still insists that it is the City's responsibility. The street is in an awful condition and full of holes.

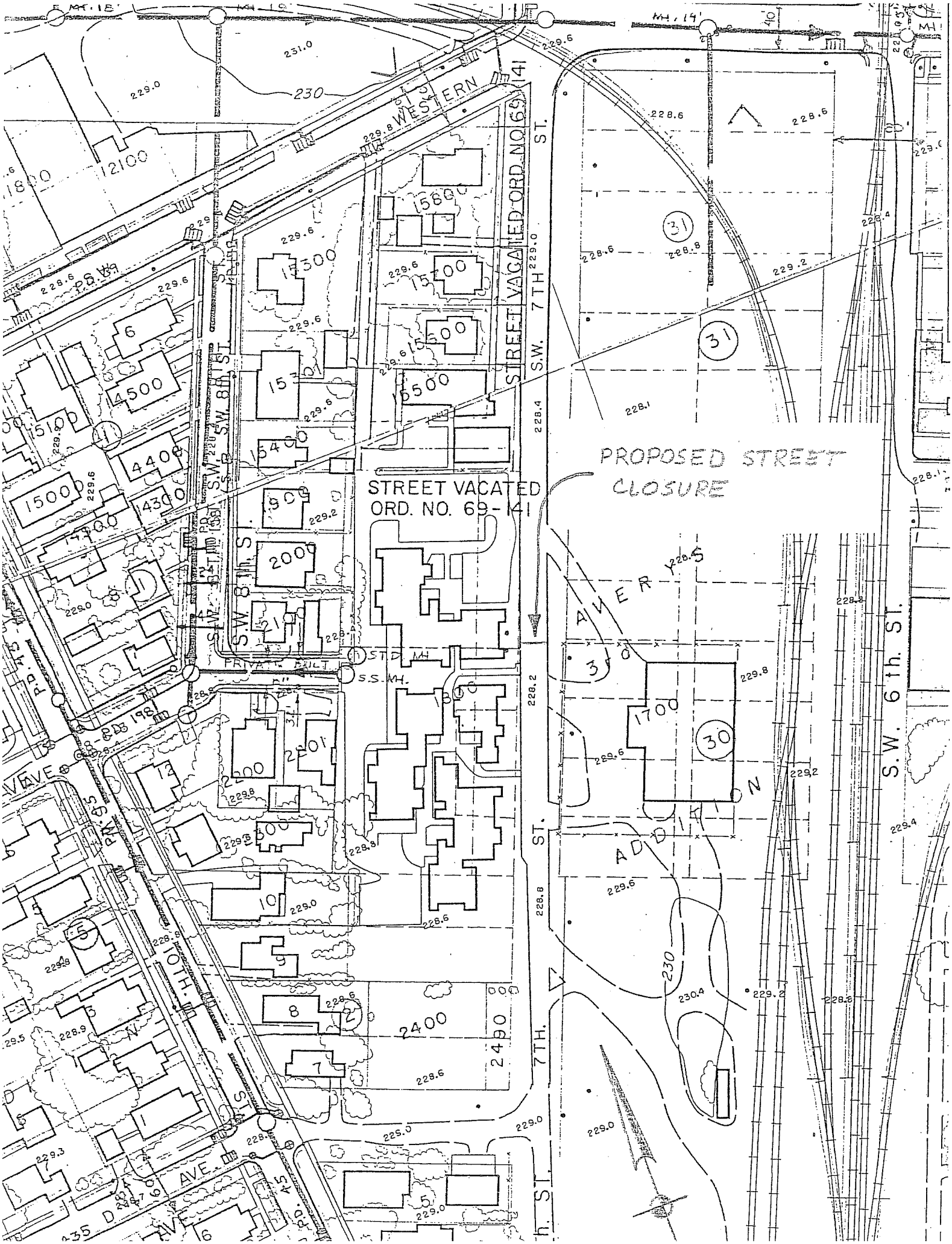
It is my recommendation that letters be sent to adjacent property owners, and if no gravel is added that the street be closed. At present it is beyond maintenance, unless additional gravel is added.

Also, Rollie, it may be well if one of your staff contact Mrs. Potter. She will not accept my explanation. Her address is 750 SW "C", Apartment 22; her phone number is 752-6048.

It is my recollection that when the apartments were constructed it was stated that 7th Street wouldn't be used, but "C" Street would. However, this is not the case; residents of the apartment complex are using 7th Street and parking behind the apartmend building.

jmr
cc: Gene McAdams

RECEIVED
JAN 17 1979
Engineering Division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STREET VACATED ORD. NO. 69-141
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S.W. 8th. ST.
S.W. 8th. ST.
S.W. 10TH. ST.
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PRIVATE BUILT
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Unpaved 7th St. to be closed by city

By Patricia Kight
Of The Gazette-Times

2/6

"If Southwest Seventh Street can't be paved, let it be closed."

John Burnett, a former City Council member, made that plea at a council meeting early in January. The plea was answered Monday night, when the council agreed wholeheartedly to a proposal from its public works committee that 7th Street be closed to traffic.

Burnett exhorted the council to close the street after protests from the Southern Pacific railroad and three other property owners killed a plan to pave the deeply rutted street from Western Boulevard to E Avenue.

By erecting a barricade approximately midblock between Western Boulevard and D Avenue, the city will force Southern Pacific trucks to take another route into the railroad's property on the east side of 7th Street.

People who live along the street still will be able to get to their driveways, however.

Residents along the street — particularly senior citizens living in the federally subsidized Cedar Crest Apartments — long have complained about the thick clouds of dust raised by the railroad's trucks in the summer.

In the winter, the street becomes almost impassable because of deep ruts that form pond-like puddles across the street's width.

After receiving a petition from Cedar Crest residents, the city planned to pave the street. However, any paving district proposal automatically dies when owners of more than two-thirds of the property adjacent to the affected street protest.

Southern Pacific, which owns approximately 60 percent of the land abutting the proposed 7th Street paving project and would have been assessed roughly $50,000 of the total $115,000 cost, said that was too much. Three homeowners also protested.

"Will this (closing the street) solve the dust problem?" Mayor Alan Berg asked Monday night.

"It may not get rid of it entirely," answered Orin Byers, Ward 5 council member, "but it's the only alternative we've got."

Although the railroad had been informed the issue would come before City Council, it sent no representatives to Monday night's meeting.

"We decided it really wasn't going to affect our operation," Jim Reel, a transportation engineer from Southern Pacific's Eugene office, said this morning.

"We'll go along with it. Our trucks will just have to take another route," added Reel, who had acted as spokesman for the railroad when the paving issue came up.

The barricade should go up within two to three weeks, according to City Engineer Rolland Baxter.

Gazette Times

Feb 20 1980

CITY OF CORVALLIS

501 S.W. MADISON AVENUE • CORVALLIS, OREGON 97330 • PHONE 753-4292

MESSAGE	REPLY
TO Bud Toy - Gen Maint.	DATE
DATE Feb 6, 1979	

As per council authorization and the attached sketch barracade (close to all thru traffic) S.W. 7TH street between Western Blvd and D Avenue.

Contact me so that we can meet at the site to formalize plans.

BY Brian Andrews

SIGNED

Form N-R73 © The Drawing Board, Inc., Box 505, Dallas, Texas

DETACH AND FILE FOR FOLLOW-UP

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

Office of the Mayor
501 SW Madison Avenue
P.O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6985
FAX: (541) 766-6780
e-mail: mayor@council.ci.corvallis.or.us

PROCLAMATION

NATIONAL HISTORIC PRESERVATION MONTH

MAY 2008

WHEREAS, Historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing livability; and

WHEREAS, Historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life, and all ethnic backgrounds; and

WHEREAS, It is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as people; and

WHEREAS, *"This Place Matters"* is the theme for the 2008 National Historic Preservation Month, co-sponsored by the Historic Resources Commission, the Benton County Historic Resources Commission, and the National Trust for Historic Preservation.

NOW, THEREFORE, I, Charles C. Tomlinson, Mayor of the City of Corvallis, do hereby proclaim **May 2008** as **National Historic Preservation Month** and urge the people of the City of Corvallis to walk through our Downtown, historic neighborhoods, and the Oregon State University campus to enjoy the architecture and landscaping that represents our past and provides the foundation for our future.

_____
Charles C. Tomlinson, Mayor

CORVALLIS 150
Celebrating Past ✦ Present ✦ Future

_____
Date

1050

A Community That Honors Diversity

Office of the Mayor
501 SW Madison Avenue
P.O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6985
FAX: (541) 766-6780
e-mail: mayor@council.ci.corvallis.or.us

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

PROCLAMATION

Drinking Water Week

May 4 - 10, 2008

WHEREAS, Water follows a natural cycle from Earth to air to Earth again; and

WHEREAS, Water is a basic and essential need of every living organism on Earth; and

WHEREAS, Our health, comfort, and standard of living depend on an abundant supply of safe drinking water; and

WHEREAS, The City of Corvallis believes that citizens should have a dependable supply of safe drinking water both now and in the future; and

WHEREAS, Every member of our community should protect our water resources from pollution, practice water conservation, and become involved in local water issues.

NOW, THEREFORE, I, Charles C. Tomlinson, Mayor of Corvallis, Oregon, do hereby proclaim **May 4 - 10, 2008,** as **Drinking Water Week** in the City and encourage all Corvallis citizens to acquaint themselves with the processes and issues involved in providing safe drinking water.

CORVALLIS 150
Celebrating Past ✦ Present ✦ Future

_____
Charles C. Tomlinson, Mayor

_____
Date

A Community That Honors Diversity

League of Oregon Cities Foundation

P.O. Box 928 • Salem, Oregon 97308 • (503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863
www.orcities.org

LEAGUE of Oregon CITIES

RECEIVED
APR 11 2008
CITY MANAGERS OFFICE

April 9, 2008

Mayor and Council
c/o Jon Nelson
PO Box 1083
Corvallis, OR 97339

Dear Mayor and Council:

On behalf of the League of Oregon Cities Foundation, I am writing to your city or organization to invite you to follow the lead of the City of Portland with their recent contribution to the LOC Foundation in the amount of $25,000. The City of Portland, with their contribution, challenged other cities in Oregon to make contributions to the foundation as well, to assist the League in its efforts to inform, educate and provide services that benefit all of the cities in Oregon.

We are asking that you consider a donation, in an amount that your city can afford in order to provide information and education to city officials across the state of Oregon. Our suggestion is that you consider a donation in an amount equal to five cents per capita or any other amount your city can afford.

$2,700.

Since its inception, the Foundation has provided the following benefits to city officials around the state:

- Scholarships for 20 officials to attend the League of Oregon Cities conference;
- Scholarships for a number of officials to participate in Oregon Local Leadership Institute training workshops;
- Three partial tuition scholarships for officials to attend the Pacific Program;
- Funding to print the updated Diminishing Returns report which has been renamed the "Fiscal Challenges to the Sustainability of Oregon's Cities" and will be distributed to LOC members this month.

League of Oregon Cities Foundation

P.O. Box 928 • Salem, Oregon 97308 • (503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863
www.orcities.org

LEAGUE of Oregon CITIES

Based on current funds available, staff have been instructed to budget the following for FY 2008-09:

- $3,000 Scholarships for the Oregon Mayors Association Conference
- $3,000 Scholarships for the League of Oregon Cities Conference
- $3,000 Scholarships for Oregon Local Leadership Institute workshops
- $3,200 Scholarships for the Pacific Program

If your city wishes to make a donation to the LOC Foundation, please send your check to LOC Foundation, ATTN: Jennie Messmer, P.O. Box 928, Salem, OR 97308. The Foundation accepts tax-free donations from private parties as well if you would like to contribute individually.

Thank you for your consideration of this matter.

Sincerely,

Phillip W. Houk

Phillip W. Houk, President
LOC Foundation Board

15 April 2008

Rec'd 4/17/08 from Councilor Brown. /K

Dear Mayor Tomlinson and City Councilors:

Each year the parents of Corvallis and Crescent Valley High School seniors work together to provide a safe, alcohol and drug-free graduation celebration. The Annual Senior All Night Party, scheduled this year for Monday, June 9, 2008, is the oldest running program of its kind in the state and has been a community tradition since 1955. Each year many of our community members and businesses contribute to making this party possible through the donation of food, prizes, gift certificates, and cash donations.

The all-night party is held at Dixon Recreation Center at OSU following the graduation ceremony. Over 500 seniors from the two schools attend and approximately 200 parent volunteers work the event. The seniors have access to most of Dixon's recreational activities including the climbing wall and swimming pool. Additional activities are organized by the parents including large inflatable play structures, laser tag, a casino room, a DJ for dancing or karaoke, and a movie room for quiet space. Prize drawings are held throughout the evening with the biggest prizes given away at 5:00 a.m. so that we can keep as many students at the party for as long as possible.

We will serve food and drinks throughout the evening and into the morning. New Morning Bakery will donate pastries, Noah's Bagels is donating two days worth of leftover bagels, American Dream Pizza Downtown is donating some pizzas, Iovino's is donating appetizers for the parent volunteers, Pepsi is donating all of our soft drinks and ice, Allann Brothers donated all of our coffee drinks last year and is considering doing it again this year, and Coffee Culture is making smoothies available at a considerably reduced price. Various stores have donated prizes or gift certificates. Richey's traditionally donates a $100 gift certificate for food for the party, Safeway $200, DariMart $50, plus others.

As I participate in this event for the first time, I realize that the coming together of our community and our parents to provide this celebration is truly a gift and a show of support for the children of this community. I think it is a very appropriate place for the people and the City of Corvallis to acknowledge the good job our graduates have done and to wish them well as they embark on their own life journeys. We would like to ask you for the funds to purchase a large cake that would congratulate the Class of 2008 from the City of Corvallis. This would cost approximately $200. In addition, we would like to ask for your support in offering tickets to those graduates who are not able to financially afford one. We currently have donations from parents and others to provide some free tickets. If the City could help with additional tickets for lower-income families we believe everyone will benefit from having as many of our graduates as possible participate in the Senior All Night Party. Tickets are $20 per person and any additional support would be greatly appreciated.

Thanks you for your time and consideration of our request.

Sincerely, Cindy Paden

Cindy Paden, Food Committee
CV/CHS Senior All-Night Party

Attachments: SANP fundraising letter and recent budget report

CV/CHS SENIOR ALL NIGHT PARTY

2007/ 2008 Committee:
Linda Ahlvin
Barbara Alexander
Michele Friesen
Eileen Milligan

Mailing address:
SANP
946 NW Circle Blvd
PMB 402
Corvallis, Or 97330

Please make checks payable to:
Corvallis Public Schools Foundation
(Tax ID: 93-1208608)

We wish to express our thanks to you for making Corvallis a community that supports its youth. As parents, we would also like to thank the business owners who have contributed so generously to the Senior All Night Party over the years.

The parents of Corvallis and Crescent Valley High School seniors are once again working together to provide a safe, alcohol and drug-free graduation celebration for the class of 2008. The Annual Senior All Night Party, scheduled for Monday, June 9, 2008, is the oldest running program of its kind in the state and has been a community tradition since 1955. It is an entertaining event that encourages responsible behavior without sacrificing fun.

The success of our efforts depends on the contribution of time, skills, prizes, and money from our many community-spirited supporters. We hope that you will join us in providing the resources necessary to produce another memorable event.

Here are some ways you can help:

- A CASH DONATION to purchase food, supplies, and prizes.
- GIFT CERTIFICATES for merchandise or services that can be given as door prizes (haircuts, CDs, limousine services, etc.).
- FOOD or SUPPLIES that will be needed for the party.
- DISCOUNTS on products or services
- SPONSORSHIPS—sponsor a specific game or activity.

You may send your tax-deductible cash donation, gift certificate, or prize donation in the enclosed self-addressed envelope. If you would like to donate goods or services, complete the pledge card and send it in the self-addressed envelope. If you have any questions, please feel free to contact us.

Your support is sincerely appreciated!
The 2008 CV/CHS Senior All Night Party Fundraising Committee

Barbara Alexander
757-8901
barbara_alexander@alyrica.net

Laurie Walker
752-0516
walkersurf@comcast.net

Please make checks payable to: Corvallis Public School Foundation and be sure to note CV/CHS Senior All Night Party on your check.

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

****

CITY MANAGER'S REPORT

APRIL 17, 2008

****

2008-03

REPORTING PERIOD: MARCH 2008

I. ORGANIZATIONAL HIGHLIGHTS

- Endorsed the Corvallis Energy Challenge, sponsored by the Corvallis Sustainability Coalition, to promote community-wide energy efficiency and conservation. The Coalition established a goal of 1,000 energy audits during the year, and more than 100 audits have been completed.
- Authorized a special election May 20th to elect a new Ward 7 Councilor.
- Approved submitting to the State an application with Benton County for an enterprise zone encompassing property from SW Wake Robin Avenue southward through the Airport Industrial Park.

II. MAYOR'S DIARY

The Mayor met with Council leadership and with County leadership. I read Dr. Seuss' stories ("Yurtle the Turtle" and "Horton the Elephant") to a class at Jefferson Elementary School, I attended Stan Gregory's Willamette River Forum, the Government Affairs Committee, and the first issue of the Linus Pauling postage stamp. I proclaimed March as "Music in Our Schools Month" three times at various venues, participated in a panel with Dr. David Korten, worked with the homeless community with Asset Based Community Development, convened the Downtown-Economic Vitality Plans Implementation Committee, and welcomed the community to the town hall meeting regarding sustainability.

III. FINANCE

A. Department Highlights

- Utility Billing staff completed training on the Alert Notification System and began notifying delinquent customers by telephone.
- Purchased a "Cash Receipts Lockbox" license from Sungard and will install software to enable transfers of electronic check payments to automatically

update HTE customer files. This is the mechanism that will move staff from manually entering in-coming electronic payments – the largest area of growth in payment processing.

- Accounting staff completed their review of auditing services proposals and made a recommendation on an accounting firm to perform the audit.
- The Actuary provided preliminary Other Post-Employment Benefit (OPEB) numbers for Governmental Accounting Standards Board (GASB) 45 implementation. Staff is reviewing the information and will prepare a report for Administrative Services Committee when the data is final.
- Launched the Oregon State University (OSU) Business Services workflow collaboration initiative with all City departments.

IV. FIRE

A. Department Highlights

Operational

Response Activity - March 2008	City	Non-City	Total
Fires	8	2	10
Overpressure/Rupture	0	0	0
Requests for Ambulance	312	61	373
Rescue (Quick Response Team)	111	16	127
Hazardous Condition	7	2	9
Service Requests	33	7	40
Good Intent	25	15	40
False Calls	30	4	34
Other	1	0	1
TOTAL RESPONSES OVERALL	**527**	**107**	**634**

- Continued contract negotiations with the Corvallis Rural Fire Protection District. Attorneys for the City and the District are reviewing the draft successor agreement.
- Through the Federal Emergency Management Agency's Assistance to Firefighters grant program, the Department applied for assistance to purchase a ladder truck and exhaust extraction systems for Stations 2, 3, and 4.
- Staff developed an on-line sustainability suggestion form and status board.

V. LIBRARY

A. Department Highlights

- Continued planning for the lobby remodeling project in April. Moveable shelving for materials on hold were ordered. A Request for Proposals was written for express-check machines that also secure CDs and DVDs. The Library will be closed for two days (April 22nd and 23rd) during the worst of the demolition. An upgrade of the Library's online system and staff training will occur at the same time.
- Library Director Carolyn Rawles-Heiser and Deputy Library Director Teresa Landers met with a security equipment vendor to explore the installation of security cameras in several problem areas of the Library and garage.
- Circulation staff spent time talking about a new service paradigm set forth by Joan Frye Williams during the Spring in-service day. They brainstormed how to better deliver customer service from the lobby.
- Circulation Supervisor Lori Johnston, Adult Services Manager Mary Finnegan, and Philomath Librarian Suzy Conway attended the Public Library Association Conference in Minneapolis, Minnesota.
- Intern Lisa Stout completed the first phase of archiving historical information about the Library. Scrapbooks, minutes, photographs, reports, and other materials are now boxed appropriately and indexed. Some materials still need to be weeded.
- The South Benton Library Project team continues to meet. Currently, an income survey is being done of the South Benton County area. This information will assist staff in applying for grants. The site issue is still under negotiations, so the group cannot proceed.
- On a Wednesday evening during March, a Benton County Sheriff's Office Deputy brought his K9 to the Monroe Library for a practice drug search. It was at one of the busiest times of the evening, and many patrons got to watch the dog work at finding a dangerous substance in the Library. Nothing was found, other than the substance the Deputy had "planted," and the dog got his reward of being able to play with his favorite toy.
- As part of a grant from the Benton County Commission on Children and Families, the Library will receive funds to provide home libraries for families participating in the Rally Around Families Together (RAFT) program at Old Mill Center.

B. Other

- A co-sponsored League of Women Voters program on water resources drew 150 attendees. The Friends of the Library Random Review by Cheryl Maze on international crime mysteries brought an audience of 56.

- The Friends' big book sale netted $31,171, approximately $4,000 more than last year.

VI. PARKS AND RECREATION

A. Department Highlights

Administration/Planning
- Registration for Spring/Summer programs began March 17th.
- Phase I of the Avery Park Rose Garden renovation is almost complete, providing accessible routes into the garden.

Aquatic Center
- Participation Statistics:
  - 1,100 athletes and spectators for the State Waterpolo Tournament March 8th and 9th.
  - 35 participants and spectators from throughout Oregon for the Fifth Annual Triathlon Clinic.
  - More than 60 adults certified in cardiopulmonary resuscitation (CPR) and First Aid through Red Cross programs.
  - 362 children registered for swimming and water safety lessons.
  - 144 WaterBabies and WaterKids registrations.

Parks
- Preparing fields at Crystal Lake Sports Fields for opening day, April 19th.
- Working on clean-up and trash disposal at homeless camp sites.
- Completed renovations to the Avery Park picnic shelters, improving safety and energy efficiency.
- Volunteers have been working on the Willamette Disc Golf course and trails.

Recreation
- Co-sponsored Camp Catnip with Heartland Humane Society over Spring Break. The program was filled to capacity.
- Youth Volunteer Corps participated in SOLV beach clean-up during Spring Break.
- Eighty-four youth attended the one-day Lacrosse clinic.

Senior Center
- A Grief Support Group was initiated at the Senior Center for those who have lost a loved one through death or divorce.
- Through a partnership with Linn-Benton Community College, the Senior Center offers the 55 Alive Driver Safety Program. These classes are

designed to refine existing driving skills and develop safe driving techniques as individuals age.

- The hiking program kicked off for another season with hikes to the Homestead Trail and to look at wildflowers in the Willamette Valley. The program seeks to keep older adults fit by encouraging walking and hiking.

VII. POLICE

A. Department Highlights

Officers investigated 1,750 incidents this month. Following are the highlights:

- Detectives assisted Officers with a fall injury. A 35-year-old woman fell off a second-story balcony into the parking lot of an apartment complex. The woman was seriously injured. Investigation is continuing.
- Officers assisted Oregon State Police (OSP) involved in a vehicle pursuit. As the pursuit entered the City of Corvallis, Officers successfully deployed spike strips at NW Harrison Boulevard and NW Second Street. The suspect stopped the vehicle as it rolled onto the spike strips and was taken into custody without incident.
- Three adult men were arrested for Unlawful Use of a Weapon and Criminal Mischief II after they shot a .22 rifle at cans in a backyard. The bullets traveled through a fence and struck a vehicle parked outside an adjacent residence. No injuries were reported.
- Officers arrested a man on multiple charges, including Menacing, Attempted Assault, Unlawful use of a Weapon, Harassment, and Resisting Arrest, after he threatened his ex-girlfriend and her male friend with a knife after a verbal altercation. As Officers responded, the suspect fled on foot. Officer Harvey and Xar tracked the suspect through a residential yard before he was located and taken into custody after a brief struggle. A telephonic search warrant was executed for the suspect's apartment, and the knife was seized.
- A local man was arrested for Reckless Endangering, Failure to Perform Duties, and Reckless Driving after he drove his vehicle into the east side of Jack in the Box on NE Circle Blvd. The building suffered approximately $4,000 in damage. The man left without providing the required information. Surveillance footage showed the driver, his vehicle, and the vehicle license plate. The vehicle was located in the Rite-Aid parking lot with a flat tire.
- Detectives and Street Crimes Investigators arrested a 42-year-old man on charges of Solicitation, Unlawful Possession of Cocaine, Unlawful Delivery of Methamphetamine, and Unlawful Possession of Methamphetamine. The arrest occurred in Yamhill County after Corvallis Investigators assisted Linn County Investigators on a drug case.
- Street Crimes Investigators assisted Officers in investigating an Unlawful Entry into a Motor Vehicle, Theft, and Fraudulent Use of a Credit Card.

Street Crimes Investigators located the 27-year-old male suspect and recovered some of the property from various car prowls around the City.

- Investigations Division personnel continue to work with investigators from OSP, 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.

9-1-1 Center Calls for Service

- The Corvallis Regional Communications Center dispatched 2,856 calls for police, fire, and medical assistance this month as follows:

POLICE		FIRE AND MEDICAL	
Corvallis Police	1,750	Corvallis Fire/Ambulance	512
Benton County Sheriff	448	Other Fire/Medical	42
Philomath Police	104		
TOTAL	2,302	**TOTAL**	554

B. Other

- Officer Anderson continues on light duty due to an off-duty injury.
- Officer Hull continues to participate in Phase C of the Police Officer Training Program.
- Officer Davis resigned his employment with the Department.
- Officer McCall was injured in the line of duty and is on injury status.
- All Corvallis Regional Communications Center Staff completed their Emergency Medical Dispatch re-certifications.
- Sergeant Goodwin made presentations at 20 fraternities and sororities regarding the Quarter Mile for Special Olympics fund-raiser. All 20 houses agreed to participate, and the program began March 31st.
- Officer Eaton made recruiting presentations at Southern Oregon State University and at Western Oregon State University with Officer Hurley.
- United States Senator and Presidential candidate Barack Obama stopped in Corvallis while en route to Eugene. Officers coordinated traffic control and security for the motorcade, which stopped at American Dream Pizza Downtown.
- Officers McCall and Kantola attended the annual Driving Under the Influence of Intoxicants Conference.
- Officer Harvey received a Challenge Coin for identifying a man wanted by the United States Marshals for Murder. The man was also wanted by Portland Police Bureau (PPB) with a different name. After seeing the man profiled on "America's Most Wanted," Officer Harvey contacted PPB and advised them of the man's true identity.

- Lieutenant Brewer attended the Oregon Executive Development Institute Association training.
- Lieutenant Brewer, Detectives Houck and Wells, and Crime Analyst Neet attended the 2008 Oregon Department of Justice Law Enforcement and Intelligence Conference, during which Detective Wells gave a presentation on the Ice Breaker drug case.

VIII. PUBLIC WORKS

A. Department Highlights

Administration Division

- Began review of solid waste franchise language, including a review of examples from other communities, for renewal by the end of the calendar year.
- Director, Division Manager, and Sustainability Supervisor attended the Corvallis Sustainability Coalition town hall meeting.
- Working with the Sustainability Steering Committee, drafted an update to the organization's energy conservation policy to bring it in line with the current Council Policy on Sustainability and with the ongoing efforts from the Sustainability Management System Plan work occurring throughout the organization.
- Absorbed as much knowledge and experience as possible from Management Assistant Julie Ward, as she retired after 30 years of dedicated service to the City organization and the Corvallis community.

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, Airport Facility Improvements, 2008-2009 Sanitary Sewer Rehabilitation, Baldy Reservoir Cover Replacement, Stormwater 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 in the process of being awarded to Mid-Valley Gravel Co. Philomath, Oregon.
- The 2008-2009 Storm Drain Replacement project is being advertised, with bid opening scheduled on April 15th.

Transportation Division

- Added a new mini-van to the Special Transportation Program fleet.
- The Special Transportation program hosted two Passenger Service and Safety (PASS) training classes, with attendees from transportation programs

in Linn, Benton, and Lincoln Counties and the OSU Shuttle. Attendees for the eight-hour class received national and local certificates for completion of the course.

- Received proposals for the contract to the Coordinated Special Transportation Services. This contract is held for three years with two one-year extensions. Proposal review is presently occurring, with a contractor to be selected before the end of April.
- Met with staff from the Department of State Lands, the Oregon Economic and Community Development Department, and the Governor's Office to discuss pending legislative changes to Federal rules on wetland mitigation. These changes may affect the wetland mitigation project underway to maintain Industrial Site Certification status for a portion of the Airport Industrial Park.
- Met with Randy Moore to review his draft of the section of the Benton County Habitat Conservation Plan dealing with the Streaked-Horned Larks that nest at the Corvallis Municipal Airport. The Airport has the largest known nesting population of the Streaked-Horned Larks.

Utilities Division

- Published annual Water Quality Report and mailed to all active addresses in the Corvallis area. This report was created in-house, with an expense of approximately $0.291 per copy for printing and mailing.
- For the quarter ending March 31, 2008, distributed 179 rebates for water-efficient clothes washers and toilets.
- Published and distributed copies of Corvallis Water Management and Conservation Plan, approved by Oregon Water Resources Department in September.
- Hired Keith Turner as the Technical Services Supervisor, replacing Al Warde, who retired.

IX. CITY MANAGER'S OFFICE

A. Department Highlights

- Received one Notice of Tort Claim; information is available for review in the Assistant to City Manager/City Recorder's office.
- Filed required Ward 7 City Council candidates certification with Benton County Elections for the May 20th election.
- Held first two meetings of the Diversity Initiative Steering Committee as well as work sessions with City Council and Senior Staff.
- Promoted Employer Partnership for Diversity training on race.
- Hired Marcia Laurent as Human Resources Specialist.

X. COMMUNITY DEVELOPMENT

A. Department Highlights

- The Housing Division received 58 Rental Housing Program-related contacts outlining 132 separate issues, with 48 related to habitability and 86 of a non-habitability nature. Nineteen of the habitability issues reported are or may be subject to the Rental Housing Code, so those making contact are being advised of the process to follow to pursue resolution.
- Four reported Rental Housing Code violations are being investigated or are undergoing compliance enforcement.
- A draft Fiscal Year 2008-2009 through Fiscal Year 2012-2013 Community Development Block Grant/HOME Investment Partnerships Program Consolidated Plan (with Fiscal Year 2008-2009 Action Plan) was completed and made available for public review and will be considered during an April 21st Council public hearing.
- Development Services staff processed 28 residential and 30 non-residential plan reviews for proposed construction projects and conducted 1,351 inspections during March. Of those 28 residential projects, three were for new homes.
- Processed and issued 14 Mechanical and Electrical permits on-line.
- Code Enforcement Program: 32 new cases were created as a result of citizen complaints received during March.
- Selected Lisa Franklin to fill the vacant Development Services Civil Engineer position created by Aaron Amoth's transfer to a position at Public Works.
- Successfully activated a new Interactive Voice Response (IVR) System, which is an automated 24-hour inspection request and results system.
- Completed Public Outreach Strategic Plan for Development Services. Began participation in statewide "Think Permit" public outreach campaign to foster greater understanding of the benefits of obtaining permits.
- Development Services Manager Dan Carlson and Inspection Services Manager Greg Hall were invited to Chemeketa Community College to speak to 30-plus Building Inspection Technology students.
- Inspection and Plan Review staff completed continuing education and code change classes at a week-long institute in Eugene, Oregon. Training included courses on project management, public outreach, mechanical code changes, Americans with Disabilities Act accessibility, structural design, water distribution, considering alternate materials, and methods of construction.
- Met with Development Services Stakeholder Advisory Group to discuss customer service, outreach efforts, IVR installation, national code change hearings, code enforcement program, Land Development Code

implementation, slow-down in housing, April 1st state-wide code adoptions, and other issues.

- Planning Commission completed review of the Corvallis Crossing Master Site Plan Review.
- Continued work with City Council on the review of the appeal of the Ashwood Preserve Planned Development and Subdivision.
- Continued work on the Evanite, 7th Street Station, and Madrona Oaks development proposals.

XI. MISCELLANEOUS

- Attached is the City Attorney's Office Report to the City Council for March.

Jon

Jon Nelson
City Manager

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

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

March 2008

The following are highlights of the City Attorney's Office activities during March 2008.

1. Preparation and filing of LUBA brief in *Soares v. City* (Cascade Crest Appeal).

2. Oral argument before LUBA on *Boucot v. City* (Brooklane Heights Appeal).

3. Meetings with City staff and memorandum opinion to City Council regarding amendments to the Oregon Indoor Clean Air Ct.

4. Work on case filed by Ian McElroy to set aside his Municipal Court convictions from 1998.

5. Work on motion filed by Ian McElroy for relief from judgment in underlying mandamus case *State ex rel. McElroy v. March.*

6. Assistance to Fire Department regarding Corvallis Rural Fire Protection District agreement renewal.

7. Correspondence regarding Timberhill Shopping Center right-of-way repairs.

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

APRIL 17, 2008

****

1. Chemicals in Corvallis Water Supply (Brown)

   The attached memorandum from Public Works Director Rogers addresses recent news stories regarding pharmaceutical chemicals in public water supplies and specifically addresses the Corvallis supply.

2. Bicycle Lanes on Garfield (near Vina Moses) (Wershow)

   A condition of the Corvallis Market Center development (west side of NW Ninth Street (Ninth) between NW Hayes Avenue and NW Garfield Avenue [Garfield]) was to eliminate parking along the development's street frontage on Garfield. This condition is the result of the Transportation System Plan (TSP) direction that arterial and collector streets are to have bicycle lanes. Per the TSP Garfield is a collector street. The elimination of parking would allow bicycle lanes to be striped. When the "No Parking" signs were installed, Vina Moses, which is just west of the development, staff and volunteers became concerned with the loss of parking and the potential for more parking to be lost if Garfield had bicycle lanes from Ninth to NW Highland Drive (Highland).

   Vina Moses staff brought these concerns to the Bicycle and Pedestrian Advisory Commission April 4th. In future meetings, the Commission will consider whether to make a recommendation regarding the installation of bicycle lanes on Garfield. Should the Commission recommend installing bicycle lanes from Vina Moses to Highland, staff will draft a traffic order to remove parking on one side of Garfield. The traffic order will be provided to the City Council for review prior to implementation.

3. Police Department Records Request Charges (Beilstein)

   As a follow-up to Council discussion at your April 7, 2008, meeting, the following information is attached:

   a. Council Policy CP 91-1.01, "Copying of City Material; Charges for"

b. Administrative Policy AP 96-1.14, "Public Records Requests"
c. Letter from David Picray to District Attorney's Office
d. Letter from District Attorney John Haroldson to David Picray
e. Letter from Captain Jon Sassaman to David Picray with attached basis for copying charge estimates

If requests involve individuals with a tort claim or lawsuit against the City, the City Attorney's Office reviews the response. Regarding the Council's discussion on public interest, City Attorney Scott Fewel shares the following:

> "The Court of Appeals defines it as ' . . . a matter or action is commonly understood to be in the public interest when it affects the community or society as a whole, in contrast to a concern or interest of a private individual entity.' The Attorney General's manual looks to Federal interpretation. Under Federal law, if a requestor seeks information relating solely to the requestor in order to aid his or her defense, there is insufficient public benefit to require a waiver. The Attorney General says factors to consider include: the requestor's identity, the purpose the information is being intended to be used for, and whether the requestor has the ability to disseminate the information to the public."

Jon

Jon Nelson
City Manager

MEMORANDUM

April 2, 2008

TO: Mayor and City Council

FROM: Steve Rogers, Public Works Director

SUBJECT: City Council Request: Drugs in the Water Supply

ISSUE

City Councilor Brown has requested information on drugs in the City water supply in light of the recent Associated Press news reports on the detection of pharmaceuticals and other constituents in the nation's drinking water.

BACKGROUND

On March 10, 2008 the *Corvallis Gazette-Times* reported on an Associated Press article pertaining to some pharmaceuticals and other constituents (such as caffeine) having been found in the drinking water supply of selected cities in the United States. This has raised concerns over the safety of the nation's, and Corvallis' drinking water.

DISCUSSION

The U.S. Environmental Protection Agency (EPA), the U.S. Geological Survey (USGS) and some other federal and state agencies have been doing testing and monitoring of the nation's surface and groundwater supplies to determine the extent and concentration of pharmaceuticals and other compounds, and what impacts they might have on fish and wildlife as well as humans. For example, the USGS sampled 139 streams in 30 states (including the Tualatin and Willamette Rivers in Oregon).

In general, the results indicated that various constituents were found at very low concentrations in all waterways sampled. Most likely many of these compounds have been there for some period of time, however, they are now being found because the scientific analytical capabilities have greatly improved over the last decade. Most of the results were reported in parts per trillion or billion concentration levels. As we have defined a part per billion (ppb) concentration in the City's 2007 *Water Quality Report,* one ppb is equal to about one third of a teaspoon of a solid material diluted in the indoor swimming pool at the Osborn Aquatic Center.

The City, like most in the U.S., has not testing its finished drinking water supply for pharmaceuticals. Several professional organizations that the City is a member of, such as the American Water Works Association and the Water Environment Federation, in conjunction with the federal government, are doing research on the fate and transport of pharmaceuticals in the water environment, the effectiveness of treatment plant processes to remove them, and the

potential impacts on human health.

The fact that a substance is detectable does not necessarily mean that it is harmful to humans. To date, scientific research throughout the world has not demonstrated an impact on human health from pharmaceuticals in drinking water. The research has shown some negative effects on certain fish and wildlife species.

The water industry is also engaged in developing strategies to minimize the entry of these compounds in to the waters of the U.S., rather than deal with them after the fact. In Oregon, City Public Works staff along with other interested parties are engaged in an effort to develop a program where unused drugs are kept from entering the water supply. Current practice by many people, hospitals, hospice, etc is to dispose of unused/unneeded drugs in the toilet, where they then end up in the water supply. Legislation is being developed for the 2009 Legislative Assembly to require drug companies doing business in Oregon to develop and implement a drug take-back program. The City Council may be asked to support this legislation.

Staff will keep the Mayor and City Council informed of the drug take back initiative as well as other major efforts to reduce the level of pharmaceuticals in the water supply.

C:\Documents and Settings\daye\Local Settings\Temporary Internet Files\OLKD0\cc request on chemicals in water supply 040208 (2).wpd

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 1 - GENERAL

CP 91-1.01 Charges for Copying of City Material

Adopted June 4, 1973
Revised October 7, 1991
Revised December 20, 1993
Revised October 16, 1995
Affirmed November 6, 2000
Revised November 7, 2005

1.01.010 Purpose

To establish Council policy for handling requests for photocopies.

1.01.020 Policy

a. Copying charges or similar duplication charges for City materials shall be established administratively by the City Manager. Such charges shall not exceed the reasonable costs of reproduction.

b. An exemption to the above charges is supplying minimal copies to other governmental agencies and the media.

c. Electronic copies and copies of tapes shall be provided when readily available upon provision by the requester of the appropriate medium. A fee shall be charged to cover staff time involved.

d. All public records shall be provided in accordance with State law.

1.01.030 Review and Update

This General Policy shall be reviewed every five years, beginning in October 1995, by the Assistant to City Manager/City Recorder and updated as appropriate.

CITY OF CORVALLIS

ADMINISTRATIVE POLICY MANUAL

POLICY AREA 1 - GENERAL ADMINISTRATIVE

AP 06-1.14 **Public Records Requests**

Adopted **March 15, 2006**

1.14.010 Purpose

To establish a procedure for accepting and responding to public records requests and to establish a uniform fee schedule for providing public records.

1.14.020 Background

1.14.021 Each City department is responsible for responding to public records requests and setting fee schedules. It is appropriate to establish a uniform fee schedule and procedures for handling public records requests.

1.14.030 Policy

1.14.031 It is the policy of the City of Corvallis to ensure that every person in Oregon has a right to inspect any nonexempt public records.

1.14.032 The City will provide proper and reasonable opportunities for inspection and examination of the nonexempt public records during normal business hours consistent with State law. The City will provide these records in the form requested, if available. If the nonexempt public records are not available in the form requested, the City will make the records available in the form in which it is maintained.

1.14.033 Consistent with the City Council's goal to enhance sustainability efforts, the City will make every effort to provide access to nonexempt public records electronically and through the City's Website.

1.14.034 The City will provide cost estimates to the requester before producing the records if the charge is in excess of $25.00.

1.14.035 Any uncertainty regarding whether a record should be released or is exempt from disclosure should be referred to the appropriate Department Director or the City Attorney's Office for review and determination.

1.14.040 Definition

1.14.041	Personnel Costs	Include, but are not limited to, employee's time spent locating, compiling, reviewing, separating, and copying records. Costs are the hourly rate equivalent to the salary plus benefits of each employee involved in processing a public records request.
1.14.042	Public Body	Every city governing body and any board, department, commission, council, or agency thereof.
1.14.043	Public Record	Any writing that contains information relating to the conduct of the public's business, prepared, owned, used, or retained by a public body regardless of physical form or characteristics. Nonexempt e-mail messages that exist on computer back-up tapes are also public records.
1.14.044	Writing	Handwriting, typewriting, printing, photographing, and every means of recording including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings.
1.14.045	Exempt Record	Records not subject to public disclosure as identified in Oregon Revised Statutes (ORS) 192.501 - 192.502.

1.14.050 Procedures

1.14.051 All public records requests must be submitted to the City in writing, using the attached Public Records Request Form. The form is available to all departments and citizens and can be downloaded from the City's Website.

1.14.052 Police-related records requests must use the attached Request Form provided by the Corvallis Police Department, available at the Records Unit or on the City's Website.

1.14.052 The City will review all public records requests within 24 hours and respond to the requests within seven business days or sooner.

1.14.053 If extensive staff time (more than 15 minutes) is needed to provide the requested records, the City will advise the requester of the approximate time

when the records would be available. The City will also provide cost estimates to the requester, including records reproduction and staff time, before producing the records if the charge is in excess of $25.00.

1.14.054 If the cost to respond to the public records request exceeds $100.00, the City may request a deposit of one-half of the estimated cost before beginning to assemble the requested information.

1.14.055 All fees quoted and charged will be in accordance with the fee schedule included in the Public Records Request Form in this Policy.

1.14.056 At the discretion of the Department Director, fees for producing public records may be waived for elected officials, other governmental agencies (City, County, State, and Federal levels), persons appointed to City advisory boards and commissions, and the media. Every effort will be made to provide records electronically or through the City's Website to reduce paper reproduction.

1.14.057 The City will explain to the requester, preferably in writing, if a request for public records cannot be fulfilled (i.e., records are exempt from public disclosure or do not exist.)

1.14.060 Review and Update

This Policy shall be reviewed every three years by the Assistant to City Manager/ City Recorder and updated as appropriate.

Reviewed and concur:

Jon S. Nelson, City Manager

3-16-06
Date

CITY OF CORVALLIS
P. O. Box 1083
Corvallis, OR 97339-1083
541-766-6900
541-766-6780

Public Records Request Form

PLEASE PRINT

Date Requested: _____

To: (Department in charge of record) _____

Your name: _____ **Agency/Business:** _____

Address: _____

Telephone: _____ **E-mail address:** _____

View records at City offices: _____ **Receive copies by mail or pick up:** _____

Records requested: (be specific – date, title, group, author, subject, etc.) _____

_____
_____
_____
_____
_____

Every person has the right to inspect any public record of a public body in Oregon, except as otherwise expressly provided by Oregon Revised Statutes (ORS) 192.501-192.502. The City shall respond to public record requests within seven working days of receipt. If your request is denied, specific reasons will be given by fax, e-mail, or letter. ORS 192.440(3) authorizes a public body to establish fees to reimburse for costs in making public records available.

FEES SCHEDULE ON REVERSE SIDE

STAFF USE

Processed by:	_____	Completed Date:	_____
Reproduction Charges:	_____	Research Charges:	_____
Total Charges Due:	_____	Date Charges Paid:	_____

CORVALLIS POLICE DEPARTMENT
REQUEST FOR RECORDS INFORMATION

REQUESTER: _____ PHONE: _____
NAME (PLEASE PRINT)

_____
ADDRESS

_____
CITY STATE ZIP

_____
AGENCY OR BUSINESS

NOTE: Charges are based on an average of personnel time used in researching and reviewing records. Fees for accident or incident requests are for processing the request and are non-refundable.

I agree not to use, share, or disseminate any information pertaining to the record other than for lawful purposes.

SIGNATURE OF REQUESTING PERSON: _____ DATE: _____

INVESTIGATIVE REPORT	CRIMINAL HISTORY
REPORT TYPE: _____	☐ Request Letter of Clearance
REPORT NO: _____	or
DATE/TIME: _____	☐ I request to see information held by the Corvallis Police Department
LOCATION: _____	Pertaining to: _____ (Myself, my son, daughter, person over who I excise guardianship, or other)
INVOLVED PERSONS: _____	NAME: _____
_____	ADDRESS: _____
_____	DATE OF BIRTH: _____

FOR OFFICE USE ONLY:

☐ Copy of report provided

☐ Request denied (reason listed below)

☐ No record found

☐ Record Reviewed (no copy made)

☐ Records Challenged (Challenge attached)

IDENTIFICATION:

☐ Person known by agency _____

☐ Driver's License #: _____

☐ Other ID: _____

COMMENTS: _____

_____

_____

_____

RECORDS SPECIALIST: _____

DATE: _____

CITY OF CORVALLIS
PUBLIC RECORDS FEE SCHEDULE**
(Effective February 1, 2006)

2020 Vision Statement	First copy . . . . . free Extra copies . . . . . $1.00 each
9-1-1 Audio Tape	$24.00 per call
Audio Tape	Other than Police Dept . . . . . $7.00 per tape Police Dept . . . . . $24.00 per tape
Certified Copies	$5.00 per certification plus copy costs
Compact Disk/Floppy Disk	$5.00 per disk
Comprehensive Plan	$16.50
Computer Program Work	Research fees with one-hour minimum charge
Copies	Up to 5 pages . . . . . free Six or more pages . . . . . $.15 per page Color copies . . . . . $1.50 per page 11"x17" and larger copies . . . . . $5.00 each
Fire and Police Accident/Incident Report	Per report up to 5 pages . . . . . $5.00 Each additional page . . . . . $.15 per page
Land Development Code	$30.00
Maps	$3.00 to $18.00, depending upon size and type
Microfiche Copies	$.15 per page
Postage	Actual costs if more than one ounce
Reports	Actual reproduction costs
Research	Personnel costs plus copy costs Full cost of City Attorney review, if required
Video Tape	$30.00 per tape

**Certain departments may have their own fee schedule in addition to this policy.

March 14, 2008

COPY

Benton County District Attorney
Benton County Courthouse
120 NW Fourth Street
Corvallis, OR 97330

RECEIVED
MAR 17 2008
CITY MANAGER'S OFFICE

FYI

Dear Sir:

Pursuant to ORS 192.440(6), I, David E. Picray, the undersigned, hereby respectfully request that you, as the District Attorney of Benton County, order Captain Sassaman of the Corvallis Police Department to make available for inspection the public records which I requested on November 30, 2007, and to make said records available for a fee which is neither exorbitant nor unreasonable but is consistent with established fees requested for routine police reports.

The specific records requested are:

1) All officer incident reports and notes, related to my stop and detention on the morning of May 11, 2007, and related to my subsequent formal complaint against Officer Sapp and Officer Rehnberg.

2) All documents provided to the Community Police Review Board by the Corvallis Police Department relating to the complaint which I filed against Officer Sapp and Officer Rehnberg.

3) Any related video or audio recordings made immediately prior to or in the course of the stop.

4) The names of all witnesses who were passengers in any of the three police vehicles which were present when I was detained as specified above.

I had requested access to these records on November 30, 2007; however, Captain Sassaman responded with an undated letter sent in December stating that before I could inspect the records, I would be required to pay fees which I believe to be unreasonable, contrived, perhaps fraudulent, and in any case clearly meant to deprive or discourage my access to the records. For example, the demanded fees included time to search for records which he apparently already knew the whereabouts of so as to provide a specific estimate of total fees based on the cost per page for 46 pages. Sassaman also included charges for "inspecting and reviewing" the documents, but he fails to explain what that means. If the records are subject to disclosure under ORS 192.440, then he must release them whether 'inspected and reviewed' or not. Moreover, because the Corvallis police department charges just five dollars for a police report provided to the general public, I believe that Sassaman may have violated my right to equal protection of the law by maintaining a policy of charging nominal fees to the general public for documents, but charging

exorbitant fees to someone who requests documents under the public records law so as to discourage such requests and to clearly disadvantage a distinct class of citizens consisting of those of modest financial resources.

Finally, on or about February 28, 2008, pursuant to ORS 192.440(5), I notified the Corvallis City Attorney that unless the unreasonable fees demanded by Captain Sassaman were waived or substantially reduced, I would file the foregoing petition. However, in a letter dated March 11, 2008, he responded by declining my request to reduce the fees; therefore, I must now respectfully request that, in the interest of justice, you force the city to allow access to the requested records for a reasonable fee or no fee at all.

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

m/cc/FYI -JN.

RECEIVED
MAR 27 2008
CITY MANAGERS OFFICE

DISTRICT ATTORNEY
John M. Haroldson
120 NW 4th Street
Corvallis, OR 97330-4788

Criminal Law Division (541) 766-6815
Child Support Unit (541) 766-6817
FAX (541) 766-6701

March 21, 2008

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

Re: Request for Public Records/Fee Reduction

Dear Mr. Picray:

On March 17, 2008, the Benton County District Attorney's Office received your request for public records and waiver and/or reduction of fees. The specific records requested in your letter are as follows:

1. All officer incident reports and notes, related to my stop and detention on the morning of May 11, 2007, and related to my subsequent formal complaint against Officer Sapp and Officer Rehnberg.
2. All documents provided to the Community Police Review Board by the Corvallis Police Department relating to the complaint which I filed against Officer Sapp and Officer Rehnberg.
3. Any related video or audio recordings made immediately prior to or in the course of the stop.
4. The names of all witnesses who were passengers in any of the three police vehicles which were present when I was detained as specified above.

I have reviewed your letter to the Benton County District Attorney. In the letter, you reference a letter you received from Corvallis Police Captain Jon Sassaman in December, responding to your original request. I have also reviewed Captain Jon Sassaman's letter. From the two respective letters, I am able to conclude you originally made a public records request to the Corvallis Police Department asking for the above-enumerated records. Furthermore, in your original request, you requested notification of charges prior to sending materials in order for you to consider viewing the documents instead of being provided with copies. The Corvallis Police Department honored your request, and provided you with a written notification of the estimated fees which would be charged. The written notification consisted of three fee estimates:

1.	Material to be viewed:	$100.00
2.	Material to be picked-up:	$131.90
3.	Material to be mailed:	$141.30

The estimates, procedures, and policies of the Corvallis Police Department are in keeping with ORS 192.440(3), which provides (with emphasis added in bold):

> (3)(a) **The public body may establish fees reasonably calculated to reimburse the public body for the public body's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the person's request.** (Emphasis added).
>
> (b) The public body may include in a fee established under paragraph (a) of this subsection the cost of time spent by an attorney for the public body in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records. The public body may not include in a fee established under paragraph (a) of this subsection the cost of time spent by an attorney for the public body in determining the application of the provisions of ORS 192.410 to 192.505.
>
> (c) **The public body may not establish a fee greater than $25 under this section unless the public body first provides the requestor with a written notification of the estimated amount of the fee and the requestor confirms that the requestor wants the public body to proceed with making the public record available.** (Emphasis added)
>
> (d) Notwithstanding paragraphs (a) to (c) of this subsection, when the public records are those filed with the Secretary of State under ORS chapter 79 or ORS 80.100 to 80.130, the fees for furnishing copies, summaries or compilations of the public records are those established by the Secretary of State by rule, under ORS chapter 79 or ORS 80.100 to 80.130.
>
> (4) **The custodian of any public record may furnish copies without charge or at a substantially reduced fee if the custodian determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.**
>
> (5) A person who believes that there has been an unreasonable denial of a fee waiver or fee reduction may petition the Attorney General or the district attorney in the same manner as a person petitions when inspection of a public record is denied under ORS 192.410 to 192.505. The Attorney General, the district attorney and the court have the same authority in instances when a fee waiver or reduction is denied as it has when inspection of a public record is denied.

(6) This section does not apply to signatures of individuals submitted under ORS chapter 247 for purposes of registering to vote as provided in ORS 247.973. [1973 c.794 §5; 1979 c.548 §4; 1989 c.111 §12; 1989 c.377 §2; 1989 c.546 §2; 1999 c.824 §5; 2001 c.445 §168; 2005 c.272 §1]

The Corvallis Police Department complied with your request, however, you failed to follow though with the necessary request to proceed with making the public record available. See ORS 192.440(3)(c). Instead of requesting to proceed with making the pubic record available, you chose instead to challenge the fee estimates under ORS 192.440(4). Your request for a waiver was subsequently denied, and you now petition, under ORS 192.440(5), for an order waiving or reducing fees associated with the requested public records.

In response to your petition, I have reviewed the Corvallis Police Department's records regarding their costs and fee calculations. After reviewing the itemized costs and calculations associated with your request, I find them to be reasonable, and within the purview of ORS 192.440. Moreover, by my calculations, the Corvallis Police Department's estimates favor you to the extent they are actually lower than the actual costs incurred by your request. I further find, after reviewing the particulars of the underlying case, that the pubic interest in the subject matter covered in the requested records is insufficient. The requested reduction or waiver of fees would be of primary benefit to you, rather than the public. See Conklin v. U.S., 654 F Supp 1104 (D Colo 1987) (applying pre-1986 statute); Diamond v. F.B.I., 548 F Supp 1158 (SD NY 1982); and Public Records Order, October 14, 2004, Jeans (see App F-56). I find that the Corvallis Police Department has met its burden regarding the denial of fee reduction or waiver.

For the above state reasons your petition for waiver or reduction of fees is denied.

The denial of your petition only serves to deny the waiver or reduction of fees. You still retain the right to have the Corvallis Police Department proceed with making the public records available, subject to the fee estimates.

Very truly yours,

John M. Haroldson
Benton County District Attorney
(541) 766-6815

cc: Captain Jon Sassaman, Corvallis Police Department

Corvallis
Police Department

Gary D. Boldizsar
Chief of Police
180 NW 5th Street
PO Box 1083
Corvallis, OR 97339-1083
(541) 766-6924, Fax 754-1720

Mr. David E. Picray
236 NE Azalea Drive
Corvallis, Oregon 97330

I am in receipt of your letter addressed to the Corvallis Police Department requesting information, dated November 30, 2007. I received this letter for my review on December 3, 2007. Your letter requests "..copies of all documents, including all officer incident reports and notes, related to my stop and detention on the morning of May 11, 2007, and related to my subsequent formal complaint against Officer Sapp and Officer Rehnberg." Additionally, you've requested video or audio recordings related to this specific incident as well as names of all witnesses that were passengers in any of the police vehicles on scene.

I am also aware that a second letter was addressed to Ryan Lambert, Chair of the City of Corvallis Community Police Review Board, dated November 30, 2007, requesting some of the same information requested in the letter received by the Police Department. The Corvallis Police Department is the keeper of the records and therefore will be responding. Do not expect a response from Ryan Lambert as he, nor the Community Police Review Board is the keeper of the records.

Based upon the current information request, and following Oregon Revised Statute 192.440(3)(a), Beginning January 1, 2006 a public body has authority to charge a fee in excess of $25 only if it first provides a written cost estimate to the requestor and receives confirmation that the requestor wants the public body to proceed with responding to the request. Actual cost include locating the requested records, reviewing the records in order to delete exempt material, supervising a person's inspection of original documents in order to protect the records, copying records, certifying documents as true copies, or sending records by special methods such as express mail. Public bodies may charge for search time even if they fail to locate any records responsive to the request even if the records located are subsequently determined to be exempt from disclosure. Additionally, time spent in reviewing records to determine which of them are exempt, and time spent in separating exempt and nonexempt material is an essential part of making records available for inspection, and the public body is entitled to recover its actual costs.

Your letter requests notification of charges prior to sending materials, in order for you to consider viewing the documents instead of being provided with copies. Based upon your request, three fee estimates are being provided

Estimate for material mailed or picked-up:

Copies of materials:	$0.15 per page
Searching, Reviewing, Inspecting, Copying	$50.00 per hour
Priority Certified Return Receipt mail	$9.40

Estimate:	2 ½ hours of Searching, Reviewing, Inspecting and Copying	$125.00
	46 pages of material	$ 6.90
	Total Estimated Cost:	**$131.90**
	Priority Certified Return Receipt mail	$ 9.40
	Total Estimate Including Mail Costs:	**$141.30**

Estimate for material to be viewed only:

Estimate:	2 hours of Reviewing and Inspecting/Separating $100.00	
	Total Estimated Cost:	**$100.00**

Do you desire the Corvallis Police Department to proceed? If so, I will proceed with your request and will expect payment prior to you receiving copies of the material, or viewing material. I will advise you of actual costs for fulfilling your request as it may result in an increase or decrease to the estimated cost. Fees will be appropriately adjusted.

Sincerely,

Jonathan M. Sassaman, ISSD Captain
Corvallis Police Department

COUNCIL REQUEST - Beilstein / Computation of costs for David Picray records request

Mr. Picray's records request is not a simple request for a copy of a police report related to the traffic stop occurring on May 11, 2007. Mr. Picray requested the following records specific to this incident: 1). All officer incident reports; 2). All officer notes; 3). All material related to the formal complaint and subsequent citizen complaint investigation of this incident involving two named officers; 4). All documents provided to the Community Police Review Board by the Corvallis Police Department relating to the complaint which was filed against the two officers; 5). Any related video or audio recording made immediately prior to or in the course of the stop; and 6). The names of all witnesses who were passengers in any of the three police vehicles which were present during the stop.

Mr. Picray placed the City on notice of an intent to sue, via Tort Notice, specific to this incident. Fulfilling this request is not accomplished through a Records Unit employee making a copy of a police report. A request of this nature, with the possibility of pending litigation, is addressed by the Department's Risk Manager, a Captain. Therefore, reasonable fees calculated to reimburse the City for the cost of making the records available are consistent with a Captain level review, salary plus benefits. Time spent in response to the request consisted of: searching and locating material from different file systems; communicating with three separate officers and locating field notes; locating and copying any video materials from a separate storage system and placing on CD media; reviewing/inspecting/separating all material to ensure appropriate release; consultation with the City Attorney; redacting if appropriate and copying material.

A Captain's salary plus benefits per hour is greater than $50. Mr. Picray was charged less than the actual cost of the Captain, yet at that time consistent with prior charges for public records requests requiring a Captain's involvement. Since January 2008, any new public records request requiring the level of Captain review has been billed at actual cost. Police reports are billed at $5.00 per report, and all additional pages $0.15. Mr. Picray's estimate for reports was determined at only $0.15 per page. Copying and providing video material on a CD costs $24.00. Mr. Picray's estimate is less the $24.00. The below tables depicts the estimated cost to be billed to Mr. Picray, and the actual cost to the Department to produce the materials requested.

Description	Action	Estimate to Mr. Picray	Actual Department Cost
Material to be Viewed:	Searching, Compiling, Reviewing, Preparing	$100.00	$132.26
Material to be picked-up:	Searching, Compiling, Reviewing, Preparing, Copying	$131.90	$199.87
Material to be mailed:	Searching, Compiling, Reviewing, Preparing, Copying, Mailing	$141.30	$209.27

It remains the intent of the Police Department to bill Mr. Picray consistent with the estimate.

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
Chemicals in Corvallis Water Supply	Brown	03-17-08	04-15-08	Rogers	CCR 04-17-08	
Bicycle Lanes on Garfield (near Vina Moses)	Wershow	03-21-08	04-15-08	Rogers	CCR 04-17-08	
Police Department Records Request Charges	Beilstein	04-07-08	04-15-08	Boldizsar	CCR 04-17-08	
Corvallis Municipal Airport and Airport Industrial Park Power Supply Issues	Hamby	04-07-08	04-29-08	Rogers		
Police Response Data on Homeless in City Parks	York	04-07-08	04-29-08	Boldizsar		

CORVALLIS CITY COUNCIL GOALS 2007-2008

Preface:
Overarching Council goals and values throughout the Corvallis 2020 Vision Statement and within the goals listed below include:

♦Diversity ♦Citizen Involvement ♦Sustainability ♦Cost Efficiency

Goals	Corvallis 2020 Vision Statement Categories
Review possible development constraints in South Corvallis Refinement Plan Accomplished through March 31, 2008: • Yet to be initiated. Next Steps: • Begin review of issues.	Economic Vitality Where we Live
Explore the need for a Southwest Area Plan Accomplished through March 31, 2008: • Yet to be initiated. Next Steps: • Begin review of issues.	Culture and Recreation Economic Vitality Protecting the Environment Where we Live
Improve community livability through code enforcement, code enhancement, outreach, and neighborhood-based safety. Accomplished through March 31, 2008: • Community Development Department staff drafted the Code Enforcement Program framework and presented it to Council and recruited for and hired a Land Use Inspector. • Community Development continued processing new and existing cases. Received 96 new cases for quarter. Next Steps: • Continue training Land Use Inspector. • Initiate outreach for code enforcement program. • Work through process changes/enhancements.	Central City Economic Vitality Governing and Civic Involvement Protecting the Environment Where we Live

Goals	Corvallis 2020 Vision Statement Categories
Develop strategies to implement EVP and Downtown Strategic Plans Accomplished through March 31, 2008: • Staff has been assisting DCA in preparing an Urban Renewal Plan, including mapping and other tasks. • Staff has made progress on 10.1 (transit) of the EVP Plan. Work to modify loop routes and coordinate transit system (4) routes and fares is underway. • The Benton-Chamber Coalition committee on Business License Fees made a recommendation to the Downtown/Economic Vitality Plans Implementation Committee (DEVPIC) to implement a Business License Fee to raise $250,000 annually for six years to be used as grants for organizations implementing the Economic Vitality Plan action items. The DEVPIC will complete work on their recommendation and forwarded it to the City Council for their consideration. Next Steps: • Participate in finalization and implementation of both Plans. • Implement one fare structure to use on all four transit systems. • City Council will decide whether or not to pursue a Business License Fee.	Central City Culture and Recreation Economic Vitality Education and Human Services Governing and Civic Involvement Protecting the Environment Where we Live
Enhance organizational sustainability efforts and begin to develop a community-wide sustainability initiative. Accomplished through March 31, 2008: • Staff conducted an employee survey on volunteerism to become an annual social sustainability measure. About 78% of 143 respondents indicated they volunteer in their community in some capacity. • The City Manager's Office initiated recycling procedures for Styrofoam and plastic film. • Request for proposals advertised to install solar power equipment at the City Wastewater Reclamation plant. • A draft of the updated energy-conservation administrative policy was reviewed by the Sustainability Steering Committee. • Library, Finance, CMO, Parks & Recreation and Fire have screened the impacts that came out of their sustainability workgroup brainstorming sessions and have ranked the projects under the selected impacts. • The Sustainability Supervisor participated in the selection of a consultant for the community wide sustainability initiative and in the development of the first Town Hall meetings. She presented local examples of sustainability successes during the meeting. Next Steps: • The Career Development Committee will prepare their report and plan for employee/organizational development. • Solar power proposals due April 12, 2008. • Sustainability projects will be assigned and tracked in the five departments who are at this stage. • Police will receive initial training, go through a gap analysis, and conduct brainstorming sessions. • Individual Core Teams will transition to a city-wide Core Team. • Intranet resources will be developed, including a suggestion system and links to sustainable purchasing assistance.	Culture and Recreation Economic Vitality Governing and Civic Involvement Protecting the Environment

Goals	Corvallis 2020 Vision Statement Categories
Create opportunities for more affordable housing <u>Accomplished through March 31, 2008</u>: • Completed Draft 5-year Consolidated Plan to guide investment of City CDBG and HOME funds for affordable housing and other community development efforts that will benefit low income residents. • Draft FY 08-09 Action Plan, which includes specific proposed allocations of CDBG and HOME funds for the coming year, was also completed. <u>Next Steps</u>: • Council will conduct a hearing in April to review and approve Consolidated Plan and Action Plan. Assuming approval, the plan will provide funding immediately to a two-unit house relocation/rehab homeownership project (WNHS), and after July 1, to Habitat for Humanity for a two-unit construction project (Tunison), and to WNHS for a 62-unit multifamily rental project at Alexander Court and Seavey Meadows.	Central City Economic Vitality Education and Human Services Governing and Civic Involvement Where we Live
Develop a fiscal strategy for core City services, including a comprehensive and collaborative communication plan to increase citizen understanding of City budgets and services. <u>Accomplished through March 31, 2008</u>: • The City Council adopted a Comprehensive Communications Plan and new three-year Action Plan. • The City Council continued discussion on its financial strategy. • The Budget Commission completed its winter budget process meetings to set funding priorities for FY 08-09 with more interaction from citizens than in previous years. • The Budget Commission authorized a $50,000 enhancement for communications in the draft 2008/2009 budget. <u>Next Steps</u>: • Adopt a Financial Strategy and develop a communications plan based on the strategy. • Evaluate the first year of the new Communications Plan and continue implementation and monitoring. • The Human Services Committee will review a plan for the budget enhancement in April.	Central City Culture and Recreation Economic Vitality Education and Human Services Governing and Civic Involvement Protecting the Environment Where we Live

Goals	Corvallis 2020 Vision Statement Categories
Change City ordinance and policies to implement Charter amendment relating to diversity Accomplished through March 31, 2008: • Civil Rights Municipal Code updated. • City Council Anti-bias Policy updated. • Diversity Initiative Steering Committee (DISC) formed to develop a Diversity Strategic Plan and members attended training sessions. Sessions were held with both elected and staff leadership on vision and goals for the action plan. • City non-discrimination contract language updated to mirror charter categories. • Job description language revised to include diversity language as positions come forward for review or recruitment. • Other gender identity or expression added to the gender question in 2007 Citizens Attitude Survey (CAS) and City employment application. Next Steps: • DISC to develop and implement a strategy for creation of the Diversity Action Plan in response to the vision and goals discussion.	Culture and Recreation Education and Human Services Governing and Civic Involvement
Accomplishments Toward the Overarching Goals and Values (Diversity, Citizen Involvement, Sustainability and Cost Efficiency): • Coordinated the Martin Luther King, Jr. community celebration. • A number of staff members participated in the Corvallis Sustainability Consortium's first town hall meeting on Sustainability.	

DEPARTMENT ACCOMPLISHMENTS

CITY MANAGER'S OFFICE

- Began the election process to fill the Ward 7 Councilor position during the May primary, including advertising the election process, meeting with prospective candidates, and providing nomination and information packets to persons interested in the election.
- Began negotiations with American Federation of State, County, and Municipal Employees (AFSCME) for a new labor contract.
- 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.

COMMUNITY DEVELOPMENT DEPARTMENT

- Planning received 27 Administrative Land Use cases and finaled nine. The remaining cases are awaiting additional information to be deemed complete.
- Processed five Historic Preservation Permits through the Historic Resources Commission and one Director-level.
- Processed through Planning Commission The Brass Media Conditional Development and the Ashwood Preserve Subdivision/Planned Development.
- Completed work on Sidewalk Café Permit review.
- Completed 4,099 building construction inspections for building safety and code compliance.
- Initiated investigations on 96 new citizen complaints for nuisance type violations.
- Completed Interactive Voice Response (IVR) system installation for receiving inspection requests electronically.
- Conducted Customer Service training.
- Attended code update courses for new Residential, Plumbing and Electrical codes.
- Completed Development Services Marketing Strategic Plan. Began participation in the statewide 'Think Permit' outreach which encourages folks to realize the benefits of obtaining construction permits.

FINANCE DEPARTMENT

- Completed testing of the Alert Notification System to enable staff to notify customers by telephone of delinquent utility services accounts subject to disconnection. The software application will reduce or eliminate the need to mail nearly 8,000 delinquent notice letters annually.

- 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.
- Initiated the Request for Proposal process for an audit services contract for the next three years, with an option to extend the term for two more years.

FIRE DEPARTMENT

- Four Fire Department personnel are now qualified for Urban Search And Rescue responses.
- Contract negotiations with the Rural District are progressing. Attorneys for the City and the District are reviewing the draft successor agreement.
- Staff is investigating webcasting alternatives to facilitate interactive, two-way training sessions which enable each crew to remain in its assigned station.
- Staff has begun developing specifications for a rescue boat to replace the Department's out-of-service Zodiac.
- Through FEMA's Assistance to Firefighters grant program, the Department applied for assistance to purchase a ladder truck and exhaust extraction systems for Stations 2, 3, and 4.
- Staff have developed an on-line sustainability suggestion form and status board.

PARKS & RECREATION DEPARTMENT

- Karen Emery has been selected as the interim director until recruitment for a new director can be completed.
- Phase I of the Avery Park Capital Improvement Program for ADA accessibility has been completed.
- Parks staff has completed renovations to the Avery Park picnic shelters, improving safety and energy efficiency.
- Volunteers are working on the Willamette Disc Golf course and trails.
- Seasonal parks workers returned to work March 3, 2008.
- Parks staff is working with ODOT on homeless camp cleanup projects.
- A total of 78 seniors enjoyed trips to Riverdance in Portland and the annual Crab Feed in Yachats.
- Line Dance classes have seen a 45% increase in attendance this winter with a total of 29 dancers attending each week.
- Over 80 adults enrolled for a 2-session series of the "Aging Brain" at the Senior Center.
- Numbers from Osborn Aquatic Center include: 100 middle school children experiencing SCUBA diving; 155 participants at the Polar Bear Swim; 6,000 children and spectators at the CAT, OSAA, and District swim meets; 125 citizens in Red Cross CPR/First Aid classes; 888 children and adults in swim and water safety classes; 1,100 athletes and spectators at the State Waterpolo Tournament; 35 participants from around the state at the Triathlon Clinic.

POLICE DEPARTMENT

- A tactical action plan was completed by the traffic enforcement team to address speeding and intersection violations in and around the NW Harrison Boulevard Bridge.
- Two bicycle patrol tactical action plans were implemented in partnership with OSP to reduce Thursday night crimes related to alcohol use in the Downtown and Monroe corridor. This TAP addresses objectives of the strategic action plan developed by the Community Livability Task Force. These TAPs will continue through June 2008.
- Implementation of the new Drug Detection K9 Team of Officer Gabe Sapp and K9 Roxy is complete. Final certification was attained in January and the team is fully deployed.
- The mock on-site accreditation inspection was completed in March 2008. Inspectors from the Northwest Police Accreditation Coalition were on site for two days. The inspection was successful with only minor corrections suggested by the team and the Department is well positioned for the full CALEA on site in December 2008.
- A Request for Proposal was published for a Staffing Allocation Study.

PUBLIC WORKS

- The Corvallis Wastewater Reclamation Plant was selected as one of two plants in Oregon to participate in a project with the Energy Trust of Oregon and the Oregon Association of Clean Water Agencies to attempt to meet the plant's electricity through the use of renewable energy sources.
- Completed the 2009 update to the City's Capital Improvement program.
- The Transit program set monthly ridership records on CTS and the Beaver Bus each month of the second quarter and successfully negotiated an increase in OSU student fees for transit including a proportionate share of the $180,000 enhancement.
- Received FEMA and Oregon Emergency Management approval of the Corvallis Multi-Hazard Mitigation Plan, which was adopted by the City Council. Staff submitted an application to FEMA for a pre-disaster mitigation grant for the seismic retrofit to City Hall.
- Implemented a parking meter rate increase.

ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS

April 17, 2008

MEETING DATE	AGENDA ITEM
April 24	• Allied Waste Services Annual Report • Corvallis Rural Fire Protection District Agreement
May 8	• Council Policy Review: CP 95-4.10, "Public Library Gifts and Donations Policy" • Allied Waste Franchise Renewal Process • Economic Development Allocations Orientation
May 13 (special) 5:30 pm	• Economic Development Allocations Presentations
May 15 (special) 4:30 pm	• Economic Development Allocations Deliberations
May 22	• Oregon Economic and Community Development Department Loan for Airport Industrial Park Wetlands Mitigation • Potential Revenue Alternatives
June 5	• Third Quarter Operating Report • Auditing Standards • Senior and Community Center/Park Facilities Bond Measure Ballot Title Review
June 19	
July 10	• Economic Development Allocations Third Quarter Reports
July 24	
August 7	• Senior and Community Center/Park Facilities Bond Measure Explanatory Statement
August 21	• Solid Waste Franchise
September 4	• Fourth Quarter Operating Report
September 18	

October 9	• Council Policy Reviews:
	  • CP 04-1.09, "Public Access Television"
	  • CP 91-2.01, "Meeting Procedures"
	  • CP 91-2.03, "Expense Reimbursement"

October 23	• Council Policy Reviews:
	  • 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	• Utility Rate Annual Review • Economic Development Application Process and Calendar • Funding Agreement Annual Report – Corvallis Environmental Center
November 20	• Comprehensive Annual Financial Report (CAFR)
December 4	
December 18	• 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
• Potential Revenue Alternatives – Business License Fee	Finance
• Potential Revenue Alternatives – City Services Fee	Finance
• Potential Revenue Alternatives – Entertainment/Admissions Tax	Finance
• Potential Revenue Alternatives – Restaurant/Meal Tax	Finance

Regular Meeting Date and Location:

Thursday following Council, 12:00 pm – Madison Avenue Meeting Room

HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS

April 17, 2008

MEETING DATE	AGENDA ITEM
April 22	• Majestic Theatre Annual Report • Boys and Girls Club Annual Report • Council Policy Review: CP 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library"
May 6	• Liquor License Annual Renewals
May 20	• Corvallis Fall Festival Annual Report

June 3	• Boards and Commissions Sunset Review:
	  • Housing and Community Development Commission
	  • Public Art Selection Commission
	• Corvallis Farmers' Markets Annual Report

June 17	• Social Services Allocations – Fiscal Year 2008-2009
July 8	
July 22	• Willamette Neighborhood Housing Services Third Quarter Report
August 5	• Parks and Recreation Annual Fee Review
August 19	• Social Services Semi-Annual Report
September 3	
September 16	• Rental Housing Program Annual Report

October 7	• Council Policy Reviews:
	  • 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	• Council Policy Reviews:
	  • 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	• 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

April 17, 2008

MEETING DATE	AGENDA ITEM
April 24	• Downtown Commission • Traffic Calming: Circle Boulevard - Dogwood/ Lantana • Airport Lease – Helicopter Transport Services, Inc.
May 8	• Council Policy Review: CP 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program" • Rivergreen Drive/Hwy 99 Intersection Improvements • Federal Earmark Alternatives (Cascade View Industrial Properties)
May 22	• Benton County Water Supply Policy/ Memorandum of Cooperation • Solar Power Project at Wastewater Treatment Plant
June 5	• 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	• Council Policy Reviews:
	  • 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	• Council Policy Reviews:
	  • CP 91-7.04, "Building Permits"
	  • CP 91-7.08, "Sidewalk Policy"

November 6	
November 20	
December 4	
December 18	

USC PENDING ITEMS

• Building Code Amendment	Community Development
• Fire Protection Services in Health Hazard Residential Areas	Fire
• Safety Sidewalk Program Review	CMO/Public Works
• Street Tree Maintenance in the Right-of-Way	CMO/Public Works

Regular Meeting Date and Location:

Thursday following Council, 4:00 pm – Madison Avenue Meeting Room

UPCOMING MEETINGS OF INTEREST

City of Corvallis

APRIL - OCTOBER 2008
(Updated April 17, 2008)

APRIL 2008

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	
22	*3:00 pm*	*Capital Improvement Prog Cmsn*	*Downtown Fire Station*	
22	*7:00 pm*	*Historic Resources Commission*	*Madison Avenue Mtg Rm*	
~~23~~	~~8:30 am~~	~~City Legislative Committee~~	~~City Hall Meeting Room A~~	
23	5:00 pm	Downtown Parking Cmsn	Madison Avenue Mtg Rm	
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 Tomlin son	
29	*1:00 pm*	*City/509J Subcommittee*	*School District Offices*	

MAY 2008

Date	Time	Group	Location	Subject/Note
1	4:00 pm	Downtown-Economic Vitality Plans Implementation Committee	Madison Avenue Mtg Rm	
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	8:30 am	City Legislative Committee	City Hall Meeting Room A	
7	*3:00 pm*	*Cmty Police Review Board*	*Madison Avenue Mtg Rm*	*tentative*
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	*Senior Center Game Rm*	City sponsored
15	4:30 pm	Econ Dev Allocations Committee	Madison Avenue Mtg Rm	deliberations

Date	Time	Group	Location	Subject/Note
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	
28	8:30 am	City Legislative Committee	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 Ave Mtg Rm**	**tentative Plng Cmsn/Historic Res Cmsn interviews**
4	**5:30 pm**	**City Council**	**Madison Ave 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	
11	*8:30 am*	*City Legislative Committee*	*City Hall Meeting Room A*	
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	
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	Government Comment Corner	Library Lobby - TBD	
4	**12:00 pm**	**City Council**	**Downtown Fire Station**	
4	**7:00 pm**	**City Council**	**Downtown Fire Station**	
5	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
6	7:30 pm	Library Board	Library Board Room	
7	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
7	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
9	10:00 am	Government Comment Corner	Library Lobby - David Hamby	
14	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
16	10:00 am	Government Comment Corner	Library Lobby - TBD	
18	**12:00 pm**	**City Council**	**Downtown Fire Station**	
18	**7:00 pm**	**City Council**	**Downtown Fire Station**	
19	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
21	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
21	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
21	6:30 pm	Parks, Nat'l Areas, and Rec Bd	Downtown Fire Station	
23	10:00 am	Government Comment Corner	Library Lobby - TBD	
26	11:30 am	Cmsn for Martin Luther King, Jr.	City Hall Meeting Room A	
30		No Government Comment Corner		

SEPTEMBER 2008

Date	Time	Group	Location	Subject/Note
1		City Holiday – all offices closed		
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	7:30 pm	Library Board	Library Board Room	
4	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
4	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
6	10:00 am	Government Comment Corner	Library Lobby - Charles Tomlinson	
11	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
13	10:00 am	Government Comment Corner	Library Lobby - Blake Rodman	
15	**12:00 pm**	**City Council**	**Downtown Fire Station**	
15	**7:00 pm**	**City Council**	**Downtown Fire Station**	
16	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
18	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
18	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
18	6:30 pm	Parks, Nat'l Areas, and Rec Bd	Downtown Fire Station	
20	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	
23	11:30 am	Cmsn for Martin Luther King, Jr.	City Hall Meeting Room A	
27	10:00 am	Government Comment Corner	Library Lobby - Bill York	

OCTOBER 2008

Date	Time	Group	Location	Subject/Note
1	*7:30 pm*	*Library Board*	*Library Board Room*	
4	*10:00 am*	*Government Comment Corner*	*Library Lobby - George Grosch*	
6	***12:00 pm***	***City Council***	***Downtown Fire Station***	
6	***7:00 pm***	***City Council***	***Downtown Fire Station***	
7	*12:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
9	*8:00 am*	*Citizens Advisory Cmsn on Civic Beautification and Urban Forestry*	*Parks and Rec Conf Room*	
9	*12:00 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
9	*4:00 pm*	*Urban Services Committee*	*Madison Avenue Mtg Rm*	
11	*10:00 am*	*Government Comment Corner*	*Library Lobby - TBD*	
16	*6:30 pm*	*Parks, Nat'l Areas, and Rec Bd*	*Downtown Fire Station*	
18	*10:00 am*	*Government Comment Corner*	*Library Lobby - Helen Higgins*	
20	***12:00 pm***	***City Council***	***Downtown Fire Station***	
20	***7:00 pm***	***City Council***	***Downtown Fire Station***	
21	*12:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
23	*12:00 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
23	*4:00 pm*	*Urban Services Committee*	*Madison Avenue Mtg Rm*	
25	*10:00 am*	*Government Comment Corner*	*Library Lobby - David Hamby*	
28	*11:30 am*	*Cmsn for Martin Luther King, Jr.*	*City Hall Meeting Room A*	

Bold type – involves the Council ~~Strikeout~~ type – meeting canceled *Italics* type – new meeting

TBD To be Determined

RECEIVED
APR 15 2008
CITY MANAGERS
OFFICE

Corvallis School District 509J

Honoring Diversity

April 14, 2008

Mayor Tomlinson and City Councilors
City of Corvallis

Dear Mayor and City Council,

The Corvallis School District School Board is interested in pursuing a Construction Excise Tax levy on construction that increases square footage for residential and non-residential buildings. This potential action follows a new law provided by the legislature (SB 1036) authorizing school district boards to levy such a tax for capital improvements.

We would like the City of Corvallis to collect this tax on our behalf when assessing and collecting building permits. As discussed with City Manager Nelson, Councilor Hamby, Dan Carlson, and Nancy Brewer last Friday, we are interested in developing an intergovernmental agreement that will outline the duties and responsibilities for both entities as this tax is collected. Where permissible, the District is interested in reimbursing the City for any out-of-pocket costs.

Other Oregon cities and school districts have entered into similar agreements that may help us find a mutually acceptable arrangement. Eugene and Albany agreements were made available to our group and much of that language could be incorporated into a Corvallis agreement.

We ask that you authorize staff to negotiate such an agreement.

Sincerely,

Blake Rodman
Board Chairman, Corvallis School District

Dawn Tarzian, Superintendent ♦ Administration Office ♦ 1555 SW 35th Street ♦ P.O. Box 3509 ♦ Corvallis, OR 97339
(541) 757-5811 ♦ Fax (541) 757-5726

Dear Friends of ABC: The above attachment is included with our minutes once again since there is still a need for qualified persons to apply for the current opening on the Corvallis Advisory Commission On Transit (CACOT). The Mayor and City Council desire informed representation by persons who have need for accommodations! Please read the attachment if you did not receive it previously with our February Minutes. Please share this notice freely to help the City obtain this objective and to serve our public transportation system.

Minutes of Access Benton County
Meeting of March 20, 2008

Present: Edith Yang, Judy Heath, Mary Marsh King, Linda Wagner, Bob Fenner, Pete Myers, 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. Minutes of February 21, 2008 approved as submitted.

B. Treasurer's Report: ABC has received a generous contribution from an anonymous donor. We will provide balance information at our next meeting. Thank you, Donor!

C. Correspondence: Letter of appreciation to City, Mayor and Councilors, and Urban Services Committee approved. Recommended and agreed by those present to ask if we can present the letter to the Council at one of the April Meetings.

D. Old Business:

1. OSU Sustainability Center Ramp. There is a possibility of the OSU Engineering Department assisting the Center with design of a ramp. We learned that the solar message trailer (visit OSU site to see!) was a collaboration of several businesses and the Engineering Department! We hope the resources for cost items will also be found for constructing a good ramp for access into the Center!

2. Future ABC Guests. ABC has arranged for Carla Pusitieri, Corvallis Fire Department Safety Specialist to join us at our May 15th meeting. We look forward to learning best practices for individuals with disabilities and apartment managers in order to prepare for fire and other emergencies.

3. We are pleased with the internet sites we have identified that contain wonderful information about accessibility requirements and resources. We will provide this to the Corvallis-Benton Coalition Chamber for possible sharing with their many members and all persons interested in learning about these topics. We will share this list with our readership soon.

4. Review of ABC Goals and Objectives for 2008. While we do not print this information with our minutes each month, we do post it with our meeting agenda. This is available at our meetings and individually by request.

a. Goal One: To enrich and educate ourselves and the community by learning accessibility laws and best practices. We will add objective five: ABC provides information and referral on access issues.

b. Goal Two: Advocate for improved access in Benton County. We will removed objective one: Develop a self-assessment tool so individuals can assess their own accessibility (e.g. businesses, organizations). We will add an objective: Evaluate our goals and objectives annually.

c. Goal Three: Recognize and award accessibility excellence performed by individuals, businesses, and organizations.

No changes to objectives.

E. New Business:

1. Grant Writing, some new ideas. Judy has strong interest to write grants in order to improve accessibility. This would match her skills and physical abilities. She would like to join others who may have similar interests or experience. She continues her research to find funds and identify organizations that would benefit from this kind of service.

2. Volunteer Inter-faith Caregivers. This organization has a small program to assist Benton County residents who may require assistance to remain in their homes. We received some brochures from this program and are very grateful for the many services provided. We will consider having a representative of VIC join us at a monthly meeting to learn more.

3. Bob reported that a Freedom Grant was obtained by the City in order to improve bus shelters that are not ADA compliant. He expressed his appreciation for Lisa Namba and Bruce Moser who wrote the successful grant proposal.

Adjourn 1 p.m. Next Meeting: Thursday, April 17, 2008. Noon. Benton Plaza, Commissioner's Meeting Room.

MEMORANDUM

April 10, 2008

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director

RE: Public Hearing to Receive Comments on the City's Draft FY 08-09 through FY 12-13 Consolidated Plan and FY 08-09 Action Plan

I. Issue

Staff of the Community Development Department, under the direction of the City's Housing and Community Development Commission, have completed the attached draft FY 08-09 through FY 12-13 Consolidated Plan and FY 08-09 Action Plan for City Council review and public comment during an April 21 public hearing. Following the hearing the adopted Consolidated and Action Plans will be forwarded to the U.S. Department of Housing and Urban Development for acceptance by June 30.

II. Background

When 2000 Census figures confirmed that the population of Corvallis had surpassed 50,000 the City, in FY 00-01, became an Entitlement Community for Community Development Block Grant (CDBG) funding provided by the U.S. Department of Housing and Urban Development (HUD). Then in FY 01-02, the City became a Participating Jurisdiction for the HOME Investment Partnerships (HOME) Program, a housing-focused entitlement program also operated by HUD. These two federal programs provide Corvallis with community development resources that total approximately $1 million annually.

CDBG and HOME funds, and the activities they support, are intended to carry out four primary federal program goals:

- Provide decent, safe and affordable housing;
- Alleviate the problems of excessive rent burdens, homelessness, and deteriorating housing;
- Establish and maintain a suitable living environment; and
- Provide expanded economic opportunities.

In meeting these goals through the expenditure of program funds, the focus of each type of CDBG or HOME activity carried out by a local jurisdiction must be to provide benefit primarily to people with low incomes (incomes below 80% of the area median income). In addition, where HOME funds are used to support rental housing activities, beneficiaries must generally have incomes at or below 60% of the Corvallis median.

Periodically, each entitlement community must create a Consolidated Plan—a document that 1) identifies the jurisdiction's existing resources, its most pressing housing and community development needs, and the populations whose needs are greatest; 2) describes a set of goals to be met and strategies to be undertaken in an effort to meet identified needs over a five year period; and 3) specifies the action steps that will be taken over the course of the coming fiscal year to carry out the longer-term strategies. Another important element of the Consolidated Plan, and of the process through which the Plan is developed, is its integration of and reliance on citizen participation. A Citizen Participation Plan, developed by staff and adopted by the City Council in January 2000 and updated in 2006, provides a template to assure that opportunities for citizen involvement are maximized in developing each draft Consolidated Plan and annual Action Plan. The Citizen Participation Plan is included in the Consolidated Plan as Chapter I.

The Corvallis Citizen Participation Plan identifies the City's Housing and Community Development Commission (HCDC) as the lead entity with oversight responsibility both for the development of the Consolidated Plan, and for the Housing Division's implementation of CDBG- and HOME-funded programs. The HCDC has taken a very active role in the recent Consolidated Plan development process, leading two community meetings during January to gather citizen input about community development needs in Corvallis, and following up that effort with review and consideration of community information including Census data and the *2005 Benton County Needs Assessment.*

Much of the data used in the development of the draft Consolidated Plan was drawn directly from the 2000 Census, or was provided by HUD as the result of special analysis work prepared for them by the Census Bureau. Supplemental data from the *Needs Assessment*, state and county agencies, and local housing and service providers was also used to help expand on or clarify discussions of needs.

The draft Consolidated Plan was made available for public review beginning March 21. In order to provide an opportunity for those who participated in the first public hearing and the two community meetings to review the Plan's content and verify that their comments were considered, staff provided direct notice of the Plan's availability to all meeting attendees and published an extensive Plan summary in the Gazette-Times. The full hard copy text of the Plan has been available for review in the Library, the Housing Division office, and at the offices of the Linn Benton Housing Authority in Albany. In addition, the Plan has been posted to the City's Web site. Notice of the April 21 hearing, and of the Plan's availability for public review, was published in the Corvallis Gazette-Times on March 21 and April 5.

III. Discussion

The draft CDBG/HOME Program Consolidated Plan contains four chapters: Consultation and Citizen Participation; Housing and Community Development Needs; a Housing and Community Development Strategic Plan; and a Housing and Community Development Action Plan. The purpose of the chapter on Consultation and Citizen Participation was discussed above. The second chapter, Housing and Community Development Needs, examines recent/current conditions in Corvallis related to housing and associated community development needs of people with low incomes or other special needs; within the chapter these needs are sorted into

priorities in order to provide the strategic basis for the final two chapters. The third chapter—the Strategic Plan—identifies the goals the City's CDBG and HOME programs will attempt to achieve over the five year period beginning July 1, 2008, as well as the strategies that will be implemented to do so. The final chapter restates the goals and strategies outlined in the Strategic Plan, rolling them into a one year Action Plan that specifies the steps the City will take between July 1, 2008 and June 30, 2009 to begin carrying out the Plan's strategies, as well as how CDBG and HOME funding, and CD Revolving Loan Fund resources, will be allocated to Action Plan items.

The key elements of Chapters II and III of the Consolidated Plan revolve around the identification and prioritization of community needs, and the development of strategies to address those needs. As reflected both in narrative form in these chapters, and in table form in the Appendices section (pages 145 - 148), the overall focus of the City's delivery of its CDBG and HOME resources should be and will remain focused on assisting those with the lowest incomes whenever practical and possible. Within the housing elements of the City's programs this will mean working to support projects and activities that will assist people with some, but extremely or very low, incomes as well as those who are homeless—and especially those considered to be chronically homeless. Among those who will be considered within these groups are people with special needs such as a severe mental illness or physical disability, survivors of domestic violence, chronic substance abusers, homeless youths, persons with HIV/AIDS, veterans, and the elderly and frail elderly.

Activities that would provide funding support for community facilities, or direct funding of non-profit agencies through the Human Services Fund, will maintain the areas of focus described above. Again priority will be given as much as possible to projects that will assist those with the lowest incomes.

An important aspect of these sections of the Consolidated Plan, as well as in the Action Plan portion of the document, is a recognition of and intention to be responsive to the process currently underway to develop a ten year plan to end homelessness in Benton County. The City is participating actively in this plan development process, but it will not be completed by the time the FY 08-09 through FY 12-13 Consolidated Plan is submitted to HUD for approval. Because of this timing disconnect, the Consolidated Plan notes in a number of places that the outcomes of the ten year plan development process will be evaluated and integrated into the Consolidated Plan as it makes sense to do so in future years. It is expected and hoped that the ten year plan will result in a number of new activities for inclusion in future Action Plans; it is also expected and intended that these activities will be consistent with the new Consolidated Plan given the flexibility being written into it.

IV. Action Plan Overview

Both the priorities established in the draft Consolidated Plan, and the actions the City will undertake to address them, are summarized on pages four and five of the Citizen's Summary, which makes up the first section of the Consolidated Plan. The proposed funding allocation, which includes CDBG, HOME and CD Revolving (250) Fund resources, can be found on page six of the Summary (and a more thorough explanation of the allocation of resources can be found on pages 125 through 132 of the full draft Consolidated Plan).

During FY 08-09, the City will receive $535,724 in funding through HUD's Community Development Block Grant program, and $405,690 through the HOME Investment Partnerships program. Another $90,000 is expected to be received through the repayment of CDBG-funded loans the City has extended since FY 00-01, and this revenue must be utilized (as "Program Income") during the year to support activities described in the Action Plan. Finally, as identified in the Action Plan, $388,280 in resources from the City's CD Revolving Loan Fund are also being budgeted to support assistance activities. A total of $1,419,694 is being proposed for allocation from FY 08-09 resources to fund a variety of loan programs, grants for projects and services, and program delivery and administration.

As outlined in the draft Action Plan, FY 08-09 activity priorities will be focused primarily on the creation and retention of housing that is affordable to low income and/or special needs Corvallis residents, including those who are homeless. This will be accomplished through both grant and loan funding to undertake a variety of activities. Activities eligible to be supported with HOME funds will include property acquisition, housing rehabilitation/conversion, housing construction, and project-targeted assistance to housing entities that qualify with the City as Community Housing Development Organizations (CHDOs). CDBG activities will focus on providing loans to underwrite owner-occupied housing rehabilitation, loans to assist with home purchases, a grant to rehabilitate an elderly affordable rental housing project, microbusiness development assistance, and support for the delivery of social services by non-profit agencies. Both HOME and CDBG also provide funding to cover administrative and overhead costs borne by the City in delivering these programs.

The programmatic mix of grants, loans, and administrative costs from all federal and local sources combined from FY 08-09 allocations is projected to be as follows:

Affordable Housing Project Assistance Grants:	$384,411	27.1%
Housing Rehab and Purchase Loan Programs:	426,093	30.0%
CHDO Project Setaside (minimum):	60,850	4.3%
CHDO Operating Support:	20,000	1.4%
Human Services Fund:	80,000	5.6%
Microenterprise Program Support:	20,000	1.4%
Program Administration:	418,340	29.5%
Program/Project Contingencies:	10,000	0.7%
TOTAL	$1,419,694	

Again, in all cases, the beneficiaries of activities supported with HOME and CDBG funds will primarily be low, very low, or extremely low income residents of Corvallis. Where competitive applications will be reviewed to formulate the allocation of HOME funds (through a Request for Proposals process early next fiscal year), priority will generally be given to the viable projects that assist families or individuals with the lowest incomes. A table that contains current median, low, very low and extremely low incomes for Corvallis can be found on page 149 of the draft Consolidated Plan.

Allocation Process and Activity Descriptions

From January through mid-March Housing staff and the HCDC carried out a proposal review and allocation process to identify the activities that the Commission feels should receive funding from the FY 08-09 CDBG and HOME programs. Capital and non-capital requests for funds from both programs were considered; social services funding requests from the CDBG Human Services Fund were also considered. The recommended FY 08-09 proposed recipients, activities and funding amounts are found in the Action Plan chapter of the Consolidated Plan on pages 79 through 114; a table summarizing the recommended allocations can be found on page 121.

CDBG Human Services Fund Requests

Eleven proposals seeking support from the Human Services Fund were received and considered by the HCDC during the presentation sessions held the evenings of February 19 and 20. Ten of those proposals have been recommended for some amount of funding with FY 08-09 CDBG resources. The $80,000 recommended for allocation represents the full 15% cap amount allowed under CDBG regulations.

CDBG & HOME Capital Project Requests

Five capital proposals, two for funding from the CDBG program and three for funding from the HOME program, were considered by the Housing and Community Development Commission during the presentation session on February 20.

The two CDBG proposals (both from the Samaritan Village elderly/affordable rental housing project) were seeking housing rehabilitation/improvement funding: $56,259 to pay for installation of a lift that would allow mobility-impaired residents of the senior housing complex to utilize the basement of the common building; and $43,872 to pay for installation of a natural gas-fueled backup emergency generator, also for the common building. As reflected in the draft Action Plan, the HCDC is recommending full funding for both projects. If approved, the projects will be combined into a single activity with CDBG funding totaling $100,131.

Unlike the CDBG capital funding requests, which will utilize FY 08-09 resources, approved requests for HOME funding will utilize past-year program carryovers. Because HOME is typically used to support large, multi-unit housing construction and/or acquisition-rehab projects, and such projects may take up to three or more years to reach a readiness to proceed, multiple-year funds are often allocated to a single project. This approach allows the City the flexibility to work with one or more project sponsors to time the launch of their projects, and to provide greater than a single year's HOME allocation to projects that need more to move forward. Because the proposed HOME projects will use prior year allocations, the amounts requested are not reflected in the budget table on page 121, which depicts FY 08-09 allocations only. Two of the projects, and the amounts of funding requested, are reflected in the Action Plan narratives. The third project, the WNHS Leonard Knolls project described below, is not included in the Plan because if approved, it will begin during FY 07-08.

The first of the three HOME funding proposals was received from Benton Habitat for Humanity. They are asking for $158,000 to support their acquisition of two vacant lots on SW Tunison and subsequent construction of two zero lot line homes for Habitat families. As recommended by the HCDC, each of the two units to be assisted would receive an allocation of $79,000. Of this amount, up to $51,000 would be considered a forgivable grant, with 10% to be forgiven every two years the assisted family remains in their unit over a period of 20 years. The remaining $28,000 for each unit would become zero percent amortized loans to the Habitat families upon their taking ownership, and would be repaid to the City over the period Habitat sets for their affordability term, which is still being determined. The HCDC also recommended that City staff be given the flexibility to negotiate different terms (assistance splits, loan/grant affordability periods, etc.) as needed in order to facilitate Habitat's successful completion of this project.

The second HOME proposal was one of two received from Willamette Neighborhood Housing Services (WNHS). As recommended for approval by the HCDC, the project would utilize a $20,000 grant and a $215,406 zero percent loan to cover the costs of moving two single family homes from the site of WNHS's Alexander Court project (see below) on SW Third at Alexander, to lots they already own on SW Leonard. Once complete the two relocated/rehabbed units would be sold by WNHS to low income first time home buyers, at which time the City's $215,406 loan would be repaid from unit sale proceeds. The $20,000 grant would provide a subsidy to the project in order to allow WNHS to keep sales prices affordable. Of note with this project is that it will create the first Community Land Trust units—units for which only the improvements are sold to the homebuyer while the land is held in trust—in Corvallis. The $215,406 loan to this project would be provided from a prior HOME commitment of $453,000 to WNHS's Alexander Court/Seavey Meadows project. The Leonard Knolls project would begin as soon as possible after City approval (during FY 07-08) and the loaned funds would be repaid in time for use in the Alexander/Seavey project, a description of which follows.

The final capital proposal, seeking either HOME funding only or both HOME and CDBG funding, was also submitted by WNHS as the lead agency/project developer, in conjunction with the Center Against Rape and Domestic Violence (CARDV). As recommended by the HCDC, the City would commit an additional $547,000 in HOME funding to this project, which when added to the prior-committed $453,000, would bring the City's total investment (of prior-year HOME funds) to $1,000,000. These funds would be used to support the development of 62 units of affordable multi-family rental housing at the Alexander Court and Seavey Meadows sites. At least ten, and as many as 20 of the units would be HOME-assisted, depending on the ultimate financial structure of the project. Ten of the assisted units would provide permanent supportive housing for survivors of domestic violence.

FY 08-09 HOME Project Funding Allocation

From late fall into early spring of 2008 and 2009 the City will carry out a Request for Proposals process to identify projects to receive FY 08-09 HOME funding totaling $284,280. Funding from the City's FY 09-10 HOME allocation, the amount of which should be known by November/December 2008, will also be included in this allocation process.

CHDO Project Setaside

The final element of HOME capital project support during FY 08-09 will come through program setasides for Community Housing Development Organizations, or CHDOs. A CHDO is typically a non-profit, community-based organization that has as its primary mission the creation of housing that is affordable to low income residents. Willamette Neighborhood Housing Services is currently the City's only CHDO. HOME program guidelines require that no less than 15% of each year's funds be dedicated to the support of projects that will be carried out by CHDOs. The draft Action Plan for FY 08-09 allocates at least $60,850 (15%) to future CHDO project support.

Non-capital CDBG & HOME Requests

Two other non-capital proposals, both from WNHS, were considered by the HCDC during their February 20 session. The first was a request for a continuation of CDBG funding to support the Linn-Benton MicroBusiness Project, which is housed at WNHS and which provides training and technical assistance to low income individuals, many from Corvallis, who have a desire to start a microenterprise. The HCDC has recommended providing the entire $20,000 requested by WNHS.

The other request sought operating funding for WNHS as a Community Housing Development Organization (CHDO) for purposes of the City's HOME program. The City may allocate up to 5% of its annual HOME resources to support administrative costs related to the affordable housing development efforts of CHDOs. The HCDC is recommending that WNHS receive $20,000 from the City's FY 08-09 HOME allocation, which represents 5% of next fiscal year's HOME resources.

City-operated Housing Loan Programs

Continued funding has been allocated in the draft Action Plan to support the City's two owner-occupied housing rehabilitation loan programs (totaling about $200,000) and its two home purchase/down payment assistance loan programs ($120,000). The amount that will be applied from FY 08-09 CDBG resources to the rehab loan programs is relatively small (about $110,000); because current year CDBG funds allocated to these and other programs are not likely to be expended completely, what remains at year-end will be carried over for use in supporting housing rehab loans next year. Staff expects that roughly $200,000 will be available at FY 07-08 year-end for carryover and use in the loan programs in FY 08-09, allowing them to maintain adequate funding to meet anticipated, and growing, demand.

V. Summary

The draft FY 08-09 through FY 12-13 Consolidated Plan presents an approach that looks both to continue the City's focus on areas of priority established in the previous Consolidated Plan, and to expand that focus, especially in the areas of housing and homeless assistance, to utilize our federal resources in ways that will support residents with the very lowest incomes. In determining recommendations for how and in what areas assistance should be delivered, the HCDC chose to both strengthen the things the City already does well—run housing assistance programs and partner with Willamette Neighborhood Housing Services and Benton Habitat for Humanity—and to sustain newer activities that support people who are homeless or have other special needs, or that represent innovative approaches to community development. In

recommending the allocations that are specified in the Action Plan, the HCDC recognizes that recycling investments (loans) will strengthen the City's Housing programs in coming years through the generation of repayments, or "program income." They also recognize and promote a strategy that generally focuses program resources on "bricks and mortar" projects—projects to build and maintain capital assets like houses, apartments, shelters and other facilities or infrastructure—which will provide both immediate benefits to those who occupy or use them, and long term benefits to the community as a whole.

V. Action Requested

The Corvallis Housing and Community Development Commission has reviewed the draft FY 08-09 through FY 12-13 Consolidated Plan and FY 08-09 Action Plan, and has recommended City Council approval of both. Staff therefore requests that the City Council take the following actions:

1. Hold a public hearing to take citizen comments related to the draft Consolidated Plan and Action Plan;

2. Adopt the Plans, as written or with Council-desired modifications, and direct staff to submit them to HUD for review and approval; and

3. Authorize the Mayor to sign CDBG and HOME application and certification documents, as stipulated by HUD, that will be submitted as elements of the adopted Consolidated Plan and Action Plan.

In addition, the HCDC recommends Council approval of the following funding action which will occur outside of the specific context of the Consolidated and Action Plans:

1. Provide a $20,000 HOME grant and $215,406 HOME loan to Willamette Neighborhood Housing Services to carry out their Leonard Knolls project.

Review and Concur:

Jon S. Nelson, City Manager

Attachments: Draft FY 08-09 through FY 12-13 Consolidated Plan and FY 08-09 Action Plan
Staff overviews of CDBG and HOME funding proposals provided for the HCDC's use during their February 19 and 20, 2008 funding allocation sessions

MEMORANDUM

February 11, 2008

TO: Corvallis Housing & Community Development Commission

FROM: Kent Weiss, Housing Division Manager

RE: Human Services Fund Proposal Presentation Process

This memo provides background as you prepare to hear presentations of proposals requesting funding from the FY 08-09 Community Development Block Grant/Human Services Fund program.

This year we received a total of twelve Human Services Fund (HSF) proposals from the same number of agencies. Copies of ten of the proposals are enclosed in the blue folder. Our CDBG allocation for FY 08-09 will be $535,724, so we will be allowed to spend up to $80,000 on Human Services programs under our 15% CDBG Public Services cap. We received requests for a total of $195,387 in HSF assistance. Eleven of the twelve agencies seeking funding are current year recipients, and one is new. Requesting agencies include:

Currently Receiving Funding:
Benton Furniture Share
Circle of Hope
Community Outreach
Grace Center for Adult Day Care
Jackson Street Youth Shelter
Kairos Consumer Council
Mid Valley Housing Plus
Old Mill Center
Parent Enhancement Program
South Corvallis Food Bank
Willamette Neighborhood Housing Services

No Prior Funding Received:
Work Unlimited

Ten of the twelve Human Services Fund proposal presentations are scheduled for Tuesday, February 19 from 5:30 to 8:00 p.m. The other two presentations (the one from Work Unlimited, and the one from WNHS, which is applying for assistance from a variety of programs) will heard on Thursday, February 21. We'll gather both evenings at 4:45 to eat a light (City-provided) dinner and conduct our regular business. Presentation sessions will be held in our normal meeting location, the Madison Avenue Meeting Room, located at 500 SW Madison.

Agencies with Human Services Fund activities that are currently being funded will have ten minutes each for their presentations. We assume they'll do a brief refresher on what they're asking for, tell us what they've accomplished with the HSF funding that has been provided to date, and highlight any differences in their requests for the coming year. Work Unlimited, as a "new" applicant, will have 15 minutes to present information and answer questions. I have attached a copy of the February 19 presentation schedule for your information.

Terri, Lauren and I have reviewed all of the Human Services Fund proposals, and have prepared some comments about each that we hope will be helpful as you do your own review. I am including for your reference immediately below the four goals that the HCDC established for the Human Services Fund program back in 2000 and then revised in 2004. These descriptions are contained in the Request for Proposals that each agency received. Proposals must explain how *each* of these four goals will be addressed through the services we would fund.

1. **Assist projects or programs that create, build upon or support existing partnership collaborative efforts.**

   This goal is intended to create and foster project/program linkages and leverage other, existing community resources through the application of Human Services Fund allocations. A partnership or collaboration will typically consist of shared personnel, financial, and other types of resources, and will be formalized through a subcontracting agreement or memorandum of understanding.

2. **Assist projects or programs that foster community-building or neighborhood-building opportunities among individuals and families leading to both formal and informal access to services and other types of support.**

   This goal is intended to help assisted individuals and families become integral members of the neighborhood and community in which they live. An emphasis of this goal is the fostering of cooperation among groups that are being assisted, or between assisted groups and other community groups.

3. **Assist projects or programs that are delivered to people in their homes or through neighborhood centers.**

   This goal is intended to allow those who receive support services to live anywhere in the community, to enjoy increased stability in their living situations as services are received, and to remain where they live as their need for support services changes or increases.

4. **Assist projects or programs that expand capacity to extend services to underserved populations.**

   This goal is intended to encourage Fund recipients to improve their ability to provide support to those in the community who are most in need by developing more effective, efficient means of delivering services to clients, and/or by transporting clients to or from the source of services.

General comments about this year's proposals

The overall quality of Human Services Fund proposals in terms of preparation and writing is varied, with some very good and others relatively poor, especially in terms of important elements or explanations. In a few of the summaries below I state that a proposal does not do a very good job of defining or describing the outcomes to be achieved if Human Services Fund assistance is provided. This is not intended as a suggestion that funding should not be provided; rather, it is intended to suggest that if the Commission is going to recommend funding, more work will need to be done by staff to clarify the outcomes that agencies hope to achieve, and how that achievement will be measured. Outcome measurement at the local level has become very important in recent years as HUD has begun to emphasize and seek recognition from Congress for its successes. We expect refinement in the area of outcomes measurement to continue as a priority.

Included at the beginning of each agency's section below is a table that depicts the amounts of funding they've requested and received in past years, as well as how many clients they told us they were going to serve each year in comparison with how many they actually served. This information is important to consider as you think about the merits of a proposal, whether agencies are becoming more or less dependent on the Human Services Fund (our goal is that they become less dependent), and whether they seem to be struggling to meet their goals for services to clients.

Finally, a comment about overlap of services: it is clear that some clients are likely to receive services from more than one of the agencies seeking support from the Human Services fund. A single client might look to Mid Valley Housing Plus, the Kairos Consumer Council and the Circle of Hope Drop-in Center for assistance; the same could be true for a client shared among PEP, the South Corvallis Food Bank and Benton Furniture Share. In fact, nearly any client of any agency might receive assistance from Furniture Share, the Food Bank or Community Outreach. That said, it does not appear that there is much if any overlap in the specific types of services for which we're considering funding requests: what a client seeks and receives from one agency appears to be different, in every case, from what they would seek and receive from another. But while programmatic overlap seemingly is not a problem, the fact that clients are often shared suggests that collaboration, or at least information sharing among agencies, is very important. This need for collaboration is one of the main drivers of the first of the four goals of the HSF program.

The following pages contain summaries and comments regarding ten of the twelve agencies that are seeking Human Services Fund support, provided in the order that agencies will make their presentations on the evening of February 19. As noted earlier, the other two agencies will be presenting their Human Services Fund proposals on February 21. Summaries of those proposals are included in a separate overview memo for use that second evening.

Benton Furniture Share - Furniture for Special Needs Populations ($7,000 requested)

	FY 00-01	*FY 01-02*	*FY 02-03*	*FY 03-04*	*FY 04-05*	*FY 05-06*	*FY 06-07*	*FY 07-08*
Amount Requested	0	2,000	4,000	4,000	6,000	5,000	6,000	6,000
Amount Funded	0	2,000	4,000	4,000	5,000	5,000	5,000	5,920
Proposed Beneficiaries	NA	200	300	300	35	50	110	122
Actual Beneficiaries	NA	277	374	262	35	81	127	257 thru Dec.

This proposal seeks funding for an eighth year of picking up and delivering donated furniture and appliances to Corvallis residents with a range of special needs and low incomes. The activity would provide benefit to 125 clients if funded, yielding a CDBG investment of $56 per client.

The program as proposed continues to look eligible for CDBG funding, and the proposal appears to address all of the criteria in the City's RFP document. As is the case with other agency proposals, the outcomes could use further refinement in order to make them easier to measure and report on. As this issue continues to be a challenge for agencies across-the-board, Housing staff will explore a pre-proposal training on the topic of outcomes and measurement tools prior to next year's proposal process.

Topics of Concern, or Worthy of Further Questions:

1. The organizational budget reflects matched increases in revenues and expenditures from $15,670 last year to $43,910 this year, and projects increases to $63,000 next year. This appears to be a very rapid rate of growth for such a small organization. How will the agency maintain both the increased level of services this growth represents, and at the same time sustain its efforts to secure necessary funding?

Parent Enhancement Program - Parent Education Program ($15,000 requested)

	FY 00-01	*FY 01-02*	*FY 02-03*	*FY 03-04*	*FY 04-05*	*FY 05-06*	*FY 06-07*	*FY 07-08*
Amount Requested	4,000	10,000	9,500	15,000	12,000	15,000	15,000	15,000
Amount Funded	4,000	10,000	9,500	12,000	10,000	12,000	9,000	9,000
Proposed Beneficiaries	10	14	25	80	140	110	85	90
Actual Beneficiaries	29	41	49	50	71	74	145	143 thru Dec.

The Parent Enhancement Program (PEP) has been funded with CDBG resources since the first year of Human Services Fund activity. In the first three years of the Human Services program the City supported the Center-Based Case Management program, which focused on providing a mixture of case management and education/recreation activities for teens and older parents. From FY 03-04 through FY 05-06, the City funded Project 4A, which focused on the provision of educational and mentoring services to the Hispanic population as well as to non-Hispanic pregnant and parenting teens and young adults. Funding since FY 06-07 has supported PEP's Parent Education Program, which provides parenting, communication and life skills training to pregnant and parenting teens and young adults.

A total of 115 families, including 40 Hispanic/Latino families, would be served through the Parent Education Program during FY 08-09, yielding a CDBG investment of $130/beneficiary if the activity is fully funded.

The program as proposed looks to be eligible for CDBG funding, the proposal appears to address all of the criteria in the City's RFP document, and it appears that program outcomes would be both reasonable and measurable. This proposal does an excellent job of describing the outcomes that would be achieved. In every year that it has been funded with CDBG resources, PEP has done a very good job of meeting record keeping and reporting requirements and deadlines.

Topics of Concern, or Worthy of Further Questions:

There were no obvious areas for additional questions or issues related to the proposed program, or the operations of the organization.

Community Outreach, Inc. - Family Services Program Coordinator ($16,552 requested)

	FY 00-01	*FY 01-02*	*FY 02-03*	*FY 03-04*	*FY 04-05*	*FY 05-06*	*FY 06-07*	*FY 07-08*
Amount Requested	0	26,658	93,500	20,000	40,000	22,000	0	20,000
Amount Funded	0	11,316	12,222	16,000	16,150	13,000	0	8,400
Proposed Beneficiaries	NA	Unknown	345	194	55	15	NA	30
Actual Beneficiaries	NA	358	257	359	71	21	NA	28 thru Dec.

Community Outreach (COI) provides emergency shelter and a wide array of related support services for homeless men, women and families. They operate out of facilities located at 865 NW Reiman Avenue. COI has received funding from the City's Human Services Fund for a number of different activities since FY 01-02; during FY 07-08 the agency is receiving HSF funding to help support a Family Support Mentor position.

The requested $16,552 in FY 08-09 HSF funding would support a new position, a Family Services Program Coordinator, to oversee the family mentoring efforts initiated at COI during FY 07-08. The City's funding would cover 100% of the costs of this .5 FTE position. A total of 40 families would be assisted during FY 08-09, resulting in a Human Services Fund investment of $414 per family.

The request appears to meet CDBG eligibility criteria, and represents an expansion of the agency's current family mentoring/assistance efforts. The COI proposal is a relatively complete one, and does better than most in describing how the proposed activity will address the four Human Services Fund goals and measure program outcomes.

Topics of Concern, or Worthy of Further Questions:

1. No sources of funding other than the City's HSF resources are identified for this activity. In addition, the activity budget does not show continuing funding for the Family Support Mentor position or other mentoring activities currently in place. Will this new position replace all of the activities being conducted during FY 07-08? If not, how will costs for those continuing efforts be covered and why are they not reflected in the activity budget?

Grace Center for Adult Day Services ($9,000 requested)

	FY 00-01	*FY 01-02*	*FY 02-03*	*FY 03-04*	*FY 04-05*	*FY 05-06*	*FY 06-07*	*FY 07-08*
Amount Requested	0	0	0	0	0	0	15,000	10,000
Amount Funded	0	0	0	0	0	0	9,000	7,700
Proposed Beneficiaries	NA	NA	NA	NA	NA	NA	45	45
Actual Beneficiaries	NA	NA	NA	NA	NA	NA	36	28 thru Dec.

The Grace Center for Adult Day Services has been receiving financial assistance from the Human Services Fund for two fiscal years. The program provides day services to elderly, frail elderly and disabled adults who for the most part reside with their families. Since the program began receiving funding in July 2006, it has moved into a new facility on NW Spruce Avenue. Funds are again being requested to provide scholarships to client families that cannot afford the full cost of program participation. If funded, CDBG support would be used to provide scholarships for 45 clients during FY 08-09, yielding an investment of $180 each.

The program appears to meet CDBG eligibility criteria and does a very good job of addressing proposal criteria. It also does a relatively good job of explaining how its program meets the four Human Services Fund goals.

Topics of Concern, or Worthy of Further Questions:

There were no obvious areas for additional questions or issues related to the proposed program, or the operations of the organization.

South Corvallis Food Bank ($11,484 requested)

	FY 00-01	*FY 01-02*	*FY 02-03*	*FY 03-04*	*FY 04-05*	*FY 05-06*	*FY 06-07*	*FY 07-08*
Amount Requested	0	0	0	0	10,200	10,500	10,650	11,148
Amount Funded	0	0	0	0	10,200	10,500	10,100	10,000
Proposed Beneficiaries	NA	NA	NA	NA	1,000	175	200	200
Actual Beneficiaries	NA	NA	NA	NA	485	550	557	356 thru Dec.

This request would provide funding for a fifth consecutive year of operation for the South Corvallis Food Bank, again covering the cost of space rental as it has each year. The food bank operates out of warehouse space at 1750 SW Third Street, and provides food baskets primarily to very low and extremely low income South Corvallis residents. The Food Bank has no paid employees, operating instead with a volunteer director and staff. If funded, this proposal would assist 200 unduplicated households and individuals, yielding a CDBG investment of $55 per household. (Note: Since FY 05-06 the Food Bank has served nearly three times the number of clients they proposed each year. We continue to monitor their client tracking processes and are comfortable that they are counting accurately.)

The program as proposed again looks to be eligible for CDBG funding, and the proposal appears to address all of the criteria in the City's RFP document. Because there is limited client contact, the activity's outcomes have been somewhat difficult for the agency to measure and report on, especially in terms of the impact the program has (beyond providing food security) on the lives of those it benefits. The Food Bank Director has worked well with Housing staff to refine processes so that outcomes can be better identified, measured and reported.

Topics of Concern, or Worthy of Further Questions:

1. The agency budget projects a carryover of $30,000 at next year-end. Staff assumes these funds would support a potential future capital project to secure a permanent food bank home, but the proposal does not say this specifically.
2. The number of households assisted has grown steadily over the first two-and-a-half years of food bank operation, from 485 in FY 04-05, to 550 in FY 05-06, then 557 in FY 06-07. Through the first six months of FY 07-08, 356 households have been assisted, suggesting that substantially more than 200 households would be served during FY 08-09. Is there a reason for this discrepancy between the proposed number and the historically higher actual number?

Old Mill Center - Family Support and Connection ($13,066 requested)

	FY 00-01	*FY 01-02*	*FY 02-03*	*FY 03-04*	*FY 04-05*	*FY 05-06*	*FY 06-07*	*FY 07-08*
Amount Requested	0	0	0	19,151	16,716	15,000	15,537	13,600
Amount Funded	0	0	0	10,000	8,000	10,000	4,000	6,400
Proposed Beneficiaries	NA	NA	NA	140	140	200	60	131
Actual Beneficiaries	NA	NA	NA	454	202	132	40	31 thru Dec.

Funding this proposal as requested would support an increase in staffing for the Family Support and Connection program from .8 FTE to 1.0 FTE. The program provides in-person, often in-home information and referral work, and sometimes case management, for high risk families referred through partner agencies, the schools, law enforcement, and other sources. The primary intent of the program is to support and protect children by intervening and providing appropriate services when a family situation places a child at risk. The proposal states that 165 client households would benefit from the program, resulting in a CDBG investment of $79 per client.

The program as proposed looks to be eligible for CDBG funding, it addresses all of the criteria in the City's RFP document, and it appears that program outcomes would be both reasonable and measurable. As in prior years, the Old Mill proposal does perhaps the best job of any received in describing the outcomes that would be achieved, and how those outcomes would be measured. The proposal also shows perhaps the strongest collaboration element of any received.

Topics of Concern, or Worthy of Further Questions:

1. Last year's proposal sought $13,600 to increase staffing for this program from .55 FTE to .8 FTE. Only $6,400 in HSF funding was allocated to Old Mill, but staffing still increased to .8 FTE. Given that less than half of the City funding requested is actually being received this year, how was it possible to fund the increase in the program staffing level?

Kairos Consumer Council ($2,400 requested)

	FY 00-01	*FY 01-02*	*FY 02-03*	*FY 03-04*	*FY 04-05*	*FY 05-06*	*FY 06-07*	*FY 07-08*
Amount Requested	0	0	0	0	0	0	2,420	2,380
Amount Funded	0	0	0	0	0	0	2,400	2,380
Proposed Beneficiaries	NA	NA	NA	NA	NA	NA	16	35
Actual Beneficiaries	NA	NA	NA	NA	NA	NA	37	22 thru Dec.

The Kairos Consumer Council (KCC) is a volunteer-run organization that promotes mental wellness for consumers of mental health services by offering structured activities focused on education and individual development. It came into existence as an outgrowth of the closing of Benton County Mental Health's Kairos House day treatment program a few years ago, and in 2004 became an independent 501(c)(3) non-profit organization. The Human Services Fund allocation being requested would provide a third year of funding for most of the organization's costs of administration, including liability insurance. If funded as requested, a total of 35 individuals would be served, yielding a CDBG investment of $69 per person.

It appears that the proposed activity meets CDBG eligibility guidelines, although continued close scrutiny of the budgeted expenditures to be paid with federal funds will need to be maintained to assure that only eligible costs are reimbursed (which can be difficult in such a small budget). CDBG will be able to pay for the agency's insurance, newsletter printing, postage for the newsletter, and a few other administrative costs; other costs, such as food/recreation, travel/mileage, training, and advertising are not eligible for reimbursement according to federal guidelines. In the end if the program is funded, and using its proposed budget as a guide, it may be that the Kairos Consumer Council will not have enough eligible costs to be reimbursed for all of the CDBG funding it is requesting.

The proposal presents a good general overview of the purpose of the Kairos Consumer Council and addresses the Human Services Fund's four program goals fairly well. Improvement in identifying and tracking outcomes will continue to be sought if the activity is funded, but it appears it will meet minimum HUD requirements.

Topics of Concern, or Worthy of Further Questions:

1. What will the KCC do to cover the small amount of its budgeted expenditures that will not be eligible for reimbursement with CDBG funding?

Jackson Street Youth Shelter - Educational Program ($31,995 requested)

	FY 00-01	*FY 01-02*	*FY 02-03*	*FY 03-04*	*FY 04-05*	*FY 05-06*	*FY 06-07*	*FY 07-08**
Amount Requested	26,000	26,000	36,500	20,000	20,000	0	25,000	18,829
Amount Funded	8,700	26,000	21,500	16,000	12,000	0	10,000	8,600
Proposed Beneficiaries	143	50	100	75	75	NA	100	50
Actual Beneficiaries	17	113	169	78	60	NA	37	39

* *A CDBG capital grant of $75,000 was provided in FY 07-08 for facility acquisition.*

This proposal seeks funding to underwrite another expansion of services at the Jackson Street Youth Shelter (JSYS), which provides emergency shelter, and supportive and follow-up services for youths (10-17) who are homeless, are runaways, or need respite from their family homes. The proposal states that Human Services funding would be used to provide support for the educational needs of shelter clients. City funding would be used to pay the costs of 1.1 FTE, although the total staff of the shelter would remain unchanged relative to the current year at 10 FTE in FY 08-09. On a per-client basis, this request would result in a CDBG investment of $427 per client if the activity is fully funded.

Historically, nearly all of Jackson Street's clientele have qualified as low income (and in most cases, very low or extremely low income). This being the case and presuming the same client mix in FY 08-09, the activity appears to be eligible for CDBG funding.

This proposal does not provide a very detailed description of how educational assistance will be provided to clients of the shelter, nor does it do a very good job of describing how it will meet the four Human Services Fund goals. Of positive note, the proposal does a fairly good job of identifying the evaluative criteria that can be used to measure the effectiveness of JSYS's services.

Topics of Concern, or Worthy of Further Questions:

1. Is JSYS going to continue the Shelter Client Followup Care program begun during FY 07-08 with HSF support? If so, how is service delivery going to be adjusted to accommodate maintaining FTE levels at 10? If not, how will their mix of services be adjusted to compensate for the assignment of 1.1 FTE from their current level to this activity.
2. Although current year service provision is on track to meet expectations, JSYS only provided HSF-funded services to 37 of the 100 proposed clients during FY 06-07. Why?

Circle of Hope (DBA Corvallis Daytime Drop In Center) - Drop In Center ($36,000 requested)

	FY 00-01	*FY 01-02*	*FY 02-03*	*FY 03-04*	*FY 04-05*	*FY 05-06*	*FY 06-07*	*FY 07-08*
Amount Requested	0	0	30,200	20,000	15,000	15,000	18,075	20,000
Amount Funded	0	0	14,000	10,000	10,000	15,000	15,500	7,000
Proposed Beneficiaries	NA	NA	100	80	500	500	600	300
Actual Beneficiaries	NA	NA	71	298	460	463	277	91 thru Dec.

This program began operating as the Circel of Hope Drop In Center in FY 02-03 with funding from the City's Human Services Fund and the Accountable Behavioral Health Alliance (ABHA). It originally offered a consumer-operated drop in center at 215 NW Monroe for people with a mental illness. After ceasing operations at its original location last June, the Center was dormant until December, when it reopened with a new name—the Corvallis Daytime Drop In Center—and in a new location, at 2685 NW Taylor. Today most of the clients at the Center are homeless, and many who utilize the facility are both homeless and mentally ill. CDBG funding has been granted in the past specifically to pay rent, utilities and telephone service costs for the operation of the Center. The proposal suggests that 600 individuals would utilize the Center next fiscal year, yielding a potential CDBG investment of $60 per client.

The Drop In Center has had challenges in the six years of its operation. It seems that this has been due in large part to the formation of the organization as a consumer-run entity, and the unstructured nature of its operation. Until recently, the organization's board was made up of current or former mental

health services consumers and people who are homeless, most of whom have little or no experience operating a non-profit or running a facility and program. In December the board was restructured to bring long-time community member/supporters, who have been volunteering to help with planning and operations as needed, into official board membership and leadership roles. Given that the operation of the Center continues to be reliant upon a volunteer Executive Director and staff, the stability that may be gained by the recent board expansion seems promising.

The current Drop In Center proposal outlines an activity that continues to look eligible for CDBG funding because of the population served. Again as with past proposals, the Center has not done a very good job of outlining how their service meets all four Human Services Fund program goals, nor of explaining what outcomes will be achieved and how they will be measured. Also as with past proposals, the City's funding represents a significant portion (70%) of the organization's budget, and there are no clear plans in place to find other funding if the City's is reduced or eliminated.

The Circle of Hope plans to move in April, 2008 to a new location on SW Washington, in a building that also houses the Second Street Beanery. Rent for the new, approximately 3,000 square foot store front facility will run $3,000 a month.

Topics of Concern, or Worthy of Further Questions:

1. What is the Drop In Center doing to expand their sources of funding and support?
2. What is the agency's plan to cover rent at the new amount if the City cannot provide the requested amount of funding?
3. How will operating deficits shown in organizational budgets be overcome, especially with the uncertainty attached to the funding sources that have been identified?
4. What limitations and/or opportunities will the new space create?

Mid Valley Housing Plus - Community Link ($20,000 requested)

	FY 00-01	*FY 01-02*	*FY 02-03*	*FY 03-04*	*FY 04-05*	*FY 05-06*	*FY 06-07*	*FY 07-08*
Amount Requested	20,000	23,000	23,000	18,000	23,920	27,160	27,500	60,000
Amount Funded	20,000	22,650	18,000	18,000	14,000	12,050	9,000	7,000
Proposed Beneficiaries	30	200	200	200	45	55	60	45
Actual Beneficiaries	42	52	71	78	97	87	79	74 thru Dec.

Following a change in strategy related to the amount of last year's request, this proposal returns to about the norm for prior year requests in terms of funding being sought to support the Community Link program. This program, which consists of providing support services for people with mental illness and elderly/frail elderly residents in the Benton Plaza and Julian hotels, as well as a few others living elsewhere in the community, appears to have become Mid Valley's core function. This proposal estimates that 70 clients will be served if Human Services Fund assistance is provided, resulting in a CDBG investment of $286 per client if the agency is fully funded.

The program activities as proposed look to be eligible for CDBG funding. The proposal does not do a very good job at all of explaining how the City's four HSF program goals will be met.

Topics of Concern, or Worthy of Further Questions:

1. What is Mid Valley doing to collaborate—not just share information—with other agencies?
2. What is Mid Valley doing to reduce its reliance on the City for operational funding? The overall budget for the organization for FY 08-09 is vague about other sources of expected funding for next year, lumping well over half of the budgeted revenue in a "total other" line. The table of potential funding sources on page 4 of the proposal doesn't provide any clarification on this question.
3. The organization is budgeted to run a $43,080 deficit during the current year. What will be done to overcome this? Will costs be cut, additional sources of revenue secured (quickly) or some combination of both?

Summary

That concludes my comments on this year's first set of Human Services Fund proposals. I hope this information helps with your understanding of all of the proposals, and also helps generate good questions for each agency. The questions I've noted are simply suggestions, and I hope you'll have many of your own that we haven't thought of. I am attaching a table that summarizes the per-individual or household investment of Human Services Funds that each agency is seeking in their proposals. I would ask that you use this as just one source of information, and not rely too heavily on it because many of the numbers for people to be served are extrapolated from agency estimates, and thus could end up being either higher or lower than the actual numbers served will be if we move forward with the provision of funding at some level other than what is proposed.

Attachments: Table of FY 08-09 HSF requests with investment per beneficiary
February 19, 2008 Agency Presentation Schedule

MEMORANDUM

February 11, 2008

TO: Housing & Community Development Commission

FROM: Kent Weiss, Housing Division Manager

RE: HOME and CDBG Program Project Proposal Presentations

This memo provides background information intended to help you as you prepare for your February 21 meeting, during which you will hear proposal presentations for capital funding from the FY 06-07, FY 07-08 and potentially, the FY 08-09 Corvallis HOME program, and from the FY 08-09 Community Development Block Grant program. Enclosed, in the red folder, are copies of four of the five capital project proposals received this year, as well as additional proposals from Willamette Neighborhood Housing Services (WNHS): a Human Services Fund proposal; a proposal for CDBG microbusiness development funding; and a letter asking for continued HOME Community Housing Development Organization (CHDO) operational funding. Before I describe and summarize all of those proposals, I will detail the amounts of funding available this year and explain the constraints on that funding. Please note that we originally planned to have Work Unlimited present a Human Services Fund proposal this evening as well, but they were able to secure private funding to cover the costs of what they had planned to propose to the City, so they have withdrawn their application. Also note that Benton Habitat for Humanity's proposal is not contained in the folder; an explanation of the status of their proposal follows on page 7.

HOME Program Funds

As was the case last year at this time, Corvallis is facing a statutory deadline for the commitment of the HOME funds that were allocated to us nearly two years ago. **In order to meet that deadline we will need to commit a total of $359,206 in HOME funding to one or more projects by the end of June.** Three proposals for HOME funding have been submitted this year: two from Willamette Neighborhood Housing Services (WNHS) and one from Benton Habitat for Humanity (BHH). WNHS is the City's Community Housing Development Organization for purposes of our HOME program, and as such may receive commitments of HOME funds for projects that are relatively conceptual. For BHH to receive an allocation of HOME funds they must have a project with an identified site and relatively certain time frame for completion. More about this is explained later in this document.

The following table includes amounts of HOME funding available from last fiscal year, the current fiscal year, and next fiscal year, all of which are available for allocation in the current process:

	FY 06-07	FY 07-08	**Total Available from Current/ Past Years**	FY 08-09	**Total Available All Years**
CHDO Project (min.)	$63,400	$63,000	**$126,400**	$60,850	**$187,250**
Any Project (direct HUD allocation)	295,806	295,259	**591,065**	304,320*	**895,385**
Any Project (program income)	0	350,000	**350,000**	0	**350,000**
Total	**$359,206**	**$708,259**	**$1,067,465**	**$365,170**	**$1,432,635**

** Includes the amount ($20,000) that could be allocated to use for support of CHDO operations.*

Amounts identified in the "CHDO Project (min.)" and "Any Project (direct HUD allocation)" source lines in the foregoing table represent the funds Corvallis will receive through a direct allocation from HUD to our U.S. Treasury account. Because of the funding structure we use for the now completed CoHo Cohousing condominium project, the City has also received another $350,000 in HOME funds through the repayment of a loan to that project. This loan repayment revenue constitutes "program income" under federal rules, and as such, once received it must be expended on HOME project activities before any of the HOME funds in our U.S. Treasury account are drawn. Adding this $350,000 to the direct allocation amounts in the table above brings the total available from all years, for all HOME project uses, to $1,432,635.

As is evident from the foregoing table and discussion, there is a significant amount of HOME funding available to be allocated to projects this year. Ideally we would be able allocate at least the FY 06-07 and FY 07-08 funds as a result of the current process in order to get ourselves out of the cycle of bumping up against the HOME commitment deadline each year. As you will see given the amounts of HOME funding being requested, it will be possible to achieve this goal if all projects were to proceed as they have been proposed.

Funding of CHDO Projects

As noted earlier, HOME regulations allow funds to be committed to a CHDO as a project reservation much earlier in the development process than they may be committed to an agency that is not a CHDO. To commit HOME funds to a non-CHDO project, that project must be prepared to move forward with property acquisition within six months of HOME commitment (if an acquisition-only project); if construction is involved, it must begin within one year of commitment. No HOME funding may be committed (other than through CHDO project setasides) until a site- and project-specific environmental review process has been completed.

CDBG Program Funds

Unlike HOME funds, our CDBG program funds are relatively limited. Our ongoing philosophy in allocating funds from the two programs has focused on providing grant funds through the HOME program, and loaning funds to the extent possible and practical through the CDBG program. Although we have provided CDBG grants in the past, we have typically balanced them with our identified goals for housing rehabilitation and home ownership assistance loans. My

estimate of the amount of CDBG funds we should look to allocate to projects is based on two financial factors: our FY 08-09 grant amount, and the likely CDBG carryover amount from FY 07-08. Based on those factors our potential FY 08-09 CDBG allocation amount breaks down as follows:

CDBG Funding and Programmed Activities	Amount
Carryover from FY 07-08 (estimated)	$200,000
plus FY 08-09 CDBG Allocation from HUD	535,724
plus Anticipated FY 07-08 Program Income	90,000
Projected CDBG Resources Available for FY 08-09	**$825,724**
less Admin and Program Delivery costs	(195,000)
less Human Services Fund allocations	(80,000)
less Owner-occupied Housing Rehab loan programs	(200,000)
less Down Payment Assistance loan programs	(200,000)
Estimated balance to support activities by others	**$150,724**

Program Goals and Achievements

The FY 03-04 through FY 07-08 CDBG/HOME Program Consolidated Plan for Corvallis established a variety of housing-specific goals to be achieved during its five-year effective period (which has now been completed). The allocations you are considering now are for the first of a new five year period, and goals for the numbers of units of new housing opportunities and rehabilitated housing units are still under development.

The table on the following page lays out the previous Consolidated Plan's five-year goals by type of assistance activity, identifies the source of funding dedicated to the activity type and subtype, and provides totals for the projected number of units achieved in each area by the end of FY 07-08. This information, combined with knowledge of projects currently being planned, should prove to be very helpful as we finalize numeric goals for the rehabilitation of housing and the creation of new housing opportunities for the five-year period that begins with FY 08-09.

Five Year Corvallis CDBG/HOME Program Housing Goals with FY 03-04 through FY 06-07 Outcomes

Activity Type and Goal	Activity Subtype	Funding Source	Unit Goal	FY 03-04 - FY 07-08 Units	Past Cost to Achieve (est.)/avg cost per unit	Gap Between Created Units and Unit Goal
Create 250 new owner or renter housing opportunities.	City Down Payment Assistance Loans	CDBG, HOME or RLF	150	83	$675,000/$8,100	67
	Unit Acquisition or construction by others	HOME or CDBG	100	17	$985,000/$58,000	83
Fund rehabilitation and improvement of 125 units of housing.	Rental housing rehab activity by others	HOME or CDBG	50	104	$480,000/$4,600	0
	City housing rehab loans for owner-occupied units	CDBG or RLF	75	40	$1,069,000/$26,700	35
Create eight special needs housing opportunities.	Supportive housing for homeless individuals or families	HOME or CDBG	4	0	$0	4
	Supportive housing for special needs populations	HOME or CDBG	4	3	$167,000/$55,700	1
All unit types			**383**	**247**	**$3,376,000/$13,700**	**136**

Project Overviews

With the foregoing information as background, the following summaries will discuss the five capital project proposals, as well as two Human Services Fund proposals (from Work Unlimited and Willamette Neighborhood Housing Services (WNHS)) and two non-capital requests from WNHS. Summaries of the requests are presented below in the order you will hear them on February 21.

Samaritan Village

NOTE: At staff's suggestion Samaritan Village has submitted two separate proposals for what could have been a single project. Our intent was to give the HCDC an opportunity to review them separately and make a recommendation to fund one, both, or neither of the projects.

CDBG Capital Request: $56,259 for installation of a lift in the common building

Funding for this project would underwrite the cost of installing a lift system to provide access from the ground floor to the basement of the common building of this 84-unit elderly/affordable apartment complex located at 285 NW 35th Street. The funding requested would represent the third investment of CDBG resources in the Samaritan Village complex since FY 00-01 (a $67,280 loan in that year, and a $40,428 grant in FY 04-05).

Samaritan Village is a HUD 202 elderly/disabled housing project, which means that rents, affordability, and income eligibility are all established by HUD. As such, these three requirements mirror the City's CDBG requirements, which when combined with the proposed scope of work, makes this project eligible for funding. Specific project review elements and findings follow in the table below.

Program Review Element	*Description/Explanation*	*OK?*
Target Population:	Low income/elderly individuals and households	Yes
Total Units/assisted units:	84 units total, 82 assisted (2 units occupied by on-site managers)	Yes
Incomes for assisted units/facility:	Required: ≤80% of median. Actual: Final confirmation is pending, but as a HUD 202 project, tenants must meet (be at or below) low income standards.	Yes
Proposed rent limits:	Rents paid by residents, which are approved annually by HUD, meet the City's standards for zero and one bedroom units.	Yes
Eligibility of proposed costs:	CDBG may be used for rental housing rehab as proposed.	Yes
Reasonableness of financing plan:	The operating budget for this project must be approved annually by HUD, and therefore it meets the City's requirements as well. There are no subsidy layering or debt coverage ratio requirements for projects seeking CDBG funding.	Yes

Period of affordability:	None required with CDBG.	N/A
25% Match:	None required for CDBG.	N/A
Developer's Fee:	None proposed or allowed under CDBG.	N/A
Developer/Sponsor Capacity:	Samaritan Village has been operating since the 1960s, and the facility has been maintained in very good condition. In the City's experience with the other two recently funded Samaritan Village projects, staff there are well equipped to carry out this project.	Yes
Demonstration of need:	The desire for a lift was first identified approximately five years ago, and the need to provide access for all residents to the basement activity area has been adequately demonstrated in the proposal.	Yes
Environmental issues:	Preliminary ER conducted and passed; to be certified by City staff prior to committing funds.	Yes
Readiness to proceed:	This project is in a position to proceed with contractor solicitation and selection soon after funding becomes available.	Yes

This project appears to be very straight forward and clean from the standpoint of eligibility, alignment with the City's Consolidated Plan target populations, and project concept. This proposal was also submitted for consideration by the City last year, although Samaritan Village was only seeking half of the project costs in that proposal. They would have paid the other half of the costs from their own resources last year, but now feel that maintaining a reserve against the need to increase rents (as often or as much) is a better use of their funds. They would also prefer not to receive these funds as a loan for much the same reason: a loan would mean increasing rents to offset the increase in operating costs.

Funding for the project from last year's CDBG resources was denied because it addressed a Consolidated Plan goal area—rehabilitation of rental housing units—that had already been exceeded (doubled) through year four of the five-year Plan period. With a new set of five-year goals now being established for this type of housing rehabilitation activity, this project could contribute significantly.

Samaritan Village

CDBG Capital Request: $43,872 for installation of a backup generator for the common building

Funding for this project would underwrite the cost of installing a natural gas-fired emergency backup generator to serve the Samaritan Village common building. The generator would provide backup electricity in the event of a power outage to run sump pumps in the common building basement, maintain heat (or cooling) and electricity in the main areas of the building, and power basic functions in the kitchen to avoid food loss and allow for some food preparation. All of the program review elements in the table in the previous section, except the one labeled "Demonstration of need," have the same description/explanation here. With regard to demonstration of need, Samaritan Village sites examples of recent, relatively long power outages that left residents without heat and, in some cases, without electricity to run oxygenators.

As with the common building lift project, this backup generator project also appears to be very straight forward and clean from the standpoint of eligibility, alignment with the City's Consolidated Plan target populations, and project concept. If approved for funding, we would likely combine this project with the lift installation into a single project, under a single funding agreement, and count units rehabilitated only once.

Benton Habitat for Humanity

HOME Capital Request: Approximately $160,000 for acquisition of two lots and the construction of two homes

Funding for this project would underwrite costs related to Benton Habitat for Humanity's (BHH) acquisition of two vacant lots at 286 and 288 SW Tunison Avenue, and partially underwrite costs of construction for two zero-lot line single family units for BHH partner families. Habitat originally intended to submit a proposal for phase one of their Hilltop Village project this year but encountered delays in completing their land use application, so they decided to seek funding for a smaller project to be located on SE Goodnight Avenue. When the lot on SE Goodnight was sold to another buyer, Habitat made an offer for the two lots that make up their newly-proposed Tunison building project site. Because the proposal for the new project is incomplete at this time we cannot analyze it thoroughly, but will mail a copy of the proposal and a more thorough analysis as soon as we have it. The review comments in the table that follows represent both what we do know and don't yet know about the project.

Program Review Element	*Description/Explanation*	*OK?*
Target Population:	Low income families, typically with income between 25% and 60% of the area median. Incomes to be verified at time of sales.	Yes
Total Units/assisted units:	Two units proposed and to be assisted.	Yes
Incomes for assisted units/facility:	Required: ≤80% of median.	Yes
Proposed rent limits:	Not applicable to a home ownership project.	N/A
Eligibility of proposed costs:	HOME funding may be used for both land acquisition and costs related to the construction of new housing. There is uncertainty here because amounts of assistance requested, and to cover what costs, are not yet known.	Yes/ ???
Reasonableness of financing plan:	?????	???
Period of affordability:	A minimum period of affordability of 15 years applies; BHH has proposed a 30-year period of affordability. (We will need to document how they will do this in more detail.)	Yes
25% Match:	?????	???
Developer's Fee:	?????	???

Developer/Sponsor Capacity:	Habitat completed three houses at their Conifer Village site in the last few years, and prior to that built houses in Corvallis at SW 5th and B, and on NW Grant. This experience suggests they have the capacity to take on a project of the scope proposed.	Yes
Demonstration of need:	Given the number of housing cost burdened residents in Corvallis, and Habitat's statement that they currently have 40 families on their waiting list for a home, need for this project appears to have been demonstrated adequately.	Yes
Environmental issues:	?????	???
Readiness to proceed:	?????	???

Willamette Neighborhood Housing Services

Human Services Fund Request: $10,000 for Financial Literacy Program Support

	FY 00-01	*FY 01-02*	*FY 02-03*	*FY 03-04*	*FY 04-05*	*FY 05-06*	*FY 06-07*	*FY 07-08*
Amount Requested	0	0	0	0	0	9,800	7,500	4,500
Amount Funded	0	0	0	0	0	6,000	2,000	3,600
Proposed Beneficiaries	NA	NA	NA	NA	NA	55	35	45
Actual Beneficiaries	NA	NA	NA	NA	NA	63	47	20 thru Dec.

This proposal seeks funding to support, for a fourth year, WNHS's operation of its Financial Literacy program: a set of two activities that focus on helping low income people better understand and manage their finances. The request seeks funding to underwrite the delivery of a series of Financial Fitness classes, and coordination of the Valley Individual Development Account program, a companion to the Financial Fitness classes that helps participants save for a life-enhancing investment like a home purchase or education. WNHS estimates that 45 low income Corvallis residents/participants would benefit from the investment of Human Services Fund resources during FY 08-09, yielding a CDBG investment of $222 per participant if the grant is fully funded.

The program as proposed continues to be eligible for CDBG funding, the proposal appears to address all of the criteria in the City's RFP document, and it appears that program outcomes would be both reasonable and measurable. In their use of CDBG funding in prior years WNHS has exceeded their estimates of the number of people they planned to assist.

Topics of Concern, or Worthy of Further Questions:

> There were no obvious areas for additional questions or issues related to the proposed program, or the operations of the organization.

CDBG Non-capital, Non-Human Services Request: $20,000 for Linn-Benton Microbusiness Program

	FY 00-01	*FY 01-02*	*FY 02-03*	*FY 03-04*	*FY 04-05*	*FY 05-06*	*FY 06-07*	*FY 07-08*
Amount Requested	0	0	0	0	0	15,000	15,000	20,000
Amount Funded	0	0	0	0	0	15,000	15,000	20,000
Proposed Beneficiaries	NA	NA	NA	NA	NA	30	13	22*
Actual Beneficiaries	NA	NA	NA	NA	NA	25	12	12 thru Dec.

* This number includes 13 clients who will begin the program, five who will complete a business plan, and four who will open or maintain a microbusiness. These may be 22 different people if those completing business plans and opening or maintaining a microbusiness come from a prior year, or only 13 people if all come from the same year.

This request fits under neither the CDBG capital funding category, nor the Human Services Fund category, but it does represent a category of eligibility within the CDBG regulations that has also been identified as eligible in the City's prior Consolidated Plan, and will logically and likely continue to be eligible in the new Plan as an economic development activity that can be supported by the Housing Division within its current staffing capacity. The activity is therefore eligible for consideration and review by the HCDC.

The City's provision of CDBG funding would assist WNHS in the delivery of a microbusiness program that would provide services to an estimated 22 low income residents of Corvallis during FY 08-09 (as noted above, if clients completing a business plan or starting a business come from prior years, the goal of 22 can be achieved. If all of the clients come from the same year, the number assisted would be as low as 13). WNHS is receiving $20,000 from the City's CDBG program this year, and received $15,000 in FY 05-06 and FY 06-07 for the same program. Supported activities would include outreach, training, one-on-one technical assistance, mentoring, and after-program follow-up as needed. The project funding structure anticipates support from the State (CDBG), United Way, NeighborWorks America, the City's Economic Development Allocations process, and other small funding sources. Details of the project, its goals, and its funding strategy are outlined in the proposal document included in your review packet.

As noted above, this activity has been identified in the past as eligible for funding in the City's Consolidated Plan, and is also eligible under HUD regulations for the CDBG program under the category of microbusiness assistance.

HOME Non-capital Funding Request: $20,000 in CHDO Operating Funding

As a HOME Program Participating Jurisdiction, Corvallis may allocate funding to CHDOs to support their general costs of operation where that investment will help the CHDO provide its community with increased affordable housing opportunities. Up to 5% of any year's HOME funding may be allocated for CHDO operating support.

WNHS received its first allocation of CHDO operating funding from the City in FY 01-02, and has received allocations in each year since FY 03-04. The current request is based on the HOME funds the City will receive in FY 08-09 ($405,670); under the 5% cap on CHDO operating funding, a total of $20,000 could be allocated to WNHS for this purpose. CHDO operating funding does not require match, nor is it subject to environmental review requirements. The $20,000 that WNHS is requesting is within the HOME program cap for this type of expenditure.

HOME Capital Funding Request: $20,000 grant and $215,406 loan for the Leonard Knolls housing move/rehab/resale project.

Funding for this project would partially underwrite the costs of moving two houses from a 3-lot site that WNHS recently acquired on SW Third Street at SW Alexander Avenue to a vacant site they currently own, which is located at 2501 SW Leonard. The homes, once moved, would be rehabbed and then sold to low income purchasers. The two tenants currently occupying the homes have expressed interest in purchasing them once they are moved and rehabbed; both are currently participating in WNHS's Homebuyer Education Program.

This project would launch WNHS's Community Land Trust development effort. The site to which the houses will be moved will contain three lots following completion of a replat now underway. Ownership of these three lots will be transferred from WNHS to its new land trust; when the newly-located housing units are ready for sale, the improvements will be sold to the purchasers and the land will be leased to them under a long term arrangement. This will allow for home sales at prices well below what they would cost if the land was included in the sale transaction.

The requested City financing would come in two forms: A grant of $20,000 from HOME program resources that are available as CHDO reserves but are not yet committed, and a loan of $215,406 from HOME funds that have already been allocated to WNHS's Alexander Court/Seavey Meadows supportive/affordable housing project, an element of which will be located on the site from which the two homes in the Leonard Knolls project are being moved. The timing of the Leonard Knolls project will be such that the loaned HOME funds will be available for repayment to the City from the proceeds of home sales well before they will be needed to begin paying costs related to the Alexander Court/Seavey Meadows project.

A project threshold analysis is detailed in the table below. Please note that the market analysis information and development team resumès contained in the WNHS Alexander Court/Seavey Meadows proposal package also apply to this project. In order to minimize copying we did not include them again here.

Program Review Element	*Description/Explanation*	*OK?*
Target Population:	Low income households.	Yes
Total Units/assisted units:	Two units proposed for move/rehab/sale.	Yes
Incomes for assisted units/facility:	Required: ≤80% of median. Buyer income to be verified prior to execution of unit sales agreements.	Yes
Proposed rent limits:	Not applicable to a home ownership project.	N/A

Eligibility of proposed costs:	HOME funding may be used for moving homes, building new foundations, installing on-site infrastructure improvements, and rehabilitating existing units of housing.	Yes
Reasonableness of financing plan:	WNHS utilizes legitimate and reliable cost estimating techniques and has a successful track record of developing accurate project financing plans.	Yes
Period of affordability:	A minimum period of affordability of 20 years applies; WNHS has proposed an indefinite period of affordability because the life of the Community Land Trust will also be indefinite.	Yes
25% Match:	It appears the HOME match for this project will be equivalent to the value of the land being placed into the Community Land Trust. An appraisal will be completed prior to project startup, and HUD will be asked to confirm our interpretation of match regulations. If approved the match would easily be $100,000 or more.	Yes
Developer's Fee:	$12,000, or 4.5% of total development costs. (Would not be paid from HOME funding.)	Yes
Developer/Sponsor Capacity:	WNHS has broad experience with housing development, construction, and rehabilitation, and has worked with both rental and ownership housing.	Yes
Demonstration of need:	Given the number of housing cost burdened residents in Corvallis and the likelihood that the units' current renters will purchase them once they are moved and rehabilitated, the need for this project appears to have been demonstrated adequately.	Yes
Environmental issues:	Preliminary ER conducted and submitted; to be certified by City staff prior to committing funds.	Yes
Readiness to proceed:	WNHS has documented ownership of the houses that would be moved, and the site to which they would be moved. If the City Council approves this request, the City could move forward with providing HOME funding immediately because of WNHS's status as a CHDO. The HOME funds to be loaned would be drawn from prior tentative commitments made to the Alexander Court project; the grant funds would be drawn from FY 06-07 CHDO Reserves.	Yes

This project offers a number of positive outcomes for the City, WNHS, and low income home buyers and renters. For the City, the project utilizes HOME funds very efficiently, allowing double-use of funds already allocated to the Alexander Court/Seavey Meadows project, and retaining affordable housing stock that is worthy of being moved and rehabbed. For WNHS, this project would provide an opportunity to utilize two of three vacant lots they currently own to provide affordable home ownership units in line with the mission of the organization. It would also give them greater flexibility for the development of the Alexander Court site because they will not have to contend with moving the units elsewhere on that site. Not retaining the units on the Alexander site will result in a greater number of multifamily units, which will in turn result in

lower per unit development costs for the site overall. WNHS will be able to pass these savings along as lower rents to the ultimate residents of the Alexander Court project.

If the commission feels the Leonard Knolls project is deserving of HOME funding, staff will forward this recommendation for City Council consideration and action at the same time as, but separate from, your recommendations related to adoption of the FY 08-09 through FY 12-13 HOME/CDBG Consolidated Plan and FY 08-09 Action Plan.

HOME and CDBG Capital Funding Request: $450,000 HOME and $100,000 CDBG to support housing development at both the Alexander Court site on SW Third Street, and at the Seavey Meadows site on NE Conser Drive.

In prior years as the HCDC has considered proposals for this project, it was an "either/or" proposition: a housing project would be developed either at the Alexander site, or at the Seavey Meadows site, depending on which was ready to proceed first. Over the last year, however, WNHS's project strategy has evolved, and their plan today is to carry out development at both sites under a single, scattered site project utilizing Low Income Housing Tax Credits (LIHTCs) for which they will apply to the state to inject substantial equity financing to fill what had been considerable gaps. The two-site project approach makes very good sense:

- for financial reasons (because of economies of scale the per unit cost to develop will be lower than if only one site is developed at a time);
- for reasons of community benefit (instead of developing approximately 30 or 40 units of affordable housing in a one-site project, WNHS will develop a total of 62 units. A second phase specific to the Seavey site will add another seven units for home ownership under the Community Land Trust model touched on in the description of the Leonard Knolls project above);
- for reasons of organizational capacity (both WNHS and City staff will be able to invest time and effort into a single, albeit larger, project rather than duplicating efforts to carry out two separate projects).

Program Review Element	*Description/Explanation*	*OK?*
Target Population:	Survivors of domestic violence, other low income households.	Yes
Total Units/assisted units:	Ten units proposed; could become 20 units if each site can become eligible as its own HOME project.	Yes
Incomes for assisted units/facility:	Required: ≤50% and 60% of median. WNHS is proposing that all HOME-assisted units will be occupied by households ≤50%.	Yes
Proposed rent limits:	Low HOME rents apply to 20% of assisted units, High HOME to the remainder. WNHS is proposing all rents at Low HOME rates.	Yes
Eligibility of proposed costs:	HOME proposed for refinance of Alexander Court site to take out short term acquisition loan, as well as other construction-related costs.	Yes
Reasonableness of financing plan:	WNHS utilizes legitimate and reliable cost estimating techniques and has a successful track record of developing accurate project financing plans.	Yes

Period of affordability:	A minimum period of affordability of 20 years applies; WNHS has proposed a 30 year period of affordability.	Yes
25% Match:	TBD. The costs of public infrastructure developed with private funds may be counted as match, and both sites will include such costs. A City sale of land at Seavey Meadows (value to be determined) for less than its appraised value would also be counted as match.	Very likely yes
Developer's Fee:	$700,000, or 4.5% of total development costs. (Would not be paid from HOME funding.)	Yes
Developer/Sponsor Capacity:	WNHS has broad experience with housing development, construction, and rehabilitation, and has worked with both rental and ownership housing.	Yes
Demonstration of need:	Given the number of housing cost burdened renters in Corvallis and the findings of the market analysis WNHS conducted for purposes of this proposal, the need for this project appears to have been demonstrated adequately.	Yes
Environmental issues:	The Alexander Court site has been cleared environmentally. Seavey Meadows site review and clearance activities are underway, and must be certified by City staff and HUD prior to formally committing funds.	Yes/ TBD
Readiness to proceed:	WNHS currently owns the Alexander Court site, and has been selected by the Corvallis City Council to develop the Seavey Meadows site. The City's intent is to transfer the Seavey Meadows property to WNHS once they have land use approvals and environmental clearance. Land use approvals for Seavey Meadows will be needed, and may take six months to a year (and perhaps longer) to secure.	Yes

The scattered site strategy is not without risks for significant time delays. A first risk relates to moving through City land use approval processes for the Seavey Meadows site (the Alexander Court site should be much less time consuming as it will require only an administrative review and approval process, not a public hearing process). Given community interest and concern about the Seavey Meadows site, potential appeals of Planning Commission and/or City Council approvals could require significant time to conclude. A second risk relates to securing more funding from more sources to do a larger project: if large requests—and especially the LIHTC request—are not granted the first time around, the project could be delayed for as long as a year until there is another opportunity to apply. WNHS's current schedule for development shows construction beginning in May of 2009 and being completed in June of 2010. This allows some, but not substantial, cushion for delays in both the land use process and the fund raising process.

As has been determined in the past, the intent of this now-single project meets the general eligibility requirements of the City's HOME and CDBG programs. Because of WNHS's status as a Community Housing Development Organization (CHDO) for the City's HOME program, they may receive reservations of HOME funds for projects that look very likely to proceed. The domestic violence supportive housing portion of the project has already received a reservation of $105,555 as a result of the February 2006 HCDC allocation process, and another reservation of $346,745 as a result of the February 2007 process. The total reserved for this project to date is

$452,300. Additional HOME funding could also be reserved for the project as it stands today, and as I noted at the beginning of this document, the City will need to allocate at least $359,206 to one or more projects by the end of June in order to stay compliant with HOME commitment deadlines. We will talk about this situation and possible remedies in more detail when you move into the allocation portion of your discussions on February 21.

While the HOME program allows tentative commitments and funding reservations for CHDOs, the CDBG program does not allow the same flexibility. For a project to receive CDBG funding, it must be clearly identified in the City's Action Plan. To be clearly identified, the project address must be known, and the project must be relatively ready to proceed. The site of the proposed CDBG investment is now known; however, the time frame or expenditure of that investment is such that CDBG funds wouldn't likely be used until FY 09-10 at the earliest. This delayed use of CDBG funds raises potential difficulties for the City in terms of meeting federal expenditure deadlines, so alternative approaches should be considered if the City determines it is prepared to move forward in meeting WNHS's funding requests.

One strategy would be to remove the CDBG funding from the project and increase the HOME funding by a comparable amount, if the project's financial structure can accommodate this change. Another approach would be to extend the HOME reservation as requested, but hold off on considering a CDBG commitment until a year from now. These strategies and others can be discussed with WNHS representatives during your February 21 meeting.

Conclusion

That completes my review of this year's HOME and CDBG project funding proposals. I hope the summaries and analyses will be helpful as you evaluate each proposal, and as you think about the questions you will want to have answered in order to come up with allocation recommendations for consideration by the City Council. The pages that follow provide an overview of the scoring system currently used by the HCDC to assess and determine allocation recommendations for capital projects. We will discuss the system and its application in more detail during our sessions on February 19 and 21.

Thanks in advance for your time and hard work preparing for this process!

Attachments: February 21, 2008 Agency Presentation Schedule
Copies of agency project proposals

Capital Project Rating and Ranking

The information that follows outlines the rating and ranking criteria the Commission uses to determine which projects should be recommended to the City Council for funding. Please review the following guidelines prior to our February 21 session, and begin thinking about the merits of each proposal along the lines of the criteria we'll use to evaluate them.

City of Corvallis CDBG and HOME Program Rating and Ranking Criteria

1. Project Feasibility and Cost Reasonableness

    - Readiness to Proceed (site control; appropriate zoning/zoning issues addressed; site and environmental reviews complete; relocation issues addressed; ability to begin construction/rehab within 12 months of signing grant agreement, complete a proposed improved property purchase within six months).

    - Financial Feasibility (reasonableness of funding assumptions, basis of project financial estimates, reasonableness of development, construction and operating cost estimates).

    - Financial Need (demonstrated need for CDBG and/or HOME funds due to lack of other adequate funding).

    - Leverage (amount of funding requested in comparison to funding being provided from other sources).

    - Demand for the project as demonstrated through a market analysis or other supportive evidence.

2. Developer/Sponsor Capacity

    - Capability (staff expertise, or ability to secure expertise needed to carry out proposed project/activity).

    - Experience (past success in carrying out activities/project of a same or similar size and nature; experience in receiving CDBG and/or HOME funding, and capacity to carry out activities in compliance with the regulations that apply to the CDBG and HOME programs).

    - Post-project Service Capacity (plan for managing a property, if acquiring/rehabilitating rental housing, and plan for providing resident services needed by the population being served in such rental housing; plan for operating a community/public facility and ability to effectively serve its clients).

The following scoring system is used to rate and rank capital projects. Non-capital requests will be evaluated independently, and funding consideration will be weighed in conjunction with funding recommendations for capital requests.

Alignment with goals/strategies/actions outlined in the Corvallis Consolidated Plan.	Threshold criteria - all applications must align with at least one Consolidated Plan goal, and must intend to carry out an eligible activity in order to be considered for funding.
Project Feasibility and Cost Reasonableness	Up to 30 points
Developer/Sponsor Capacity	Up to 20 points
Additional Points may be awarded to an application based on the proposed project's effectiveness and breadth in serving those with the lowest incomes.	Up to 15 points

HOME requests have two additional evaluation criteria by which points are awarded:

Provision of HOME match	3 points for each 5% increment of qualifying match relative to the amount of HOME funds requested up to the 25% target; 1 point for each 5% increment above the 25% target.
Period of Affordability	3 points for each five years committed to a period of affordability *beyond the minimum required.*

MEMORANDUM

February 15, 2008

TO: Housing & Community Development Commission

FROM: Kent Weiss, Housing Division Manager

RE: Benton Habitat for Humanity HOME Project Proposal

In my February 11 memo, which provided an overview of the capital project proposals you'll hear on February 21, I noted that we were still working with Benton Habitat for Humanity (BHH) to finalize their proposal for HOME funding that would support an emerging project. Their original proposal this year was focused on acquiring a lot in South Corvallis that was sold to another buyer soon after Habitat submitted their proposal to the City. They worked quickly to identify another potential property for development, and now have an accepted offer to acquire two small lots on SW Tunison Avenue. Since my February 11 memo BHH has learned more about their options for developing the Tunison lots, and has submitted a new HOME funding proposal for the HCDC's consideration. An overview of the revised proposal follows, and a copy is attached.

HOME Capital Request: $158,000 for the acquisition of two lots and construction of two homes

HOME funding for this project would underwrite costs for acquisition of two vacant lots at 286 and 288 SW Tunison Avenue, and partially underwrite costs of construction for two zero-lot line single family units for BHH partner families. If BHH receives HOME funds as requested they will proceed with acquisition of the two lots as soon as possible this summer, and will begin preparing the lots for development right away. Given the zoning of the lots and their small size (2,200 square feet each) the only viable building type will be zero lot line/attached single family units. Because the buildings will share certain construction elements (foundation, interior wall and roof) initial building work will focus on these common elements. The foundation for both units would be built during the fall of 2008 (funded by the proposed City HOME allocation) and framing would then begin for both. One of the units would be built out completely during this phase of the project, with completion targeted for March 2009. The other would be built only to the point that it would be weather tight and physically secure. Once weather tight, the second unit would see no further construction until the fall of 2009, and build out would continue to completion by May 2010.

In addition to the City HOME funds requested for the project, Habitat would utilize revenues from its ReStore commercial operation, donations from community members, organizations and businesses, and significant volunteer labor for building work. Because they would be building at least parts of two homes at once, which is not their typical pace, they would also use paid subcontractor labor for some elements of the project.

My February 11 memo included a project review table similar to, but less complete than the one that follows. Please use the updated table below as you review the Habitat proposal that is included in this package.

Program Review Element	*Description/Explanation*	*OK?*
Target Population:	Low income families, typically with income between 25% and 60% of the area median. Incomes to be verified at time of sales.	Yes
Total Units/assisted units:	Two units proposed and to be assisted.	Yes
Incomes for assisted units/facility:	Required: ≤80% of median.	Yes
Proposed rent limits:	Not applicable to a home ownership project.	N/A
Eligibility of proposed costs:	HOME funding may be used both for land acquisition and to pay costs related to the construction of new housing. Other than one small cost element ($1,500 for closing fees), all proposed HOME cost elements appear to be eligible for funding. In a project of this scope, other eligible costs would likely be identified to use this $1,500 over the course of site and foundation development.	Yes
Reasonableness of financing plan:	Given Habitat's experience with raising funds and securing volunteer labor for their projects, the plan looks reasonable. The construction budget also appears reasonable, although at $79,000 per unit, the City's HOME investment would be higher than for any past home owner activity. Habitat has not determined yet how large each unit will be, but feels comfortable stating a range of 1,200 to 1,400 square feet. At this range, building costs including land would be $150-170 per square foot when the value of donated labor and materials is considered, and $100-120 per square foot if these donations are factored out.	Yes
Period of affordability:	A minimum period of affordability of 15 years applies; BHH has proposed a 30-year period of affordability. At least some of the HOME funds invested in the project will need to be repaid to the City in order to meet federal regulations. This will ensure compliance with period of affordability requirements.	Yes
25% Match:	The minimum required match amount is $39,500; it appears the project will generate approximately $146,000 in eligible match, which equates to roughly 92% of the HOME funding requested.	Yes
Developer's Fee:	A developer's fee of $7,500 to be paid with HOME funds is proposed. At 1.8% of total development costs, this amount meets the City's guidelines.	Yes
Developer/Sponsor Capacity:	Habitat completed three houses at their Conifer Village site in the last few years, and prior to that built houses in Corvallis at SW 5th and B, and on NW Grant. This experience suggests they have the capacity to take on a project of the scope proposed.	Yes

Demonstration of need:	Given the number of housing cost burdened residents in Corvallis, and Habitat's statement that they currently have 40 families on their waiting list for a home, need for this project appears to have been demonstrated adequately.	Yes
Environmental issues:	An environmental review has not yet been completed, but it appears the site will pass. City funding and Habitat's proceeding with property acquisition would need to be contingent upon receiving HUD's approval of an environmental analysis and request for release of HOME funds.	TBD
Readiness to proceed:	Habitat is proposing to build units consistent with existing zoning and development standards, but does not yet have approved building plans or permits. Assuming their intent continues to be to build what meets City requirements this should not be a hurdle to moving forward. At this point, then, securing funding from the City to acquire the lots, and securing other grants and donations adequate to underwrite the costs of building everything but the foundation, present the most significant challenges.	TBD

Habitat representatives will join us on February 21 to present their proposal and answer questions about their project from the Commission. Between now and then staff will meet again with Habitat to discuss the requirements that HOME funding will bring to their project, especially requirements around repayment of some or all of the City's HOME investment. The main issue here is Program Income: income that is generated through the investment of federal dollars. To the extent that the City's HOME funds provide assistance to a home buyer that would be repaid, that repayment (by federal statute) must come back to the City's HOME program. Depending on how our project financing is structured, it may be that funds the City invests that are not intended to be repaid by the home buyer can be considered a grant or forgivable loan. We will provide a clearer illustration of these issues when we meet next week, and after we have a chance to discuss this in more detail with HUD and Habitat.

This project and its request for HOME funding appear to be well worthy of the City's consideration. One concern, however, is that the amount of HOME funds requested per unit, at $79,000 each, is much higher than what the City has invested in past home owner units. The highest amount of subsidy to date has been a $30,000 down payment assistance loan. Because Habitat is likely to request similar amounts and types of funding again, it will be important for the HCDC to begin developing standards and guidelines for application in the future.

Another concern has to do with Habitat's approach to constructing the two units—specifically stopping work on the second unit and letting it sit unfinished for nearly a year before resuming activity. While it may be possible to protect the structure from significant weather-related damage, it is likely that minor damage would occur and would need to be corrected once construction resumes. In the event this is the case, project costs would be expected to increase. As we have seen in other construction projects, both affordable and market, without care to protect a building from water incursion mold will often result, leading to often expensive repairs.

I'll look forward to discussing all of these issues with you when we meet on February 21.

Attachments: Copy of Habitat HOME Proposal for SW Tunison Development

CITY OF CORVALLIS, OREGON

CONSOLIDATED PLAN FOR THE CORVALLIS COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIPS PROGRAMS

JULY 1, 2008 - JUNE 30, 2013

Including:

FY 08-09 — FY 12-13 STRATEGIC PLAN & FY 08-09 ACTION PLAN

draft

City of Corvallis
Community Development Department
Housing Division

May 15, 2008

City of Corvallis

Charles C. Tomlinson, Mayor
Jon Nelson, City Manager

Corvallis City Council

Bill York
Patricia Daniels
George Grosch
Dan Brown
Mike Beilstein
Stewart Wershow
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Draft

CITIZEN'S SUMMARY

Consolidated Plan

The Corvallis Consolidated Plan presents a strategic vision for housing and community development for the period beginning July 2008 and ending June 2013. The document includes a One Year Action Plan for the City's Fiscal Year 2008-09 that identifies the allocation of federal funding provided by the U.S. Department of Housing and Urban Development (HUD), through the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program. The goals, strategies and activities outlined in the Consolidated Plan and accompanying Action Plan are based on priorities established by the Corvallis Housing and Community Development Commission through an extensive, participative community outreach process conducted prior to the Plan's development.

Citizen Participation

Corvallis is a community that values active citizen participation in all aspects of community development. The creation of this Consolidated Plan followed the consultation and participation guidelines described in the Citizen Participation Plan, as will the annual review of actions carried out under the Plan, and future Plan updates.

In accordance with the Citizen Participation Plan, the City Council will hold two CDBG/HOME Program hearings each year: one to hear from citizens about unmet or emerging community needs and the activities that could be undertaken to address them, as well as to receive feedback about CDBG/HOME Program performance over the prior Plan year; and another to receive comments about the City's annual Action Plan prior to its submittal to HUD. Notices of upcoming hearings will be published in the Corvallis Gazette-Times at least ten days in advance of hearings.

Every fifth year a draft Consolidated Plan is prepared by City staff under the direction of the Corvallis Housing and Community Development Commission (HCDC). Citizens have a number of opportunities to provide input to the HCDC during the Plan development process—typically through outreach meetings in the community, direct consultations, and through public hearings. Anyone with interest also has opportunities to review the draft Consolidated Plan during a 30 day public review/comment period, and then to provide feedback in writing or during a City Council hearing held prior to adoption of the Plan. Notice of the availability of the draft, and a Plan summary, is published in the Corvallis Gazette-Times during the comment period, and the full draft Consolidated Plan is made available both in printed form, and electronically on the City's Web site.

COMMUNITY PROFILE

In 2007 the population of Corvallis reached 54,890, making it the tenth largest city in Oregon. Population projections conducted in conjunction with a recent update of the Corvallis Comprehensive Plan suggest that our population will increase to between 57,500 and 63,500 by the year 2020. As Corvallis is home to Oregon State University, a significant portion of our population is between the ages of 18 and 25. Projections conducted by Portland State University's Center for Population Research predict that this range will continue to comprise a significant portion of overall population.

According to the most recent Census data on racial composition, the population of Corvallis is primarily white, with 86.0% falling into this category in 2000. Although this numeric majority is reflective of earlier Census data, Corvallis has become somewhat more racially diverse in recent decades. The most significant recent increases in terms of racial and ethnic diversity can be seen in the Census categories identified as Asian and Pacific Islander, which in 1980 comprised 3.6% of the population of Corvallis, but by 2000 had increased to 6.7%; and for people of Hispanic or Latino ethnicity, who went from 2.8% of the Corvallis population in 1990 to 5.7% in 2000.

HOUSING AND COMMUNITY DEVELOPMENT NEEDS

Housing Market Conditions

Several elements of the housing market are examined in the Plan, including housing supply characteristics, housing availability, housing conditions, and affordability. In terms of housing supply, Corvallis differs from many communities in that a majority of our housing is under rental occupancy (about 55%) rather than owner occupancy (about 45%). During the 1990s the Corvallis housing market was considered to be "constrained" due to vacancy rates for both owner- and renter-occupied units that were consistently below 5%. During the current decade this level of constraint has fluctuated: as new multifamily development pushed to capture demand in a tight market vacancy rates began to fall; as that development has slowed, vacancy rates have begun to increase again, but only very slowly.

The physical condition of housing in Corvallis is generally good, with nearly all occupied units meeting at least minimum Census habitability standards. There are, however, a significant number of both owner- and renter-occupied units that are in need of at least minor repairs or rehabilitation. In addition, Corvallis suffers currently from a lack of housing that is affordable to residents with low incomes—and particularly units affordable to households with incomes below 30% and 50% of the area median.

Affordable Housing Needs

As noted above, housing for both renter and owner occupancy for households that qualify either as extremely low income (at or below 30% of the area median) or very low income (at or below 50% of area median) is in very short supply in Corvallis. This shortage is evidenced both by Census data which calculates the number of households considered to be "housing cost burdened" because they are paying more than 30% of their incomes for housing, and by the results of the *2006 Benton County Needs Assessment* which identified affordable housing, again, as one of the community's highest priority needs.

Public and Assisted Housing Needs

The Linn-Benton Housing Authority provides housing assistance to low income Corvallis households through the HUD Section 8 Housing Choice Voucher program. Although they do not own housing (and thus do not supply traditional "Public Housing") they do provide assistance to qualifying households in the form of a rental subsidy. The Housing Authority is currently assisting approximately 600 Corvallis households, with assistance payments ranging from an average of $320/month for a one bedroom unit to $832/month for a 5+ bedroom unit. As of June 30, 2007 there were over 1,700 households waiting for assisted housing in either Benton or Linn County; the average time a household spends on that waiting list is eighteen months.

Homeless Needs

Homelessness is a growing concern in Corvallis, both as a housing issue and as a focus of community services. In general the needs of the homeless—and particularly those who are chronically homeless—are very much underserved. Homeless service agencies in the community include Community Outreach, Inc., the Center Against Rape and Domestic Violence, the Jackson Street Youth Shelter, and a relatively new organization, the Corvallis Homeless Coalition. All of these organizations provide emergency shelter, and two (Community Outreach and the Center Against Rape and Domestic Violence) also provide units of transitional housing. The Corvallis Homeless Coalition operates at this time as a winter shelter for men, and is open between December and March.

Based on current and anticipated needs, the Consolidated Plan identifies the following homeless housing types and services as high priority needs:

- Shelter and permanent supportive housing for homeless families with children and for individuals—including the chronically homeless;
- Substance abuse and mental health care treatment for homeless individuals—including the chronically homeless—and members of families who are homeless;
- General assistance services for homeless people—including the chronically homeless—who are seriously mentally ill, chronic substance abusers, victims of domestic violence, veterans, have HIV/AIDS, or are youths (under age 18).

As this Consolidated Plan is being written, an effort is underway to develop a ten year plan to end homelessness in Benton County. The City is participating in the planning process as a member of the steering committee; the planning documents, priorities and proposed actions that emerge from the process will be evaluated by the City and where appropriate, will be integrated into this Consolidated Plan.

Barriers to Affordable Housing

Housing affordability in Corvallis is influenced by a number of factors, some of which are controlled or affected by the City, and many more of which are a function of housing market supply and demand. Policies included in the City's *Comprehensive Plan* call for continued effort on the City's part to monitor, plan for, and assist in the development of affordable housing. The housing-related goals contained in this Consolidated Plan are intended to focus federal resources strategically in order to overcome barriers to affordability.

Fair Housing

The City of Corvallis is currently operating under a comprehensive Fair Housing Plan developed in 2005. During the coming year under the direction of this fair housing plan, the City will undertake a set of activities in the fair housing arena, including:

- Sponsoring fair housing education and training activities for both housing providers and consumers;
- Publishing information about fair housing in the Corvallis Gazette-Times;
- Distributing information about fair housing to community service providers; and
- Preparing for development of an Analysis of Impediments to Fair Housing during FY 09-10, which will lead to an update of the City's Fair Housing Plan.

Lead-Based Paint

Lead has been identified as a significant environmental health hazard in the U.S., and particularly as a hazard to children. During the decade of the 1990s, there were three reported cases of elevated blood-lead levels in Benton County, none of which occurred within the City of Corvallis. Nonetheless, the risk of exposure to lead, typically through lead-based paint, is present in many Corvallis housing units - and especially those that are older and in need of repair. Estimates provided by the Oregon Department of Human Services' Health Division suggest that as many as 2,664 low income Corvallis households may be living in housing in which lead-based paint risks are present. Many childhood lead poisoning cases go undiagnosed and are thus unreported; exposure to even low levels of lead can cause severe harm in young children.

During the period covered by the Consolidated Plan, the City will work to expand community understanding of lead-based paint hazards and mitigation techniques by providing information not only to program beneficiaries, but also to contractors working on projects funded with City resources. Where the City funds housing rehabilitation activities in homes built prior to 1978, lead hazard risk assessments will be conducted and lead safe work practices required as applicable.

Community Development Needs

Economic conditions in Corvallis and surrounding Benton County have sustained a level of health in recent decades, thanks at least in part to the relative stability of such large employers as Oregon State University, the Corvallis Clinic and Samaritan Health Services. Recent reductions in employment levels at Hewlett-Packard, another large Corvallis employer, did not have the significant negative impact on the local economy that many expected. One reason that has been proposed is that many who left Hewlett-Packard remained in the community and have begun new businesses, or are working for startups that have resulted from the H-P cutbacks. Unemployment in the county remains among the lowest of all communities in Oregon. Incomes are higher (as of 2008) than any other area of the state, including the Portland metro area. Due primarily to the significant proportion of the population that is comprised of students, Corvallis also has a relatively high number of individuals with incomes below the federal poverty level.

The City, through a variety of means and on an ongoing basis, identifies and develops strategies to meet the area's non-housing community development needs. A sampling of ongoing activities includes: the Capital Improvement Program, which plans for and funds capital infrastructure improvements; the Social Services Allocation program, which provides program and operational funding to social service agencies in order to help them meet critical community needs as identified in the *Benton County Needs Assessment*; and, the Economic Development Allocations program, which provides funding to agencies that further the economic development goals of the Corvallis City Council.

HOUSING AND COMMUNITY DEVELOPMENT STRATEGY

Vision for Change

The City's strategy for use of its CDBG and HOME program resources is developed to achieve the following statutory goals, principally for low income, very low income, and extremely low income residents of Corvallis:

- Provide decent, safe and affordable housing
- Alleviate the problems of excessive rent burdens, homelessness, and deteriorating housing stock
- Create suitable living environments, and
- Expand economic opportunities

Housing Priorities

Housing priorities identified in the Consolidated Plan fall into three primary categories. Those categories, along with an overview of the activities the City will undertake to address them, include:

1) Families and individuals with low incomes who need housing that is or will remain affordable to them. The City will provide funding and technical assistance to housing owners and developers to create new affordable owner and renter housing opportunities, and/or to maintain the quality of housing occupied by low income renters or owners. Where feasible, priority in funding these activities will be given to projects that will benefit those with the lowest incomes.

2) People who are homeless or at risk of becoming homeless, whom the City will assist by providing funding and technical assistance to service providers for the development of shelter and permanent supportive housing to serve people in this priority category, and by working with service providers and other interested community members to facilitate a better understanding of existing needs and services, and enhance coordination of assistance activities. Activities in this category will provide assistance

that is targeted to address the needs of homeless families, victims of domestic violence, homeless individuals (with an emphasis on individuals who are chronically homeless), and homeless youth.

3) Families and individuals with special needs, whom the City will assist by providing funding and technical assistance to service providers for the development of housing to serve people in this priority category, and by working with service providers and other interested community members to facilitate a better understanding of existing needs and services, and enhance coordination of assistance activities. Activities in this category will provide assistance that is targeted to address the needs of persons with chronic/severe mental illness, persons with disabilities, persons with alcohol or drug addictions, persons with HIV/AIDS, the elderly, and the frail elderly.

Non-Housing Community Development Priorities

Three priorities, and related goals, strategies and activities, have also been identified under the non-housing community development category:

1) Basic human service support, under which the City will provide direct program funding and technical assistance to agencies that provide supportive services: to families with children, and individuals, who are homeless or at risk of becoming homeless; to people with special needs; and to low income families and individuals. Efforts here will be targeted at developing and funding new programs that address previously unmet needs, expanding existing programs for which there are greater needs, and improving the coordination of assistance activities and the community's understanding of needs.

2) Economic development support, which will be carried out initially through the delivery of funding and technical assistance to programs that will provide microenterprise development opportunities and, in turn, provide economic opportunity for low income persons; and through support of and participation in the City's living wage job program.

3) Community accessibility activities which will seek to enhance existing transportation systems for the elderly, frail elderly, and others in the community with special needs, facilitate access to all parts of the community by low income residents, and assure that challenges to accessibility in public buildings and in low income people's homes are overcome.

Housing and Community Development Resources

The activities and assistance efforts described in the Consolidated Plan and Action Plan will utilize three sources of funding: the federal Community Development Block Grant program, the federal HOME Investment Partnerships program, and the City's non-federal Community Development Revolving Loan Fund.

Coordination of Consolidated Plan and Action Plan

The City of Corvallis has designated the Community Development Department's Housing Division to be responsible for the planning, development and implementation of the Corvallis Community Development Block Grant and HOME Investment Partnerships programs.

ONE-YEAR ACTION PLAN EXPENDITURES

Description of Key Activities

Affordable Housing:	
Direct Grant Assistance to Projects	$384,411
Housing Rehabilitation Loans and Grants - owner- & renter-occupied	200,593
Home Ownership Assistance Loans - down payment program	120,000
Housing Program Delivery - salary and expense	105,500
Affordable Housing Total	$810,504
Human Services:	
Human Services Fund - grant support to non-profit agencies which provide assistance/supportive services to priority populations.	$80,000
Human Services Total	$80,000
Other Uses	
CDBG funding for microenterprise program support	$20,000
HOME project setaside - grants to support project development activities of qualified Community Housing Development Organizations (CHDOs)	60,850
HOME CHDO operating funding	20,000
Contingency Funds to be used to meet identified needs that are greater than anticipated in this Plan, or unanticipated but otherwise eligible needs.	10,000
Other Uses Total	$110,850
Program Administration:	
Delivery of assistance activities, maintenance of program compliance, reporting to HUD on program activities, management and monitoring of grant-related financial status and sub-recipient activities, delivery of public information, planning for future program years, planning for and delivery of fair housing and lead-based paint program activities, indirect overhead (paid only with non-federal resources).	$418,340
Program Administration Total	$418,340
TOTAL PROGRAM EXPENDITURES	$1,419,694

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INTRODUCTION

This Consolidated Plan is the result of a collaborative process intended to establish a vision and direction for federally-funded community development efforts in Corvallis. The Plan establishes goals and coordinates a range of community development activities, including housing, economic development and social services, to be undertaken over the five year period beginning July 1, 2008. It describes and prioritizes both general and specific community needs, identifies strategies for addressing those needs, and outlines activities that will be undertaken with funding provided by the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships (HOME) Program, and with other resources available through the City of Corvallis Housing Division.

Intent and Function of the Consolidated Plan

As a document, the Consolidated Plan offers guidance for the City's pursuit of the goals established for the Community Development Block Grant program and HOME Investment Partnerships program by HUD. These goals include:

- Providing ***decent, safe and affordable housing, and alleviating the problems of excessive rent burdens, homelessness, and deteriorating housing stock*** by undertaking such activities as: assisting persons who are homeless or at risk of becoming homeless; retaining and improving the existing affordable housing stock; increasing the availability of affordable permanent housing for low and very low income families; increasing the supply of supportive housing for persons with special needs; and providing affordable housing that is accessible to job opportunities.

- Establishing and maintaining a ***suitable living environment*** which includes: improving the safety and livability of neighborhoods; increasing access to quality public and private facilities and services; reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods; restoring and preserving properties of special historic, architectural or aesthetic value; and conserving energy resources.

- Providing ***expanded economic opportunities*** by: establishing, stabilizing and expanding microenterprises or other small businesses; providing public services concerned with employment; providing jobs to low income persons affected by activities carried out under the Plan; making available mortgage financing for low income persons; improving access to capital and credit for development activities that promote the long-term economic and social viability of the community; and enhancing self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

In addition to providing guidance for the City's community development activities, this Consolidated Plan also functions as:

- A planning document for the City, created through a collaborative process that combined the input of community members, service providers and clients, government and private agency representatives, and City staff;

- An application for federal CDBG and HOME funding under HUD's formula grant programs;

- A strategy to be followed in carrying out a variety of HUD programs; and

- An action plan that provides a basis for assessing the City's performance in carrying out these HUD programs.

Format of the Plan

The body of this Consolidated Plan contains four chapters that are organized as follows:

I. **Consultation and Citizen Participation** - a description of the outreach and consultation methods used to gain knowledge about current community development needs and conditions in Corvallis, to gather ideas about areas in which the City may provide financial and technical assistance, and to develop the prioritized strategy detailed in later sections.

II. **Housing and Community Development Needs** - an overview of the "state of the City" with regard to its current and recent demographics, housing supply and market characteristics, human service resources, and economic conditions, as well as a general description of unmet needs in each of these areas.

III. **Housing and Community Development Strategic Plan** - a description of the goals this Plan is intended to address, and the strategies that will be implemented to do so over a five-year period beginning July 1, 2008.

IV. **Housing and Community Development Action Plan** - an outline of the actions the City will carry out between July 1 and June 30 of each of the five Plan years in order to address the goals and strategies described in Chapter III. This chapter also lays out a spending plan that specifies how CDBG and HOME funds will be applied in carrying out the identified actions.

Appendices - HUD-provided data forms outlining community development needs.

Attachments - Median Income tables, information on consultations, community meetings, work sessions, public hearings, and a glossary of terms.

Certifications - that the City will comply with applicable federal regulations.

A Final Note

Readers will find that, throughout this Plan, the terms "low income", "very low income" and "extremely low income" are used consistently in describing the beneficiaries of eligible CDBG and HOME Program activities. For purposes of this plan, these three descriptors are defined as follows:

Descriptor	*Definition*	*HUD-determined Income Limit**
Low Income	Income in the range of 51% to 80% of Corvallis MSA Median	$54,500
Very Low Income	Income in the range of 31% to 50% of Corvallis MSA Median	$34,050
Extremely Low Income	Income at or below 30% of Corvallis MSA Median	$20,450

** These Incomes represent 2008 income limits for a Corvallis family of four. See Attachment A for a complete listing of incomes for all family sizes.*

When the term "low income" is used without more specific qualification in describing program targets or beneficiaries, the term should be interpreted to include all three of the income ranges specified above. Similarly, if the term "very low income" is used without more specific qualification, it should be interpreted to include those considered to be very low income as well as those who are extremely low income.

CHAPTER I:
CONSULTATION AND CITIZEN PARTICIPATION

This chapter contains a description of the outreach and consultation methods that are and will be used to gain knowledge about current community development needs and conditions in Corvallis, to gather ideas about areas in which the City might provide financial and technical assistance, and to develop the prioritized Strategic and Action Plans that are detailed in later chapters.

A. Consultation

This Consolidated Plan is built upon a foundation not only of citizen participation, but also of consultation with experts in the many areas that drive or are affected by community development activities in Corvallis, and will thus be critical to the effectiveness of this Plan. In compliance with Consolidated Plan statutes, the City has consulted on such topics as community needs and Plan priorities with representatives of federal, state and local government entities, quasi-governmental agencies, and private non- and for-profit organizations. A list of the entities consulted in the process of developing this Plan is included as Attachment B.

While much of the Consolidated Plan consultation and outreach activity has been carried out by City staff, the effort has been led by the City's Housing and Community Development Commission (HCDC), a citizen body formed in 1981 whose charge is to:

a) Formulate and recommend policy to the Planning Commission and City Council on housing affordability and community revitalization issues.
b) Recommend policies to the Planning Commission and City Council to provide for and conserve extremely low, very low, and low income housing in the City.
c) Review and make recommendations regarding City applications requesting federal and state housing and community development funds and other funds relating to community development which may become available.
d) Monitor and evaluate planning, programming, and implementation of housing and community development activities.
e) Act as a review and appeals board for the Housing Loan Program.
f) Represent the affordable housing interests of extremely low, very low, and low income citizens and citizens with special housing needs.

The HCDC plays a critical role in planning for and delivering resources related to the City's CDBG and HOME programs. In addition to coordinating the Consolidated Plan development process, the HCDC develops and provides Action Plan funding recommendations to the City Council each year, monitors Program progress relative to the Plan, and provides direction for year-end citizen review of the Programs prior to submitting the Consolidated Annual Performance Evaluation Report to HUD.

Housing and Social Service Agencies

The list of agencies consulted in the development of this Plan includes many that serve the housing and related social services needs of low income Corvallis residents. Initial consultation was carried out through a broad citizen participation process, in which both citizens and service providers were invited to share their views of community needs and solutions during a City Council public hearing as well as in less formal community outreach meetings. Additional, direct consultation followed, providing an opportunity for staff to clarify and expand on the City's understanding of community needs and funding priorities. Notes reflecting the needs and solutions identified and recorded during these meetings are included as Attachment C; minutes of the HCDC meetings during which Consolidated Plan development and refinement took place are included as Attachment D.

In addition to these consultations, much of the basis for conclusions about CDBG funding priorities related to housing and social services is drawn from the *2006 Benton County Needs Assessment*. The Needs Assessment is conducted every three years by an independent public opinion and market research company, and is funded jointly by the City of Corvallis, Benton County, United Way of Benton County, Samaritan Health Services, the Corvallis Clinic, and Oregon State University. In carrying out the Assessment for 2005, a total of 500 telephone interviews were conducted based on a random sampling of City/County residents 18 years or older.

Other consultations included interviews with representatives of the Linn-Benton Housing Authority, which oversees HUD Section 8 housing activities in Corvallis and is responsible for the development of the area's Public Housing Agency Plan, as well as Community Services Consortium (CSC), a HUD Community Action Agency that receives and distributes Community Services Block Grant funding in the region that includes Benton, Linn and Lincoln counties. CSC is the lead agency with regard to continuum of care planning for the three-county region that includes Corvallis.

Lead-Based Paint

The City of Corvallis consults with area child heath and welfare agencies, as well as with the Community Health staff in the Benton County Health Department and the Oregon Department of Human Services, on the subject of lead-based paint hazards and incidences of lead poisoning. Findings of this consultation are summarized in the *Lead Based Paint Needs* portion of Chapter II of this document.

Lead Agency

The Housing Division of the City of Corvallis' Community Development Department is the lead agency designated as responsible for preparing the Corvallis Consolidated Plan.

B. Citizen Participation

Corvallis has long been a community that looks to and relies upon citizen involvement to set its priorities and shape its direction. During the most recent update of the City's Comprehensive Plan, our citizens and leaders undertook an extensive and exhaustive process to define and describe a vision of Corvallis in the year 2020. The *2020 Vision Statement* that resulted from that process serves as the backbone not only of the Comprehensive Plan that followed it, but also for many other planning-related documents developed since adoption of the *Vision*. This Consolidated Plan represents another in that series of planning documents that looks to the *2020 Vision Statement* for direction in setting community-determined priorities.

The intent of the City's Citizen Participation Plan is to provide members of the community with an opportunity not only to learn about community development conditions and needs in Corvallis today, but also to mirror and reinforce the vision of Corvallis as it has been described in the *2020 Vision Statement*. While only a thorough reading will provide for full appreciation of the *2020 Vision Statement*, a reiteration of its underlying values is helpful here, as they will be reflected consistently throughout this Plan. The *Statement* lays out a vision for a Corvallis in the year 2020 that is:

- *a compact, medium-sized city (population range: 57,500 to 63,500) nestled in a beautiful natural setting;*
- *the historic, civic, cultural and commercial heart of Benton County;*
- *an economically strong and well-integrated city, fostering local businesses, regional cooperation and clean industry;*
- *an environmentally-aware community with distinctive open space and natural features, protected habitats, parks and outdoor recreation;*
- *rich in the arts and recreational opportunities, celebrating the talents and culture of the people who live here;*

- *committed in its support for children and families;*
- *a highly livable city which employs local benchmarks to measure its progress in areas such as housing, economic vitality, educational quality, environmental quality, and overall quality of life.*
- *a community that values and supports quality education throughout the age continuum;*
- *known for its comprehensive health and human services, and for its services to the elderly and disabled;*
- *a hub in a regional transportation system that connects Linn and Benton counties and provides a link to the north-south high-speed rail system;*
- *blessed with an involved citizenry that actively participates in public policy and decision making;*
- *a community that honors diversity and is free of prejudice, bigotry and hate;*
- *home . . . a good place for all kinds of people to live and to lead healthy, happy, productive lives.*

The foregoing ideals serve as core principles for much of what follows in this document. Although each was critical in considering elements of this Consolidated Plan, the *Vision* element that calls for an involved and actively participating citizenry was perhaps the most important. Thus, citizen input for the Consolidated Plan has been fostered in a manner consistent with the *2020 Vision Statement* as well as with the City of Corvallis Citizen Participation Plan. The Citizen Participation Plan itself follows; its creation has been undertaken in accordance with Title I of the 1974 Housing and Community Development Act and its subsequent amendments.

C. Citizen Participation Plan

Background

This Citizen Participation Plan outlines the steps that are being taken by the City of Corvallis to assure that its citizens have opportunities to contribute ideas and information on housing and community development issues to the City's Consolidated Planning process. The provisions detailed below fulfill the statutory and rule requirements for citizen involvement that are specified by both the U.S. Department of Housing and Urban Development's (HUD) Consolidated Plan rule and by the rules that direct HUD's Community Development Block Grant and HOME Investment Partnerships Programs.

Encouragement of Citizen Involvement in Consolidated Planning

The City of Corvallis will keep interested parties informed about opportunities for involvement in each phase of the Consolidated Plan development process. These phases will include opportunities to comment on all of the City's proposed five-year Consolidated Plan and one-year Action Plan submissions to HUD, any substantial amendment(s) to the Plan(s), and the City's annual CDBG/HOME performance report. Citizen involvement activities related to the Consolidated Plan will occur in accordance with the City's Plan Year, which runs from July 1 to June 30 and is aligned with the City's Fiscal Year. In carrying out the processes and

activities described herein, the City will provide its citizens and other interested individuals and organizations with reasonable and timely access not only to meetings and hearings being held for the purpose of developing these Plans, but also to the records, documents and other information utilized by the City to develop and/or report on the outcomes of the Plans.

Public Hearings

The City will conduct at least two public hearings before the Corvallis City Council during the Plan year, each of which will occur at a different stage of the Consolidated Plan/Action Plan development process. The hearings will be used to obtain information and ideas from citizens regarding local housing and community development issues for use in the City's Plan, and to receive feedback about the City's performance in utilizing its federal CDBG and HOME resources. The City will take steps to assure that the hearings are inclusive, and that they are scheduled at convenient times and locations so that any citizen wishing to contribute to the Consolidated Plan/Action Plan process —and especially those who might benefit from the programs to be outlined in a Plan—may participate. Both written and oral testimony will be accepted.

The City will also work specifically to encourage the meaningful participation of low and moderate income individuals and persons with special supportive services needs. To assure that all persons may participate, the City will hold hearings in locations that are accessible to persons with mobility impairments. When at least seven days advance notice is given before a hearing date, the City will also provide appropriate materials, equipment, and interpreting services to facilitate the participation of non-English speaking persons and persons with visual and/or hearing impairments.

The first of the two City Council public hearings will be held prior to publishing the draft Consolidated Plan and, in Plan years one through four, the draft Action Plan. Topics to be covered during this hearing will include local housing and community development needs, the proposed use of program funds, and the City's performance under the Plan for prior program years. A second hearing will be held each year to solicit comment on the draft Plan prior to submitting a final Plan for HUD approval.

The City will consider all citizen comments received either verbally or in writing during the hearings, and will include a written summary of the comments with the final Consolidated Plan/ Action Plan submission. The summary will indicate which ideas and suggestions were accepted and incorporated into the Plan, and will also provide a brief explanation of the reasons other comments or ideas were not incorporated into the Plan.

In addition to conducting the two required public hearings, the City has assigned responsibility for conducting outreach and receiving public input from citizens and non-profit agency representatives, as well as for providing direction during the process of drafting the Consolidated Plan, to the Corvallis Housing and Community Development Commission. This citizen Commission will seek input primarily through direct interaction with the public in the form of community-based meetings, but may also seek input and direction through other means including surveys, interviews, and/or an interactive Web site. Depending upon available resources and staffing, the City may exceed this basic framework for citizen involvement. As such practice becomes routine in the future, it will be added to this chapter of the Citizen Participation Plan as standard activity.

The City, through its Housing Division, will also provide technical assistance to individuals, and organizations representing low, very low and extremely low income people, who are interested in submitting a proposal to obtain funding for an activity. Such assistance will include offering guidance, informational resources and training, but will not include preparing proposals on behalf of such individuals or organizations, nor may it provide any assurances that activities discussed will receive funding under an Action Plan as a result of the City's provision of technical assistance.

Public Notice

The City will keep interested citizens and groups informed, on an ongoing basis, about progress throughout the Consolidated Planning process so that citizens may learn about housing and community development issues facing Corvallis, and may make meaningful contributions to the development of the Plan. Public notice of City Council hearings will be provided to citizens at least fourteen days prior to the date of a hearing through a notice in the Corvallis Gazette-Times or another newspaper of general circulation as may be required. The City will also use direct mail notice to a Consolidated Plan Interested Parties list, to be comprised of individuals and groups who request inclusion on the list, in order to invite and inform them of opportunities for involvement. The City may also use radio and television announcements, a Consolidated Plan Web site, posting of notices in common areas of the Linn-Benton Housing Authority, and other media/advertising methods as appropriate.

Publishing the Draft Consolidated Plan/Action Plan and Plan Summary; Comment Periods

After reviewing input from citizens and preparing a draft Consolidated Plan/Action Plan, the City will publish a summary of the proposed Plan submission so that interested citizens, public agencies, and other groups may have an opportunity to review it and provide suggestions for improvement. Prior to submittal of the Plan to HUD a 30 day comment period, at the end of which the City Council will hold its second Public Hearing related to the Plan, will be provided. The Plan summary, notice of Plan availability, and hearing notice will be published in the Corvallis Gazette Times at the beginning of the comment period.

With regard to reporting on annual performance, the City will provide a comment period of at least 15 days from the date of publication of a hearing notice in the Corvallis Gazette-Times, for citizens to review and comment on each annual performance report prior to the City's submission of such reports to HUD. A summary of comments received either in writing, or orally through a public hearing, will be included with the City's annual performance report submission.

Access to Records

As noted previously in this Plan, citizens will have reasonable and timely access to all documents related to the Consolidated Plan. Copies of the Consolidated Plan will be available for review in the Community Development/Housing Division Office of the City of Corvallis, in the Corvallis/Benton County Public Library, and at the offices of the Linn-Benton Housing Authority. In addition, copies of the Consolidated Plan will be available for download in an electronic version, at no cost, from the City's Housing Division Web site.

Once the Consolidated Plan is approved by the HUD Field Office, a file copy and other records regarding the Consolidated Plan process will be maintained, as required by statute, at the City of Corvallis Community Development Department/Housing Division for at least five years.

Policy to Minimize Displacement

The City will make every reasonable effort to avoid displacement or, where that is not possible, to minimize the number of persons displaced by activities funded through the federal resources described in its Consolidated Plan and Action Plans. In the event that a person is displaced in undertaking an activity, assistance will be offered in accordance with the *City of Corvallis, Oregon Residential Anti-Displacement and Relocation Assistance Plan*, a copy of which is attached to the City's Consolidated Plan and to each year's Action Plan.

Response to Complaints and Grievances

When the City receives a written complaint regarding any aspect of the Consolidated Plan process, a written response will be provided within 15 working days, where practical. The City's contact person for such complaints will be identified in public notices and at hearings, and an address and phone number will be provided so that individuals who wish to submit comments to the City may do so at any time during the Program Year.

Amendment of the Consolidated Plan

A Substantial Amendment to the five-year Consolidated Plan or a one-year Action Plan is defined as *"any change that either allows a new category of activities or population to be served (or disallows same), or involves a large change in funding allocation."* For purposes of this section, a "large change in funding allocation" shall be considered to mean a change that involves an increase or decrease in funding for any activity or project that is greater than twenty percent (20%) of the annual allocation for the program from which the activity or project is being funded.

The City will not make a Substantial Amendment to the five-year Consolidated Plan or a one-year Action Plan without first informing and consulting with interested parties as described in this Citizen Participation Plan. Notice and a summary of a proposed Substantial Amendment will be published 30 days prior to a public hearing in the Gazette-Times or another identified newspaper of general circulation and mailed to the Consolidated Plan Interested Parties list. Citizens will be encouraged to submit comments and suggestions about the proposed Amendment. The City will then hold a hearing in order to receive oral or written testimony related to the proposed Amendment. Comments and suggestions will be summarized, and suggestions not incorporated into the amendment will be addressed. Following completion of the City's Amendment process, a letter requesting a Substantial Amendment to the City's Consolidated Plan will be submitted to the HUD Portland Field Office for review and approval.

For further information about the City of Corvallis' Consolidated Plan process, contact:
Kent Weiss, Housing Division Manager
City of Corvallis Community Development Department
P.O. Box 1083
Corvallis, Oregon 97339
Phone: (541) 766-6944; Fax (541) 766-6946; E-mail Address: kent.weiss@ci.corvallis.or.us.

CHAPTER II:
HOUSING AND COMMUNITY DEVELOPMENT NEEDS

This chapter provides an overview of the "state of the City" with regard to its current and recent demographics, housing supply and market characteristics, human service resources and economic conditions, as well as generally describing unmet needs in each of these areas. Numbers cited in this chapter are in many cases based on 2000 U.S. Census data for Corvallis, but also include supplemental data if it was both available and reliable. Of key consideration for this needs identification and analysis is the difficulty posed in attempting to gather accurate and meaningful data with regard to subgroups of people in the community whose needs may be under-represented, who are not easily identified, and who may, and often do, have needs that fall into two or more subgroup categories. Because of this difficulty, this Plan relies on a combination of data-based conclusions and conclusions drawn from the input of experts in the fields of housing, social services and community development.

A. Population

Population Trends

The 2000 Census reported the population of Corvallis at 49,322; according to the Center for Population Research and Census at Portland State University, as of July 1, 2007 the population of Corvallis was 54,890, making it the tenth largest City in Oregon. Since 1970, Corvallis' population has increased nearly 57%, a rate of just over 1.5% per year, from a low of 35,056 in that year to its current level. The average annual growth rate varied significantly in the three decades between 1970 and 2000, from an average of about 1.7% per year during the 1970s, down to about 0.9% a year during the 1980s, and up again to an average of about 1.4% a year during the 1990s. To date since 2000 the rate of population growth in Corvallis has returned to its longer-term average of just over 1.5%. As reflected in the restatement of values from the *Corvallis 2020 Vision Statement* in the foregoing chapter, the population of Corvallis is expected to reach a level of between 57,500 and 63,500 by the year 2020.

Age Distribution

In 1980, the median age of Corvallis' residents was 24.0 years; in 1990 the median age had increased to 26.2 years. In 2000 the median age was again higher, at 27.0 years. It is likely that a portion of the difference in the median age from 1980 to 1990 can be attributed to the number of students attending Oregon State University. In 1980, 17,689 students were enrolled at OSU, while in 1990, enrollment had dropped to 16,048 students. And while OSU enrollment in 2000 was again heading upward at 16,788, Corvallis general population growth since the prior Census was most rapid among those in the age groups of 45 years and older.

A comparative age distribution of the 1980, 1990 and 2000 populations is described in Table 1 below:

Table 1: Comparison of Age Distribution - 1980, 1990 and 2000 Populations

Age Range	*1980 Count*	*Percent of Total*	*1990 Count*	*Percent of Total*	*2000 Count*	*Percent of Total*
0-4 years	2,130	5.2%	2,581	5.8%	2,396	4.9%
5-9 years	1,806	4.4%	2,435	5.4%	2,337	4.7%
10-14 years	1,827	4.5%	2,123	4.7%	2,455	5.0%
15-19 years	5,804	14.2%	4,950	11.1%	5,662	11.5%
20-24 years	10,588	25.9%	9,328	20.9%	9,896	20.1%
25-34 years	7,999	19.5%	7,713	17.2%	7,317	14.8%
35-44 years	3,089	7.5%	5,950	13.3%	5,991	12.1%
45-54 years	2,291	5.6%	3,171	7.1%	5,570	11.3%
55-64 years	2,282	5.6%	2,210	4.9%	2,728	5.6%
65-74 years	1,626	4.0%	2,393	5.3%	2,194	4.4%
75-84 years	1,044	2.5%	1,415	3.2%	1,947	3.9%
85+ years	432	1.1%	488	1.1%	829	1.7%

Population forecasts prepared by Portland State University suggest that much of the population growth in the mid-Willamette Valley region in the years between decennial Censuses will occur in the range of ages between 50 and 70, with the range between 55 and 65 seeing by far the most significant growth in terms of both numbers and percentages. The range of 85 and above is also projected to increase significantly during the period. Statewide, according to the Oregon Office of Economic Analysis, the population's median age will increase from its 2000 level of 36.4 years to a 20013 median of 38.4 years.

Family/Household Composition

According to Census data, the number of households in Corvallis grew from 16,823 in 1990 to 19,630 in 2000, which represents a 16.7% increase in the number of households. During the same period, total population increased 10.2%, resulting in a drop in the number of persons per household, from 2.30 persons to 2.26.

Racial/Ethnic Composition

The racial mix in Corvallis shifted over the decades between 1980 and 2000, as shown in Table 2 below. The most significant changes are reflected in the decrease in the Census category labeled "White", which dropped from 93.1% of Corvallis' total population in 1980 to 88.9% in 1990, and further to 86.0% in 2000. Much of the other components of that shift is reflective of changes in the approach the Census took in gathering racial

information for 2000. While the table below joins people of Asian race with Pacific Islanders (for purposes of consistency with the 1980 and 1990 Census numbers) the 2000 Census actually broke them into separate categories. Perhaps more significantly, in an effort to more accurately reflect the true racial character of the U.S. the 2000 Census allowed respondents to report more than one race. As a result, the number in the category "Other" in the table below has increased significantly since the prior two Census counts.

Table 2: Comparison of Racial Distribution: 1980, 1990 and 2000 Populations

Race	*1980*	*% of Total*	*1990*	*% of Total*	*2000*	*% of Total*
White	38,083	93.1%	39,795	88.9%	42,433	86.0%
Black	382	0.9%	529	1.2%	570	1.2%
American Indian/Alaska Native	191	0.5%	361	0.8%	376	0.8%
Asian & Pacific Islander	1,482	3.6%	3,672	8.2%	3,309	6.7%
Other (single or multiple races)	780	1.9%	400	0.9%	2,634	5.3%

Table 3 below breaks out the population of Corvallis by ethnicity, showing the counts for people of any race who are Hispanic or Latino, or not Hispanic or Latino. As the table shows, the percentage of Corvallis' population that is Hispanic or Latino doubled from 1990 to 2000, increasing from 2.8% of the total population to 5.7%. The actual number of individuals who are Hispanic or Latino more than doubled, increasing from 1,234 to 2,820. Census counts of ethnicity at the city level are not available for 1980.

Table 3: Comparison of Ethnic Composition: 1990 and 2000

Ethnicity	*1990*	*% of Total*	*2000*	*% of Total*
Hispanic or Latino	1,234	2.8%	2,820	5.7%
Not Hispanic or Latino	43,523	97.2%	46,502	94.3%

Areas of Racial or Ethnic Concentration

For purposes of this plan, an area of racial or ethnic concentration exists when the percentage of the population of a race or ethnicity in an area (in this case, a Census block group) is ten or more percentage points higher than their rate within the City as a whole. For example, if the percentage of the Asian population in a Census block group was greater than 16.7%, that block group would be considered to have an Asian racial concentration because its percentage is ten points higher than the rate of 6.7% for all of Corvallis.

Three Corvallis Census block groups with racial or ethnic concentrations have been identified based on a review of 2000 Census data. These block groups/concentrations include:

1. Census tract 8.02/block group 1: the area bounded by Monroe Avenue on the north, 6th Street on the East, Western Boulevard on the south, and 11th Street on the west. In this block group, the Asian and Pacific Islander population represented 17.9% of the total (182 individuals out of the total of 1,017 in the area). This area is directly east of and abuts the OSU campus; in 2000 OSU reported an Asian & Pacific Islander minority enrollment of 1,369 students, or just over 41% of the total in

Corvallis for that group of minorities combined. It is likely that much of the reported Asian minority concentration in this block group can be attributed to its adjacency to the OSU campus and opportunities for student housing provided in the area.

2. Census tract 10.01/block group 2: the area bounded by Circle Boulevard on the north, Highway 99 on the east, Beca Avenue on the south, and Highland Drive on the west. In this block group, people of Hispanic or Latino ethnicity accounted for 25.9% of the total population (361 of the overall population of 1,395) in 2000. Staff of the Multi-Cultural Assistance program, a past service of Community Outreach Inc. that helped people with limited English skills gain access to community resources, including housing, identified a number of reasons for this concentration, primary among which are: the availability of Spanish language programs for students and families at nearby Garfield Elementary School; the cultural attraction for people with limited or no English language skills, who seek homes in the area in order to avoid or minimize language barriers; and the predominance of rental units, and particularly apartments with lower rents, in the area.

3. Census tract 11.02/block group 4: the area bounded by Harrison Boulevard on the north, 12th Street on the East, Monroe Avenue on the south, and Kings Boulevard on the west. In this block group, the Asian and Pacific Islander population represented 19.8% of the total (246 individuals out of the total of 1,240 in the area). This area is directly north of and abuts the OSU campus. As noted above, it is likely that much of the reported Asian concentration in this block group can be attributed to its adjacency to the OSU campus and opportunities for student housing provided in the area.

B. Housing Market

Housing Supply

The housing supply in Corvallis varies significantly from that of the "average" Oregon community due primarily to the presence of Oregon State University, and the high demand for rental housing that stems from a population in which students currently account for roughly 36% of the total. Important characteristics related to housing supply in Corvallis, and trends dating to 1980, include:

Mixture of Housing Types: According to Census data and draft data generated for the 2006-07 Corvallis Land Development Information Report, the balance between unit types in Corvallis has remained fairly consistent since 1980, when single family units accounted for 54.6% of the total, multi-family units for 42.2%, and mobile/manufactured homes in parks for 3.2%. (Note: Corvallis building records consider a manufactured home located on an individual lot to be a single family home.) By 2007 the mix had shifted somewhat, with single family units accounting for 52.8% of the total, multi-family units for 44.0%, and mobile/manufactured homes for 3.2%. Table 4 below presents a comparison of this mix since 1980:

Table 4: Housing Units by Type, 1980, 1990 , 2000 and 2007

Housing Type	*1980(#)*	*1980(%)*	*1990(#)*	*1990(%)*	*2000(#)*	*2000(%)*	*2007(#)*	*2007(%)*
Single Family	8,379	54.6%	9,460	54.7%	11,202	53.7%	12,333	52.8%
Multi-Family	6,466	42.2%	7,241	41.8%	8,902	42.7%	10,273	44.0%
Mobile/Manuf.	488	3.2%	606	3.5%	739	3.5%	756	3.2%
Total	15,333		17,307		20,843		23,362	

Based on figures in the foregoing table, the number of each unit type increased significantly, on a percentage basis, between 1980 and 2007. During the period, single family units increased 47%; multi-family units increased by 59%; and mobile/manufactured homes (again, located in parks) increased by 55%. The increase in each of the three housing types outpaced the 34% increase in population during the period (from 40,918 to 54,890). This variance is consistent with the decreasing household sizes noted previously.

Mixture of Housing Tenancy: Perhaps the most unique aspect of Corvallis' housing market, and a factor that makes it look very different than other Oregon communities, is its mix of renter- and owner-occupied units. A typical community is weighted about 55-65% owner-occupied and 35-45% renter-occupied. The 2000 mix for the state of Oregon was 64% owner-occupied and 36% renter-occupied, a balance consistent with national patterns. In Corvallis, however, renter-occupied units predominate, accounting for 55% of all units according to the 2000 Census. As noted above, the biggest influence on this balance stems from the demand for rental housing associated with students attending Oregon State University.

The owner/renter balance has not changed significantly since 1980, as reflected in Table 5 below.

Table 5: Housing Tenancy by Type, 1980, 1990 and 2000

Type of Tenancy	*1980 (#)*	*1980 (%)*	*1990 (#)*	*1990 (%)*	*2000 (#)*	*2000 (%)*
Renter-Occupied	8505	56.6%	9,506	56.8%	10,795	55.1%
Owner-Occupied	6,521	43.4%	7,230	43.2%	8,797	44.9%
Total	15,026		16,736		19,592	

What this table does not depict, and what is difficult to predict with accuracy, is the percentage of current low income renter households that have the desire to become home owners. That a significant number of such households exists is clear: over the last ten years the City has helped over 200 low income renters become home owners by providing down payment/closing cost assistance loans. In addition to those assisted directly, Willamette Neighborhood Housing Services, an agency whose purpose is the creation of owner- and renter-occupied housing opportunities for low income Corvallis families, reports that in the recent past as many as 50 families per quarter are graduating from the Home Buyer Education program they offer for first time buyers, and which is required in order to access the City's assistance program. These numbers suggest a strong demand for programmatic assistance that helps low income renters become home owners.

Housing Types and Sizes: HUD has provided data drawn from the 2000 Census that reports the number of units in Corvallis that are zero or one bedroom, two bedroom, or three-plus bedroom, and how many in each of the three size categories are owned or rented. These numbers are shown below in Table 6.

Table 6: Corvallis Housing Units by Number of Bedrooms and Tenancy

Unit Types and Tenancy	Number of Units	% of Tenancy by Type
Zero and one bedroom	4,718	
Owner-occupied	213	4.5%
Renter-occupied	4,138	87.7%
Vacant	367	7.8%
Two bedrooms	6,729	
Owner-occupied	1,423	21.2%
Renter-occupied	4,718	70.1%
Vacant	588	8.7%
Three-plus bedrooms	9,452	
Owner-occupied	7,121	75.3%
Renter-occupied	2,028	21.5%
Vacant	303	3.2%

Housing Availability

According to Census data, the vacancy rate for all housing types in Corvallis was 4.7% in 1980, fell to 2.0% in 1990, and then rose again to 6.0% in 2000. Table 7 below restates these vacancy rates and breaks them out further by housing type to show both owner- and renter-occupied unit vacancy rates. Data included in the table suggest that the vacancy rate for owner-occupied housing remained both low and stable over the 20 year period ending in 2000. Units for rent have seen a much wider variance in vacancy rates, ranging from a Census low of 2.5% in 1990 to a high of 7.1% in 2000. The larger vacancy rate swings for rental units is primarily responsible for the reasonably large swings in the overall vacancy rate, as this housing type has historically accounted for roughly 55% of Corvallis' housing stock. It is important to note that vacancy rates have likely reached both higher highs and lower lows than depicted in Table 7, and that rates may have moved up and down a number of times between Census years and since 2000.

Table 7: Vacancy Rates by Type of Housing

Housing Occupancy Type	*1980*	*1990*	*2000*
Owner	2.0%	1.3%	2.2%
Renter	5.1%	2.5%	7.1%
All Types	4.7%	2.0%	6.0%

Housing Condition

Based on 2000 Census data, the median year a Corvallis home was built is a relatively recent 1973, which reflects the significant proportion (roughly 61%) of Corvallis' home construction that occurred between 1960 and 2000. (Just over 65% of homes in Corvallis were built between 1960 and 2007.) This recent construction activity is further reflected in the change in the median age of a home since the 1990 Census, in which it was reported to be 1968, or five years earlier than in 2000. Given the relative youth of Corvallis' housing stock, it follows that the frequency of age-related condition defects typically found in older communities is a less significant issue for Corvallis.

For purposes of this Plan, every Corvallis housing unit falls into one of three condition classifications: substandard but suitable for rehab; substandard and not suitable for rehab; and standard. A housing unit considered *substandard but suitable for rehab* may be lacking one of three primary habitability elements (complete plumbing facilities, an identified heat source, or a complete kitchen), and/or it may have one or more exterior elements in need of repair (e.g., a roof in need of replacement, siding in need of repair or a missing/failing foundation). In addition, the unit may have interior or exterior conditions that do not meet HUD Section 8 Housing Quality Standards (HQS). Along with having any of the deficiencies described above, in order for a unit to be suitable for rehab it must be both structurally and economically feasible to bring it into standard condition through the application of the City's federal resources.

A housing unit considered *substandard and not suitable for rehab* is one that, in order to be considered a "standard" condition unit, would need improvements or repairs that are structurally and/or economically unfeasible. A *standard* unit of housing is one in generally good repair, with none of the substandard habitability or exterior elements noted above. A home considered "standard" may also be suitable for rehab and receive City funding if interior conditions are such that Housing Quality Standards are not met, or a threat to the integrity or livability of the unit exists (e.g., functioning but inadequate heat, plumbing or electrical system, interior dry rot damage, a lack of accessibility, components in worn or dilapidated condition, or inadequate weatherization).

Data is available to assess the number of units that have either substandard habitability conditions (from the 2000 Census) or exterior elements (from a 2006 City housing condition survey). No data is available to assess the number of units that are standard but still in need of rehab, or that are substandard and not suitable for rehab. The latter number is believed to be relatively small, but such units are typically only discovered through a complaint-driven building inspection. The result of such inspections, if safety issues are found, compels that the unit either be brought to an adequate level of safety, or demolished. Staff of the City's Development Services Division relate that there have been very few (fewer than five) residential building condemnations resulting in demolitions in the last ten years in Corvallis. A much larger number of homes—138—have been demolished at the initiation of their owners during the last ten years. In most cases these demolished units were replaced with new (and sometimes a greater number of) residences.

Table 8 below provides numbers/percentages of Corvallis units that are lacking an element of habitability (kitchen/plumbing/heat) or that have either one or two exterior conditions in need of repair. It should be noted that the data do not provide for unduplicated counts of such units, so any single unit may have only one condition present, or it may have as many as all three habitability elements and either one or two exterior conditions in need of repair. One further caution: the identification of units lacking complete kitchens may be an indication of a substandard unit, or may also indicate a unit in a living setting where meals outside the rental unit are provided, either as part of or in addition to the rent.

Table 8: Substandard Units Suitable for Rehab

Housing Element	*Number of Units*	*Percent of Units Surveyed*
Lacking complete kitchen[1]	317	1.61%
Lacking complete plumbing facilities[1]	104	0.53%
No identified heat source[1]	29	0.15%
One exterior condition in need of repair[2]	2,836	14.44%
Two or more exterior conditions in need of repair[2]	534	2.72%

[1] *Based on 2000 Census data*
[2] *Based on a 2007 housing condition survey*

Data in Table 8 above suggest that there are relatively few housing units in Corvallis which lack adequate habitability elements (kitchen, plumbing, heat) and are thus substandard; the number of such units relative to all housing units is quite low. However, the number of homes with one or more exterior conditions in need of repair is significant, with over 13% of the 16,000 surveyed units (single and multifamily) being identified as substandard.

Although there is no data to evaluate how many of the units in the table above are occupied by low income owners or renters, it follows that a substantial percentage of the occupants are low income, either because as owners they lack the resources to maintain their homes' critical structural elements, or because as renters they cannot afford a unit that is in standard condition.

Based on Table 8 above, the number of structures in Corvallis in need of at least moderate rehabilitation is significant. Further, that need is likely most pronounced for units occupied by low income owners or renters. It follows, too, that the number of units in need of exterior repairs (and likely in need of interior repairs, as well) will at best stay steady, and more likely increase as housing units age. According to the 2000 Census more than 70% of renter- and owner-occupied units in Corvallis were built before 1980. Many structural elements in homes built prior to the 1980s (and perhaps even later) will begin to show noticeable decay within 20 to 30 years; thus many elements (e.g., a roof, plumbing or electrical system) will need repair or replacement within that time frame as well.

Finally in regard to housing conditions, Census data show that the population of the U.S., the state, and of Corvallis, is aging. The foregoing Table 1 and its narrative suggest that this trend has been strong since 1980 and will continue into the future. As a result we can expect an increasing number of elderly home owners and renters in Corvallis, and of those, many are likely to 1) be on a fixed income, and 2) desire to remain in their

homes as long as possible. Thus the need and demand for housing repairs and improvements that provide greater accessibility and security for low income elderly residents will likely be increasing. The City's experience with funding rehabilitation projects that address both failing structural elements and needed accessibility upgrades to allow aging in place is that they typically require a much more significant investment than projects needing rehab alone.

Housing Affordability

According to the U.S. Department of Housing and Urban Development, affordable housing is that for which gross housing costs, including utilities, require no more than 30% of a household's gross income. This definition applies both to owners, for whom housing costs include mortgage principle and interest, property taxes and insurance, as well as utilities, and to renters, for whom housing costs include rent and utilities.

A general measurement of housing affordability begins by looking at Census and more recent data related to housing costs for owners and renters. Those data show a median owner-occupied home value of $64,400 in 1980 and $70,900 in 1990, an increase of just over 10%. But by 2000, the median owner-occupied home value in Corvallis had increased to $159,600—an increase of 125% over the 1990 value. Sales and County Assessor data reviewed since 2000 suggest that the trend has continued at a varying pace, resulting in a 2007 median Corvallis sale price of approximately $255,000.

During the period from 1980 to 1990, median family income increased 68%, from $20,400 to $34,300. By 2000 median family income rose to $53,800, an increase of 57% over the 1990 median. Thus, as the rate of home value increases between 1980 and 1990 lagged considerably behind the rate of increase in median incomes, houses became generally more affordable. However, as reflected above, houses became generally less affordable during the 1990s as the rate of increase in family incomes began to lag behind more rapidly increasing home prices. It is clear that this trend is continuing, as home values between 2000 and 2007 have risen by approximately 60%, while median incomes have risen only 25%.

A different pattern is evident for renter occupied housing during the same nearly thirty-year period. The 1980 Census calculates the median gross rent for all units at $245/month; in 1990, that figure was $385/month, an increase of 57%, and a rate just behind the 68% increase in income during the same period. The 2000 Census calculates the median gross rent for Corvallis at $531/month. This rent level is 38% higher than the 1990 level; the Corvallis median income during the same period rose 57%, from $34,300 to $53,800. However, while more current data was not gathered for this Plan, it follows that the rate of increase in the incomes of renters has slowed just as it has for home owners, and that rents are now most likely increasing faster than are incomes.

The foregoing numbers suggest that, as a whole, median incomes in Corvallis, and especially for people looking for home ownership opportunities, are no longer keeping up with housing costs, as they were prior to about 2003. As the gap between incomes and sale prices/rents widens, overall affordability decreases and the need for subsidies and other types of assistance grows.

A more focused depiction of affordability issues for low, very low and extremely low income households—meaning those who are eligible to benefit from housing assistance activities through the Corvallis CDBG and HOME programs—is presented below. The numbers found in Table 9 are based on a combination of 2000 Census data and a 2004 estimate provided by HUD as part of its Comprehensive Housing Affordability Strategy (CHAS) data update. The table includes affordability data for all renters and owners with incomes at or below 80%, broken into the three income categories defined in the Introduction to this Plan: low income, very low income, and extremely low income.

Table 9: Housing Affordability by Income Range in 2004

Tenancy Type	*Income Range*	*Number of Households*	*% Paying > 30% of Income for Housing*	*Number Paying > 30%*	*% Paying > 50% of Income for Housing*	*Number Paying > 50%*
RENTER	0-30% of MFI	3,740	84%	3,142	70%	2,199
	31-50% of MFI	2,000	79%	1,580	21%	332
	51-80% of MFI	2,266	23%	521	3%	16
OWNER	0-30% of MFI	371	89%	330	69%	228
	31-50% of MFI	574	46%	264	24%	63
	51-80% of MFI	1,274	47%	599	8%	48

Households that spend more than 30% for housing are considered to be housing cost burdened; households that spend more than 50% of their incomes for housing are considered to be severely cost burdened. As would be expected, a significant proportion of households with incomes below 30% of the median family income, both in the case of rental and of owner-occupied units, are severely housing cost burdened, and a significant proportion of households with incomes of 31% to 50% of median are cost burdened. Cost burdened households with incomes in the 51% to 80% of median range, although fewer as a proportion of the total number of households in that range, still represent a significant number.

In all, the number of cost burdened households in Corvallis in 2004 was estimated to total 6,436, which equates to 63% of low income households, and approximately 33% of all households. Renters comprise over 81% of households that are cost burdened. This suggests that significant resources are needed to help ease or alleviate issues related to housing cost burden. The need for such resources, especially to assist lower income households, has also been detailed in the results of a recent survey, the *2006 Benton County Needs Assessment*, and through conversations with local providers of social services. Both sources suggest that a lack of affordable housing remains one of Corvallis' most pressing needs—especially for those in the lowest income categories. When asked to name the most important problem facing the community, 6% of *Needs Assessment* survey respondents named a lack of affordable housing and high cost of real estate—second only to drug and alcohol use and abuse, which was named by 10% of survey respondents.

What the foregoing table and discussion do not estimate is the number of owner households in each income range that have no mortgage (and thus have low monthly housing costs) but which are both low income and living on a fixed income—a situation descriptive of at least some elderly owners. While numbers are not available for the table, it is logical to conclude that as Corvallis' population ages, more elderly/fixed income owners will exist, and the need for housing assistance to meet unforseen/one time needs, such as repairs, or for modifications that will allow elderly owners to age in place, will grow.

C. Housing Needs

Households in Need

As suggested in the foregoing section, Corvallis' greatest housing need is for units that are affordable to low income, and primarily very low and extremely low income, residents. For purposes of the Corvallis CDBG and HOME programs, housing affordability is considered according to three primary factors: 1) household income, a category which is broken into low income, very low income, and extremely low income cohorts; 2) household size, which is broken into small-related, large-related, elderly, and all others; and 3) the extent to which various households are housing cost burdened.

Before exploring the needs for affordable units by occupancy and income cohort, it might be helpful to provide context in terms of the numbers and percentages of each within the overall housing market in Corvallis. Table 10 below breaks out renters and owners by income cohort and provides a calculated percentage that each cohort represents either for all renters, or for all owners.

Table 10: Tenancy Type by Income Range

Tenancy Type		*Number of Households*	*% of All Households*
Renters	All Households	10,802	
	0-30% of Median (ELI)	3,740	34.6%
	31-50% of Median (VLI)	2,000	18.5%
	51-80% of Median (LI)	2,266	21.0%
	> 80% of Median	2,796	25.9%
Owners	All Households	8,745	
	0-30% of Median (ELI)	371	4.2%
	31-50% of Median (VLI)	574	6.6%
	51-80% of Median (LI)	1,274	14.6%
	> 80% of Median	6,526	74.6%

Table 11 below expands on Table 9, inserting additional 2000 Census-based data compiled by HUD in 2004 for households of various types and sizes, and including the number of affordable units needed for each group. The discussion that follows the table examines each income group in greater detail and provides additional information related to housing need. The projections of housing units needed by each income/household size cohort are based on the CHAS estimates described above.

Table 11: Corvallis Housing Needs by Income Range

	Income Range	*Number of Households*	*Percent Paying > 30% of Income for Housing*	*Number Needing Affordable Housing*
RENTERS				
Small Related (2-4 persons)	0-30% of MFI	879	88%	777
	31-50% of MFI	508	68%	347
	51-80% of MFI	609	18%	111
Large Related (5+ persons)	0-30% of MFI	68	71%	48
	31-50% of MFI	103	57%	59
	51-80% of MFI	101	14%	14
Elderly (1 or 2 persons, at least 1 of whom is 62+)	0-30% of MFI	276	58%	161
	31-50% of MFI	168	77%	130
	51-80% of MFI	235	44%	104
All Other Renters (1+ persons, unrelated)	0-30% of MFI	2,517	85%	2,147
	31-50% of MFI	1,221	85%	1,042
	51-80% of MFI	1,321	22%	288
ALL RENTER HOUSEHOLD COMPOSITIONS	0-30% of MFI	3,740	84%	3,133
	31-50% of MFI	2,000	79%	1,578
	51-80% of MFI	2,266	23%	517
OWNERS				
Small Related (2-4 persons)	0-30% of MFI	68	100%	68
	31-50% of MFI	164	71%	116
	51-80% of MFI	495	53%	264
Large Related (5+ persons)	0-30% of MFI	10	100%	10
	31-50% of MFI	14	100%	14
	51-80% of MFI	97	81%	79
Elderly (1 or 2 persons, at least 1 of whom is 62+)	0-30% of MFI	158	76%	120
	31-50% of MFI	287	23%	67
	51-80% of MFI	422	25%	107
All Other Owners (1+ persons, either related or unrelated)	0-30% of MFI	135	97%	131
	31-50% of MFI	109	63%	69
	51-80% of MFI	260	58%	151
ALL OWNER HOUSEHOLD COMPOSITIONS	0-30% of MFI	371	89%	329
	31-50% of MFI	574	46%	266
	51-80% of MFI	1,274	47%	601

Needs of Extremely Low Income (ELI) Households:

ELI households are those earning 30% or less of the HUD-adjusted median family income. As Table 10 above shows, there were an estimated 4,111 ELI households in Corvallis in 2004. Most ELI renter households (67%) are single persons or are living with other unrelated persons; the fewest ELI households fall into the large family owner and renter household categories. A complete family/households size breakout follows in Table 12:

Table 12: Extremely Low Income Households by Family/Household Size and Occupancy Type

Household Size/Occupancy Type	*Number of Households*	*Percent of Total*
Small Related Renters (2-4 persons)	879	21.4%
Large Related Renters (5+ persons)	68	1.7%
Elderly Renters (1 or 2 persons, at least 1 is 62+)	276	6.7%
All Other Renters (1+ persons, unrelated)	2,517	61.2%
ALL ELI RENTERS	3,740	91.0%
Small Related Owners (2-4 persons)	68	1.7%
Large Related Owners (5+ persons)	10	0.2%
Elderly Owners (1 or 2 persons, at least 1 is 62+)	158	3.8%
All Other Owners (1+ related or unrelated)	135	3.3%
ALL ELI OWNERS	371	9.0%

VLI households are those earning from 31% to 50% of the HUD-adjusted median family income. As Table 10 above shows, there were an estimated 2,574 VLI households in Corvallis in 2004. As with those in ELI households, most VLI renter households (47.5%) are single persons or are living with other unrelated persons; similarly, the fewest VLI households fall into the large family renter or owner categories. As the income range under review shifts from ELI to VLI, the percentage of the range who are home owners increases. A complete family/household size breakout follows in Table 13:

Table 13: Very Low Income Households by Family/Household Size and Occupancy Type

Household Size/Occupancy Type	*Number of Households*	*Percent of Total*
Small Related Renters (2-4 persons)	508	19.7%
Large Related Renters (5+ persons)	103	4.0%
Elderly Renters (1 or 2 persons, at least 1 is 62+)	168	6.5%
All Other Renters (1+ persons, unrelated)	1,221	47.5%
ALL VLI RENTERS	2,000	77.7%
Small Related Owners (2-4 persons)	164	6.4%
Large Related Owners (5+ persons)	14	0.5%
Elderly Owners (1 or 2 persons, at least 1 is 62+)	287	11.2%
All Other Owners (1+ related or unrelated)	109	4.2%
ALL VLI OWNERS	574	22.3%

LI households are those earning from 51% to 80% of the HUD-adjusted median family income. As Table 10 above shows, there were an estimated 3,540 LI households in Corvallis in 2004. Although the renter category that includes one or more unrelated persons continues to be the largest proportionally, the difference is smaller overall than that for the ELI and VLI categories. Once again, however, the fewest households fall into the large family renter and owner categories. This income group sees an even larger shift in the balance of renters to owners, with ownership increasing to 36.0%. A complete family/households size breakout follows in Table 14:

Table 14: Low Income Households by Family/Household Size and Occupancy Type

Household Size/Occupancy Type	*Number of Households*	*Percent of Total*
Small Related Renters (2-4 persons)	609	24.1%
Large Related Renters (5+ persons)	101	4.4%
Elderly Renters (1 or 2 persons, at least 1 is 62+)	235	9.3%
All Other Renters (1+ persons, unrelated)	1,321	34.8%
ALL LI RENTERS	2,266	72.6%
Small Related Owners (2-4 persons)	495	14.0%
Large Related Owners (5+ persons)	97	2.8%
Elderly Owners (1 or 2 persons, at least 1 is 62+)	422	11.9%
All Other Owners (1+ related or unrelated)	260	7.3%
ALL LI OWNERS	1,274	36.0%

Based on data in the foregoing tables, the Corvallis Housing and Community Development Commission has established priority levels for use when considering the provision of federal assistance for housing activities. These priorities, which are also detailed in Appendix B to this Plan, are assigned as follows:

High priority for housing assistance:
- All extremely low income renters; very low income elderly renters; all extremely low and very low income owners; all special needs populations except elderly and developmentally disabled.

Medium priority for housing assistance:
- All very low income renters (except elderly, which are high priority); low income elderly renters; all low income owners; special needs elderly and developmentally disabled.

Low priority for housing assistance:
- All low income renters (except elderly, which are medium priority).

Overcrowded Housing Conditions in Owner- and Renter-Occupied Units

A standard measure of overcrowded housing is calculated based on the number of people per habitable room (not including bathrooms, storerooms, etc.) in a housing unit. The presence of a large number of overcrowded units may indicate that a housing market is severely constricted, and may also indicate the presence of hidden homeless persons who are "doubling up" with family or friends because they lack the financial resources to obtain adequate housing. One caution in evaluating patterns of overcrowding is that what may be perceived in one culture as overcrowded housing may be perceived in another culture as desirable. Where such cultural choices are acted upon in significant numbers in a community, the resulting "desired overcrowding" may suggest a higher level of housing problems than are actually present.

According to the 2000 Census 3.9% of Corvallis' housing is overcrowded. This figure can be broken down further yielding a renter-occupied housing rate of overcrowding at 6.4%, and an owner-occupied housing rate of overcrowding at 0.8%. Corvallis' 3.9% rate of overcrowding in all housing types is below the statewide figure of 4.9%, and substantially lower than that found in any but one comparably sized or larger CDBG and/or HOME entitlement community in Oregon: Beaverton (5.9%), Eugene (3.1%), Gresham (7.2%), Hillsboro (8.8%) Medford (5.2%), Portland (5.3%), Salem (7.5%) and Springfield (6.2%).

Disproportionate Housing Problems Among Minority Income Groups

A review of 2000 Census data reveals that there are three minority groups in Corvallis with disproportionately high incidences of housing problems. The problems include overcrowding for all households, housing cost burden for renters, and housing cost burden for owners. All three housing problems have been defined and discussed in foregoing sections of this document. The minority groups identified as having disproportionate housing problems include Blacks or African Americans, American Indian/Alaska Natives, and Hispanics or Latinos (who have identified housing problems that fall under two categories). For purposes of this discussion, a group with a disproportionate problem is one for which the problem exists at a rate 10 or more percentage points higher than for households in the population as a whole.

The three groups with disproportionate housing problems, along with the comparative figure for the total population, follow in Table 15:

Table 15: Disproportionate Housing Problems Among Minority Groups

Groups and Housing Problems (HH = "Households")	*Total HH*	*HH w/ Problem*	*% w/ Problem*	*Percentage Points +/-*
All Housing Cost Burdened Renters	10,820	5,435	50.2%	
Black or African American Cost Burdened Renters	252	173	68.7%	+18.5
American Indian/Alaska Native Cost Burdened Renters	52	33	63.5%	+13.3
All Housing Cost Burdened Owners	7,755	1,528	19.7%	
Hispanic or Latino Housing Cost Burdened Owners	143	53	37.1%	+17.4
All Households in Overcrowded Units	19,587	847	4.3%	
Hispanic or Latino Households in Overcrowded Units	754	171	22.7%	+18.4

All four of the disproportionate housing problems identified above are indicative of problems within the overall housing market. One obvious cause for all four is a simple shortage of housing that is both affordable and suitable for all residents. A less obvious possible cause has as its basis a lack of equal access to the full range of housing opportunities the community offers. This might stem from approaches to the marketing of housing opportunities, home financing, housing assistance, or employment opportunities that are not fully inclusive; it might also be an indication that some level of discrimination, either overt or unintended, exists in the community. Also as noted previously in the discussion of unit overcrowding, it is true at least in some cases that what is considered by Census data to be overcrowded may actually be a desired level of occupancy. Regardless of their causes, these findings suggest, at least, a need for marketing, communication and housing-related outreach activities that are culturally sensitive and appropriate.

Available Housing Assistance/Assisted Projects

HUD Section 8 Housing Assistance

The Linn-Benton Housing Authority, a public corporation that operates housing assistance programs independently of the City of Corvallis, delivers the HUD Section 8 Housing Choice Voucher Assistance Program to renters in both Linn and Benton counties. According to the Housing Authority, 601 low income households are receiving Voucher-based assistance in Corvallis as of the date of this Plan. Assistance for these households takes the form of rental subsidies, the amount of which is determined based on the income of the renter and the amount of the rent. The waiting list for a Section 8 Housing Choice Voucher for households of all sizes, as of January 1, 2008, was 1,727 households (combined for both Linn and Benton counties). The average time spent on the waiting list, again according to the Housing Authority, is 18 months.

Under the Section 8 Housing Choice Voucher (HCV) Program, someone receiving assistance (a client) rents a privately-owned unit that meets HUD Housing Quality Standards (HQS), and the Housing Authority makes payments for a pre-determined amount on the client's behalf to the owner/manager of the unit. The amount of the assistance is based on the client's income. With recent Section 8 HCV Program changes, a family must not pay more than 40% of its income for rent when the family first receives its Section 8 subsidy in a particular unit. If they stay in place, the 40% may be exceeded, but if they should move to another unit, the 40% limitation again applies.

The Linn-Benton Housing Authority also operates a Section 8 Moderate Rehabilitation program. Under this program tenants reside in units that are under HUD oversight, and pay 30% of their income toward rent and utilities. Moderate Rehabilitation projects typically provide rental units to the elderly and/or people with disabilities.

Average Housing Assistance Payment subsidies for units in Corvallis have been provided by the Housing Authority, and are shown in Table 16 below:

Table 16: Average Housing Assistance Payment in Corvallis

Number of Bedrooms	*Total Households Assisted*	*Average Assistance Amount*
1	279	320
2	202	416
3	98	594
4	17	690
5+	4	832

Corvallis households assisted through the Linn-Benton Housing Authority on average fall into the Extremely Low Income category, as depicted in Table 17 below:

Table 17: Income Groups as a Percentage of All Assisted Corvallis Households by Number of Bedrooms

Number of Bedrooms	*Households Assisted*	*Average Household Income*
1	279	$10,034
2	202	11,219
3	98	15,074
4	17	16,691
5	4	9,023

In addition to offering rent subsidies, the Housing Authority also operates a Family Self Sufficiency program which offers case management support and financial incentives to participants who make progress toward increased self-sufficiency. Participants work toward achieving educational, employment and/or home ownership goals in order to improve their economic and housing situations, which in turn decreases their reliance on government assistance programs. The Housing Authority currently provides 100 Family Self Sufficiency slots for clients, 82 of which are filled.

Public Housing:

Public Housing is a HUD program targeted toward the construction and operation of publicly owned rental housing serving low income tenants. Although the Linn-Benton Housing Authority acts as the conduit for HUD tenant- and project-based assistance programs in Corvallis, they do not operate a Public Housing program. Because the Housing Authority does not operate Public Housing, and provides only voucher-based rental assistance, there are no resident initiatives identified in their PHA Plan, nor in this Consolidated Plan.

Publicly Assisted Housing Projects:

In Corvallis as of January 2008, according to City records and records maintained by the Oregon Housing and Community Services Department, there were 29 housing projects identified as providing nearly 600 units of assisted, affordable housing for people who are considered to be low income, typically to a targeted tenant population. Descriptions of those projects, including project location, populations targeted, and units provided, are identified in Table 18 below:

Table 18: Low Income/Assisted Permanent Housing Projects in Corvallis

Project Sponsor/Name	*Location*	*Units*	*Population Served*	*Subsidy Type*
Arc of Benton County	2135 NW 29th	5	DevelopmentalDisabled	State Bond
Arc of Benton County	1715 NW Arthur Cir.	5	Dev. Disabled	Section 8
Arc of Benton County	965 NW Garfield	5	Dev. Disabled	Section 8
ARC of Benton County	2235 NW 17th	5	Dev. Disabled	State Bond
Arc of Benton County	NW Dream Place	4	Dev. Disabled	HOME
Benton Plaza Apts.	308 SW Monroe	53	Elderly, Disabled	Section 8
Willamette Neighborhood Housing Services (WNHS)	NW Sycamore	6	Dev. Disabled	Section 8
WNHS & Linn-Benton Hsg Auth. - Camas Commons	SW Meadow Flower	56	VLI Families, Disabled	CDBG, HOME, Trust Fund, LIHTC
WNHS - Lancaster Bridge	NE Oxford	50	VLI/LI Families	LIHTC
WNHS - Larson Commons	SW Prairie & Coho	12	VLI Families	CDBG, Trust Fund, HOME
WNHS - Leonard/Pickford	SW Leonard & Pickford	12	VLI/ Large Families	HOME, HUD Rehab
WNHS - Stone Street	1940 SE Stone Street	5	Dev. Disabled	Ore DMH, DDS, HCS
WNHS - South Corvallis I	SW Pickford	9	VLI Families	HOME
WNHS - South Corvallis II	SW Pickford	6	VLI Families	HOME
Glenwood Manor	1687 NW Division	60	Elderly	Section 8
Home Life	1675 NW Division	11	Dev. Disabled	Section 8
Home Life	1673 NW Highland	3	Dev. Disabled	State Bond
Home Life	300 SE Goodnight	2	Dev. Disabled	Section 8
Home Life	2361 NW Fillmore	1	Dev. Disabled	Section 8
Home Life	745 NW 25th	7	Dev. Disabled	Section 8
Home Life	1710 NW Division	5	Dev. Disabled	Section 8
Home Life	1975 SE Crystal Lake	3	Dev. Disabled	HOME
Home Life	2515 NW Fillmore	5	Dev. Disabled	Section 8
Home Life	2740 NW Hayes	3	Dev. Disabled	Section 8
Janus House	608 NW 5th	7	Mentally Ill	Section 8
Julian Apartments	105 SW 2nd	35	Elderly, Disabled	Section 8
NW Housing Alternatives	2580 SW Leonard	4	Disabled	State Bond
Oak Crest	3530 NE Lancaster	50	Families	State Bond
Samaritan Village	285 NW 35th	84	Elderly	Section 8
Specialized Housing Inc.	1325 NW Grant	5	Dev. Disabled	State Bond
Specialized Housing Inc.	2230 SE Ryan	5	Dev. Disabled	State Bond
Walnut Court	842 NW 2nd	24	Elderly	Section 8

Public/Private Housing Partnerships:

The City of Corvallis has had a partnership with the private/non-profit housing development organization Willamette Neighborhood Housing Services (or WNHS, known as Corvallis Neighborhood Housing Services prior to 2007) since 1991. In the years of this partnership, WNHS has built or acquired over 180 units of affordable renter- and owner-occupied housing, and in nearly every case City financial involvement has supported their efforts. While always strong, the WNHS/City of Corvallis partnership rose to a higher level of commitment in 2003, when WNHS was selected to become a Community Housing Development Organization (CHDO) for the City's HOME Investment Partnerships Program. As the City's only CHDO, WNHS receives setaside commitments of HOME capital project funding equivalent to 15% of the HOME funds allocated to Corvallis each year. The City has also opted in nearly every year to provide WNHS with HOME-funded CHDO operating support, a funding mechanism that utilizes up to 5% of each year's HOME allocation to help fund WNHS operations that lead to the development of affordable housing in Corvallis.

Depending on the size and complexity of a WNHS project, a variety of other private and public entities may be involved. Very often, the State of Oregon provides financial assistance through its Oregon Housing and Community Services Department. This assistance typically includes Housing Trust Fund resources, and on two occasions in the past, also included Low Income Housing Tax Credits. Prior to the City's becoming a HOME Participating Jurisdiction and CDBG Entitlement Community, the State also provided both HOME and CDBG resources to support WNHS's housing development activities. Private funding for WNHS projects most often takes the form of loan financing, and also has included loans and grants from private foundations and its parent organization, the Neighborhood Reinvestment Corporation.

There are many other examples of public/private partnerships in the development and operation of housing in Corvallis. Agencies that have received City and other public assistance to build, acquire or rehabilitate units of housing or emergency shelter in the last ten years have included Community Outreach, Inc., the Center Against Rape and Domestic Violence, the Jackson Street Youth Shelter, Samaritan Village, Home Life, Inc., the Arc of Benton County, and Benton Habitat for Humanity. In each of these partnerships, the City's support has taken the form of both financial and technical assistance, providing funding to acquire property, build housing, or rehabilitate units, and offering help through work on development teams and facilitating City reviews for planning and plan review purposes.

Inventory of Existing Services and Facilities

The information that follows provides a listing and description of a range of agencies that offer services and/or facilities for people in need, both in Corvallis and throughout Benton County. The content of this section is based primarily on information drawn from two documents: the 2007 Provider Resource Network Directory for Benton County, complied by Community Services Consortium, and the 2006 Information and Referral Resource Directory, published by Love INC.

AFFORDABLE HOUSING DEVELOPMENT AND ASSISTANCE:

City of Corvallis Housing Division
Description: Administer CDBG and HOME programs. Eligible activities typically include property acquisition, housing construction, infrastructure development, rehabilitation of home owner and rental properties, home buyer down payment assistance programs, social service agency funding, and technical assistance to developers of affordable housing. Also deliver a locally-funded Rental Housing Program to receive and assist with housing-related complaints from landlords and tenants and enforce the standards of the Corvallis Rental Housing Code.
Eligibility: Developers/sponsors/owners of affordable housing; low/moderate income home owners, home buyers, renters, and financially qualified investors owning residential rental property, in the city, occupied by low/mod income tenants; social service agencies providing benefits to Consolidated Plan target populations.
Fees: None.

Community Services Consortium Weatherization Program
Description: Weatherization of homes for renters or owners; minor repairs in connection with weatherization, safety testing of furnaces, and all facets of weatherization have priority.
Eligibility: 60% of area median income or less. Priority given to elderly (60 and over) and handicapped/disabled applicants.
Fees: None.

Habitat for Humanity - Benton County Affiliate
Description: Provides home ownership through community-based building efforts. Partner families provide "sweat equity." Homes are built with donated labor and materials. Mortgages are traditionally carried with no interest and at no profit to Habitat. Equal opportunity housing. Habitat's mission is "to eliminate sub-standard housing and make decent housing a matter of action and conscience."
Eligibility: Must be a Benton County resident in need of home ownership and have steady income (regardless of source.) Must be willing to work with Habitat in any phase of their projects.

Linn-Benton Housing Authority
Description: Administration of the Section 8 Housing Choice Voucher and Moderate Rehabilitation programs for lower income families, elderly, handicapped, and disabled individuals. Eligible applicants are allowed to find their own rental unit. Housing Authority pays a portion of rent each month based on family income.
Eligibility: Families with children (head of household 18 years old or emancipated minors.) Single people over 62 years, handicapped or disabled.
Fees: None.

Willamette Neighborhood Housing Services, Inc.
Description: WNHS is a non-profit community development corporation formed to revitalize neighborhoods and create affordable housing throughout Benton and Linn counties, has historically focused on Corvallis housing development projects. Volunteer committees, a Board of Directors and professional staff work to establish affordable housing programs and select development projects. The agency coordinates outreach efforts in neighborhoods where WNHS property is located. It provides home ownership education classes for families and individuals that is required in order to access WNHS and City down payment assistance and other financing programs.
Eligibility: Low income individuals and families.
Fees: None

EMERGENCY SHELTERS:

Center Against Rape and Domestic Violence (CARDV)
Description: CARDV provides a combination of 19 shelter beds and support services for women and children who are victims of domestic violence. Services include a 24-hour telephone hotline for crisis intervention, peer support, and information and referral services; victim crisis services, providing mobile crisis intervention, hospital accompaniment, and short-term crisis counseling; a 24-hour shelter home offering services to victims of domestic and/or sexual violence, including meals, clothing, a variety of support services, and special services for children; support groups; and community education and professional in-services, offering speakers and presentations on issues relating to domestic and/or sexual violence.
Eligibility: Victims/survivors and concerned persons regarding domestic and sexual violence in Benton and Linn Counties.
Fees: Some fees for classes and groups. Daily fee is requested for shelter. No one is denied service based on inability to pay.

Community Outreach, Inc. Emergency Shelter Program
Description: 18 Emergency shelter beds, food, hygiene and cleaning supplies, information and referral, medical services, advocacy, case management, housing and employment search assistance, phone with message service, mail service, laundry facilities.
Eligibility: Families (head of household age 18 or older), single women (18+) and single men (18+) below 150% of Federal Poverty Level. Must be alcohol and drug free for 5+ days prior to entry.
Fees: 3 nights free, $5.00 per additional night with authorized extensions. No one denied service based on inability to pay.

Corvallis Homeless Coalition
Description: Emergency short-term shelter-based housing for up to 35 low income men without any housing resources. Currently operates as a winter shelter only (December - March). No limit on the number of nights a client may stay.
Eligibility: Homeless men, 18 years and over, in need of shelter.
Fees: None.

BASIC NEEDS, INCLUDING FOOD:

Benton Furniture Share
Description: Provides donated furniture to identified low income and special needs households, at no cost to them, by using volunteers to transport, clean and repair furniture.
Eligibility: Low income households. Furniture Share must be accessed by a staff member of an organization on behalf of the client. Will not accept self-referrals.
Fees: None.

Community Outreach, Inc. Emergency Food Bank
Description: Emergency food packages for clients of COI and others at risk of homelessness, available only when other community food banks are closed.
Eligibility: Low income individuals and families of Benton and Linn Counties. One food package every ninety days.
Fees: None.

Community Outreach, Inc. Homeless Emergency Services
Description: Kitchen and eating facility available for clients willing to participate in case management services. Emergency access is available. A phone is available for outgoing and incoming local calls. The agency address may be used to receive mail. Tickets for Corvallis bus system and Linn Benton Loop. Service coordination and case management to resolve homelessness or risk of homelessness.
Eligibility: Low income residents of Benton and Linn Counties who are homeless or at risk of becoming homeless.
Fees: None.

Community Services Consortium Linn-Benton Food Share
Description: Solicits, transports, stores and distributes over 2 million pounds of food each year through 65 non-profit helping agencies. Eighteen of these agencies provide a 3-5 day supply of food to families experiencing a food emergency. The other agencies are soup kitchens, emergency shelters, non-profit child care centers, shelter homes and gleaning groups. Coordinates local food drives.
Eligibility: Non-profit agencies serving food to low income residents of Benton and Linn counties.
Fees: Share contribution.

Love Inc.
Description: Provides trained volunteers to assist individuals and families with in-home services, shopping, chore services, job search, life skills, transportation, childcare, and personal growth and spiritual development activities.
Eligibility: Individuals and families residing in Benton County.
Fees: Vary.

Oregon Cascades West Council of Governments Senior Meals Program
Description: Offers a hot noon meal and home delivered meals available to home bound people who need additional food to maintain health and independence.
Eligibility: 60 and older.
Fees: Vary. $3.50 per meal suggested donation requested.

Oregon Department of Human Services - Children, Adults and Families Division
Description: Temporary Assistance to Needy Families (TANF); Employment Related Day Care (ERDC); JOBS Program Services (employment services for applicants and recipients of TANF); Food Stamps; and child abuse investigation/intervention, foster care and adoption.
Eligibility: Poverty to low-middle income level.
Fees: None.

Salvation Army of Corvallis
Description: Provides emergency food boxes, clothing, rent, utility, prescription, and transportation assistance. Referrals to summer camps, Salvation Army Home for Unwed Mothers, and Adult Alcohol Rehabilitation Programs.
Eligibility: Low income Benton County residents.
Fees: Donations.

South Corvallis Food Bank
Description: Emergency food packages available during two hour periods on Mondays and Wednesdays (1:00 to 3:00) and Saturdays (10:00 to 12:00 noon).
Eligibility: Low income, homeless, at risk of homelessness.
Fees: None.

Stone Soup Kitchen
Description: Provides seven meals per week at St. Mary's Church or the First Christian Church in a community-based setting.
Eligibility: Anyone in need, everyone welcome.
Fees: None.

St. Vincent dePaul Food Pantry & Thrift Shop
Description: Provides food, clothing and small household items for those in need.
Eligibility: Low income residents of Benton County.
Fees: None.

Vina Moses Center
Description: Clothing and household items. School Program providing shoes and clothing for children. Christmas food baskets and gifts. Layette program for expectant mothers. Furniture matching list is kept (no furniture donations accepted).
Eligibility: Low income persons and families in Benton County.
Fees: None.

Vina Moses Center/Fish Emergency Services
Description: Financial help with rent, utilities, travel, gasoline, prescriptions, and miscellaneous expenses.
Eligibility: Low income persons and families in Benton County.
Fees: None.

We Care
Description: Possible one-time emergency financial help for Benton County residents who don't qualify for other funding or whose needs cannot be met by other charities. All requests subject to fund availability.
Eligibility: Residents of Benton County.
Fees: None.

TRANSITIONAL HOUSING:

Center Against Rape and Domestic Violence (CARDV)
Description: Transitional housing program with services for victims of domestic and/or sexual violence.
Eligibility: Victims/survivors of domestic and sexual violence in Benton and Linn Counties.
Fees: Some fees for classes and groups. No one is denied service based on inability to pay.

Community Outreach, Inc. Families in Transition Program
Description: Provides up to 26 transitional beds plus comprehensive case management services including individual action plans for each homeless family. Clients are expected to participate in appropriate community services and programs to assist with their personal development. Up to 90 days of housing is provided to families motivated to work toward stable, independent lifestyles. Longer-term housing is possible on a case-by-case basis.
Eligibility: Homeless families with children in Benton and Linn counties. Must have completed the COI Emergency Shelter Program.
Fees: Sliding scale fee.

Community Services Consortium Transitional Housing Program
Description: Program provides six to twelve months of housing and/or utility co-payments; aid in identifying barriers to self-sufficiency; assistance in developing and carrying out short and long term goals for financial and emotional stability.
Eligibility: Households with incomes at or below 50% of area median, must meet one of the Federal Preferences of the Housing Act of 1937.
Fees: None.

SERVICES AND SUPPORTIVE/PERMANENT HOUSING FOR NON-HOMELESS PEOPLE WITH SPECIAL NEEDS

Benton County Health Department - Developmental Disabilities Section
Description: Public education, case management, counseling, mental health services, and administrative and consultative assistance to area DD services. Priorities include: crisis intervention, developing life plans, individual service needs, eligibility determination, referral to entitlement services, and new program development.
Eligibility: Benton County residents. Eligibility by IQ and adaptive impairment. People with mental retardation and developmental disabilities of all ages.
Fees: No fee for case management. Sliding fee scale for counseling, psychological and psychiatric services.

Cascades West Council of Governments Disability Services Office
Description: General assistance (cash grant) is available for those unemployable for at least one year due to physical and/or mental disabilities. Other services include nursing home care, residential care, specialized living, adult foster care, in-home services, and medical transportation. Provides medical coverage via Medicaid, Oregon Health Plan, Qualified Medicare Beneficiary, and Special Medicare Beneficiary.
Eligibility: Disabled individuals age 18 through 64 residing in Benton or Linn counties.
Fees: None.

Cornerstones Associates, Inc.
Description: Employment and training services to persons with developmental and other disabilities. Provides training to employers regarding workforce development and human investment strategies.
Eligibility: Persons with developmental and/or other disabilities. Support services also available to families.
Fees: Vary with services provided.

Corvallis Transit System Paratransit Service
Description: Provides rides to disabled persons who are unable to use the fixed route bus service. Rides are provided within the City limits of Corvallis. Rides must be scheduled the day before the ride is needed. Service is curb to curb. Certification of participants is required.
Eligibility: Service for physically and mentally disabled. Person must not be able to use regular fixed route bus service. Must complete application to become certified.
Fees: $1.50 each way.

Grace Center for Adult Day Services
Description: Therapeutic activities, socialization, and health monitoring on a flexible schedule. Individualized plan includes group and individual activities, exercise, blood pressure and weight monitoring, noon meal and snacks, nursing consultation, social services, and referrals to other agencies. Maintenance therapy for people with stroke, Parkinson's Disease, multiple sclerosis, Alzheimer's Disease, and other neurological conditions.
Eligibility: Senior or disabled adults, and their family caregivers.
Fees: Discounts based on income. Services may be reimbursed by Medicaid or Oregon Project Independence. Accepts private insurance, check with insurance provider regarding coverage.

Home Life Inc.
Description: Provides safe, integrated community supported living services to adults. Clients learn and practice living skills which encourage happy, productive and independent lives. Supported living services encourage building friendships, socialization, recreation and leisure activities. Supportive services are individualized to meet each person's unique needs and may involve roommates, neighbors, family and friends.
Eligibility: Serves adults (18 and older) with developmental disabilities. Referrals come through Benton County Developmental Disabilities Program.
Fees: Clients must pay monthly room and board.

Janus House
Description: Provides instruction in daily living skills, socialization, and self-administration of medication to those returning to the community following a psychiatric hospitalization. A respite bed provides short-term care for those at risk of hospitalization.
Eligibility: Persons with a mental illness, 18 years or older, who need support in attaining maximum independence. Referrals may be made directly to Janus House or through Benton County Mental Health. Must be HUD Section 8 eligible.
Fees: Sliding fee scale.

The Arc of Benton County
Description: Non-profit membership organization of parents, friends and professionals working to improve the lives of children and adults with developmental disabilities. Programs include: private pay residential services; summer and after school skill building activities for teens and young adults; respite referral; citizen advocacy; adult leisure services; parent-to-parent networking. Self-directed support for families with children with developmental disabilities living at home and individuals who live independently. Provides funding and other resources.
Eligibility: Individuals with developmental disabilities, their families and friends.
Fees: Membership dues, call for details.

Volunteer Interfaith Caregivers of Corvallis
Description: Transportation for persons who cannot use Dial-A-Bus, shopping assistance, light housekeeping, friendly visitation chore service, yard work, minor home repair, and relief for family caregivers.
Eligibility: Elderly and disabled persons who are not able to obtain assistance from family, friends or cannot afford to purchase needed service. Reside in Corvallis, Philomath and surrounding areas. Exceptions can be made based on availability of volunteers and other factors.
Fees: None.

HEALTH CARE:

Assistance League of Corvallis Community Dental Care
Description: Assists children and youth needing dental care. Corvallis dentists, their assistants and other volunteers donate their time and use of their office. Referrals must be from an appropriate source. Also provides dental education services.
Eligibility: Children of low income families living in the 509J School District recommended by Benton County Health Department nurses, school counselors or teachers. Students in K-12th grade may be eligible. Income screening performed by BCHD Information & Referral.
Fees: None.

Benton County Health Dept. Community Health Division, Communicable Disease Program
Description: Various program services including: HIV counseling, testing and Wellness Program and financial assistance for those who are HIV Positive; investigation and follow-up on reported cases of communicable diseases such as hepatitis, meningitis, and food borne illness outbreaks; all childhood and adult immunizations, flu clinics every fall, Pneumococcal vaccine for seniors, and immune globulin for those exposed to hepatitis; all immunizations for overseas travel including yellow fever, oral typhoid, hepatitis and other vaccines, and information and advice on prevention of malaria and other illnesses; a sexually transmitted disease clinic offering confidential diagnosis and treatment for men, women and teens; Tuberculosis skin testing and follow-up, free medication for those with a positive skin test or those with active TB.
Eligibility: Benton County residents, by appointment.
Fees: Sliding scale based upon ability to pay except Travel Clinic, where full fees are charged.

Benton County Health Dept. Community Health Division, Family Planning Program
Description: Confidential services related to: birth control, providing contraceptives including the pill, Diaphragm, IUD, cervical caps, condoms, Norplant and Depo Provera; HIV counseling and testing; physical exams for women including Pap smears, breast exams and referrals for mammograms; pregnancy tests, counseling and referral to resources for prenatal care, adoption or termination; diagnosis and treatment of sexually transmitted diseases for men, women and teens; counseling and referral for tubal ligation and vasectomy; and individual/group community health education and information.
Eligibility: Persons of any age. Parental consent not required under Oregon law. All income levels eligible.
Fees: Sliding fee scale. No one denied service based on inability to pay.

Benton County Health Dept. Community Health Division, Maternal Child Health Program *Description:* Services include: home visit programs for high risk infants and children, high risk pregnant women and teens; prenatal care referral program for uninsured pregnant women at 185% of poverty level and below; nutrition consultation providing referrals to Women, Infants and Children nutrition education and food voucher program.
Eligibility: Benton County residents.
Fees: Sliding fee scale, call for information.

Benton County Health Dept. Community Health Division, WIC Program
Description: Vouchers for free, healthy food and infant formula. Heights, weights, blood tests for anemia, and review of health and diet. Classes on breast-feeding and other topics. Information on healthy diets for women and children.
Eligibility: Pregnant, breast-feeding and post partum women; infants and children up to age five with certain nutritional risk factors with income at or below 185% of the poverty level.

Benton Hospice Service, Inc.
Description: Offers medical and supportive care to terminally ill patients and their families. Interdisciplinary team seeks to meet not only the physical needs of patients and their families, but their emotional, social and spiritual needs as well.
Eligibility: Terminally ill patients living in Benton County and some areas of adjacent counties.
Fees: No one denied service based upon inability to pay.

Community Outreach, Inc. Dental Clinic
Description: Information and referral, physical evaluation, x-rays and screenings, simple extractions, and fillings. Reduced fee services by referral to participating dentists.
Eligibility: Low income uninsured adults. No services for children.
Fees: $20.00 service fee.

Community Outreach, Inc. Medical Clinics
Description: Primary health care service in Corvallis and Monroe clinics. Albany and East Linn clinics for acute health care services. Prescriptions and diagnostic testing, including laboratory services and radiology services are available. Medical information and referral, diabetic counseling and supplies. Non-emergency transportation to Good Samaritan Hospital. Spanish translation.
Eligibility: Low income residents of Benton and Linn counties without health insurance.
Fees: $5 fee charged per patient per visit. No one denied service based upon inability to pay.

PROGRAMS AND SERVICES FOR YOUTH

Assistance League of Corvallis - Operation School Bell
Description: Provides clothing to needy school children and toddlers in Benton County identified through referral by Benton County school or Health Department personnel.
Eligibility: Benton County children in need.
Fees: None.

Benton County CASA - Court Appointed Special Advocates
Description: Court Appointed Special Advocates are trained community volunteers appointed by the Juvenile Court to advocate for children who are in the care and custody of the Office of Services to Children and Families. Any party to a case may request a CASA be appointed. CASAs investigate, monitor and advocate for the children to whom they are assigned.
Eligibility: Children birth to 18. Cases referred through the Juvenile Justice system.
Fees: None.

Benton County Committee for the Prevention of Child Abuse - ChildSafe Program
Description: Provides group counseling for children who have been sexually abused and their parents (excluding sex offenders). Some individual counseling available.
Eligibility: Children 3 years to 18 years of age and parents, excluding sex offenders. Benton County residents.
Fees: None.

Benton County Commission on Children and Families - Yes for Kids
Description: Citizen volunteers appointed by the Benton County Board of Commissioners to plan and advocate on behalf of children and families throughout Benton County. Provides funding, coordination, and support to a wide range of local agencies.

Benton County Committee for the Prevention of Child Abuse - Parent Enhancement Program
Description: PEP builds parenting skills, self confidence, and adult life skills by matching teen parents with trained volunteer mentors (PEP Friends). PEP Friends help young parents access a wide range of services, resources, and materials in Benton County. Parent-child classes, monthly parent group, young parent newsletter, safety equipment, volunteer opportunities, limited funds for respite care and limited transportation are offered to referred families.
Eligibility: Pregnant teens through age 25 and/or parenting teenagers.
Fees: None.

Benton County Juvenile Department - Youth and Family Resource Assistance (YAFRA)
Description: Program staff work with families in a team effort to develop individualized case plans. Initial intake meeting with clients determines possible resources which may address family and individual needs. Services available include: case management, referrals for individual and family counseling, pregnancy prevention, social skills class, anger management, peer pressure, drug and alcohol awareness classes, support groups, and referrals to additional agencies.
Eligibility: Children and youth between 11 and 18 years of age and their parents. Must be residents of Benton County. Target group is youth who are considered at risk for delinquency, pregnancy, or dropping out of school. Juvenile Department clients are not eligible for services through YAFRA.
Fees: Fees for some services.

Boys & Girls Club of Corvallis
Description: Open Clubhouse for Kids; athletic programs: football, Biddy basketball, boys and girls basketball, indoor soccer, baseball, girls volleyball and girls softball; School Age Care Programs: STARS After School, S.T.O.P. Program, and summer day camp; cooperative programs: Corvallis Safety Town, Corvallis Indoor Park, and health services.
Eligibility: Open Clubhouse serves grades 1 - 12. Other programs vary.
Fees: Club membership $25.00 per year. Sports program fees vary.

Corvallis Community Children's Centers, Inc.
Description: Provides low cost child care, a nutrition education program, and serves breakfast, lunch and afternoon snack. Transition program for children and families in need. Transportation for kindergarten and after school program available.
Eligibility: Low income families, children with special needs. Serves children 6 weeks to 8 years of age.
Fees: Sliding fee scale based on income and number in family. Limited subsidy slots available, call for information.

Jackson Street Youth Shelter
Description: Serves boys and girls ages 10-17 years who are experiencing crisis in their lives in Benton, Linn, and Lincoln counties. Nine shelter beds available, open 24 hours, seven days a week throughout the year. Family respite also available.
Eligibility: Any youth age 10-17. Qualification not income dependent.
Fees: Sliding scale based on ability to pay.

Kids and Company of Linn County - KIDCO Head Start
Description: Provide preschool classes, home teaching assistance, referrals to social services, and health and parent education. Screening and follow-up for developmental, medical, dental and nutritional needs of children.
Eligibility: Serves children who are 4 years old by September 1st. Target: low income families (100% of poverty level), children with special needs, and agency referrals. Call for applications between April 1st and May 31st.
Fees: None.

Old Mill Center for Children and Families
Description: Classrooms: serve children ages 3-6; provide assessments and special program services to meet unique needs of special needs children; half-day and full-day options available; includes developmentally appropriate large and small group, and individual activities; 1-to-3 staff to child ratio. Day Treatment: provides intensive therapeutic and educational services to severely emotionally disturbed children between the ages of 3 and 6; families also receive program services. Occupational Therapy: serves children 2 - 14 with fine and gross motor delay as well as neuro-developmental problems. Outpatient Counseling: services to troubled children, ages 2 - 21 and their families; treatment modalities include play therapy, family therapy, group therapy, individual therapy, and psychiatric consultation, facilitated by licensed mental health professionals. Outreach: consultation services to preschools, child care centers, and home child care providers who have children with social, emotional, behavioral or other developmental difficulties; assess children and work with center staff, parents and children to address each child's unique needs. Also provide sex abuse treatment groups for children, ADD/ADHD parent education groups, divorce adjustment groups, divorce workshops for parents, and grandparents support group.
Eligibility: Children 2 ½ to 18 years. Non-special needs children and children with developmental delays and/or social/emotional problems with their families.
Fees: Vary. Sliding scale is available. Call for information.

OSU Child Development Center - Oregon Head Start Pre-Kindergarten Program
Description: Developmental model preschool curriculum to enhance child development in the areas of creative expression, cognitive growth, sensory integration, fine and gross motor skills, social competencies, and language skills.
Eligibility: Children with special needs who are age 3 by September 1st through age 5. Income requirements for Oregon Head Start. Children from the community at large not meeting income guidelines can attend by paying tuition.
Fees: Free to eligible families through Oregon Pre-K. Preschool tuition for over income eligible families.

Trillium Family Services - Children's Farm Home
Description: Provides a continuum of services including psychiatric residential, community-based group homes, therapeutic foster care and assessment/evaluation center. Nationally accredited. On-site junior and senior high school.
Eligibility: Children and adolescents, 6 - 17 years of age at time of admission with psychiatric/social/behavioral problems. Referrals accepted from Office of Services to Children and Families, Mental Health Division, Juvenile Court, or self referrals.
Fees: Fees vary. Private insurance accepted. Call for information.

SENIORS

Benton County Senior Citizen Dial-A-Bus
Description: Transportation to medical appointments, shopping, social activities and work.
Eligibility: Senior Citizen (over age 60) residing in Benton County.
Fees: $3.00 per one-way ride.

Corvallis Senior Center (Chintimini)
Description: A community focal point that provides information and referral, classes, services, support groups and recreation for people in the Corvallis area. In addition, it hosts travel and hiking programs.
Eligibility: People 55 and older.
Fees: Some programs have fees. See monthly newsletter for specifics.

Grace Center for Adult Day Services
Description: Therapeutic activities, socialization, and health monitoring on a flexible schedule. Individualized plan includes group and individual activities, exercise, blood pressure and weight monitoring, noon meal and snacks, nursing consultation, social services, and referrals to other agencies. Maintenance therapy for people with stroke, Parkinson's Disease, multiple sclerosis, Alzheimer's Disease, and other neurological conditions.
Eligibility: Senior or disabled adults, and their family caregivers.
Fees: Discounts based on income. Services may be reimbursed by Medicaid or Oregon Project Independence. Accepts private insurance, check with insurance provider regarding coverage.

Oregon Cascades West Council of Governments - Senior Services
Description: Arranges in-home care services, respite services, adult foster care, residential care, assisted living care, and nursing facility care. Counseling regarding nursing home admission, outreach services, and case management. Administers the Medicaid program and Food Stamps for those 60 and older. Adult foster home licensing. Protective Services staff investigates reports of abuse and/or neglect of elderly persons. Medishare enrollment site.
Eligibility: Benton and Linn counties, 60 years and older. Age eligibility may vary for some programs.
Fees: Vary. Call for information.

Retired and Senior Volunteer Program (R.S.V.P.)
Description: Matches volunteers with non-profit organizations or public agencies. Offers support services in volunteer counseling, placement, training, individual and group recognition.
Eligibility: 55 years of age and older.
Fees: None.

Volunteer Interfaith Caregivers of Corvallis
Description: Transportation for persons who cannot use Dial-A-Bus, shopping assistance, light housekeeping, friendly visitation chore service, yard work, minor home repair, and relief for family caregivers.
Eligibility: Elderly and disabled persons who are not able to obtain assistance from family, friends or cannot afford to purchase needed service. Reside in Corvallis, Philomath and surrounding areas. Exceptions can be made based on availability of volunteers and other factors.
Fees: None.

OTHER COUNSELING AND TREATMENT SERVICES

Addiction Counseling and Education Services, Inc. (ACES)
Description: Outpatient and Intensive Outpatient alcohol and drug treatment services for adults and adolescents. Information and referral to inpatient treatment centers. State certified DUII Diversion and Convicted 710 treatment services.
Eligibility: Anyone affected by alcohol and/or drug problems. Alcohol and Drug Evaluation Specialist referral required for DUII diversion/conviction services.
Fees: Vary with service. No one denied service based upon inability to pay.

Benton County Health Dept. Mental Health Division, Alcohol & Drug Treatment Program
Description: Outpatient alcohol and drug detoxification. Alcohol and drug education. Treatment for chemical dependency/abuse for adults and adolescents. Services to family members affected by alcohol and drugs. Information and referral services to inpatient treatment, private and public providers.
Eligibility: Any Benton County resident affected by alcohol and/or drug problems.
Fees: Sliding fee scale. Accepts Oregon Health Plan.

Community Outreach, Inc. Alcohol and Drug Recovery Program
Description: Intensive treatment program with follow-up services that include case management services and assistance developing tools for sober living. Clients access treatment services, meet individually with a case manager and do course work designed to educate and build skills. Clients also attend life skills classes and work individually with a counselor to learn to develop support networks in the community that foster drug and alcohol free lifestyles. Nutrition and physical health are stressed.
Eligibility: Low income community members.
Fees: None.

Community Outreach, Inc. Counseling Services
Description: Counseling for individuals, couples, and families.
Eligibility: Low income residents of Benton and Linn counties who have no other counseling resources (OSU/LBCC student, private insurance, Oregon Health Plan.)
Fees: Sliding fee scale.

Community Outreach, Inc. Crisis Intervention and Information & Referral
Description: 24-hour crisis intervention for issues such as suicide, child abuse, mental and emotional problems. Information about and referral to appropriate community services to meet special needs. Spanish translation available.
Eligibility: Linn and Benton county residents.
Fees: None.

Friends of the Family Ministries
Description: Goal is to strengthen marriages and families through teaching, training and counseling. Work with area churches, pastors, and the community. Services include: couples classes and conferences; premarital, marital and family counseling; marriage mentor training; parenting classes; woman-to-woman lay counseling. Services provided from a community-oriented evangelical Christian perspective.
Fees: Sliding fee scale for counseling. Fees for classes, workshops, and seminars are negotiated with host church or organization.

Healthy Start of Benton County
Description: Voluntary home visiting program that provides support and information for families with new babies in Benton County. Home visits are provided by trained community volunteers who share information on child development, health and safety, and community resources.
Eligibility: All parents with new babies living in Benton County.
Fees: None.

Milestones Family Recovery Program
Description: Adolescent and adult alcohol and drug treatment. Services include: evaluation, intensive outpatient and residential care, after care, and family treatment. DUII Diversion Program.
Eligibility: Persons with substance abuse problems and their families.
Fees: For-profit service, insurance coverage accepted. Some scholarship treatment available.

Pastoral Counseling Center
Description: Addiction Aftercare and Relapse Prevention: individual, couple or family counseling and psychotherapy for individuals who have recognized their addictions, have made significant changes in their lives and want to maintain their changes. Adult Survivors of Abuse: individual, couple, or family counseling and psychotherapy for individuals who have experienced emotional, physical, or sexual abuse. Anger Management/Abuse Intervention: individual, group, or family counseling for both domestic and community offenders. Counseling: individual counseling and psychotherapy, marital therapy, family therapy, educational and preventive classes. All services offered by trained, certified and professionally accountable practitioners.
Eligibility: Anyone.
Fees: $5 to $75. Insurance accepted. No one denied service based upon inability to pay.

Valley Aids Information Network, Inc.
Description: 24-hour hotline for information, support and referrals. Can supply or lend AIDS and STD related pamphlets, brochures, newsletters, books and videos. Speakers' bureau and volunteer training. Prescription fund for persons with AIDS. Referrals for testing and community resources. Referrals to AIDS support groups for HIV-positive persons, their families and friends.
Eligibility: Anyone needing AIDS or STD information or support. Individuals at risk, HIV infected persons, their families, persons who have lost someone to AIDS, students, schools, churches, businesses, community organizations and agencies.
Fees: None.

D. Homeless Needs

As with most communities, Corvallis is challenged in its efforts to gather, provide and analyze standardized information about people who are homeless. While service providers typically collect information about their homeless clients, methods used vary both over time and among providers. Thus, the compilation of accurate community-wide statistics about the needs of homeless people is quite difficult.

Nonetheless, the needs of homeless people—both individuals and families—have been defined through coordination of information available from providers and as gathered by Community Services Consortium, the Continuum of Care organization for Benton, Lincoln and Linn counties. A table which numerically defines the gaps in current shelter and housing for homeless individuals and families is included as Appendix A to this Plan. The sheltered/unsheltered population data displayed in this table was gathered through one-night counts held during January 2008. The gap figures are based on analysis of sheltered/unsheltered counts, the conditions that lead to people being unsheltered, and importantly, feedback from shelter providers about units needed to fill gaps during times that capacity is exceeded, or is expected to be exceeded during the period of this planning document.

After reviewing the information in the table, as well as considering information gathered during public outreach sessions held to solicit needs- and solutions-oriented ideas from community members prior to developing this Plan, the Housing and Community Development Commission established the following priorities for activities to assist the homeless that will utilize federal funding from HUD and other non-federal City resources during the five year period that begins in July 2008.

Homeless Population Needs Prioritization:
High priority needs include:
- Emergency shelter for homeless families with children, and for individuals, especially those who are chronically homeless
- Permanent supportive housing for homeless families with children, and for individuals

Medium priority needs include:
- Transitional housing for homeless families with children, and for individuals

Homeless Subpopulation Needs Prioritization:
High priority needs among homeless sub-populations include those for:
- Individuals who are, and families with children that include, victims of domestic violence
- Individuals who are, and families with children that include, chronic substance abusers
- Individuals who are, and families with children that include, seriously mentally ill

Medium priority needs among homeless sub-populations include those for:
- Individuals who are, and families with children that include, veterans
- Individuals who are, and families with children that include, persons with HIV/AIDS
- Individuals who are considered homeless youth

In addition to addressing the shelter and housing needs of people in Corvallis who are homeless, meeting their needs for services represents another critical element of the community's assistance network. Although not the only population described in the "Social Services" section that follows, the City's homeless and their broad range of needs must be and are considered within the larger context of that discussion.

E. Social Services

Corvallis and Benton County are recognized as a relatively "service rich" area, meaning that there is typically a service provider, and an appropriate service, available to meet any individual need. That is not to say, however, that there is adequate capacity within each of those service offerings to help all of the people who have a particular need, or that everyone in the community with needs knows how to access appropriate services. As with affordable housing, where a number of well-funded programs exist but unmet needs remain, so it is with social services. No fewer than 50 agencies/service providers (government or non-profit) exist in Corvallis alone, a number of which (e.g., Benton County Health Department, Community Outreach Inc., Community Services Consortium) offer five to ten separate service programs. Still, a lack of capacity to fully meet the community's services needs exists, due primarily to a lack of adequate funding. With rising uncertainty about the health and stability of federal and state economic conditions and programs, both public and private funding sources are likely to become more competitive while needs for funded services will continue to increase.

Two outreach efforts have been undertaken or completed recently, either by or with the cooperation of the City of Corvallis, to gather information and opinions related to our community's unmet needs - with an emphasis on unmet social service needs. The first effort, the *2006 Benton County Needs Assessment,* has been described previously in this document. The other effort was carried out in conjunction with the development of this Plan in an effort to invite additional public input, beyond that received in the required City Council public hearings, about unmet community needs. It consisted of a set of two community meetings, held in two locations in January 2008; attendees included service providers, service recipients, and interested community members.

The intent of the two community meetings was to build and expand upon input about unmet needs that was received in a Consolidated Plan public hearing held by the Corvallis City Council on December 3, 2007. Each community meeting began with small group discussions during which community needs were first identified, after which participants were asked to brainstorm potential solutions. The ideas gathered in these meetings, as well as the results of the *Needs Assessment*, have been used by the Corvallis Housing and Community Development Commission in identifying CDBG and HOME program goals, strategies and activities.

In general, there was considerable agreement and overlap in the needs identified in the *Needs Assessment* and the outreach meetings. Generally speaking, problems for which people need help, and on which agencies focus their efforts, stem from having too little income, or having special needs for which care is difficult or expensive to provide.

The content of Table 19 below depicts the percentages of respondents to a telephone survey conducted for the *2006 Benton County Needs Assessment* who said they needed help often or sometimes during the prior year with a specific problem. Response rates are depicted in the table for the entire respondent group ("Gen'l Pub.") and for those who reported themselves as being low income. In most cases, residents with low incomes expressed a need for help with any problem more frequently than did the larger group of respondents.

Table 19: Survey Respondents Needing Help with Problems

Problem	*% Gen'l Pub. Needing Help Often*	*% Gen'l Pub. Needing Help Sometimes*	*% Low Income Needing Help Often*	*% Low Income Needing Help Sometimes*	*Total % Low Income Needing Help*
Not able to get dental care	6%	11%	10%	17%	27%
Having anxiety, stress or depression	5%	16%	7%	20%	27%
Not able to get medical care	5%	7%	9%	12%	21%
Not enough money for food	3%	9%	6%	15%	21%
Not enough money for housing	1%	8%	5%	15%	20%
Not enough money for utility bills	1%	8%	4%	16%	20%
Assisting a person with a disability or serious illness with routine needs	5%	6%	6%	8%	14%
Assisting an elderly person with routine needs	4%	10%	4%	10%	14%
Not enough money for clothing or shoes	2%	5%	3%	9%	12%
Not able to get mental health care	2%	3%	6%	4%	10%
Finding housing that meets the needs of persons with disabilities	2%	2%	2%	4%	6%
Children or teenagers having serious behavioral or emotional problems	2%	5%	1%	4%	5%
Finding housing that meets the needs of the elderly	1%	3%	1%	3%	4%
Racial or ethnic discrimination	<1%	3%	1%	3%	4%
Not enough money for child care	1%	4%	1%	3%	4%
Problems related to drug use	1%	1%	2%	1%	3%
Problems related to alcohol or drinking	1%	2%	1%	2%	3%
Discrimination based on sexual orientation	<1%	2%	1%	2%	3%
Abuse or violence in the home	<1%	1%	<1%	2%	<3%
Underage drinking	1%	2%	<1%	2%	<3%
Not able to get housing because of discrimination	<1%	<1%	<1%	<1%	<2%

The data in the foregoing table provides insight into the general types of services needed in the community, and at least some of the specific needs these services should attempt to meet. The consistency of the results with the services available in the community generally suggest that there is a good awareness of the

community's needs on the part of agencies and funders. However, as noted earlier in this document, the presence of a range of services in the community should not be mistaken to mean that those services have the capacity to serve all who are in need. Of the six most frequently cited problems for which low income people reported needing help, five are related—in most cases directly—to not having enough money to cover basic needs. Services that focus on any one of these needs may help alleviate pressure on one or more of the others; services that focus on a range of these needs will likely have the greatest breadth and depth of impact.

What is likely not captured in the foregoing table is the severity of the problems surveyed for people who are homeless or have extremely low incomes, and are thus at risk of homelessness. Because the survey was conducted through telephone interviews, those who could not be accessed through this medium were not surveyed. A theme heard very clearly during the public outreach meetings conducted in January was that Corvallis has a growing number of residents with very little—or no—income, and are thus either chronically homeless, sporadically homeless, or at risk of homelessness. Service needs among these residents are significant. As reported, not only are there unment needs for shelter and supportive housing, but also for food, drug and alcohol counseling, detox facility services, medical and dental care, and employment assistance.

Since becoming an entitlement community the City has focused its use of CDBG Public Services funding on activities that meet the needs of the priority populations identified in our Consolidated Plan. The program that allocates Public Services resources is known in Corvallis as the CDBG Human Services Fund. And while each of the agencies and services funded with Human Services resources must address the needs of a priority population and meet CDBG program guidelines, this funding effort has added another level of capacity and community building goals that reach beyond the norm for social service funding activities. The Human Services Fund has four goals in addition to its basic population/regulatory criteria:

1. **Assist projects or programs that create, build upon or support existing partnership collaborative efforts.**

   This goal is intended to create and foster project/program linkages, and leverage other, existing community resources through the application of Human Services Fund allocations. A partnership or collaboration will typically consist of shared personnel, financial, and/or other types of resources, and will be formalized through a subcontracting agreement or memorandum of understanding.

2. **Assist projects or programs that foster community-building or neighborhood-building opportunities among individuals and families leading to both formal and informal access to services and other types of support.**

   This goal is intended to help assisted individuals and families become integral members of the neighborhood and community in which they live. An emphasis of this goal is the fostering of cooperation among groups that are being assisted, or between assisted groups and other community groups.

3. **Assist projects or programs that are delivered to people in their homes or through neighborhood centers.**

   This goal is intended to allow those who receive support services to live anywhere in the community, to enjoy increased stability in their living situation as services are received, and to remain where they live as their need for support services changes or increases.

4. **Assist projects or programs that expand capacity and infrastructure to extend services to underserved populations.**

   This goal is intended to encourage Fund recipients to improve their ability to provide support to those in the community who are most in need by developing more effective, efficient means of delivering services to clients, and/or by transporting clients to or from the source of services.

F. Lead Based Paint

The Residential Lead Based Paint Reduction Act of 1992 identifies a lead-based paint hazard as "any condition that causes exposure to lead-contaminated dust, lead-contaminated soil, lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects as established by the appropriate Federal agency."

Exposure to lead-based paint hazards may result in serious, irreversible health consequences, and can be especially damaging to children. Lead poisoning can cause reduced IQ levels, reading and learning disabilities, decreased attention span, and hyperactivity and aggressive behavior. The Benton County Health Department, in cooperation with the Oregon Health Division, monitors and investigates reported incidences of elevated blood-lead levels in the county. During the decade of the 1990s, three incidences of elevated blood levels were reported in Benton County; none of these incidences occurred in Corvallis. Since 2000 there has been one incidence of an elevated blood-lead level reported in Corvallis. Upon investigation by Benton County, however, it was learned that the child with the elevated blood-lead level was newly adopted from China, and was living in a Corvallis home built in 1987. It was concluded that the lead ingestion leading to an elevated blood-lead level had occurred prior to the child's arrival in Corvallis, a conclusion supported by subsequent testing that showed a reduction in the child's blood-lead level.

The Oregon Department of Human Services estimates that between 2,000 and 3,000 children in the state may have blood lead levels in excess of ten micrograms per decileter, the level at which lead poisoning is considered to occur. Many more children have blood lead levels not high enough to constitute poisoning, but not low enough to be considered safe. Because lead poisoning often occurs with no obvious symptoms, many cases of elevated blood lead levels go undetected. Recent research indicates that even low levels of lead in the blood may contribute to impaired brain function and reductions in ability to learn.

Although there have been no recent occurrences of locally-caused elevated blood levels, it is a certainty that lead-based paint hazards are present in Corvallis homes. Lead-based paint was often used in residential applications until it was banned in 1978. Thus, many homes built prior to 1978 may contain lead-based paint. Nationally, the percentage of units that contain lead increases with the age of the structure.

Table 20 below applies estimation factors to Census data to determine an estimate of the number of units rented or owned by low and very low income Corvallis households in which lead-based paint risks are present. The factors used to calculate the presence of risk presented in the table were provided by the Health Division of the Oregon Department of Human Services. Properties typically more at risk of containing a lead-based paint hazard are those that are older, those that are deteriorated, particularly those with leaky roofs and plumbing, and those that have been rehabilitated where unsafe renovation practices were used.

Table 20: Estimated Housing Units Containing Lead-Based Paint by Age and Low Income Status

Income Group	*Estimated Number of Units with Lead-Based Paint Risk*						*Total Estimated Number of Units with Lead-Based Paint Risk*
	Built Pre-1940		*Built 1940-1959*		*Built 1960-1979*		
	Total Occupied	*Est. # w/ Risk*	*Total Occupied*	*Est. # w/ Risk*	*Total Occupied*	*Est. # w/ Risk*	
Very Low Income Renter	819	737	534	200	2,972	223	1,160
Low Income Renter	333	300	401	150	2,901	218	668
Very Low Income Owner	168	151	169	63	577	43	257
Very Low Income Owner	323	291	294	110	2,376	178	579
Total Low/Very Low	1,643	1,479	1,398	523	8,826	662	2,664

In recent years the City of Corvallis Housing Division has offered two housing rehabilitation loan programs and a variety of rehabilitation grants that utilized federal funding. The City intends to continue these activities in the future. Where either federal or non-federal funds are utilized for housing rehabilitation, the City implements the regulatory guidelines contained in the Residential Lead Based Paint Reduction Act of 1992 in carrying out this assistance activity. As training opportunities have become less frequent, the City has begun to face significant challenges in finding project contractors who have been trained in lead-safe work practices—a requirement under HUD program guidelines. Because of the limited supply of trained contractors, the cost of lead hazard reduction work remains high when compared to rehab work where no lead hazards are present.

G. Barriers to Affordable Housing

Corvallis housing prices are affected by a number of factors, including demand for land and housing, the availability of land, the size of available lots, the amenities and sizes of constructed homes, local policies for annexation, land speculation, inflation, the cost of material and labor, governmental regulations and charges, insufficient government subsidy and assistance programs, sale turnover rates, realtor fees, mortgage interest rates, location, site conditions, costs of public facilities and streets, the system of taxation, and the rate of population growth. The City recognizes its role as a factor in influencing housing costs, and periodically evaluates the extent to which this role creates barriers to housing affordability.

The primary means by which the City affects the housing market as a whole is through its application of the *Corvallis Comprehensive Plan* and the accompanying *Land Development Code*. In December of 1998 the City Council adopted an update of the *Comprehensive Plan* that represents a clear recognition of the need for affordable housing in Corvallis, and seeks to assure that City-created barriers are minimized. Article 9.5 of the *Plan* deals specifically with housing affordability. Significant affordable housing policies from that Article include:

9.5.1 The City shall plan for affordable housing options for various income groups, and assure that such options are dispersed throughout the City.

9.5.2 The City shall address housing needs in the Urban Growth Boundary by encouraging the development of affordable dwelling units which produce diverse residential environments and increase housing choice.

9.5.3 Annually, the City shall determine the number of units of housing sold that are affordable to households with incomes at or below both 80% and 50% of the Benton County median for a household of three persons. In conducting this process of measurement, results shall be tabulated on the basis of a three-year moving average.

9.5.4 It shall be the goal of the City that 15% of residential owner-occupied units be affordable to buyers with incomes at or below 80% of Benton County median for a household of three persons.

9.5.5 The City shall determine annually the number of rental housing units affordable to households with incomes at or below both 80% and 50% of the Benton County median for a household of two persons. In conducting this process of measurement, results shall be tabulated on the basis of a three-year moving average.

9.5.6 It shall be the goal of the City that 15% of residential rental units be affordable to renters with incomes at or below 50% of Benton County median for a household of two persons.

9.5.7 If either of the goals established in 9.5.4 or 9.5.6 above is not being met, the City shall investigate and implement programs and/or legislative initiatives in order to better meet said goals. Such initiatives could include, but should not be limited to, those identified in finding 9.5.j above. *(those programs and initiatives include: inclusionary housing programs; systems development offset programs; Bancroft bonding for infrastructure development; facilitation of, or incentives for, accessory dwelling unit development; minimum lot and/or building size restrictions; reduced development requirements (e.g., on-site parking reductions); density bonuses; a property tax exemption program; creation of a community land trust; loan programs for the creation of new affordable housing; and other forms of direct assistance to developers of affordable housing.)*

9.5.8 In determining how Federal entitlement funds shall be expended, the City shall evaluate strategies for coordinating the use of these funds with other local resources, such as the City's community development allocations funding and Benton County's affordable housing development loan fund.

9.5.9 The City shall monitor "expiring use" housing projects that are at risk of being lost as a source of affordable housing due to the expiration of HUD financing and the associated restrictions on rental charges. The City shall work in partnership with local housing organizations in an effort to assure that these housing units are preserved or replaced as a source of affordable housing.

9.5.10 The City shall continue to investigate and develop suitable methods and programs in order to assist low and very low income households in meeting their housing needs.

9.5.11 The City shall ensure that adequate land is designated and districted to allow for manufactured home parks and subdivisions.

9.5.12 The Land Development Code shall contain specific requirements to assure that manufactured home parks and subdivisions will be developed in a manner which is well planned and compatible with surrounding uses.

9.5.13 New subdivisions and planned developments of more than 5 acres in low density districts shall incorporate two or more of the following elements in at least 10% of the total acreage:

A. Zero lot line or attached dwellings (where allowed);

B. Minimum allowed lot area; or

C. Dwelling size less than 1,200 square feet.

9.5.14 The City shall evaluate modifying residential district standards to include a wider variety of housing types in each district and incorporating any design standards necessary to improve the compatibility of those additional types.

9.5.15 The City shall evaluate increasing the minimum density in low density residential districts.

The City's *Land Development Code* provides the means by which the *Comprehensive Plan* goals are implemented. In late 2000 a significant update was completed to bring the *Code* into alignment with the then-recently adopted *Comprehensive Plan*. Following years of appeal-based delays, the updated *Code* was implemented in December 2006, and development proposals received by the City since that time have been subject to this new *Land Development Code*. The update recognizes housing affordability as a key goal and area of focus for development in Corvallis, and integrates both affordability and diversity into a new pattern of and approach to residential land use. As would be expected, it will take at least a few (and more likely many) years for the affordability impacts of the new *Code* to become noticeable in the community.

Recently the Corvallis Housing and Community Development Commission began an investigation of ways the City might encourage more affordability in the design and construction of new homes, and is focusing particularly on small unit, or "cottage-style" housing developments. Their interest is in determining the breadth of allowance within the new Land Development Code for this type of development, which often clusters multiple, small (400-800 square foot) units on lots that might be zoned for only one, larger unit. The Commission is interested in evaluating this approach as a tool that would work in parallel with the efforts Willamette Neighborhood Housing Services has underway to establish and grow a Community Land Trust in Corvallis. Community Land Trusts (CLTs) offer a mechanism that separates the ownership, and thus the cost of land, from the ownership and costs of residential improvements on that land. When homes are purchased on land under the ownership of a CLT, the land will be leased by the purchaser and the home will be purchased for just its improvement value. This ownership structure allows for much lower purchase prices than does a typical land/improvements purchase, and also facilitates long term affordability through the application of equity sharing provisions and resale restrictions.

Finally, although it is in the very early stages of discussion, another initiative that could have an impact on housing and affordability is being considered for Corvallis. Over the last year community members, local business owners and government representatives have been meeting to evaluate the feasibility of establishing an Urban Renewal District in the downtown area. Discussions of the concept are just beginning at the City Council level and it is likely they will continue until well past the time this Consolidated Plan is adopted. One premise of Urban Renewal as it is being considered is that it would spur the development of a range of housing options in downtown Corvallis—and included in this range would likely be units built to be affordable to those with lower incomes.

H. Fair Housing

As an entitlement jurisdiction, the City of Corvallis is required by HUD to affirmatively further fair housing and to address identified impediments to fair housing choice in Corvallis. The City's second Analysis of Impediments to Fair Housing was completed by the its Housing Division early in 2005, after which a Fair Housing Plan for Corvallis was completed in July of that same year. Copies of the Analysis of Impediments and the Fair Housing Plan are available in the offices of the City of Corvallis Housing Division.

The Fair Housing Plan outlines the actions the City intends to take to overcome impediments and affirmatively further fair housing in Corvallis. Actions the City intends to undertake in addition to those called for in the Fair Housing Plan are identified and described in each year's CDBG/HOME Action Plan; those actions for FY 08-09 can be found in Section IV of this document.

I. Economic Conditions

Historically, Corvallis' economy has been linked with Hewlett-Packard's and Oregon State University's growth and development. In recent years, the contraction of Hewlett-Packard has been balanced by an expansion in the number of other smaller high-tech companies. This growth, accompanied by growth in medical and professional services, has added to the diversity of the City's economy. As a result, Corvallis has enjoyed relatively stable economic conditions over a time when instability was expected. Unemployment has traditionally been and remains lower than that of the State as a whole, and the City has not experienced the major economic contractions that were anticipated when Hewlett-Packard announced it would eliminate jobs in the Corvallis area.

Also of economic benefit to the community, Oregon State University's student enrollment has increased in recent years, and the University has expressed its intent to sustain that growth and if possible, continue to expand. In addition to students living in Corvallis, the University is seeking to serve adult and lifelong learners and other students throughout the State who may come to Corvallis relatively infrequently, but who would need support services from local Corvallis businesses. Significant investments in buildings and University infrastructure have added support to the local economy in recent years, and with OSU's plans to carry on with these activities, should continue to do so in the future.

While OSU remains a major factor and an important influence on the local economy, most growth in the next twenty years is expected to come from the private sector economy. The challenge Corvallis faces for the future is to continue diversifying its economic base while retaining the stability and quality of life that has marked its past. The economic policies in the City's *Comprehensive Plan* are intended to accomplish these goals, and are a significant reflection of the following characteristics of the Corvallis community: the presence of a major university and the activities it attracts; the role of Corvallis as a regional center for shopping, finance, service, medicine, and government; Corvallis' highly educated, experienced work force; the relatively unspoiled natural environment surrounding the Corvallis area; and Corvallis' distance to the freeway and location on a railroad spur line.

Another major factor affecting economic conditions is the range of community attitudes regarding desired types and amounts of economic development. Generally citizens want to maintain the existing high quality of life in Corvallis and plan for moderate and stable growth that is consistent with the character of the Urban Growth Boundary and within the City's fiscal capacity. As indicated in the *Corvallis 2020 Vision Statement*, Corvallis citizens value small, locally-owned businesses that demonstrate environmentally-sound practices, promote the use of alternative transportation, have family-friendly policies, and are active in community decision making processes.

Employment and Wages

According to the October, 2007 publication *Regional Profile: Labor Force, Employment and Unemployment in Region 4,* compiled by the Oregon Employment Department, Benton County and specifically, Corvallis, are very different than surrounding communities and counties in terms of employment patterns, with employment being based primarily on higher education and high-tech manufacturing. According to the *Profile* there are three primary reasons Benton County (and thus Corvallis) is different: Oregon State University, Hewlett-Packard, and a lack of housing. From the *Profile*:

> *Benton County has a much less seasonal economy than the other two counties in the region [Linn and Lincoln], with those two key employers providing stability. OSU directly accounts for over 8,000 nearly recession-proof jobs, more than one out of five jobs in the county. A serious shortage of housing in Benton County has driven up housing costs so that many unemployed residents move somewhere else. Additionally, the high education of Benton County's residents plays a significant role, as jobless rates are significantly lower for people with higher educational attainment. According to the 2000 Census, more than 47 percent of the county's adult population has a bachelor's degree or higher, the highest percentage of all Oregon counties.*

In 1980, according to the U.S. Department of Commerce's Bureau of Economic Analysis, per capita personal income for Benton County ranked 25th among all 36 Oregon counties, and stood at just 88% of per capita income for all of Oregon. By 1990, per capita income in the county had risen to 7th highest among all counties, although it still lagged behind the State as a whole, standing at 93% of Oregon per capita income. In 1996 per capita income in Benton County surpassed the level for the state, and according to the 2000 Census the county ranked 4th among all counties, behind the three Portland-metro area counties, with a per capita income 104.4% of the state's average. By 2005, Benton County's per capita income had reached 113.6% of the state's average, and ranked it third among all counties, behind only Clackamas and Multnomah.

The federal programs for which this Plan is being written generally require that funding be allocated to activities that benefit low, very low, and extremely low income people. As explained at the beginning of this Plan, the determination of which of these three income categories someone falls into is based on assessing their income relative to Corvallis' median family income. During the time this Plan was in development HUD released 2008 median income figures for use in its CDBG and HOME programs. According to HUD, the median income for a four-person Corvallis family is $68,000, a figure which ranks as the highest in the state among all Metropolitan Statistical Areas and counties.

The discussion above makes it clear that Corvallis is among the most affluent communities in Oregon. However, these figures leave out an important element of the Corvallis economic community—those with incomes that fall below the poverty level. Turning once again to 2000 Census data, Table 21 presents a comparison of income data for the larger communities in the Linn-Benton-Lincoln region, as well as for the state and other Oregon entitlement communities, yielding the following estimates of the percentage of people in each community with income below 100% of poverty:

Table 21: 2000 Population in Selected Oregon Cities with Income Below Federal Poverty Level

Linn-Benton-Lincoln Cities (Counties)	*% of Individuals Below Federal Poverty Level*	*% of Families Below Federal Poverty Level*
Corvallis (Benton)	**20.6**	**9.7**
Albany (Linn)	11.6	9.3
Lebanon (Linn)	15.7	14.4
Lincoln City (Lincoln)	16.1	12.5
Monroe (Benton)	12.6	12.3
Newport (Lincoln)	14.4	12..2
Philomath (Benton)	8.2	6.5
Sweet Home (Linn)	17.5	14.0
Toledo (Lincoln)	19.3	18.6
State & Other Oregon Entitlement Communities		
State of Oregon	11.6	8.7
Beaverton	7.8	5.0
Eugene	17.1	8.7
Gresham	12.5	8.4
Hillsboro	9.2	6.0
Medford	13.9	10.3
Salem	15.0	10.5
Springfield	17.9	14.8

It should be emphasized here that much of the relatively high percentage of Corvallis' *individuals* with incomes below poverty can be attributed to our student population, and the fact that they account for roughly 34% of Corvallis' total population. This is not to suggest, however, that all of these below-poverty incomes may be accounted for by the presence of University students; rather, it suggests that the needs of a demographically diverse range of individuals and families must be considered as the City develops and implements anti-poverty initiatives.

In addition to considering demographic diversity in the delivery of programs, the City should also approach program delivery with geographic diversity in mind. In data provided by HUD based on an analysis of the 2000 Census, it was determined that of the 14 Census Tracts in Corvallis (some of which are partially inside and partially outside the City limits, in which case only the area within the City is included in this evaluation),

ten are primarily low income, meaning more than 50% of the people who reside there live in a low income family or household. Further, of the 43 Census Block Groups (smaller, measurable portions of Census Tracts) in Corvallis, 27 are considered low income. This frequency and spread of low income Tracts and Block Groups suggests that the City should, until further study suggests otherwise, continue to make federal housing and other assistance resources available on a City-wide basis.

Unemployment

Over the last twenty-five years unemployment in Benton County has generally remained below statewide levels and the levels for surrounding counties. In 1980 the average annual unemployment rate in Benton County was approximately 6.6%; from there it fell every year until 1990, when it jumped from below 4% to a level of 5%. From 1990 to late 2000 the rate continued its downward trend, reaching a low of 3.7% at the end of 2000. After early 2001 the unemployment rate again began to rise, reaching a seasonally adjusted high of 6.4% in June 2003. Since that peak, unemployment in Benton County has again dropped, with a 2007 year-end rate of 4.3%. Throughout this time of fluctuating unemployment, the rate for Benton County and the Corvallis MSA has remained among the lowest of all Oregon MSAs and counties.

Job Training and Employment Services

Community Services Consortium (CSC), a Community Action Agency located in downtown Corvallis, is the primary provider of job training and retraining services for the Benton County area in conjunction with the directives of the Job Training and Partnership Act of 1982. Job and employment training services offered by CSC include: comprehensive assessments, case management, career exploration, vocational training, on-the-job training, job search skills, basic and remedial education, occupational skills training, pre-employment training, and referrals. Those generally eligible for training and assistance include youth 14 to 21, dislocated workers, adults 22 and up, older workers 55 and over, and persons who are handicapped.

A recent addition in the area of job training and employment is Willamette Neighborhood Housing Services' Microbusiness Program. The organization has joined with Linn-Benton Community College's Small Business Development Center to offer an entrepreneurial development program for low to moderate income individuals, combining classroom-based education and one-on-one assistance. To date three businesses conceived with the assistance of the Microbusiness Program have opened in downtown Corvallis, and others are operating out of participants' homes, or are preparing for launch.

Educational Facilities

Corvallis is served by two quality higher-education facilities, one located here and the other in neighboring Albany.

Linn-Benton Community College (LBCC) Located in neighboring Albany, LBCC offers its students opportunities to obtain employment training, improve existing employment skills, begin a four-year college program, or gain life enrichment through learning. To be admitted to the college, a student must be 18 years of age or have graduated from an accredited high school, or hold a GED. The college cooperates with local high school districts in supporting school improvement efforts by providing educational opportunities for the youth of Linn and Benton counties. LBCC offers Associate of Applied Science, Associate of Arts (Oregon transfer degree), Associate of General Studies and Associate of Science (with a major emphasis in a subject area) degrees, professional technical certificates and diplomas for high school completion.

Oregon State University (OSU) Reflecting recent increases, enrollment at OSU for the fall term of 2007 reached 19,753, up from 19,362 a year earlier. OSU's role in the Corvallis community, from employment to economics, housing to community service, is one that impacts nearly every citizen. According to OSU's mission statement, "Oregon State University, a land grant institution, promotes economic, social, cultural and environmental progress for people across Oregon, the nation, and the world through our graduates, research, scholarship, outreach and engagement."

From the City's perspective, the importance and impact of OSU's presence is summed up well in *The Corvallis 2020 Vision Statement* passage that follows:

> *As a cornerstone of the community's identity, Oregon State University enriches the city's economic vitality and cultural life as well as its educational opportunities. Oregon's continued investment in higher education, as well as generous private and foundation support, has helped OSU strengthen student enrollment and attract and retain distinguished faculty. OSU extends its teaching and research endeavors from Corvallis throughout Oregon, the nation and the world through sophisticated educational outreach programs. At the same time, it retains a vigorous on-campus program. The University is a source of economic, social and educational richness for the Corvallis community. Corvallis, especially with OSU agricultural and forestry research lands, is a living laboratory for OSU students and faculty in many academic fields.*
>
> *OSU and Corvallis are active partners with a range of shared resources and cooperative agreements to support mutual interests in areas such as fire and police protection, transportation, utilities and other infrastructure. The result of this mutually beneficial cooperation helps create efficiencies for the City and University, and fosters a healthy and livable place where citizens, businesses and organizations prosper. Corvallis is recognized as a university town with benefits that directly contribute to the whole state of Oregon and beyond.*

Economic Development

As reflected in the sections above, Corvallis enjoys a relatively stable economy and historically a lower rate of unemployment than any other area of the state. At least some of this relative economic health can be attributed to the work of public and private economic development interests. In addition to local, state and federal government organizations and agencies, the following entities provide critical services related to economic development, business retention and development, and the promotion of tourism.

Business Enterprise Center (BEC) The Business Enterprise Center (BEC), a regional business accelerator, was created in 1988 through a grant from the Oregon State Lottery as an element of the regional strategies program administered by the State of Oregon Economic and Community Development Department. The BEC offers office facilities and reception services as an incubator for small, start-up businesses in Corvallis, and is located on the campus of the Corvallis airport.

Cascades West Council of Governments (COG) Community & Economic Development Program The COG provides a range of services to communities in the mid-Willamette Valley with the goal of facilitating economic development. Among the mix of services are community facilities planning and funding, business lending (through Cascades West Financial Services, a private, non-profit certified development company), support for downtown improvement efforts, the crafting and funding of diversification strategies, transportation advocacy, land use and transportation planning, and support for inter-jurisdictional collaboration.

Corvallis-Benton Chamber Coalition The Chamber Coalition represents the interests of business and economic development in Corvallis and Benton County. The mission of the Coalition is "to serve, grow, retain and recruit businesses." The organization's vision is "to be a catalyst for creating and sustaining a thriving economic base resulting in a great place to live and work."

Corvallis Convention and Visitors Bureau (CCVB) The CCVB serves to promote Corvallis as a destination for business and vacation travelers, attracting both visitors and permanent new residents by providing information about local activities, resources, amenities and services.

J. Crime and Crime Prevention

Within the City the Corvallis Police Department is the local agency with primary responsibility for law enforcement and crime prevention services. The Department undertakes a wide range of crime prevention activities and programs, the combination of which is responsible, at least in part, for a relatively low crime rate in Corvallis. Among these crime prevention efforts are the Business Watch Program, Neighborhood Watch Program/National Night Out, Safety Town, Citizen Police Academy, Police Reserves, the Ride Along Program, and various crime prevention presentations.

K. Public Facilities/Services Plans

Two primary City documents drive planning for the provision of public (City) services and facilities development: the City's annual budget, and the Capital Improvement Program (CIP) plan and budget document. These two critical, interdependent documents are produced annually under the leadership of the City's Finance Department (budget) and Public Works Department (CIP), with participation by all City departments and oversight by citizen commissions. In considering public facilities and services plans and budgets, City staff and commissions consider a variety of elements, including current/projected revenues and resources, current/projected expenditures, future service/facility needs, and ultimately, the funding priorities established by the City Council.

L. Transportation

The *Corvallis Transportation Plan* provides guidance for the development and maintenance of transportation facilities and services throughout the City. Developed and updated under federal and state direction and with considerable citizen assistance, the *Transportation Plan* exists: to set measurable community goals for the transportation system; to establish an achievable capital improvement plan for the community in terms of available resources, timing, and projected growth; to provide a "roadmap" for future decisions concerning new development, neighborhood, downtown, and OSU transportation issues; and to inform the community of and clarify City Council policies regarding transportation issues.

The breadth of scope of the *Transportation Plan* and its goals for the next two decades are reflected in the following excerpt from the previously cited *Corvallis 2020 Vision Statement*:

> *Public and private sector collaboration has resulted in a regional transportation system which makes it easy for employees to walk, cycle or ride mass transit to work. The regional system also links with the north-south high-speed rail system for those traveling to Eugene, Salem, or Portland. Public and private incentives exist which encourage employees to use mass transit. This, in turn, has reduced the reliance on the automobile as well as eased traffic congestion and air pollution. Congestion, particularly through downtown, was also eased with the extension of the north-south bypass.*

Air pollution has been lessened, thanks to changing attitudes and actions by residents, strict environmental regulations, an increased emphasis on non-polluting forms of heating and transportation, conservation and technological advances. The number of daily auto trips and the length of those trips has been significantly reduced by: close coordination of land use and transportation decisions creating a careful mix of uses within neighborhoods; designing and building neighborhoods that are safe, easy, and convenient to walk and bicycle in; and building pedestrian connections between neighborhoods.

The paratransit system has been expanded, and public transit works more successfully with increased ridership and more frequent service between compact pedestrian-friendly neighborhoods. The result is cleaner air, quieter neighborhoods, and a healthier populace.

M. Parks, Open Space, Recreation and Other Urban Amenities

The City's *Comprehensive Plan*, in conjunction with parks, recreation and open space plans, provide practical and philosophical direction for the development and maintenance of these and other urban amenities in Corvallis. Again citing the *Corvallis 2020 Vision Statement* as the City's guide for future development, with regard now to urban amenities:

Our natural features: hillsides, flood plains, streams, wetlands, and other natural areas are protected and treasured. Wildlife habitat areas, scenic areas, and other natural areas help shape development patterns as we grow. Our natural open space helps buffer flood events, purify our air and water, provide recreational and educational opportunities, and reinforce the community's distinctive character. Corvallis has identified its open space resources, and has established criteria and priorities for open space protection.

Corvallis is encircled by an emerald necklace of parks, scenic vistas, natural habitats, and farm and forests that define the City's boundaries . . . Our parks are among our most attractive assets. Scattered throughout the community, the parks vary in size, design, and function to meet the need of neighboring areas. Parks accommodate a wide range of recreational activities for all ages. This range includes provision of more passive activities such as bird watching, all the way to active sports.

Today, the Corvallis Parks and Recreation Department provides over 2,000 acres in parks, playgrounds, playing fields, trails, open space, and beautification areas. Activities of the Department are overseen not only by the City Council, but also by three citizen boards and commissions: the Commission on Civic Beautification and Urban Forestry, which recommends public tree planting and removal, beautification, and landscaping projects for public funding; the Parks, Natural Areas and Recreation Advisory Board, which advises the City Council on policy matters pertaining to Corvallis parks resources and recreation activities; and the Public Art Selection Commission, which selects art for the City consistent with the direction of City Council policy.

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CHAPTER III: HOUSING AND COMMUNITY DEVELOPMENT STRATEGIC PLAN

The foregoing elements of this Consolidated Plan provided the background information and descriptions of areas of need that will serve as the basis for the planning statements that follow in this Chapter, and in Chapter IV: Housing and Community Development Action Plan. This Chapter will examine the housing and community development resources that are available for use by the City of Corvallis, and will provide a strategic framework for the application of those resources over the five year period beginning July 1, 2008.

In addition to addressing the housing and community development needs that were identified in Chapter II, this Strategic Plan also provides documentation of the means through which the City will address the following CDBG, HOME and National Objectives as established by the U.S. Department of Housing and Urban Development:

CDBG Objectives:
- Provide decent housing
- Create suitable living environments
- Expand economic opportunities

HOME Objectives:
- Provide decent, safe and affordable housing
- Alleviate the problems of excessive rent burdens, homelessness, and deteriorating housing stock

National Objectives:
- Benefit low income persons
- Aid in the prevention or elimination of slums or blight
- Meet a need having a particular urgency

A. Housing and Community Development Resources

Source	FY 06-07	FY 07-08	**FY 08-09**
CDBG	$560,307	$556,048	**$535,724**
HOME	422,406	420,259	**405,690**
Program Income (CDBG)	73,000	143,952	**90,000**
Revolving Loan Fund[1]	431,630	461,420	**486,130**
General Fund[2]	862,410	913,700	**952,700**
TOTAL	$2,349,753	$2,495,379	**$2,470,244**

[1] The Revolving Loan Fund figure represents non-federal expenditures for assistance funding and program administration, and includes costs reflective of the delivery of the City's Rental Housing Program.

[2] General Fund amounts represent City expenditures under its Social Service Allocations and Economic Development Allocations programs. Although the goals of these programs align generally with the goals of this Consolidated Plan, they operate under separate sets of City allocation and delivery processes, so the uses of funds from these two programs will not be described in this Plan.

The amounts identified in the table above represent funding to be allocated from both federal and local sources. **The City intends that 100% of the CDBG, HOME and Revolving Loan funds will be invested in or support the delivery of activities that primarily benefit low, very low, and extremely low income persons.** The table does not include funding from other non-City sources, which are typically critical to the successful financing of larger capital projects, because until proposals are received and evaluated, these amounts are not known. It is important to point out though that many projects do rely on funds from sources like private foundations and trusts, public and private sector lenders, and in some cases, other city, state and federal sources. Among the federal resources that will be invested in projects in Corvallis, but which are not allocated through this Plan, are homeless funding authorized under the McKinney Act, Low Income Housing Tax Credits, and HUD Section 8 housing assistance funding. Section 8 funds are allocated directly to members of the community as portable rental vouchers and project based assistance by the Linn-Benton Housing Authority. At the time this Plan is being drafted there are approximately 600 vouchers and assisted units in Corvallis, and the estimated value of the assistance they will generate during FY 08-09 is approximately $3,000,000.

Another significant source of funding not allocated through this Plan comes through the low income buyers who utilize the City's down payment assistance loan programs. These buyers typically invest as much as $30,000 each in their purchase transaction in addition to loan funding the City provides. These funds come primarily from the buyers' own savings, but are also secured from other grant sources, family gifts, and seller concessions. In total, the project and activity funding from sources that do not flow through the City's budget makes up a significant portion of the total investment in affordable housing in Corvallis each year.

B. Housing and Community Development Needs

In determining strategies to address the priority housing and community development needs of low income Corvallis residents, this section will focus on three areas: housing priority needs, non-housing community development priority needs, and urgent needs. The priorities identified below are based on consideration of the Gaps Analysis, Housing Needs, and Non-Housing Community Development Needs tables that are included in the Appendices to this Plan, as well as the community needs discussed in the foregoing chapter. Gaps Analysis data is based on homeless needs information submitted to support the development of this Consolidated Plan by providers of housing, homeless and special needs services in the community. The data represent a one-night count of shelter units being utilized, unsheltered homeless people, shelter units denied for lack of space, and subpopulation characteristics for those served or turned away. Additionally, survey results and local studies (primarily the *2006 Benton County Needs Assessment*), housing data provided directly by HUD, and interviews with local providers of public, social and economic development services were utilized in establishing estimates of need and prioritizing not only the CDBG and HOME program target populations below, but also the goals and strategies that follow in this Chapter.

General Allocation Strategy

Where competitive processes will be used to allocate project or program funding, the City will give initial priority to projects that provide housing and/or services to those identified as having the highest priority for assistance and/or to those with the lowest incomes. However, project design, feasibility, financial structure, location, and other essential or important project elements will also be considered, and in some cases may take precedence, in selecting the project(s) that will receive funding.

Priority Needs

The City of Corvallis will assist, support and otherwise encourage affordable housing and associated supportive services for the priority groups listed below. The priorities are labeled for ease of reference in this document, and to assist agencies that may submit funding proposals to the City wherein reference to specific priorities is required. The printed order is not intended to represent a relative ranking of greater or lesser priorities except in the case of low income families and individuals for whom, as noted above, those with the lowest incomes will generally be considered the highest priority.

Priorities are assigned based on the data found in HUD Tables 1A, 2A and 2B found in the Appendices to this Consolidated Plan. Much of the focus of the following Strategic Plan is on housing for low, very low and extremely low income people. In all cases where rental housing is to be assisted, the City will create or maintain housing with costs that represent no more than 30% of a household's income, or that qualifies as affordable under the HOME program. Such housing is called "Section 215" housing for purposes of the Consolidated Plan regulations.

The notes to Table 1A explain the methodology for capturing data representing counts of sheltered and unsheltered homeless people, current inventories of homeless beds, and the unmet need for additional beds or units. Priorities for building additional capacity during the period of this Plan will focus on creating units of emergency shelter for both individuals and families (including survivors of domestic violence), and on creating permanent supportive housing for all homeless populations and subpopulations. This priority range is intentionally being left inclusive for two reasons: 1) because at this time, no particular subpopulation appears to have significantly greater needs than any other; and 2) because to date, very few projects have been suggested or proposed to address this type of shelter and housing need. To set very narrow priorities here could cause missed opportunities to assist worthy projects that are targeted at helping people who are homeless, but who are not among the narrow priority range; it could also lead to a situation in which no projects for homeless residents are assisted during the five-year time frame because none meet the (too) narrowly defined set of priorities.

A review of Table 2A shows another relatively broad range of priorities, with only non-elderly renters in the 51-80% of median income range being considered low priority for assistance (meaning the City does not intend to expend federal funds on projects that would serve only members of these populations). Because Corvallis has a relatively small amount of federal funding to allocate to projects, and because there are only a few entities that actively develop affordable housing in the community, at this time it does not make sense to narrow the City's housing assistance priority focus in a way that would limit its ability to expend funds in a timely way. As stated elsewhere and in other ways in this Plan, where there is competition for CDBG and/or HOME funding in any annual allocation process, initial priority will be given to the project or projects that will feasibly deliver or assist units for those with the lowest incomes.

Finally, with regard to Table 2B: Data for this table was gathered through consultation with a number of agency representatives and community members, as well as staff from departments within the City of Corvallis organization. In gathering the information to complete the table, those providing input were asked to comment both on financial needs, and on priority levels for the activities they suggested. Much of the information is taken from the City's own Capital Improvement Plan; the balance is based directly on the input of those with whom consultations were held.

Priority Housing Needs

The following priorities will be applied to funding requests and/or applications where use of the City's federal resources is being considered:

Priority A: Families and individuals with low incomes
- Extremely low income owners and renters, 30% of median and below
- Very low income owners and renters, 50% of median and below
- Low income owners and elderly renters, 80% of median and below

Priority B: People who are homeless, chronically homeless or at risk of becoming homeless
- Families
- Victims of domestic violence
- Individuals
- Youths

Priority C: Non-homeless families and individuals with special needs
- Persons with chronic/severe mental illness
- Frail elderly and elderly persons
- Persons with disabilities
- Persons with alcohol or drug addictions
- Persons with HIV/AIDS

Where numeric goals have been established for creating affordable housing opportunities, or for conducting housing rehabilitation activities, five-year goals are included in the goal/strategy narrative statements in this Strategic Plan, and one-year goals are included in the Action Plan action narratives that follow in Chapter IV. A summary of the numeric housing goals is provided in the table that follows.

FY 08-09 through FY 12-13 Consolidated Plan Housing Activity Goals

Activity Type and Unit Goal	Activity Subtype	Primary Source*	Five Year Unit Goals
Facilitate the creation of 150 new affordable owner or renter housing opportunities	Provide direct City down payment assistance loans	CDBG	60
	Fund unit acquisition or construction by others	HOME	90
Facilitate the rehabilitation of 175 units of owner of renter housing occupied by people with low, very low or extremely low incomes	Fund housing rehab activity by others	HOME and/or CDBG	125
	Provide direct City housing rehab loans	CDBG or non-federal RLF	50
Create 30 permanent supportive housing opportunities for special needs populations	Fund the creation of permanent supportive housing units for homeless populations/ subpopulations	HOME and/or CDBG	20
	Fund the creation of permanent supportive housing units for non-homeless special needs populations	HOME and/or CDBG	10
All unit types			355

* *In a given Plan year the City may determine that a source not identified as "primary" in this column is better suited to a particular request, and utilize that source for project funding.*

Strategies to address the housing needs of these three priority groups are identified on the pages that follow. Goals and strategies related to efforts the City will undertake in the areas of fair housing, lead-based paint, and the elimination of barriers to affordable housing are also included within this section.

Housing Priority A: ***Families and individuals with low incomes [note: for purposes of this Plan, where the phrase "low income" is used, it includes not only families and individuals with incomes at or below 80% of median, but also those considered to be "very low income" (incomes at or below 50% of median) and "extremely low income" (incomes at or below 30% of median)].***

Goal 1: Over the five year Consolidated Plan period, facilitate the creation of 150 housing opportunities that are affordable to low, very low and extremely low income occupants.

Strategy 1: Provide funding to facilitate the creation of 90 affordable housing opportunities represented either by new units that are affordable to low income occupants, or the commitment of existing units to long term affordability. Activities funded will include property acquisition (improved and/or vacant land), housing construction, construction of public infrastructure in conjunction with affordable housing development, housing rehabilitation and/or conversion in conjunction with acquisition, and refinancing of property debt in conjunction with rehabilitation. In the case of the latter approach, HOME would be the applicable funding source, and in addition to the assistance being required to sustain or improve the affordability of a project, the following criteria would also be applied: The units being refinanced must also need rehabilitation in order to 1) alleviate deficiencies that may degrade structural integrity; 2) address lead-based paint hazards; 3) create or improve accessibility, livability and/or usability for tenants; 4) extend the useful life of the building; 5) meet HUD Housing Quality Standards; and/or 6) improve energy efficiency. Further, the amount of the City's HOME assistance allocated to the rehabilitation portion of the activity will typically not be less than 15% of the total HOME funding amount, but may be as low as 10% where the long term benefit to low income renters supports such a decision.

Strategy 2: Provide funding to facilitate the creation of 60 home ownership opportunities for low income renter households.

Goal 2: Over the five year Consolidated Plan period, support the rehabilitation and improvement of 175 units of housing that are occupied by low, very low and extremely low income residents.

Strategy 1: Provide rehabilitation funding to improve the quality and maintain the affordability of 50 housing units occupied by low income owners.

Strategy 2: Provide rehabilitation funding to improve the quality and maintain the affordability of 125 housing units occupied by low income renters.

Goal 3: Maintain and improve the development capacity of private sector non-profit housing agencies in order to support the creation of new affordable housing opportunities for low income residents.

Strategy 1: Share City resources, information and expertise with Community Housing Development Organizations (CHDOs).

Strategy 2: On an annual basis, consider utilizing authorized HOME program operating setasides to support the development activities of CHDOs.

Goal 4: Maintain an awareness of the physical condition of Corvallis housing on a City-wide basis and within neighborhoods and smaller geographic areas in order to determine whether there is a need to develop area-targeted rehabilitation, improvement, and/or redevelopment strategies.

Strategy 1: Periodically assess and map physical housing and infrastructure conditions on a city-wide basis.

Strategy 2: Share and discuss the results of periodic condition assessments with housing providers/ developers and service agencies in order to determine whether there are needs for area-focused development efforts and if so, how best to implement them.

Goal 5: Continue to monitor advances in residential construction techniques and technologies, and where appropriate, encourage their incorporation into construction projects in Corvallis.

Strategy 1: Track and evaluate building technologies, techniques and materials that result in housing construction that is relatively more affordable.

Strategy 2: Stay abreast of technology trends that lead to improved energy efficiency and reduced energy costs in residential construction.

Strategy 3: Gather information and build knowledge of best practices and trends in sustainable construction methods and technologies related to affordable housing and community facility development, and evaluate potential incentives and/or requirements for future City-funded rehabilitation and construction projects.

Housing Priority B: People who are homeless or at risk of becoming homeless

Goal 1: Develop and maintain a comprehensive understanding of the housing needs of people who are homeless, chronically homeless, or at risk of becoming homeless, and participate in coordination of the resources that are available to assist them.

Strategy 1: Participate in the county-wide process to create a ten year plan to end homelessness, and use the resulting planning document to support clarifications and/or revisions to the goals and strategies contained in this Consolidated Plan, and to support new goals and strategies in future Consolidated Plans.

Strategy 2: Continue to communicate with private and public agencies working with homeless populations about the tools and methods currently being used to determine the number and needs of people who are homeless in Corvallis.

Goal 2: Over the five year Consolidated Plan period, strengthen the community's ability to meet the housing needs of people who are homeless by facilitating the creation of at least 20 permanent supportive housing units, and by helping to sustain existing emergency and transitional units. Included in the populations considered homeless within this Plan are survivors of domestic violence, which may include either individuals or a parent with children.

Strategy 1: Provide technical assistance and consider providing funding to local service providers for the development of permanent supportive housing for homeless families with children and/or for homeless individuals.

Strategy 2: Where appropriate, provide funding assistance for the acquisition, relocation and/or rehabilitation of existing housing, or for construction of new housing, for use as permanent supportive housing for homeless families with children and/or for homeless individuals.

Housing Priority C: Non-homeless families and individuals with special needs

Goal 1: Develop and maintain a comprehensive understanding of the housing needs of people in special needs populations, and participate in coordination of the resources that are available to assist them.

Strategy 1: Participate in the county-wide process to create a ten year plan to end homelessness, and use the resulting planning document to support clarifications and/or revisions to the goals and strategies contained in this Consolidated Plan, and to support new goals and strategies in future Consolidated Plans. (It is presumed that this planning process will outline strategies and plans to assist populations other than those who are currently homeless and also have an unmet need for housing.)

Strategy 2: Continue to communicate with private and public agencies working with special needs populations about the tools and methods currently being used to determine the number and needs of non-homeless families and individuals with special needs.

Goal 2: Over the five year Consolidated Plan period, strengthen the community's ability to meet the housing needs of people with special needs by facilitating the creation or rehabilitation/retention of at least 10 permanent supportive housing units.

Strategy 1: Provide technical assistance and consider providing funding to local agencies or service providers for the development or rehabilitation/retention of permanent supportive housing projects for non-homeless families and individuals with special needs.

Strategy 2: Where appropriate, provide funding assistance for the acquisition, relocation and/or rehabilitation of existing housing, or for construction of new housing, for use as permanent supportive housing for non-homeless families and individuals with special needs.

Fair Housing

The City of Corvallis has resolved to further fair housing by utilizing available resources to achieve the following goals:

Goal 1: Affirmatively further fair housing, and maintain a thorough understanding of fair housing issues and impediments to fair housing in Corvallis.

Strategy 1: Continue to carry out the activities called for in the current Corvallis Fair Housing Plan.

Strategy 2: Periodically update the City's Analysis of Impediments to Fair Housing.

Strategy 3: Develop and implement tools or programs to overcome and eliminate issues or problems identified in the Analysis of Impediments to Fair Housing.

Goal 2: Raise the community's awareness of fair housing law and the methods that are available for reporting fair housing violations.

Strategy 1: Inform citizens about fair housing and fair housing law by utilizing a variety of media channels and educational opportunities.

Strategy 2: Educate service providers and those involved in the housing industry in order to increase understanding of fair housing law.

Strategy 3: Provide a local means for citizens to get specific information about fair housing, and report fair housing violations.

Goal 3: Delivery of the federal and local financial assistance allocated through this Consolidated Plan will benefit racial and ethnic minority members of the community at not lower than the same rate such minorities represent within the overall population of Corvallis.

Strategy 1: Affirmatively and aggressively market the City's housing and social service assistance programs in ways that will assure racial and ethnic minorities are made aware of opportunities to benefit, and encouraged to apply and/or participate.

Lead-Based Paint

HUD requires that entitlement communities take steps to identify and eliminate lead-based paint hazards within their jurisdictions. The City of Corvallis will meet these requirements by pursuing the following goal and strategies:

Goal 1: Reduce the number of homes in Corvallis that present health risks to residents, and especially to children, due to the presence of lead-based paint hazards.

Strategy 1: Utilize opportunities that arise through the delivery of the City's housing rehabilitation programs to assess and address lead paint hazard risks.

Strategy 2: Educate loan recipients and the general Corvallis population about lead-based paint hazards and ways to assess and eliminate them.

Strategy 3: Increase the number and capability of construction/rehabilitation/painting professionals who work in the Corvallis and mid-Willamette Valley area by supporting education efforts focused on lead-based paint hazards and the work practices required to address them safely.

Barriers to Affordable Housing

The elimination of barriers to affordable housing in Corvallis will be addressed primarily through the policies contained in the City's Comprehensive Plan, most specifically within Article 9 of that Plan, and by the implementation of Plan policies through enforcement of the Corvallis Land Development Code. Through implementation and application of those documents, the City will pursue the following goals:

Goal 1: Maintain an awareness of the presence and magnitude of barriers to affordable housing in Corvallis, and where it is within the City's ability, take steps to overcome such barriers.

Strategy 1: Maintain compliance with policies in the Corvallis Comprehensive Plan that call for the evaluation of housing affordability for low income residents.

Strategy 2: Maintain compliance with Comprehensive Plan policies that call for implementation of one or a range of remedies if barriers to housing affordability are identified.

Strategy 3: Consider the potential impacts on housing affordability prior to enacting changes to requirements for residential development in the Land Development Code.

Strategy 4: Maintain an awareness of and participate in statewide efforts intended to address housing affordability through legislative and programmatic means.

Priority Non-Housing Community Development Needs

The City of Corvallis will encourage and support the following priority non-housing development activities:

Priority A: Basic Human Service Support

- Supportive services and community facilities for families with children, and individuals, who are homeless, chronically homeless, or are at risk of becoming homeless
- Supportive services and community facilities for people with special needs
- Supportive services and community facilities for low income families and individuals

Priority B: Economic Development

- Economic opportunity for low income persons
- Support of living wage jobs

Priority C: Community Accessibility

- Transportation
- Accessibility improvements in public buildings

Non-Housing Community Development Priority A: Basic Human Service Support

Goal 1: Serve as a source of funding and technical assistance to agencies that are developing and/or delivering human services through facilities, projects, or programs that assist homeless and chronically homeless individuals, and homeless families with children, and/or those who are at risk of homelessness.

Strategy 1: Participate in the county-wide process to create a ten year plan to end homelessness, and use the resulting planning document as a resource to help guide the delivery of funding for services and capital projects to the highest priority identified needs.

Strategy 2: Support projects and programs that will provide human services assistance to homeless individuals (including youths) and families with children, and/or those who are at risk of homelessness. Where possible, consider supporting projects and programs focused on the elimination of chronic homelessness and on the prevention of homelessness.

Strategy 3: Participate with other funders in an exploration of methods to coordinate the delivery of funding resources to agencies that address the human services needs of homeless individuals (including youths) and families with children, and/or those who are at risk of homelessness.

Goal 2: Serve as a source of funding and technical assistance to agencies that are developing human services facilities, projects or programs to serve non-homeless families and individuals with special needs.

Strategy 1: Support projects and programs that will provide human services assistance to the priority special needs populations identified in this Plan: persons with chronic/severe mental illness; frail elderly and elderly persons; persons with disabilities; persons with alcohol or drug addictions; and persons with HIV/AIDS.

Strategy 2: Participate with other funders and agencies in discussions about methods for gathering information about and understanding the human services needs of the priority special needs populations identified above.

Strategy 3: Participate with other funders in an exploration of methods to coordinate the delivery of funding resources to agencies that address the human services needs of the priority special needs populations identified above.

Goal 3: Serve as a source of funding and technical assistance to agencies that are developing human services facilities, projects, or programs to serve low income families and individuals.

Strategy 1: Support projects and programs that will provide human services assistance to low income families and individuals.

Strategy 2: Participate with other funders and agencies in discussions about methods for gathering information about and understanding the human services needs of low income families and individuals.

Strategy 3: Participate with other funders in an exploration of methods to coordinate the delivery of funding resources to agencies that address the human services needs of low income families and individuals.

Non-Housing Community Development Priority B: Economic Development

Goal 1: Promote and support activities in the community that improve or provide access to economic opportunities for low income residents of Corvallis.

Strategy 1: Work cooperatively with and support where appropriate entities that assist those who are homeless, have special needs, or have low incomes, by providing job training and access to employment.

Strategy 2: Provide a funding mechanism to support the creation of microenterprises by low income Corvallis residents.

Strategy 3: Gather informational resources related to economic development activities for low income residents, and improve access to that information.

Goal 2: Provide support for the creation and continuation of living wage job opportunities in Corvallis.

Strategy 1: The City, where practical, will provide living wage job opportunities in all contracts for services to be provided to the organization.

Non-Housing Community Development Priority C: Community Accessibility

Goal 1: Improve knowledge about the transportation needs of the elderly and frail elderly, people with special needs, and low income residents of Corvallis, and about the transportation systems that are in place to serve them.

Strategy 1: Maintain and expand the City's understanding of the transportation requirements of the elderly and frail elderly, people with special needs, and low income residents.

Strategy 2: Where possible, participate in and consider providing funding for the improvement of services that provide transportation to the elderly and frail elderly, people with special needs, and low income residents.

Goal 2: Improve community accessibility for people who are elderly, disabled or have low incomes.

Strategy 1: Consider providing funding to underwrite costs related to accessibility upgrades or improvements in publicly-owned buildings and facilities.

Strategy 2: In delivering the federal resources of the Community Development Block Grant and HOME Investment Partnerships programs, assure that the requirements of the Americans with Disabilities Act and Section 504 are met as called for.

Strategy 3: Consider providing funding to support the development of publicly-owned community amenities (e.g., parks, infrastructure) in low income neighborhoods or areas.

C. Anti-Poverty Strategy

The City of Corvallis operates a variety of funding and other assistance programs which, together, strategically address the goals of reducing poverty and improving the self-sufficiency of low income residents. The activities undertaken in conjunction with this anti-poverty strategy can be separated into three primary areas of effort: human services programs targeted at the continuum of care needs of the homeless; housing development and retention programs targeted at low income residents; and an approach to economic development that supports opportunities for workers to earn a living wage.

Human Services and Continuum of Care

The City of Corvallis utilizes its own General Fund (non-federal) resources to fund agencies that address the needs of homeless, special needs and low income residents through a Social Services Allocations program. The goal of this program is to improve living conditions and self sufficiency for residents by meeting such basic needs as food, water, shelter, warmth, clothing, safety, access to information, basic health care, and freedom from fear and violence. This goal is carried out by providing funds to area agencies whose focus meets one or more of these targeted basic needs.

In addition to the City's efforts, continuum of care assistance coordination for Corvallis, as part of the Linn/Lincoln/Benton three-county area, also falls under the direction of Community Services Consortium (CSC). CSC has been designated as a Community Action Agency by the State of Oregon, with responsibility for carrying out state and federal continuum of care activities in the region. Utilizing state, federal and other funding sources, CSC operates or funds a variety of anti-poverty programs targeted at the prevention of homelessness, outreach and assessment of the needs of the homeless, emergency shelter and safe, decent alternatives to the streets, support services, including case management, transitional housing and necessary support services, permanent housing or permanent supportive housing arrangements, job training, and life skills training.

Coordination of activities by the City of Corvallis, Benton County, Community Services Consortium and private funders and recipient agencies attempts to insure that a broad range of needs is met without overlap or duplication of services. Coordination is typically achieved most actively through mutual participation in planning processes, such as the process used to carry out agency consultations for the development of this Consolidated Plan. Another way the City works to achieve this end is by participating in annual and semi-annual processes conducted by Community Services Consortium to set priorities for and allocate continuum of care funding.

Community Services Consortium is also taking the lead on behalf of Benton County and its cities in the development of a ten year plan to end homelessness. The result of this planning effort should assure that further and more integrated resource coordination will continue in the future in order to insure that the resources of the area's larger funding entities, as those funds are targeted as assistance for continuum of care issues, are used efficiently and effectively.

According to data shared by local providers of homeless shelters and services, within the relatively small but growing homeless population in Corvallis are increasing numbers of people who are considered chronically homeless. By HUD definition, a person considered chronically homeless is:

> *. . . an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter during that time. For the purposes of chronic homelessness, a disabling condition is a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.*

Reports from local homeless agencies suggest that serving the chronically homeless is an ongoing challenge in that significantly more resources, including both financial and staffing resources, are needed to address the broad range of needs of this population that in many cases is challenged to take full and long-term advantage of offered programs and services. Overcoming this challenge is at the core of effectively serving the chronically homeless, but agencies agree that success cannot come at the risk or expense of serving those—and especially families with children—who are otherwise homeless or at risk of homelessness. Corvallis currently has four homeless shelter and service providers, one of which is focused on assisting survivors of domestic violence and another focused on sheltering youths. Two shelters operate to help individuals who oftentimes meet the definition of chronically homeless: Community Outreach, which in addition to sheltering individual men and women also provides shelter for families with children, along with Medical Clinics, a VA Program, a Licensed Drug and Alcohol Program, and Licensed Mental Health Programs; and the Corvallis Homeless Coalition, which serves only single men and at this time, only during the winter months from December to March.

As a young, volunteer-based agency the Homeless Coalition is still developing the organizational capacity to operate year-round, and to provide a full range of services to meet the needs of the chronically homeless. It is primarily this population that they strive to help, however, and it will likely be through their efforts, with assistance from and coordination with the City, the faith community, Community Services Consortium, Benton County, and other agencies focused on addressing and preventing homelessness that the near-term capacity to help fill this gap in Corvallis will be developed.

Affordable Housing Development

The second element of the City's anti-poverty strategy targets the development and retention of affordable housing. Activities within this element fall into two subcategories: internally operated programs, and support of activities and programs external to the organization.

Within the organization, the City's Housing Division operates primarily to provide opportunities for low income people to secure, retain, or maintain housing that is affordable to them. Activities operated within the Housing Division include at their core direct funding to low income residents through the following loan programs:

- *First Time Home Buyer Program* - a down payment assistance program the provides deferred/amortized, low interest loans to low income renters in order that they may become first time buyers of Corvallis homes.

- *NewHome Buyer Assistance Program* - a program that provides down payment assistance loan funding to low income buyers who are purchasing a newly-constructed home, with the amount of the loan being determined according to the cost of Systems Development Charges incurred in the construction of the home.

- *Essential Repair Program* - a housing rehabilitation program targeted at owner-occupied homes, in this case offering no-interest, deferred payment loans to owners who are very low or extremely low income to carry out rehabilitation work that will improve the safety, livability and energy efficiency of their home.

- *Neighborhood Improvement Program* - another housing rehabilitation loan program with the same intent as the Essential Repair Program, but provides low interest, amortized loans to low income owner-occupants.

External program assistance typically takes the form of technical assistance to developers of housing that is affordable to low income residents, as well as direct funding of affordable housing development and rehabilitation activities. Affordable housing providers assisted through the City's Housing Division include Willamette Neighborhood Housing Services, Benton Habitat for Humanity, the Linn-Benton Housing Authority, Community Outreach, Inc., the Arc of Benton County, Home Life, Inc., Samaritan Village, and the Center Against Rape and Domestic Violence.

Among these housing provider/developers, the City has established a particularly strong and effective partnership with Willamette Neighborhood Housing Services (WNHS), a member of the Neighborhood Reinvestment Corporation's Neighborworks Network. In 2003 WNHS (then Corvallis NHS) became a Community Housing Development Organization (CHDO) for purposes of the Corvallis HOME program. As the City's first and to date, only CHDO, WNHS typically receives HOME operating funding and other technical assistance from the City, and has received funding through HOME CHDO project setasides to purchase, construct or rehabilitate a total of 28 units. In addition to providing direct operating funding and technical assistance to WNHS, the City has provided the organization with a variety of other loans and grants, which in turn have helped leverage WNHS's creation of 168 units of affordable housing since 1993.

Economic Development

The second chapter of this Consolidated Plan (the *Housing and Community Development Needs* chapter) provided an outline of current economic development activities, programs and agencies that receive City

support, which also represent the final element in the City's anti-poverty strategy. Activities and programs that promote economic opportunities and development are coordinated under a Corvallis City Council Policy (CP 96-06.03) of which the established purpose is:

> *". . . to preserve and support community livability by encouraging economic stability and sustainable economic opportunities for the citizens of Corvallis. In partnership with citizens, community, and regional organizations, this will be achieved through a balanced program that addresses retention and the creation of family wage jobs, infrastructure development, and the availability of support services such as housing and employment training."*

In addition to providing funding to area economic development entities in conjunction with the policy direction noted above, the City has passed a living wage initiative to improve the financial stability of lower-wage workers, and help them support themselves and their families in the Corvallis community. The initiative directs that entities (with some exclusions) contracting to provide services to the City will pay their employees a living wage (or a combination of wages and health benefits) currently set at $10.72 per hour, a figure adjusted annually according to changes in the CPI-W.

D. Institutional Structure

Within the preceding narrative of this Plan a large number, and wide variety, of public and private entities have been identified as the City's partners in the delivery of community development resources throughout Corvallis. This group of agencies and organizations constitutes a highly effective network, providing coordinated housing, human services, and economic development assistance to low income members of the community.

Also described briefly above are the various processes utilized by the City to carry out assistance through its Social Services Allocations program, Economic Development Allocations program, and Housing Programs. In carrying out these and other assistance efforts, the City coordinates activities, at all levels, to assure that policy makers and staff remain aware of the needs of our citizens, and of the agencies that serve them. Examples of community development outreach and coordination activities that are key to Corvallis' institutional structure in this regard are:

- The Corvallis Housing and Community Development Commission, a ten-member citizen commission (including liaisons from the City Council and Planning Commission) that carries out Consolidated Plan and Action Plan development work, and provides program oversight to the City's Housing Division.

- City Council and staff representation on many of the Boards of Directors of the agencies that form the service delivery structure;

- A group of nearly 25 other citizen boards and commissions that advise the City Council on a variety of community needs and issues;

- Coordination and efforts to achieve consistency of planning efforts between the Linn-Benton Housing Authority (PHA Plan), Community Services Consortium (Continuum of Care Plan) and the City of Corvallis (Consolidated Plan);

- City Housing Division staff participation on the steering committee for development of a ten year plan to end homelessness for Benton County. The committee is made up of citizens, government representatives, and service agency staff from throughout the county.

The institutional structure that provides for the delivery of services to target populations in Corvallis and the surrounding area is one that operates quite effectively, but not surprisingly, imperfectly. In assessing the strengths and weaknesses of this institutional structure, the following conclusions emerge:

Strengths:

- a good general and shared understanding of the needs of low income residents;
- a broad mix of services that leaves few, if any needs completely unmet;
- good knowledge of and access to state, federal and other private funding for programs and activities;
- highly cooperative working relationships among housing and service providers;
- a strong and growing knowledge and understanding of the housing and facility development process; and
- a philosophy, supported by both the public and private sectors, that promotes the vision of a community in which the housing and service needs of all its members are or will eventually be met.

Weaknesses:

- fewer resources, in the form of funds, services, facilities and housing, than are required in order to fully meet the needs of the community, and specifically low income residents and residents with special needs;
- declining financial resources at the federal and state levels stemming from reduced budget allocations to support housing, human services and other community development activities;
- a lack of a centralized information and referral service to make sure that anyone in the community with a need, or anyone representing those in need, can find out about where to go and how to access the services that are available;
- some lack of coordination among existing service providers, and a resultant lack of understanding among providers and recipients about which agencies are the most appropriate from a referral standpoint (which also stems in part from the lack of a centralized information and referral service);
- some lack of coordination among governmental and quasi-governmental entities that provide services, funding and technical assistance related to community development.

E. Coordination

As noted previously, the coordination of information and services is recognized as both a strength and a relative weakness of the community development service delivery system in Corvallis. It is anticipated that all of the City's coordination activities described in the section above will be continued for the foreseeable future. In addition, as noted among the goals and strategies outlined under the Housing and Community Development planning section of this chapter, the City will undertake a range of efforts over the next five years to work with local providers of housing and human services in order to maintain an awareness of and document needs. In turn, this will yield a better understanding of those needs, and in the long run, a more effective service delivery system.

A new set of opportunities for coordination will arise out of the county-level process currently underway to develop a local ten year plan to end homelessness. The range of outcomes that will be achieved once this plan has been completed and adopted are anticipated to include:

- A clearer, common understanding of the full range of needs and gaps among homeless populations;
- A clearly stated set of strategies for eliminating homelessness—and especially chronic homelessness; and
- Identified roles and responsibilities for those who either fund or provide services to homeless populations.

A final outcome of this effort will be stronger, more effective coordination of financial and human resources, and thus more effective agencies and programs, working together to address the needs of homeless people in our area.

CHAPTER IV: HOUSING AND COMMUNITY DEVELOPMENT ACTION PLAN FOR PLAN YEAR 2008-09

INTRODUCTION

This Action Plan describes housing and community development activities that the City of Corvallis will undertake during FY 2008-09 using both local funding and funding to be provided by the U.S. Department of Housing and Urban Development. All of the funded activities described in this Plan will occur within the City limits of Corvallis.

Citizen Participation

As called for in the CDBG/HOME Program Citizen Participation Plan contained in the Corvallis Consolidated Plan for FY 08-09 through FY 12-13, this Action Plan was developed with input from the public in a variety of ways:

- The Corvallis Housing and Community Development Commission (HCDC) is a citizen body that has been identified by the City Council as having responsibility for developing strategies to deliver local and federal resources to meet the City's priority community development needs where the interests of low income residents will be served. The HCDC holds monthly public meetings to discuss program performance and develop assistance strategies, and was also responsible for developing and recommending the CDBG and HOME funding allocations found in this Plan.

- Two public hearings have been held by the Corvallis City Council to receive input about the needs of people in the community, the City's performance in utilizing its federal funding to meet those needs, and how the proposed Action Plan for FY 08-09 will both guide and accomplish the goals and outcomes identified in the Consolidated Plan. Prior to conducting the second of these hearings, the City provided a 30-day comment period during which public input related to the content of the proposed Consolidated Plan and Action Plan was requested.

Minutes of the HCDC and City Council meetings pertinent to the development of this Plan are included in the Attachments section of this document, as are summaries of the comments received from the public during the two Council hearings and the 30-day Plan comment period.

Summary of Available Resources

The FY 08-09 resources that are allocated through this Action Plan element of the five-year Corvallis Consolidated Plan include:

Community Development Block Grant Funds:	$535,724
CDBG Program Income:	$90,000
HOME Investment Partnerships Funds:	$405,690
City Revolving (250) Loan Fund:	$388,280
Total FY 08-09 Resources to be allocated:	**$1,419,694**

The amounts identified above represent funding to be allocated from both federal and local sources; **the City intends that 100% of these funds will be invested in or support the delivery of activities that primarily benefit low, very low, and extremely low income persons**. As stated in Chapter III of this document, the list above does not include funding from other sources, which are typically critical to the successful financing of larger capital projects, because until proposals are received and evaluated, these amounts are not known. It is important to point out though that many projects do rely on funds from sources like private foundations and trusts, public and private sector lenders, and in some cases, other city, state and federal sources. Among the federal resources that will be invested in projects in Corvallis, but which are not allocated through this Action Plan, are:

- Homeless funding authorized under the McKinney Act and allocated locally to qualifying agencies by Community Services Consortium, of which approximately $90,000 is anticipated to be made available during FY 08-09;
- Low Income Housing Tax Credits, of which approximately $9,500,000 will be sought from the State of Oregon's 2008 Consolidated Funding Cycle to support a Willamette Neighborhood Housing Services project which has received a commitment of City HOME funding; and
- HUD Section 8 housing assistance funding. At the time this Plan is being drafted there are approximately 600 vouchers and assisted units in Corvallis, and the Linn-Benton Housing Authority estimates the value of the assistance they will generate during FY 08-09 will be approximately $3,000,000.

Another significant source of funding not allocated through this Plan comes through the low income buyers who utilize the City's down payment assistance loan programs. These buyers typically invest as much as $30,000 each in their purchase transaction in addition to any loan funding the City provides. These funds come primarily from the buyers' own savings, but are also secured from other grant sources, family gifts, and seller concessions. In total the amount of project and activity funding from sources that do not flow through the City's budget make up a significant portion of the total investment in affordable housing in Corvallis each year.

General Description of Federal Funding Requirements

Community Development Block Grant funds and CDBG Program Income are federal funds that must be used in ways that primarily benefit people in Corvallis with incomes at or below 80% of the median income for our community. HOME Investment Partnerships Program funds are also federal, and must also be used to benefit lower-income residents, but depending on the type of activity being assisted, the required income levels of the beneficiaries will differ. The beneficiaries of HOME program funding that assists projects targeting home ownership must have incomes at or below 80% of the area median income; in rental housing projects that receive HOME funding at least 90% of the beneficiaries must have incomes at or below 60% of the area median income, and the remaining 10% of the beneficiaries must have incomes at or below 80% of the area median. Additional limits may apply based on project size. The City's Community Development Revolving Loan Fund is made up of local and state funds that have been utilized by the City over the last 35+ years to help meet the housing needs of low income residents. In the coming year the Revolving Loan Fund will supplement funding from the CDBG and HOME programs in order to provide additional housing resources in the form of assistance loans, and to support program administration where federal resources do not cover them completely.

Non-federal HOME Program Match

Where projects utilize HOME funding the local community must contribute matching investments, in aggregate, of not less than 25% of the HOME-provided funding amount. This local matching investment may not be derived from federal resources or funds. The matching requirement applies only to HOME funds used to assist projects; the costs of program administration and other operating and technical assistance expenditures are not subject to this requirement. In general the City looks to its HOME recipients to provide the funds that meet the 25% non-federal match requirement within the projects they undertake; because FY 08-09 HOME funds are to be allocated during the coming Plan year, the amount of HOME match that will be made available through project development activity is not known at this time.

In some cases it is not possible for HOME capital funding recipients to meet this match goal because of the nature of their project's financial structure. In such cases the City utilizes HOME match from a "bank" that has been accumulated based on other qualifying affordable housing efforts, some HOME funded and some not, that have occurred in recent years. Examples of sources for this HOME match bank include Habitat for Humanity projects, which enjoy significant donations of land, skilled and unskilled services and labor, as well as materials; and also, grant funds provided to first time, low income home buyers through the Federal Home Loan Bank's Home$tart program. At the time this Plan is being drafted, the City has accumulated a total of $787,285 in qualifying match, of which $432,704 has been reserved to projects for which commitments of HOME funds have been made.

Description of Goals, Results and the Measurement of Outcomes

The section that follows restates the five-year community development goals and strategies outlined in Chapter III of this Consolidated Plan, adding descriptions of the actions that will be taken during the FY 08-09 plan year to carry out specific strategies and in turn, work toward the achievement of Consolidated Plan goals. Many goals—specifically those that apply to housing assistance activities—are concrete and numeric, and thus the results that will be achieved in carrying them out are easily measured. Such goals are typically listed first under each priority discussion area, and the first actions described thereafter will in most cases contain numeric results to be achieved during the program year. A summary of the five-year goals, newly established for this first year under the FY 08-09 Corvallis Consolidated Plan, follows.

FY 08-09 through FY 12-13 Consolidated Plan Housing Activity Goals

Activity Type and Unit Goal	Activity Subtype	Primary Funding Source*	Five Year Unit Goals	Unit Goals for FY 08-09	Unit Goals for Remaining Plan Years
Facilitate the creation of 150 new affordable owner or renter housing opportunities	Provide direct City down payment assistance loans	CDBG	60	12	48
	Fund unit acquisition or construction by others	HOME	90	4	86
Facilitate the rehabilitation of 175 units of owner of renter housing occupied by people with low incomes	Fund housing rehab activity by others	HOME and/or CDBG	125	82	43
	Provide direct City housing rehab loans	CDBG or non-federal RLF	50	10	40
Create 30 permanent supportive housing opportunities for special needs populations	Fund the creation of permanent supportive housing units for homeless populations/ subpopulations	HOME and/or CDBG	20	0	20
	Fund the creation of permanent supportive housing units for non-homeless special needs populations	HOME and/or CDBG	10	0	10
All unit types			355	108	247

* *In a given Plan year the City may determine that a source not identified as "primary" in this column is better suited to a particular request, and utilize that source for project funding.*

These numeric goals, and the City's progress toward achieving them, are used to guide the allocation of capital project funding each year as Action Plans are developed. Other Consolidated Plan goals, where numeric results are not noted, are included to give readers an understanding of the supportive work that is required, typically on an ongoing basis, in order to build and maintain an organization and community network capable of achieving the Consolidated Plan's primary, measurable goals, and therefore meeting federal requirements to provide decent, safe and affordable housing, maintain a suitable living environment, and provide expanded economic opportunities.

HUD Outcome Performance Measurement

The City's Action Plan for FY 06-07 initiated the inclusion of a performance measurement system prescribed by HUD in its "Notice of Outcome Performance Measurement System for Community Planning and

Development Formula Grant Programs," published in the *Federal Register* on March 1, 2006. This measurement system provides each jurisdiction that participates in a Community Planning and Development (CPD) program such as the CDBG or HOME program with sets of objectives, outcomes and performance indicators to be applied to the activities they fund.

HUD describes the three different possible objectives, from which one is to be selected to apply to any particular activity, as follows:

- **Suitable Living Environment.** In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

- **Decent Housing.** The activities that typically would be found under this objective are designed to cover the wide range of housing possible under HOME and CDBG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.

- **Creating Economic Opportunities.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

After choosing one of the objectives noted above to apply to a given activity, the outcome that best reflects the funded activity is to be chosen from a list of three alternatives:

- **Availability/Accessibility.** This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people where they live.

- **Affordability.** This outcome category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. In can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

- **Sustainability: Promoting Livable or Viable Communities.** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

For each possible combination of an objective and an outcome, HUD has created a list of potentially applicable indicators from which grantees will select the most appropriate for the activity they are funding. The list of possible indicators is too long to include here, and many that have been identified by HUD will have no applicability to the activities the City of Corvallis will fund during FY 08-09. As has been the case in the past, the City's FY 08-09 Action Plan will identify two types of performance criteria that will be evaluated during the course of the year, and reported by or to the City at year end. The first type includes the HUD-defined objective, outcome and indicator(s) that the City and its grantees will track and report on; the second type reflects the "local intent" of activities—the outcomes that have been identified by grantees and/or the City as those that will address local needs not included in the HUD performance measurement system.

Following the end of the fiscal year, data on the activities for which performance indicators have been tracked will be summarized using reports from HUD's Integrated Disbursement and Information System (IDIS), and

will be combined with narratives in the City's Consolidated Annual Performance Evaluation Report (CAPER). This document helps citizens and those with interest in the City's CDBG and HOME programs stay abreast of the City's progress. The CAPER is also submitted annually by to HUD for its review and approval.

Coordination of the Corvallis Consolidated Plan and Action Plan

The Mayor and City Council of Corvallis have identified the City's Community Development Department as the department responsible for the planning, development, and implementation of the Community Development Block Grant and HOME Investment Partnerships programs. The Director of the Community Development Department has assigned those duties to the department's Housing Division.

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PART I: FY 08-09 ACTION PLAN ITEM NARRATIVE DESCRIPTIONS

Housing Priority A: ***Families and individuals with low incomes [note: for purposes of this Plan, where the phrase "low income" is used, it includes not only families and individuals with incomes at or below 80% of median, but also those considered to be "very low income" (incomes at or below 50% of median) and "extremely low income" (incomes at or below 30% of median)].***

Goal 1: Over the five year Consolidated Plan period, facilitate the creation of 150 housing opportunities that are affordable to low, very low and extremely low income occupants.

Strategy 1: Provide funding to facilitate the creation of 90 affordable housing opportunities represented either by new units that are affordable to low income occupants, or the commitment of existing units to long term affordability. Activities funded will include property acquisition (improved and/or vacant land), housing construction, construction of public infrastructure in conjunction with affordable housing development, housing rehabilitation and/or conversion in conjunction with acquisition, and refinancing of property debt in conjunction with rehabilitation. In the case of the latter approach, HOME would be the applicable funding source, and in addition to the assistance being required to sustain or improve the affordability of a project, the following criteria would also be applied: The units being refinanced must also need rehabilitation in order to 1) alleviate deficiencies that may degrade structural integrity; 2) address lead-based paint hazards; 3) create or improve accessibility, livability and/or usability for tenants; 4) extend the useful life of the building; 5) meet HUD Housing Quality Standards; and/or 6) improve energy efficiency. Further, the amount of the City's HOME assistance allocated to the rehabilitation portion of the activity will typically not be less than 15% of the total HOME funding amount, but may be as low as 10% where the long term benefit to low income renters supports such a decision.

Action 1: Allocate prior-year HOME CHDO project setaside funding to Willamette Neighborhood Housing Services, Inc. (WNHS), the City's Community Housing Development Organization, to carry out a scattered site housing development project that will create 62 units of new, affordable rental housing, up to 20 of which will be HOME-assisted.

Description:	Combine past CHDO project reservations totaling $453,000 with a new reservation of $547,000 in past-year funds to support WNHS's development of the Alexander Court (26 units) and Seavey Meadows (36 units) projects.
Local Intent:	This activity will utilize HOME funds to focus the City's resources on creating housing that is affordable to low income renters, thereby creating a better and more financially stable quality of life for program beneficiaries. The project will also create ten units of permanent supportive housing for survivors of domestic violence, furthering the City's efforts to eliminate homelessness.
HUD Objective:	Decent Housing
HUD Outcome:	Affordability
HUD Indicator(s):	Number of affordable units; number of years of affordability.
Timeframe:	Project scheduled to begin construction in spring 2009, with completion in spring 2010.
Funding:	$1,000,000 HOME (from prior year resources; this allocation is not reflected in FY 08-09 program budget pages contained in this Plan).
Agency:	Willamette Neighborhood Housing Services; Center Against Rape and Domestic Violence; City of Corvallis Housing Division
Location:	SW Third Street at SW Alexander (Alexander Court); NE Conser Drive at NE Jasper Street (Seavey Meadows)

Action 2: Allocate prior-year HOME funding to Benton Habitat for Humanity to support their development of two housing units for purchase and ownership by low income families.

Description:	This project will utilize HOME funds to acquire two adjacent single family lots and underwrite a portion of the cost for Habitat to build two attached/zero lot line units for home ownership.
Local Intent:	This activity will focus the City's resources on creating housing that is affordable to low income owners, thereby creating a better and more financially stable quality of life for program beneficiaries.
HUD Objective:	Decent Housing
HUD Outcome:	Affordability
HUD Indicator(s):	Number of affordable units; number of years of affordability.
Timeframe:	Project scheduled to begin construction in summer 2008, with completion in fall 2010.
Funding:	$158,000 HOME (from prior year resources; this allocation is not reflected in FY 08-09 program budget pages contained in this Plan).
Agency:	Benton Habitat for Humanity
Location:	286 & 288 SW Tunison, Corvallis

Action 3: Provide HOME funding through a Request for Proposals process to project owners and/or developers in order to underwrite costs related to residential property acquisition, housing construction, and as needed the conversion, rehabilitation or refinance of that property, resulting in 10 units being committed to use as affordable housing.

Description:	In conjunction with the review of proposals for other potential HOME-funded activities identified as eligible within this Action Plan, evaluate projects for grant or loan funding to facilitate the acquisition and/or provision of 10 units of housing that are affordable to low income occupants, with priority in allocation decisions being given to viable projects that will meet the housing needs of those with the lowest incomes.
Local Intent:	This activity will utilize HOME funds to focus the City's resources on both creating and preserving housing that is affordable to low income occupants, thereby creating a better and more financially stable quality of life for program beneficiaries.
HUD Objective:	Decent Housing
HUD Outcome:	Affordability
HUD Indicator(s):	Number of affordable units; number of years of affordability.
Timeframe:	Complete the allocation of funds by 6/30/09
Funding:	Up to $284,280 HOME, to be shared among other activities.
Agency:	City of Corvallis Housing Division
Location:	City-wide

Action 4: Provide HOME funding through required project setasides to qualifying Community Housing Development Organizations (CHDOs) to facilitate affordable housing project development. Funding under this action may be combined with funds from Action 1 above where a project activity being undertaken by a CHDO requires a higher level of HOME funding than is available under this setaside alone. Units acquired/ provided under this Action will be counted toward the 10 units to be achieved during FY 09-10.

Description: HOME program guidelines require that at least 15% of a participating jurisdiction's annual HOME allocation be used to fund project development activities carried out by qualified CHDOs.
Local Intent: This action meets HOME program requirements related to project development setasides for organizations whose mission is to create affordable housing in Corvallis. As with the general distribution of HOME funding, CHDO project funding will result in the creation of a better and more financially stable quality of life for project beneficiaries.
HUD Objective: Decent Housing
HUD Outcome: Affordability
HUD Indicator(s): Number of affordable units; number of years of affordability.
Timeframe: Complete the allocation of funds by 6/30/09
Funding: At least $60,850 HOME
Agency: City of Corvallis Housing Division, qualified CHDOs
Location: City-wide

Action 5: Continue to share informational resources with the Linn-Benton Housing Authority and affordable housing providers and developers in order to maintain an awareness of the availability of Section 8 rental assistance, features of the Section 8 Program, the status of expiring Section 8 projects, and plans for the creation/conversion of affordable units, and in turn provide information to renters/potential renters and owners/managers of rental properties in order to educate them about the Section 8 program and other assistance available to renters and owners of affordable rental properties.

Description: In conjunction with agency coordination efforts and housing rehabilitation or development assistance activities, create and provide information to the community, low income area residents, and/or owners of properties in low income areas or areas with a significant number of housing units in need of repair, outlining affordable housing assistance opportunities. Review the materials produced for this purpose with representative members of Corvallis' minority populations in order to assess and improve their effectiveness across all populations.
Local Intent: This activity will facilitate an awareness of affordable housing assistance opportunities for both renters and rental property owners, which should in turn lead to increased awareness and choice, and thus a better matching of low income households' rental needs with available units and resources.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division, Linn-Benton Housing Authority, owners and developers of affordable housing.
Location: City-wide

Action 6: Continue to provide guidance and technical assistance to Benton Habitat for Humanity as the agency works to create a mixed-income affordable housing development on their Hilltop Village site, and consider future requests for CDBG and/or HOME funding.

Description: Benton Habitat has received a donation of land in Northwest Corvallis on which it intends to build or facilitate construction of approximately 18 units of affordable and market rate home ownership housing. As a

greenfield project, this activity will include the design and construction of public infrastructure in advance of building affordable homes under the Habitat model, and selling lots for home construction by others.

Local Intent: This activity will eventually result in the creation of a mixed income neighborhood in an area with very little current affordable inventory. Habitat-assisted families will benefit by obtaining homeownership and the opportunities for family stabilization, community involvement and asset building that typically go with it.

Timeframe: Continue to carry out the technical assistance aspect of this activity as needed throughout FY 08-09, with an expectation of a funding request for FY 09-10 HOME resources.

Agency: City of Corvallis Housing Division, Benton Habitat for Humanity.

Location: A 3.1 acre site north of NW Charlemagne Place and south of NW Highland Dell Drive, at the east end of the NW 13th Street right-of-way.

Strategy 2: Provide funding to facilitate the creation of 60 home ownership opportunities for low income renter households.

Action 1: Provide home purchase assistance loans to 12 low income renter/home buyers. Loan applications will be considered as they are received throughout the year.

Description: The City's First Time Home Buyer and NewHome Buyer Assistance programs provide low interest/partially deferred down payment assistance loans to low income renters/residents who want to achieve home ownership. Loans made through these programs carry, at a minimum, a "recapture provision" which calls for repayment of the outstanding loan balance in the event the borrower sells or moves from their home prior to full loan repayment.

Local Intent: This activity meets the City's housing opportunity creation goal by making home purchases possible for low income renters, thereby providing the means to improve the financial stability and resulting quality of life of those who become homeowners.

HUD Objective: Decent Housing

HUD Outcome: Affordability

HUD Indicator(s): Number of first time home buyers assisted; number of buyers receiving housing counseling; number of buyers receiving down payment and closing cost assistance.

Timeframe: Complete this action by 6/30/09

Funding: $120,000 CDBG

Agency: City of Corvallis Housing Division

Location: City-wide

Action 2: Continue to participate/cooperate in the provision of the Home Buyer Education program offered by Willamette Neighborhood Housing Services, and a qualification prerequisite for the City's First Time Home Buyer program.

Description: Remain engaged in the process of reviewing, updating and delivering the WNHS Home Buyer Education program, which teaches low income, first time buyers how to successfully purchase and sustain a home.

Local Intent: Buyer education is an element that is critical for moving people successfully from renting to owning a home, and for participating in the asset building opportunities that ownership affords.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City Housing Division, WNHS and community partners
Location: City-wide

Action 3: Continue to investigate and assist in the development of home purchase financing tools and assistance programs, including loan default prevention programs, offered by private- and public-sector lenders and grantors.

Description: Pursue discussions with both public (government) and private funders in order to continue to develop and maintain an awareness of mortgage finance and down payment assistance tools that bring home ownership within the reach of low income owner/buyers, and programs or tools that can help prevent low income buyers from facing default as personal economic conditions change.
Local Intent: The City's home buyer assistance programs coordinate with mortgage lenders to create opportunities for home purchases by low income buyers. The City must not only remain aware of emerging programs, but must also participate in their design to assure that the City's programs will continue to be integrated into home purchase financing arrangements.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division and funding entities
Location: City-wide

Goal 2: Over the five year Consolidated Plan period, support the rehabilitation and improvement of 175 units of housing that are occupied by low, very low and extremely low income residents.

Strategy 1: Provide rehabilitation funding to improve the quality and maintain the affordability of 50 housing units occupied by low income owners.

Action 1: Place interest-free deferred payment loans to assist in the rehabilitation of seven (7) units of housing occupied by very low and extremely low income owners, with an emphasis on units occupied by elderly and/or disabled owners. Loan applications will be considered as they are received throughout the year.

Description: The City's Essential Repair Program provides zero-interest, deferred payment loans to carry out needed repairs on homes occupied by very low and extremely low income owners.
Local Intent: Loans allow for property improvements which in turn maintain and improve the quality of housing units; because repayment is deferred until the sale of the residence, the rehabilitation loan has no impact on the monthly housing expenses of the owner, and thus maintains or improves housing affordability. Affordability is further enhanced by funding improvements that will increase energy efficiency resulting in lower monthly energy costs. All such loans result in greater financial stability for recipients; elderly and disabled residents assisted will also benefit by being able to stay longer and more independently in the home they own.
HUD Objective: Decent Housing
HUD Outcome: Affordability
HUD Indicator(s): Number of units occupied by elderly or disabled owners; number of units brought from substandard to standard condition; number of units brought into compliance with lead safe housing regulations; number of units made accessible for persons with disabilities.

Timeframe: Complete the allocation of funds by 6/30/09
Funding: $70,593 CDBG; $55,000 City Revolving Loan Fund; prior-year CDBG carryovers.
Agency: City of Corvallis Housing Division
Location: City-wide

Action 2: Place low interest amortized loans to assist in the rehabilitation and improvement of three (3) units of housing occupied by low income owners. Loan applications will be considered as they are received throughout the year.

Description: The City's Neighborhood Improvement Program provides low interest, ten year amortized loans to carry out needed repairs on homes occupied by low income owners.
Local Intent: Loans allow for property improvements which in turn maintain and improve the quality of housing units; low interest rates minimize the impact of the loan on the borrower's housing costs, while allowing for a program income stream that will be recycled for future CDBG-eligible activities. Affordability is further enhanced by funding improvements that will increase energy efficiency resulting in lower monthly energy costs. All such loans result in greater financial stability for recipients; elderly and disabled residents assisted will also benefit by being able to stay longer and more independently in the home they own.
HUD Objective: Decent Housing
HUD Outcome: Affordability
HUD Indicator(s): Number of units occupied by elderly or disabled owners; number of units brought from substandard to standard condition; number of units brought into compliance with lead safe housing regulations; number of units made accessible for persons with disabilities.
Timeframe: Complete the allocation of funds by 6/30/09
Funding: $40,000 CDBG; $35,000 City Revolving Loan Fund; prior-year CDBG carryovers.
Agency: City of Corvallis Housing Division
Location: City-wide

Action 3: Evaluate the need for additional forms of loan or grant assistance for low income home owners to carry out small and/or emergency rehabilitation projects in owner occupied units, including manufactured and mobile home units.

Description: On occasion the City's rehabilitation loan qualification process has taken longer than desired to address relatively minor but critical repairs in stick-built and manufactured units. In addition, because mobile homes in parks do not qualify as real property, they cannot be liened and thus do not qualify for assistance from either of the City's current rehabilitation loan programs. And finally, there are sometimes elements of projects that must occur prior to qualifying for a loan (inspections, system evaluations), or that do not directly affect the resale value of the home as typical rehab work does (e.g., lead-based paint removal). This action will evaluate the need for a program to fill these voids and the costs to design and implement it. If there is adequate need and the activity is feasible, it would be implemented in a future year.
Local Intent: Funding for housing rehabilitation allows for property improvements which in turn maintain and/or improve the quality of housing units. Certain situations would be better-suited to quick-turnaround grant funding either apart from or in conjunction with traditional rehab loans from one of the City's other assistance programs.

HUD Objective: Decent Housing
HUD Outcome: Affordability
HUD Indicator(s): Number of units occupied by elderly or disabled owners; number of units brought from substandard to standard condition; number of units brought into compliance with lead safe housing regulations; number of units made accessible for persons with disabilities.
Timeframe: Complete a program need and feasibility evaluation by 6/30/09
Funding: None allocated for FY 08-09.
Agency: City of Corvallis Housing Division
Location: City-wide

Strategy 2: Provide rehabilitation funding to improve the quality and maintain the affordability of 125 housing units occupied by low income renters.

Action 1: Provide grant funding to the Samaritan Village elderly/affordable rental housing project to underwrite costs related to the installation of a lift to allow access between the main floor and basement of the common building for mobility impaired residents, and to install a backup generator to maintain common building electrical systems during times of extended power outages.

Description: Samaritan Village provides 82 units of affordable rental housing to elderly individuals and couples. This action will fund improvements that will allow mobility impaired residents to participate in all of the activities offered at the facility, including those that occur in the basement of the common building. It will also improve the ability of facility management to care for residents in times of electrical outages by installing a generator to power heat, lights, the kitchen and outlets in the common building. This will help prevent basement flooding, and also provide backup electricity for the growing number of residents who use oxygenators for breathing assistance.
Local Intent: This action will improve the quality of life and security of the low income, elderly residents living in the Samaritan Village apartments.
HUD Objective: Suitable Living Environment
HUD Outcome: Availability/Accessibility
HUD Indicator(s): Number of persons assisted with improved access to a service
Timeframe: Complete the work to be funded by 6/30/09
Funding: $100,131 CDBG
Agency: City of Corvallis Housing Division, Samaritan Village management
Location: 295 NW 35th Street, Corvallis

Action 2: Provide HOME funding through a Request for Proposals process to project owners and/or developers in order to underwrite costs related to residential rental property rehabilitation in order to facilitate the rehabilitation of 10 units of housing that are affordable to low, very low and extremely low income renters.

Description: In conjunction with review of proposals for other potential HOME-funded activities identified as eligible within this Action Plan, evaluate projects for grant or loan funding with priority in allocation decisions being given to viable projects that will meet or are meeting the housing needs of those with the lowest incomes.
Local Intent: This activity will utilize HOME funds to focus the City's resources on preserving both the quality and the affordability of rental housing units. By providing grants or low-interest loans, quality improvements will be achieved with minimal impacts on project operating budgets, thereby assuring longer-term affordability, and maintaining housing quality and resident quality of life.

HUD Objective: Decent Housing
HUD Outcome: Affordability
HUD Indicator(s): Number of units rehabilitated; number of affordable units; number of units brought from substandard to standard condition; number of units brought into compliance with lead safe housing regulations.
Timeframe: Complete the allocation of funds by 6/30/09
Funding: $284,280 HOME, to be shared among other activities described in Goal 1 above.
Agency: City of Corvallis Housing Division
Location: City-wide

Action 3: Provide HOME funding through required project setasides to qualifying Community Housing Development Organizations (CHDOs) in order to facilitate affordable housing rehabilitation projects. Funding under this action may be combined with funds from Action 1 above where a project activity being undertaken by a CHDO requires a higher level of HOME funding than is available under this setaside alone. Units acquired/provided under this Action will be counted toward the 10 units to be achieved during the year.

Description: HOME program guidelines require that at least 15% of a participating jurisdiction's annual HOME allocation be used to fund project development activities carried out by qualified CHDOs.
Local Intent: This action meets HOME program requirements related to project development setasides for organizations whose mission is to create affordable housing in Corvallis. As with the general distribution of HOME funding, CHDO project funding will result in the creation of a better and more financially stable quality of life for project beneficiaries.
HUD Objective: Decent Housing
HUD Outcome: Affordability
HUD Indicator(s): Number of units rehabilitated; number of affordable units; number of units brought from substandard to standard condition; number of units brought into compliance with lead safe housing regulations.
Timeframe: Complete the allocation of funds by 6/30/09
Funding: At least $60,850 HOME, to be shared among other activities described in Goal 1 above.
Agency: City of Corvallis Housing Division, qualified CHDOs
Location: City-wide

Goal 3: Maintain and improve the development capacity of private sector non-profit housing agencies in order to support the creation of new affordable housing opportunities for low income residents.

Strategy 1: Share City resources, information and expertise with Community Housing Development Organizations (CHDOs).

Action 1: Provide ongoing consultation and other assistance as needed and practical to Willamette Neighborhood Housing Services, the only current CHDO for Corvallis, and to other organizations or entities that may consider qualifying as and becoming a Corvallis CHDO.

Description: This activity is intended to sustain the strong working relationship between the City of Corvallis and WNHS by assuring a collaborative approach to project identification and development work. WNHS's continues to evaluate and move forward with forming a Community Land Trust, which could also be considered for CHDO status in the future.

Local Intent: The effectiveness and success of the City's HOME program is very much dependent on having one or more CHDOs actively creating affordable housing opportunities in Corvallis.

Timeframe: Carry out this ongoing activity through 06/30/09.

Agency: City of Corvallis Housing Division, Willamette Neighborhood Housing Services, other qualifying agencies or entities.

Location: City-wide

Strategy 2: On an annual basis, consider utilizing authorized HOME program operating setasides to support the development activities of CHDOs.

Action 1: Provide CHDO Operating funding from the City's HOME program allocations for FY 08-09 to Willamette Neighborhood Housing Services, which currently operates as the City's CHDO for purposes of its HOME program.

Description: This activity will provide operating funding support to WNHS as allowed under 24CFR part 92.208(a).

Local Intent: This activity will allow WNHS, the City's HOME program CHDO, to underwrite a portion of the costs they incur in their efforts to build, acquire, and rehabilitate housing that is affordable to low income residents of Corvallis.

Timeframe: Complete the expenditure of funds by 6/30/09

Funding: $20,000 HOME.

Agency: City of Corvallis Housing Division and Willamette Neighborhood Housing Services

Location: City-wide

Goal 4: Maintain an awareness of the physical condition of Corvallis housing on a City-wide basis and within neighborhoods and smaller geographic areas in order to develop area-targeted rehabilitation, improvement, and/or redevelopment strategies.

Strategy 1: Periodically assess and map physical housing and infrastructure conditions on a city-wide basis.

No actions were proposed for consideration or approved for the year covered by this Action Plan.

Strategy 2: Provide the results of periodic condition assessments to housing providers/developers and service agencies in order to facilitate area-focused development efforts.

Action 1: Share maps and other data derived from the City's FY 06-07 housing condition assessment with CHDOs and other affordable housing developers interested in creating area-targeted housing development/redevelopment strategies.

Description: The City will share information from its recent housing condition assessment work with Willamette Neighborhood Housing Services and other affordable housing developers and service providers, and participate in discussions that might lead to area-targeted development/redevelopment efforts.

Local Intent: This work may result in an area- or neighborhood-targeted development/redevelopment strategy to increase the quality and availability of affordable housing and needed supportive services.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division, WNHS, other affordable housing developers and service providers.
Location: Citywide, with specific areas to be determined.

Action 2: Evaluate, and consider for future financial assistance, infrastructure and/or community facility project funding for block- or neighborhood-targeted projects that improve livability for low income area residents.

Description: Provide technical assistance to agencies that are developing projects which may or will be eligible for funding with CDBG resources.
Local Intent: This action will facilitate new approaches to the creation of facilities, infrastructure and amenities in low income areas, and will help the City to identify potential eligible projects in advance of receiving requests for project funding.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City Housing Division
Location: City-wide

Goal 5: Continue to monitor advances in residential construction techniques and technologies, and where appropriate, encourage their incorporation into construction projects in Corvallis.

Strategy 1: Track and evaluate building technologies, techniques and materials that result in housing construction that is relatively more affordable.

Action 1: Maintain an informational library with media relating to current and emerging building technologies, techniques and materials targeted at housing affordability.

Description: Monitor and gather publications produced by HUD, local and national home builder organizations, and building products manufacturers.
Local Intent: This action will create a reference resource for City staff and builders of affordable housing.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division
Location: Housing Division Offices

Strategy 2: Stay abreast of technology trends that lead to improved energy efficiency and reduced energy costs in residential construction.

Action 1: Maintain an informational library with media relating to current and emerging energy-efficient building technologies and techniques.

Description: Monitor and gather publications produced by HUD, local and national home builder organizations, utility providers, and building products manufactures.
Local Intent: This action will create a reference resource for City staff and builders of affordable housing.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division
Location: Housing Division Offices

Strategy 3: Gather information and build knowledge of best practices and trends in sustainable construction methods and technologies related to affordable housing and community facility development, and evaluate potential incentives and/or requirements for future City-funded rehabilitation and construction projects.

Action 1: Work with the City's Sustainability Supervisor to identify best practices in sustainable construction and rehabilitation in order to begin developing standards for consideration as an element of future competitive project funding cycles.

Description: The Sustainability Supervisor is charged with facilitating development of internal organizational standards for sustainability, as well as proposing community-wide standards for consideration by the City Council. In conjunction with this work, and as one of the identified sustainability initiatives for the City's Housing Division, begin creating project standards that will become review criteria for construction and rehabilitation project proposals seeking HOME and CDBG funding in future allocation rounds.

Local Intent: This action will further attainment of the City's sustainability goals by establishing and imposing standards for projects seeking City financial support.

Timeframe: Carry out this ongoing activity through 6/30/09

Agency: City of Corvallis Housing Division, Community Development Department and Public Works Department

Location: Housing Division Offices

Housing Priority B: People who are homeless or at risk of becoming homeless

Goal 1: Develop and maintain a comprehensive understanding of the housing needs of people who are homeless, chronically homeless, or at risk of becoming homeless, and participate in coordination of the resources that are available to assist them.

Strategy 1: Participate in the county-wide process to create a ten year plan to end homelessness, and use the resulting planning document to support clarifications and/or revisions to the goals and strategies contained in this Consolidated Plan, and to support new goals and strategies in future Consolidated Plans.

Action 1: Housing staff will participate in the ten year plan process as a member of the steering committee.

Description: Community Services Consortium is leading a planning effort on behalf of Benton County and its municipal jurisdictions to create a ten year plan to end homelessness. City staff are participating in this process, and will continue in this effort for the duration as a member of the steering committee. Staff will also facilitate review and feedback processes as necessary and appropriate to ensure participation and support by City policy makers.

Local Intent: This action will help identify the highest priority needs among homeless and other special needs populations in Benton County (including and with a likely focus on Corvallis), and will develop coordinated strategies to methodically address those needs over the next several years.

Timeframe: Continue participating in this planning activity through 6/30/09.

Agency: Community Services Consortium, City of Corvallis Housing Division, Benton County, homeless and special needs service providers, housing providers and community members.

Location: County-wide

Action 2: Once a ten year plan is completed and accepted or adopted by the City Council, integrate its goals and, where CDBG and/or HOME funding might be considered, the projects and activities it identifies, into future Action Plans.

Description: The ten year plan is expected to identify specific actions to be taken by organizations in the community in order to address issues of homelessness. This action will assure that the City plans for future uses of its federal funding with the outcomes of this effort in mind.

Local Intent: This action will help address the highest priority needs among homeless and other special needs populations in Benton County (including and with a likely focus on Corvallis) over the next several years.

Timeframe: Continue participating in this planning activity through 6/30/09 and if the timing of project completion allows, integrate the outcomes into the FY 09-10 Action Plan.

Agency: City Council, City of Corvallis Housing Division

Location: City-wide

Strategy 2: Continue to communicate with private and public agencies working with homeless populations about the tools and methods currently being used to determine the number and needs of people who are homeless in Corvallis.

Action 1: Coordinate with local providers of homeless shelter and transitional/supportive housing units to determine the number and types of units needed at any given time, and evaluate the applicability of donated or market housing units as they become available.

Description: Work with agencies to maintain a clear understanding of the number and types of units needed.

Local Intent: The acquisition, relocation and/or rehabilitation of existing housing is often a viable way to create new units.

Timeframe: Carry out this ongoing activity through 6/30/09

Agency: City of Corvallis Housing Division, Community Services Consortium, homeless service providers and others with pertinent knowledge or experience.

Location: City-wide

Goal 2: Over the five year Consolidated Plan period, strengthen the community's ability to meet the housing needs of people who are homeless by facilitating the creation of at least 20 permanent supportive housing units, and by helping to sustain existing emergency and transitional units. Included in the populations considered homeless within this Plan are survivors of domestic violence, which may include either individuals or a parent with children.

Strategy 1: Provide technical assistance and consider providing funding to local service providers for the development of permanent supportive housing for homeless families with children and/or for homeless individuals.

Action 1: Through participation in the process of creating a ten year plan to end homelessness, evaluate opportunities to begin working directly with agencies that would or could develop units of permanent supportive housing for homeless families and individuals.

Description: Begin providing technical assistance to agencies that serve homeless populations for whom a need is being identified in Benton County's ten year plan to end homelessness, with the intention of helping to facilitate viable Corvallis projects for future funding consideration.

Local Intent: Early involvement in capital project development efforts helps to ensure that the projects that emerge will meet the needs of Corvallis and be eligible for funding from the City's CDBG and/or HOME programs.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division, Community Services Consortium, homeless service providers and others with pertinent knowledge or experience.
Location: City-wide

Strategy 2: Where appropriate, provide funding assistance for the acquisition, relocation and/or rehabilitation of existing housing, or for construction of new housing, for use as permanent supportive housing for homeless families with children and/or for homeless individuals.

Action 1: Ten of the HOME-assisted units identified above within Housing Priority A, Goal 1, Strategy 1, Action 1, will provide permanent supportive housing for survivors of domestic violence. Willamette Neighborhood Housing Services will develop and own the units of housing; the Center Against Rape and Domestic Violence will provide supportive services to the residents of the 10 units, which will be located at the Alexander Court site in southwest Corvallis.

Description: Funding will utilize past CHDO project reservations totaling $453,000 with a new reservation of $547,000 to support WNHS's development of the Alexander Court and Seavey Meadows. Alexander Court will include 10 units of permanent supportive housing for survivors of domestic violence. Planning for this project has been underway for nearly three years.
Local Intent: This activity will utilize HOME funds to focus the City's resources on creating permanent supportive housing for a homeless subpopulation whose needs have long been identified, and for whom this project has been undergoing planning for nearly three years.
HUD Objective: Decent Housing
HUD Outcome: Affordability
HUD Indicator(s): Number of affordable units; number of years of affordability.
Timeframe: Project scheduled to begin construction in spring 2009, with completion in spring 2010.
Funding: $1,000,000 HOME (from prior year resources; this allocation is not reflected in FY 08-09 program budget pages contained in this Plan).
Agency: Willamette Neighborhood Housing Services
Location: SW Third Street at SW Alexander

Housing Priority C: Non-homeless families and individuals with special needs

Goal 1: Develop and maintain a comprehensive understanding of the housing needs of people in special needs populations, and participate in coordination of the resources that are available to assist them.

Strategy 1: Participate in the county-wide process to create a ten year plan to end homelessness, and use the resulting planning document to support clarifications and/or revisions to the goals and strategies contained in this Consolidated Plan, and to support new goals and strategies in future Consolidated Plans. (It is presumed that this planning process will outline strategies and plans to assist populations other than those who are currently homeless and also have an unmet need for housing.)

Action 1: Housing staff will participate in the ten year plan process as a member of the steering committee.

Description: Community Services Consortium is leading a planning effort on behalf of Benton County and its municipal jurisdictions to create a ten year plan to end homelessness. City staff are participating in this process, and will continue in this effort for the duration as a member of the steering committee. Staff will also facilitate review and feedback processes as necessary and appropriate to ensure participation and support by City policy makers.

Local Intent: This action will help identify the highest priority needs among homeless and other special needs populations in Benton County (including and with a likely focus on Corvallis), and will develop coordinated strategies to methodically address those needs over the next several years.

Timeframe: Continue participating in this planning activity through 6/30/09.

Agency: Community Services Consortium, City of Corvallis Housing Division, Benton County, homeless and special needs service providers, housing providers and community members.

Location: County-wide

Action 2: Once a ten year plan is completed and accepted or adopted by the City Council, integrate its goals and, where CDBG and/or HOME funding might be considered, the projects and activities it identifies, into future Action Plans.

Description: The ten year plan is expected to identify specific actions to be taken by organizations in the community in order to address housing issues for special needs/non-homeless populations as well as the homeless. This action will assure that the City plans for future uses of its federal funding with the outcomes of this effort in mind.

Local Intent: This action will help address the highest priority needs among non-homeless special needs populations in Benton County (including and with a likely focus on Corvallis) over the next several years.

Timeframe: Continue participating in this planning activity through 6/30/09 and if the timing of project completion allows, integrate the outcomes into the FY 09-10 Action Plan.

Agency: City Council, City of Corvallis Housing Division

Location: City-wide

Strategy 2: Continue to communicate with private and public agencies working with special needs populations about the tools and methods currently being used to determine the number and needs of non-homeless families and individuals with special needs.

Action 1: Coordinate with local providers of housing and services to special needs populations to determine the number and types of units needed at any given time, and evaluate the applicability of donated or market housing units as they become available.

Description: Work with agencies to maintain a clear understanding of the number and types of units needed.

Local Intent: The acquisition, relocation and/or rehabilitation of existing housing is often a viable way to create new units.

Timeframe: Carry out this ongoing activity through 6/30/09

Agency: City of Corvallis Housing Division

Location: City-wide

Goal 2: Over the five year Consolidated Plan period, strengthen the community's ability to meet the housing needs of people with special needs by facilitating the creation or rehabilitation/retention of at least 10 permanent supportive housing units.

Strategy 1: Provide technical assistance and consider providing funding to local agencies or service providers for the development or rehabilitation/retention of permanent supportive housing projects for non-homeless families and individuals with special needs.

Action 1: Continue to communicate with providers of housing and services for special needs populations about both transitional and permanent housing needs and opportunities for future HOME or CDBG funding.

Description:	Input from providers of housing and services for special needs populations, received during the creation of the FY 08-09 through FY 12-13 Consolidated Plan, suggests an ongoing need in the community for additional units of both transitional and permanent supportive housing. The City will maintain contact with housing providers serving these populations, and assist where possible to identify opportunities.
Local Intent:	This action will help alleviate one of the Corvallis special needs population's most pressing housing needs.
Timeframe:	Carry out this ongoing activity through 6/30/09
Agency:	City of Corvallis Housing Division, special needs housing and service providers.
Location:	City-wide

Strategy 2: Where appropriate, provide funding assistance for the acquisition, relocation and/or rehabilitation of existing housing, or for construction of new housing, for use as permanent supportive housing for non-homeless families and individuals with special needs.

No actions were proposed for consideration or approved for the year covered by this Action Plan.

Fair Housing

The City of Corvallis has resolved to create and sustain a community that embraces fair housing by utilizing available resources to achieve the following goals:

Goal 1: Affirmatively further fair housing, and maintain a thorough understanding of fair housing issues and impediments to fair housing in Corvallis.

Strategy 1: Continue to carry out the activities called for in the current Corvallis Fair Housing Plan.

Action 1: Continue carrying out the actions that have been identified in the update of the Corvallis Fair Housing Plan, which was completed in June of 2005.

Description:	An update to the Fair Housing Plan was completed at the end of FY 04-05. That Plan contains a number of action items the City has been and will continue to undertake or facilitate in order to affirmatively further fair housing in Corvallis.
Local Intent:	This action helps assure that the City of Corvallis continues to meet its obligations to its citizens, and its certifications to HUD, to affirmatively further fair housing.

Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division and Personnel Office, the Community Alliance for Diversity, and the Fair Housing Council of Oregon.
Location: City-wide

Strategy 2: Periodically update the City's Analysis of Impediments to Fair Housing.

Action 1: Maintain contact with groups and individuals who have experience or special knowledge in the area of fair housing and housing discrimination in order to learn about emerging issues or concerns (impediments to fair housing) as they arise, and then as appropriate, analyze the information from a fair housing impediments perspective. As warranted, develop Fair Housing Plan addenda to address newly identified impediments.

Description: A number of groups focused on diversity and the prevention of discrimination in Corvallis exist, and periodically share information with the City's Housing Division about issues when they have concerns. This action intends to maintain ongoing contact over time, and to utilize information gained in order to adapt the City's current Analysis of Impediments to Fair Housing and Fair Housing Plan as appropriate to address these concerns.
Local Intent: This action intends to maintain the City's Analysis of Impediments and Fair Housing Plan as adaptive, "living documents" rather than as documents reviewed and updated only periodically. This approach helps to assure that the City of Corvallis continues to meet its obligations to its citizens, and its certifications to HUD, to affirmatively further fair housing.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division, the Community Alliance for Diversity, the Fair Housing Council of Oregon, Oregon State University Faculty of Color, and Hewlett-Packard's People of Color Network.
Location: City-wide

Action 2: Begin gathering information and data regarding impediments to fair housing in preparation for the development of an updated Analysis of Impediments to Fair Housing and Corvallis Fair Housing Plan during FY 09-10.

Description: The City's Analysis of Impediments to Fair Housing and Fair Housing Plan must be updated periodically in order for them to remain effective in addressing fair housing issues. The Analysis and Plan currently in use were completed in June 2005; a reasonable five-year renewal cycle suggests completing an update by June 2010.
Local Intent: This action intends to maintain the City's Analysis of Impediments and Fair Housing Plan as adaptive, "living documents." This approach helps to assure that the City of Corvallis continues to meet its obligations to its citizens, and its certifications to HUD, to affirmatively further fair housing.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division, the Community Alliance for Diversity, the Fair Housing Council of Oregon, Oregon State University Faculty of Color, and Hewlett-Packard's People of Color Network.
Location: City-wide

Strategy 3: Develop and implement tools or programs to overcome and eliminate issues or problems identified in the Analysis of Impediments to Fair Housing.

Action 1: Continue to carry out the actions that were identified in the updated Corvallis Fair Housing Plan, completed in June of 2005.

Description: An update to the Fair Housing Plan was completed in June of 2005. That Plan contains a number of action items the City undertakes or facilitates each year in order to affirmatively further fair housing in Corvallis.
Local Intent: This action helps assure that the City of Corvallis meets its obligations to its citizens, and its certifications to HUD, to affirmatively further fair housing.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division and Personnel Office, the Community Alliance for Diversity, and the Fair Housing Council of Oregon.
Location: City-wide

Action 2: Insure that housing projects assisted with HOME funds in which five or more units are assisted utilize affirmative marketing throughout the projects' periods of affordability.

Description: Include language in all grant agreements for HOME projects with five or more units that requires the affirmative marketing of units in the projects, and monitor the projects to insure this requirement is met.
Local Intent: This action insures that affirmative marketing actions called for in HOME program regulations are addressed and met where applicable.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division, HOME funding recipients.
Location: City-wide

Goal 2: Raise the community's awareness of fair housing law and the methods that are available for reporting fair housing violations.

Strategy 1: Inform citizens about fair housing and fair housing law by utilizing a variety of media channels and educational opportunities.

Action 1: In addition to carrying out other actions called for in the City's Fair Housing Plan, continue to provide fair housing information to citizens, and to place fair housing advertisements in local newspapers and *The City* newsletter. In doing so utilize multi-culturally accessible approaches.

Description: The Housing Division acts as a source of information and referral for fair housing issues, and will continue to carry out this activity indefinitely.
Local Intent: This action assures that the City meets its obligations to its citizens and to HUD to affirmatively further fair housing.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division
Location: City-wide

Action 2: Contract with the Fair Housing Council of Oregon to conduct training sessions on Fair Housing rights and responsibilities for housing consumers.

Description: The City periodically works with the Portland-based Fair Housing Council of Oregon to conduct training sessions for housing consumers to help them understand fair housing laws, and what housing providers must do to avoid discrimination.

Local Intent: This activity sustains a proactive approach to helping housing consumers understand their fair housing rights and helps both to prevent incidences of housing discrimination, and to ensure that when incidences occur, they are reported in a timely and appropriate way.

Timeframe: Carry out this activity by 6/30/09

Agency: City of Corvallis Housing Division

Location: City-wide

Strategy 2: Educate service providers and those involved in the housing industry in order to increase understanding of fair housing law.

Action 1: In addition to carrying out other actions called for in the City's Fair Housing Plan, continue to act as a point of contact and referral for service and housing providers looking for information about fair housing.

Description: The City's Housing Division, outside of its operation of the CDBG- and HOME-funded activities described in this Plan, operates a Rental Housing Program to provide information and referral services to both landlords and tenants in the Corvallis rental housing market. Through the provision of this service Housing staff are often asked by landlords and other housing providers for information about fair housing and housing discrimination.

Local Intent: This activity provides opportunities for City staff to provide information and referrals to housing providers on the topic of housing discrimination, which in turn both increases knowledge, and in theory should reduce incidences of inadvertent discrimination in the Corvallis housing market.

Timeframe: Carry out this ongoing activity through 6/30/09

Agency: City of Corvallis Housing Division

Location: City-wide

Action 2: Contract with the Fair Housing Council of Oregon to conduct training sessions on Fair Housing rights and responsibilities for housing providers.

Description: The City periodically works with the Portland-based Fair Housing Council of Oregon to conduct training sessions for property managers, housing owners, special needs housing providers and affordable housing developers in order to help them maintain practices that comply with fair housing laws.

Local Intent: This activity sustains a proactive approach to helping housing providers understand their fair housing responsibilities and helps prevent incidences of housing discrimination.

Timeframe: Carry out this activity by 6/30/09

Agency: City of Corvallis Housing Division

Location: City-wide

Strategy 3: Provide a local means for citizens to get specific information about fair housing, and report fair housing violations.

Action 1: In addition to carrying out other actions called for in the City's Fair Housing Plan, continue to act as a point of contact and referral for citizens looking for information about fair housing, or wanting to report incidents of housing discrimination.

Description:	The City of Corvallis Personnel Department contracts with the Community Alliance for Diversity, and Corvallis is an area covered by the Fair Housing Council of Oregon for investigative services related to housing discrimination reports. The Housing Division frequently acts as a point of contact and referral for these agencies, and also receives reports on the results of investigations from both.
Outcome:	This action assures that citizens in need of information, or who have a housing discrimination incident to report, receive timely information and/or are referred directly to the Community Alliance for Diversity and/or Fair Housing Council as applicable.
Timeframe:	Carry out this ongoing activity through 6/30/09
Agency:	City of Corvallis Housing Division
Location:	City-wide

Goal 3: Delivery of the federal and local financial assistance allocated through this Consolidated Plan will benefit racial and ethnic minority members of the community at not lower than the same rate such minorities represent within the overall population of Corvallis.

Strategy 1: Affirmatively and aggressively market the City's housing and social service assistance programs in ways that will assure racial and ethnic minorities are made aware of opportunities to benefit, and encouraged to apply and/or participate.

Action 1: In consultation with resident minority representatives and the Fair Housing Council of Oregon, develop tools to provide information about the programs the City offers and supports that provide financial benefits to members of the community.

Description:	In addition to typical program marketing, ensure that marketing materials and media are appropriate and meaningful for all members of the community. When a need is determined, translate materials or advertisements into a language other than English (e.g., into Spanish).
Outcome:	Appropriate, culturally sensitive program marketing will ensure that members of racial and ethnic minorities have equal access to the assistance offered by the City through this Action Plan.
Timeframe:	Carry out this ongoing activity through 6/30/09
Agency:	City of Corvallis Housing Division
Location:	City-wide

Lead-Based Paint

HUD requires that entitlement communities take steps to identify and eliminate lead-based paint hazards within their jurisdictions. The City of Corvallis will meet these requirements by pursuing the following goal and strategies:

Goal 1: Reduce the number of homes in Corvallis that present health risks to residents, and especially to children, due to the presence of lead-based paint hazards.

Strategy 1: Utilize opportunities that arise through the delivery of the City's housing rehabilitation programs to assess and address lead paint hazard risks.

Action 1: In funding and carrying out housing rehabilitation activities the City works with homeowners and owners of residential rental properties to improve the quality and affordability of housing in Corvallis. For housing constructed prior to 1978, the City will continue to meet the federal regulations related to lead-based paint hazards in order to identify and appropriately address such hazards as they are found.

Description: This activity will be conducted as a required element of the City's housing rehabilitation programs when units to be assisted were constructed prior to 1978. The City's Lead Hazard Risk Assessor is responsible for identifying and assessing lead risks, for determining scopes of work to address such risks, and for providing clearance testing following the completion of work.

Local Intent: This activity will slowly but methodically address lead paint hazards in older Corvallis homes, and in so doing reduce and then eliminate the risk of lead paint-based poisonings, especially among young children.

Timeframe: Carry out this ongoing activity through 6/30/09

Agency: City of Corvallis Housing Division

Location: City-wide

Action 2: Continue to maintain contact with state and county health departments to monitor incidences of lead poisoning in the City, and take follow up action when possible to offer housing rehabilitation funding and services.

Description: Although no incidents have been reported in recent years, continue to maintain contact with appropriate authorities to monitor the need for targeted assistance.

Local Intent: This activity will maintain the City's awareness of incidences of lead poisoning in Corvallis and help target resources to address identified hazards.

Timeframe: Carry out this ongoing activity through 6/30/09

Agency: City of Corvallis Housing Division

Location: City-wide

Strategy 2: Educate loan recipients and the general Corvallis population about lead-based paint hazards and ways to assess and eliminate them.

Action 1: Continue to provide informational/educational materials on the health risks that lead hazards pose, particularly for young children.

Description: Maintain a supply of the pamphlet *Lead-Based Paint, a Threat to Your Children* in both English- and Spanish-language versions, and distribute to applicants seeking City housing rehabilitation funding. In addition, keep a supply of these pamphlets on hand in the Housing Division for distribution to citizens with questions about lead paint and associated risks.

Local Intent: Improving applicant's and citizens' understanding of lead paint hazards and risks will help insure that they monitor their homes, and that when seeking contractors to conduct repair or rehabilitation projects, they hire contractors that have been trained in lead safe work practices. This activity will also address lead paint hazards in older Corvallis housing units, and in so doing reduce and then eliminate the risk of lead paint-based poisonings, especially among young children.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division
Location: City-wide

Strategy 3: Increase the number and capability of construction/rehabilitation/painting professionals who work in the Corvallis and mid-Willamette Valley area by supporting education efforts focused on lead-based paint hazards and the work practices required to address them safely.

Action 1: Continue to work with HUD, the Oregon Department of Human Services, Oregon State University, and other providers of lead hazard risk reduction/lead safe work practices education, and where possible sponsor such education, for housing rehabilitation contractors working in the mid-Willamette Valley.

Description: Facilitate planning and scheduling of lead safe work practices education and training through Oregon State University's Western Regional Lead Training Center and through training opportunities offered occasionally by HUD through subcontracted agencies.
Outcome: Increasing the number of contractors who are trained in lead safe work practices will provide a larger qualified pool to bid on projects where lead hazards are present, which in turn because of increased competition, should help keep the costs for such work reasonable.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division, DHS, OSU, HUD
Location: City-wide

Action 2: Through participation in the education events described in the action above, and by attending HUD-sponsored training events, maintain City understanding of lead hazards and up-to-date knowledge of the work practices contractors must use to address them safely.

Description: The City's Housing Division has a lead paint risk assessor on staff to oversee implementation of HUD's lead paint regulations in projects funded with City resources. The risk assessor and other staff as applicable will attend appropriate training opportunities that are sponsored by HUD or other knowledgeable entities.
Outcome: This action will ensure that staff knowledge and understanding of lead paint regulations, risk assessment techniques, and lead safe work practices remains current.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division
Location: City-wide

Barriers to Affordable Housing

The elimination of barriers to affordable housing in Corvallis will be addressed primarily through the policies contained in the City's Comprehensive Plan, most specifically within Article 9 of that Plan, and by the implementation of Plan policies through enforcement of the Corvallis Land Development Code. Through implementation and application of those documents, the City will pursue the following goals:

Goal 1: Maintain an awareness of the presence and magnitude of barriers to affordable housing in Corvallis, and where it is within the City's ability, take steps to overcome such barriers.

Strategy 1: Maintain compliance with policies in the Corvallis Comprehensive Plan that call for the evaluation of housing affordability for low income residents.

Action 1: On a quarterly basis, determine the number and percentage of homes sold in Corvallis at prices affordable to three-person households with incomes at or below 50% and 80% of the Corvallis median income.

Description: Review Benton County Assessor and Multiple Listings data to measure the number and percentage of home sales each quarter that were affordable.
Local Intent: This action allows the City to monitor the relationship between housing prices and incomes, and gauge the current/potential effectiveness of City policies and assistance programs.
Timeframe: Carry out this ongoing activity quarterly through 6/30/09
Agency: City of Corvallis Housing Division
Location: City-wide

Action 2: On a quarterly basis, determine the number and percentage of housing units rented in Corvallis at rates affordable to two-person households with incomes at or below 50% and 80% of the Corvallis median income.

Description: Review classified advertisements and as available, rent surveys and property manager data, to measure the number and percentage of affordable units rented each quarter.
Local Intent: This action allows the City to monitor the relationship between rental rates and incomes, and gauge the current/potential effectiveness of City policies and assistance programs.
Timeframe: Carry out this ongoing activity quarterly through 6/30/09
Agency: City of Corvallis Housing Division
Location: City-wide

Strategy 2: Maintain compliance with Comprehensive Plan policies that call for implementation of one or a range of remedies if barriers to housing affordability are identified.

Action 1: Based on the findings of the actions carried out under Strategy 1 above, determine the need for additional assistance programs targeted at low income renters and/or home owners.

Description: Work with the Corvallis Housing and Community Development Commission to evaluate affordability data and design programs or suggest policies, as needed, to address any identified barriers to housing affordability.

Local Intent: This action allows the City to be responsive in its housing assistance program design and delivery, as well as to take a larger, policy-oriented approach to overcoming barriers to affordability as they are identified.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division
Location: City-wide

Action 2: Continue discussions with representatives of the business and development community about the role and impact City policies and procedures have on the cost of housing and commercial development.

Description: Representatives of the City Council and City staff will continue discussing the role the City plays in affecting the cost of building in Corvallis.
Local Intent: This discussion process has already resulted in City policy changes, most significant of which is the implementation of technology innovations to speed building plan review and permitting processes. Further action items may also be identified.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Community Development Department
Location: City-wide

Action 3: Facilitate discussion by the Corvallis Housing and Community Development Commission (HCDC) about opportunities to create allowances for the construction of "cottage style" and other small footprint homes as an affordable housing tool, especially in conjunction with Community Land Trust ownership initiatives.

Description: The HCDC has expressed interest in gaining an understanding of ways small (and very small) houses can become part of the affordable housing landscape in Corvallis. This action will carry out an investigation of existing models, coordinate feasibility reviews with the City's Planning and Development Services divisions, and solicit feedback from housing (market and affordable) developers.
Local Intent: This discussion process was begun during FY 06-07 as median sale prices in the Corvallis housing market began to reach the trigger point for investigation of new affordability tools. Its intent is to offer housing developers a new set of options for building affordable housing.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Community Development Department, Housing and Community Development Commission, and housing developers
Location: City-wide

Strategy 3: Consider the potential impacts on housing affordability prior to enacting changes to requirements for residential development in the Land Development Code.

Action 1: As updates and/or modifications of the Land Development Code occur, coordinate reviews with the Corvallis Planning Division to assess the impact changes will have on housing affordability.

Description: Continue to participate with the Planning Division in case study analyses in conjunction with major amendments to the Land Development Code or Comprehensive Plan.

Outcome: This action will help identify potential barriers to housing affordability in proposed amendments, and allow for modification where it is possible, or programmatic responses where it is not.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Community Development Department
Location: City-wide

Strategy 4: Maintain an awareness of and participate in statewide efforts intended to address housing affordability through legislative and programmatic means.

Action 1: Continue the City's membership and participation in the Housing Alliance, a statewide consortium of housing interests focused on creating and supporting legislation and programs that will increase or maintain affordable housing opportunities for low income Oregon residents.

Description: The City joined the Housing Alliance in FY 07-08 and has been participating in the development of the Alliance's 2008 legislative strategy. This action will continue this participation.
Outcome: This action will insure that the affordable housing needs of Corvallis are represented in discussions of needs at the state level, and that the support of Corvallis policy makers for pending legislation and programs is facilitated as needed and appropriate.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis Housing Division
Location: City-wide/statewide

Priority Non-Housing Community Development Needs

The City of Corvallis will encourage and support the following priority non-housing development activities:

Priority A: Basic Human Service Support
- Supportive services and community facilities for families with children, and individuals, who are homeless, chronically homeless, or are at risk of becoming homeless
- Supportive services and community facilities for people with special needs
- Supportive services and community facilities for low income families and individuals

Priority B: Economic Development
- Economic opportunity for low income persons
- Support of living wage jobs

Priority C: Community Accessibility
- Transportation
- Accessibility improvements in public buildings

Non-Housing Community Development Priority A: Basic Human Service Support

Goal 1: Serve as a source of funding and technical assistance to agencies that are developing and/or delivering human services facilities, projects, or programs that assist homeless and chronically homeless individuals, and homeless families with children, and/or those who are at risk of homelessness.

Strategy 1: Participate in the county-wide process to create a ten year plan to end homelessness, and use the resulting planning document to support clarifications and/or revisions to the goals and strategies contained in this Consolidated Plan, and to support new goals and strategies in future Consolidated Plans. (It is presumed that this planning process will outline strategies and plans to assist populations other than those who are currently homeless and also have an unmet need for housing.)

Action 1: Housing staff will participate in the ten year plan process as a member of the steering committee.

Description:	Community Services Consortium is leading a planning effort on behalf of Benton County and its municipal jurisdictions to create a ten year plan to end homelessness. City staff are participating in this process, and will continue in this effort for the duration as a member of the steering committee. Staff will also facilitate review and feedback processes as necessary and appropriate to ensure participation and support by City policy makers.
Local Intent:	This action will help identify the highest priority needs among homeless and other special needs populations in Benton County (including and with a likely focus on Corvallis), and will develop coordinated strategies to methodically address those needs over the next several years.
Timeframe:	Continue participating in this planning activity through 6/30/09.
Agency:	Community Services Consortium, City of Corvallis Housing Division, Benton County, homeless and special needs service providers, housing providers and community members.
Location:	County-wide

Strategy 2: Support projects and programs that will provide human services assistance to homeless individuals (including youths) and families with children, and/or those who are at risk of homelessness. Where possible, consider supporting projects and programs focused on the elimination of chronic homelessness and the prevention of homelessness.

Action 1: Provide funding to Community Outreach, Inc. (COI) utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant program to **subsidize the cost of providing a Family Services Program Coordinator for 40 homeless families** staying in COI's emergency shelter.

Description:	This action will cover a portion of the costs to provide family mentoring services to help families staying in COI's emergency shelter, and specifically, improve parenting and life skills.
Local Intent:	This program will help homeless families by expanding understanding about parenting and life skills, in turn preparing clients to live more independently, and successfully, in their community.
HUD Objective:	Suitable Living Environment
HUD Outcome:	Availability/Accessibility
HUD Indicator(s):	Number of persons assisted with new access to a service Number of persons assisted with improved access to a service
Timeframe:	Complete this action by 6/30/09
Funding:	$8,500 CDBG
Agency:	City of Corvallis Housing Division/Community Outreach, Inc.
Location:	City-wide

Action 2: Provide funding to the Jackson Street Youth Shelter (JSYS) utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant program to **subsidize the cost of providing a client educational support services program for up to 75 youths ages 10-17** who are homeless, or who are runaways from low income families.

Description:	This action will cover a portion of the costs to provide educational follow-up and outreach for clients staying in the JSYS shelter as well as coordinating on their behalf after they leave the facility, which provides emergency and transitional shelter and services for low income and homeless youths ages 10-17.
Local Intent:	This program will facilitate ongoing educational attainment intended to contribute to a reduction in longer-term homelessness among teen and young adult populations.
HUD Objective:	Suitable Living Environment
HUD Outcome:	Availability/Accessibility
HUD Indicator(s):	Number of persons assisted with improved access to a service
Timeframe:	Complete this action by 6/30/09
Funding:	$7,000 CDBG
Agency:	City of Corvallis Housing Division/Jackson Street Youth Shelter
Location:	City-wide

Action 3: Provide funding to the Circle of Hope Drop-in Center, now operating as the Corvallis Daytime Drop-in Center, utilizing resources from the Community Development Block Grant Program's Human Services Fund to **underwrite a portion of the cost to rent a facility to provide services to approximately 600 people who are homeless and/or mentally ill, many of whom are chronically homeless.**

Description:	The Circle of Hope Drop-in Center provides peer-based resource and information sharing, education, socialization, and other support for individuals with a mental illness and/or who are homeless/chronically homeless.
Local Intent:	Peer-based services provide opportunities for personal growth, development, and independence both for those utilizing the services of the Center, and for their peers who will staff and operate the Center.
HUD Objective:	Suitable Living Environment
HUD Outcome:	Availability/Accessibility
HUD Indicator(s):	Number of persons assisted with improved access to a service
Timeframe:	Complete this action by 6/30/09
Funding:	$12,000 CDBG
Agency:	City of Corvallis Housing Division/Circle of Hope Drop-in Center
Location:	City-wide

Strategy 3: Participate with other funders and agencies in discussions about methods for gathering information about and understanding the human services needs of homeless individuals (including youths) and families with children, and/or those who are at risk of homelessness.

Action 1: Coordinate with other social service funders to conduct an updated *Benton County Needs Assessment,* a document intended to be used to identify and quantify human services needs, and to help guide the allocation of funds to agencies in Corvallis and Benton County.

Description:	This action will generate updated information about the needs of individuals and families in Benton County (and Corvallis) for the types of services funded through the City's Human Services Fund (CDBG) and Social Services Allocations (General Fund).
Local Intent:	The triennial *Benton County Needs Assessment* provides direction for allocations by funders of homeless and human services. A consistent shared understanding of the conclusions to be drawn from the *Assessment* helps to achieve a more cohesive approach to making allocation decisions.
Timeframe:	Complete this action by 6/30/09
Agency:	City of Corvallis, Benton County, United Way of Benton County, the Corvallis Clinic, Oregon State University and Samaritan Health Services
Location:	County-wide

Goal 2: Serve as a source of funding and technical assistance to agencies that are developing human services facilities, projects or programs to serve non-homeless families and individuals with special needs.

Strategy 1: Support projects and programs that will provide human services assistance to the priority special needs populations identified in this Plan: persons with chronic/severe mental illness; frail elderly and elderly persons; persons with disabilities; persons with alcohol or drug addictions; and persons with HIV/AIDS.

Action 1: Provide funding to Mid Valley Housing Plus for the Community Link program, and specifically to **fund a health counselor to work with up to 70 Corvallis residents who have a mental illness, are elderly, or both**, utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant Program.

Description: This action will provide on-site/centralized case management and community integration services primarily to low income people with a mental illness, as well as to people who are elderly or frail elderly, most of whom are residents of the Benton Plaza and the Julian Hotel.
Local Intent: On-site case management and assistance services provide opportunities for intensive, as-needed interactions in order to overcome immediate housing or service issues, develop life skills, and foster community integration.
HUD Objective: Suitable Living Environment
HUD Outcome: Availability/Accessibility
HUD Indicator(s): Number of persons assisted with improved access to a service
Timeframe: Complete this action by 6/30/09
Funding: $8,000 CDBG
Agency: City of Corvallis Housing Division/Mid Valley Housing Plus
Location: City-wide

Action 2: Provide funding to the Grace Center for Adult Day Services utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant program to **underwrite a portion of the cost to provide services to up to 50 frail elderly and disabled adult clients.**

Description: This activity will expand the Grace Center's capacity to provide its low income frail elderly and disabled clients with nursing assessments, care management, therapeutic exercise, health monitoring, and cognitive and social stimulation that stabilize and improve participants' physical and mental functioning.
Local Intent: The services provided by the Grace Center make it possible for participants to continue living at home with family members or in community-based adult foster care homes, delaying or avoiding nursing home placement.
HUD Objective: Suitable Living Environment
HUD Outcome: Affordability
HUD Indicator(s): Number of persons assisted with improved access to a service
Timeframe: Complete this action by 6/30/09
Funding: $8,000 CDBG
Agency: City of Corvallis Housing Division/Grace Center for Adult Day Services
Location: City-wide

Strategy 2: Participate with other funders and agencies in discussions about methods for gathering information about and understanding the human services needs of the priority special needs populations identified above.

Action 1: Coordinate with other social service funders to conduct an updated *Benton County Needs Assessment,* a document intended to be used to identify and quantify human services needs, and to help guide the allocation of funds to agencies in Corvallis and Benton County.

Description: This action will generate updated information about the needs of individuals and families in Benton County (and Corvallis) for the types of services funded through the City's Human Services Fund (CDBG) and Social Services Allocations (General Fund).

Local Intent: The triennial *Benton County Needs Assessment* provides direction for allocations by funders of homeless and human services. A consistent shared understanding of the conclusions to be drawn from the *Assessment* helps to achieve a more cohesive approach to making allocation decisions.
Timeframe: Complete this action by 6/30/09
Agency: City of Corvallis, Benton County, United Way of Benton County, the Corvallis Clinic, Oregon State University and Samaritan Health Services
Location: County-wide

Strategy 3: Participate with other funders in an exploration of methods to coordinate the delivery of funding resources to agencies that address the human services needs of the priority special needs populations identified above.

Action 1: As they are scheduled, continue to participate in discussions among funders of services in Corvallis and Benton County about issues related to better coordination of funding efforts and facilitation of agency collaboration and partnerships.

Description: Develop and implement a coordinated approach to the funding of agencies and their services that strives to achieve an optimal allocation of resources, and promotes efficient and effective service delivery.
Local Intent: As the public and private resources that have traditionally supported services to homeless families and individuals are reduced, a more coordinated approach on the part of funders will help deliver remaining resources to those services that will best meet the community's needs.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis, Benton County, United Way of Benton County, Community Services Consortium, Cascades West Council of Governments, Samaritan Health Services
Location: County-wide

Goal 3: Serve as a source of funding and technical assistance to agencies that are developing human services facilities, projects, or programs to serve low income families and individuals.

Strategy 1: Support projects and programs that will provide human services assistance to low income families and individuals.

Action 1: Provide funding to the Parent Enhancement Program's Parent Education Program utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant Program to **underwrite a portion of the cost of delivering educational services to approximately 115 households.**

Description: PEP's Parent Education Program has been designed to teach pregnant and parenting teen and young adult women the skills and knowledge they will need to become responsible, effective parents. The program will include Spanish-language, culturally sensitive courses designed to target teen and young adult Hispanic and Latino women.
Local Intent: The goal of this program is to give young women who are or soon will become parents the ability to be successful in that role, but also to establish the skills to better control the direction of their lives in the future.
HUD Objective: Suitable Living Environment
HUD Outcome: Availability/Accessibility

HUD Indicator(s): Number of persons assisted with improved access to a service
Timeframe: Complete this action by 6/30/09
Funding: $9,000 CDBG
Agency: City of Corvallis Housing Division/Parent Enhancement Program
Location: City-wide

Action 2: Provide funding to Benton Furniture Share utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant Program. The program will **provide donated furniture to up to 240 households with a member who is developmentally disabled, who are survivors of domestic violence, people with a mental illness, the elderly or frail elderly, and people who are very low and extremely low income.**

Description: This activity provides continued funding for Benton Furniture Share which picks up donated, usable furniture and household items and delivers them at no charge to low income families, people with developmental disabilities, survivors of domestic violence, the elderly, and people who are mentally ill.
Local Intent: This activity will help stabilize the lives of the at-risk, low income families and special needs individuals receiving donated furniture, as well as reducing the amount of usable furniture items that, for lack of another solution, would end up in a landfill.
HUD Objective: Suitable Living Environment
HUD Outcome: Availability/Accessibility
HUD Indicator(s): Number of persons assisted with improved access to a service
Timeframe: Complete this action by 6/30/09
Funding: $5,000 CDBG
Agency: City of Corvallis Housing Division/Benton Furniture Share
Location: City-wide

Action 3: Provide funding to the Old Mill Center's Family Support and Connections program utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant Program **to underwrite the coordination of critical services for up to 165 low, very low and extremely low income families.**

Description: Family Support and Connections is a program that brings together 15 Benton County agencies to provide support, counseling, and financial assistance to low income families where strong risk factors for child abuse and neglect are present.
Local Intent: The education and counseling offered by this program is designed to reduce the risk that child abuse and/or neglect will occur in a family; because of close contact and case management the program can also recognize and intervene quickly when cases of abuse or neglect are identified. As a result of receiving services through this program, beneficiaries will build parenting skills and reduce family stressors, leading to more stable families with less incidence of violence, drug and/or alcohol abuse, poverty and undesired mobility.
HUD Objective: Suitable Living Environment
HUD Outcome: Availability/Accessibility
HUD Indicator(s): Number of persons assisted with improved access to a service
Timeframe: Complete this action by 6/30/09
Funding: $5,000 CDBG
Agency: City of Corvallis Housing Division/Old Mill Center
Location: City-wide

Action 4: Provide funding to support operation of the South Corvallis Food Bank utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant Program to **underwrite the provision of food baskets to as many as 600 very low and extremely low income households**, most of whom are residents of South Corvallis, and some of whom are homeless and meet the definition of "chronically homeless."

Description:	The South Corvallis Food Bank provides emergency food boxes for low income residents of the City, many of whom live in the South Corvallis area.
Local Intent:	This program is one of only two stand-alone food banks in the area, and the only source of no-cost emergency food for low income people in South Corvallis. Funding for this program will allow the Food Bank to continue to hold a long term space lease, alleviating the uncertainty that currently threatens the stability and continuation of future operations. By providing critical food boxes for families and individuals who otherwise cannot afford them, this service improves recipients' nutrition and food stability, in turn bringing overall stability to their lives.
HUD Objective:	Suitable Living Environment
HUD Outcome:	Availability/Accessibility
HUD Indicator(s):	Number of persons assisted with improved access to a service
Timeframe:	Complete this action by 6/30/09
Funding:	$11,000 CDBG
Agency:	City of Corvallis Housing Division/South Corvallis Food Bank
Location:	City-wide

Action 5: Provide funding to Willamette Neighborhood Housing Services **to underwrite a portion of their costs to deliver Financial Literacy education and services to up to 45 low, very low and extremely low income Corvallis households.**

Description:	The WNHS Financial Literacy program provides education and counseling services that help low income residents of Linn and Benton Counties gain a better understanding of how to manage money and build wealth, and then put that understanding into practice. The City-funded portion of the program will be made available to residents of Corvallis.
Local Intent:	The ability to make well-informed and considered decisions about money management is a critical element in achieving independence from public assistance programs and, in the long run, to creating opportunities for families and individuals to gain an education and build wealth through home ownership.
HUD Objective:	Suitable Living Environment
HUD Outcome:	Availability/Accessibility
HUD Indicator(s):	Number of persons assisted with improved access to a service
Timeframe:	Complete this action by 6/30/09
Funding:	$6,500 CDBG
Agency:	City of Corvallis Housing Division/Willamette Neighborhood Housing
Location:	City-wide

Strategy 2: Participate with other funders and agencies in discussions about methods for gathering information about and understanding the human services needs of low income families and individuals.

Action 1: Coordinate with other social service funders to conduct an updated *Benton County Needs Assessment,* a document intended to be used to identify and quantify human services needs, and to help guide the allocation of funds to agencies in Corvallis and Benton County.

Description: This action will generate updated information about the needs of individuals and families in Benton County (and Corvallis) for the types of services funded through the City's Human Services Fund (CDBG) and Social Services Allocations (General Fund).

Local Intent: The triennial *Benton County Needs Assessment* provides direction for allocations by funders of homeless and human services. A consistent shared understanding of the conclusions to be drawn from the *Assessment* helps to achieve a more cohesive approach to making allocation decisions.

Timeframe: Complete this action by 6/30/09

Agency: City of Corvallis, Benton County, United Way of Benton County, the Corvallis Clinic, Oregon State University and Samaritan Health Services

Location: County-wide

Strategy 3: Participate with other funders in an exploration of methods to coordinate the delivery of funding resources to agencies that address the human services needs of low income families and individuals.

Action 1: As they are scheduled, continue to participate in discussions among funders of services in Corvallis and Benton County about issues related to better coordination of funding efforts and facilitation of agency collaboration and partnerships.

Description: Develop and implement a coordinated approach to the funding of agencies and their services that strives to achieve an optimal allocation of resources, and promotes efficient and effective service delivery.

Local Intent: As the public and private resources that have traditionally supported services to homeless families and individuals are reduced, a more coordinated approach on the part of funders will help deliver remaining resources to those services that will best meet the community's needs.

Timeframe: Carry out this ongoing activity through 6/30/09

Agency: City of Corvallis, Benton County, United Way of Benton County, Community Services Consortium, Cascades West Council of Governments, Samaritan Health Services

Location: County-wide

Non-Housing Community Development Priority B: Economic Development

Goal 1: Promote and support activities in the community that improve or provide access to economic opportunities for low income residents of Corvallis.

Strategy 1: Work cooperatively with and support where appropriate entities that assist those who are homeless, have special needs, or have low incomes, by providing job training and access to employment.

Action 1: In conjunction with federally-funded housing and facility project development activities, follow Section 3 Employment Opportunities requirements which lead to the provision of employment to low income workers.

Description: Section 3 Employment Opportunities guidelines call for outreach to attract and employ low income workers whenever federal funds in excess of $100,000 are used for a construction project.
Local Intent: This action will allow the funds invested by the City in large housing or facility construction projects to provide employment opportunities for low income Corvallis-area workers.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis/CDBG or HOME Funding Recipients
Location: City-wide

Action 2: Coordinate and share information with providers of job training and employment services.

Description: Maintain and share information related to job training and employment assistance services in Corvallis.
Local Intent: This action will allow the City's Housing Division to provide information about job training and employment services to clients and agencies receiving funding or assistance through housing or human services funding activities.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis
Location: City-wide

Strategy 2: Provide a funding mechanism to support the creation of microenterprises by low income residents.

Action 1: Extend funding support for Willamette Neighborhood Housing Services' Linn-Benton MicroeBusiness Program, an effort that will educate up to 22 Corvallis residents about microenterprises and assist some or all of them with the creation of a microenterprise.

Description: Microenterprises are typically sole proprietorships with zero to one (although up to as many as four) employees, and startup capital needs of $500 to $9,000. This action would help fund WNHS's continued operation of a program that will teach low income residents of Linn and Benton counties how to start a microenterprise and in turn, increase their and their families' annual income. Where possible and appropriate, WNHS will attempt to connect clients with a mentor who has practical business experience and knowledge that could be instrumental to their being able to create and then sustain a microenterprise.
Local Intent: At the individual and family level, microenterprise formation acts as an income and wealth building tool, increasing financial stability and decreasing reliance on various forms of public assistance. At the community level, microenterprises form an important economic development catalyst by creating jobs, and by providing local goods and services for consumption within the community.
HUD Objective: Suitable Living Environment
HUD Outcome: Availability/Accessibility

HUD Indicator(s): Number of new businesses assisted; number of existing businesses assisted through a business expansion
Timeframe: Complete this action by 6/30/09
Funding: $20,000 CDBG.
Agency: City of Corvallis, Willamette Neighborhood Housing Services, Benton County, Linn-Benton Community College,
Location: City-wide

Strategy 3: Gather informational resources related to economic development activities for low income residents, and improve access to that information.

Action 1: Gather and display information related to economic development activities for low income residents.

Description: On a periodic basis, request materials used by local, state and federal agencies to provide/communicate about economic opportunities for low income residents, and provide space to display and distribute those materials.
Local Intent: This action will increase the City's role in and acknowledge the need for and provision of economic development assistance to low income residents.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis
Location: City-wide

Goal 2: Provide support for the creation and continuation of living wage job opportunities in Corvallis.

Strategy 1: The City, where practical, will provide living wage job opportunities in all contracts for services to be provided to the organization.

Action 1: Where applicable carry out City contracting activities in compliance with the Corvallis Living Wage regulation.

Description: The Corvallis Living Wage regulation, approved by voters in 1999, calls for contractors working under services contracts with the City to pay what has been determined to be a living wage to their employees for work done under the contract, when that contract exceeds $10,000.
Local Intent: This action both creates and sustains jobs for which employees are paid, while working on City-funded services contracts, at a level high enough to meet their basic costs of living.
Timeframe: Carry out this ongoing activity through 6/30/09
Agency: City of Corvallis
Location: City-wide

Non-Housing Community Development Priority C: Community Accessibility

Goal 1: Improve knowledge about the transportation needs of the elderly and frail elderly, people with special needs, and low income residents of Corvallis, and about the transportation systems that are in place to serve them.

Strategy 1: Maintain and expand the City's understanding of the transportation requirements of the elderly and frail elderly, people with special needs, and low income residents.

Action 1: Continue to communicate with public and private providers of regular and specialized transportation services in order to remain aware of system needs and capacity, proposed service reductions, and the gaps such reductions might create.

Description: Through discussions with service providers, maintain an awareness of the impacts that changes in funding for transportation will have on service levels, and the gaps those changes might create in meeting the needs of the elderly, frail elderly, people with special transportation needs, and low income residents.

Local Intent: Maintaining an awareness of new or widening gaps in the transportation system for people who are generally eligible for assistance under this Plan will provide the City with opportunities to provide technical assistance, and perhaps funding, to support replacement or expansion of needed transportation services.

Timeframe: Carry out this ongoing activity through 6/30/09

Agency: City of Corvallis

Location: City-wide

Strategy 2: Where possible, participate in and consider providing funding for the improvement of services that provide transportation to the elderly and frail elderly, people with special needs, and low income residents.

Action 1: As specific gaps and needs are identified over time by carrying out the action above, work with agencies to evaluate opportunities to provide them with assistance through the Human Services Fund or other means.

Description: This action will identify opportunities to provide technical assistance to agencies whose clients lack adequate transportation, and as plans for improvement are developed, to utilize CDBG funding to support new or expanded services.

Local Intent: Budget reductions at the state and local level may lead to consolidation of transit routes, reductions in service hours, and reduced services for specialized transportation. This activity will help assure that the Human Services Fund considers and is available to assist with the provision of needed transportation for the elderly and frail elderly, people with special needs, and low income residents.

Timeframe: Carry out this ongoing activity through 6/30/09

Agency: City of Corvallis

Location: City-wide

Goal 2: Improve community accessibility for people who are elderly, disabled, or have low incomes.

Strategy 1: Consider providing funding to underwrite costs related to accessibility upgrades or improvements in publicly-owned buildings and facilities.

No actions were proposed or approved for the year covered by this Action Plan.

Strategy 2: In delivering the federal resources of the Community Development Block Grant and HOME Investment Partnerships programs, assure that the requirements of the Americans with Disabilities Act and Section 504 are met as called for.

Action 1: Assure that projects assisted with funding from the City's CDBG and HOME programs, where applicable, meet federal accessibility requirements. These requirements have been adopted into local building codes.

Description:	This action will assure that projects assisted with federal funding are carried out in compliance with applicable accessibility regulations.
Local Intent:	It is the goal of the City of Corvallis and the U.S. Department of Housing and Urban Development to assure that construction and rehabilitation activities carried out in the City meet the accessibility needs of its residents.
Timeframe:	Carry out this ongoing activity through 6/30/09
Agency:	City of Corvallis
Location:	City-wide

Strategy 3: Consider providing funding to support the development of publicly-owned community amenities (e.g., parks, infrastructure) in low income neighborhoods or areas.

No actions were proposed or approved for the year covered by this Action Plan.

Urgent Needs and Prevention or Elimination of Slums or Blight

Action 1: When applicable and under specific conditions, provide funding assistance to alleviate conditions which pose a threat to the health and safety of the community.

Description:	The City may utilize CDBG funding to eliminate slums or blight, or to meet community development needs having a particular urgency, during the Plan year. In such cases, where either of these national objectives is to be addressed, the conditions will meet the requirements and definitions contained in CDBG program regulations at 24 CFR Part 570.208(b) and (c). The City Manager shall determine when conditions constituting a slum, blight or urgent need exist.
Local Intent:	If undertaken, this activity will eliminate conditions which pose a health or safety threat to the community.
Timeframe:	None specified
Funding:	Unfunded
Agency:	City of Corvallis
Location:	City-wide

Anti-Poverty Strategy

The City of Corvallis operates a variety of funding and other assistance programs which, together, strategically address the goals of reducing poverty and improving the self-sufficiency of low income residents. The activities undertaken in conjunction with this anti-poverty strategy can be separated into three primary areas of effort: human services programs targeted at the continuum of care needs of the homeless; housing development and retention programs targeted at low income residents; and an approach to economic development that supports opportunities for workers to earn a living wage.

Human Services and Continuum of Care

The City of Corvallis utilizes its own General Fund (non-federal) resources to fund agencies that address the needs of homeless, special needs and low income residents through a Social Services Allocations program. The goal of this program is to improve living conditions and self sufficiency for residents by meeting such basic needs as food, water, shelter, warmth, clothing, safety, access to information, basic health care, and freedom from fear and violence. This goal is carried out by providing funds to area agencies whose focus meets one or more of these targeted basic needs.

In addition to the City's efforts, continuum of care assistance coordination for Corvallis, as part of the Linn/Lincoln/Benton three-county area, also falls under the direction of Community Services Consortium (CSC). CSC has been designated as a Community Action Agency by the State of Oregon, with responsibility for carrying out state and federal continuum of care activities in the region. Utilizing state, federal and other funding sources, CSC operates or funds a variety of anti-poverty programs targeted at the prevention of homelessness, outreach and assessment of the needs of the homeless, emergency shelter and safe, decent alternatives to the streets, support services, including case management, transitional housing and necessary support services, permanent housing or permanent supportive housing arrangements, job training, and life skills training.

Coordination of activities by the City of Corvallis, Benton County, Community Services Consortium and private funders and recipient agencies attempts to insure that a broad range of needs is met without overlap or duplication of services. Coordination is typically achieved most actively through mutual participation in planning processes, such as the process used to carry out agency consultations for the development of this Consolidated Plan. Another way the City works to achieve this end is by participating in annual and semi-annual processes conducted by Community Services Consortium to set priorities for and allocate continuum of care funding.

Community Services Consortium is also taking the lead on behalf of Benton County and its cities in the development of a ten year plan to end homelessness. The result of this planning effort should assure that further and more integrated resource coordination will continue in the future in order to insure that the resources of the area's larger funding entities, as those funds are targeted as assistance for continuum of care issues, are used efficiently and effectively.

According to data shared by local providers of homeless shelters and services, within the relatively small but growing homeless population in Corvallis are increasing numbers of people who are considered chronically homeless. By HUD definition, a person considered chronically homeless is:

> *. . . an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter during that time. For the purposes of chronic homelessness, a disabling condition is a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.*

Reports from local homeless agencies suggest that serving the chronically homeless is an ongoing challenge in that significantly more resources, including both financial and staffing resources, are needed to address the broad range of needs of this population that in many cases is challenged to take full and long-term advantage of offered programs and services. Overcoming this challenge is at the core of effectively serving the chronically homeless, but agencies agree that success cannot come at the risk or expense of serving those—and especially families with children—who are otherwise homeless or at risk of homelessness. Corvallis currently has four homeless shelter and service providers, one of which is focused on assisting

survivors of domestic violence and another focused on sheltering youths. Two shelters operate to help individuals who oftentimes meet the definition of chronically homeless: Community Outreach, which in addition to sheltering individual men and women also provides shelter for families with children, along with Medical Clinics, a VA Program, a Licensed Drug and Alcohol Program, and Licensed Mental Health Programs; and the Corvallis Homeless Coalition, which serves only single men and at this time, only during the winter months from December to March.

As a young, volunteer-based agency the Homeless Coalition is still developing the organizational capacity to operate year-round, and to provide a full range of services to meet the needs of the chronically homeless. It is primarily this population that they strive to help, however, and it will likely be through their efforts, with assistance from and coordination with the City, the faith community, Community Services Consortium, Benton County, and other agencies focused on addressing and preventing homelessness that the near-term capacity to help fill this gap in Corvallis will be developed.

Affordable Housing Development

The second element of the City's anti-poverty strategy targets the development and retention of affordable housing. Activities within this element fall into two subcategories: internally operated programs, and support of activities and programs external to the organization.

Within the organization, the City's Housing Division operates primarily to provide opportunities for low income people to secure, retain, or maintain housing that is affordable to them. Activities operated within the Housing Division include at their core direct funding to low income residents through the following loan programs:

- *First Time Home Buyer Program* - a down payment assistance program the provides deferred/amortized, low interest loans to low income renters in order that they may become first time buyers of Corvallis homes.

- *NewHome Buyer Assistance Program* - a program that provides down payment assistance loan funding to low income buyers who are purchasing a newly-constructed home, with the amount of the loan being determined according to the cost of Systems Development Charges incurred in the construction of the home.

- *Essential Repair Program* - a housing rehabilitation program targeted at owner-occupied homes, in this case offering no-interest, deferred payment loans to owners who are very low or extremely low income to carry out rehabilitation work that will improve the safety, livability and energy efficiency of their home.

- *Neighborhood Improvement Program* - another housing rehabilitation loan program with the same intent as the Essential Repair Program, but provides low interest, amortized loans to low income owner-occupants.

External program assistance typically takes the form of technical assistance to developers of housing that is affordable to low income residents, as well as direct funding of affordable housing development and rehabilitation activities. Affordable housing providers assisted through the City's Housing Division include Willamette Neighborhood Housing Services, Benton Habitat for Humanity, the Linn-Benton Housing Authority, Community Outreach, Inc., the Arc of Benton County, Home Life, Inc., Samaritan Village, and the Center Against Rape and Domestic Violence.

Among these housing provider/developers, the City has established a particularly strong and effective partnership with Willamette Neighborhood Housing Services (WNHS), a member of the Neighborhood Reinvestment Corporation's Neighborworks Network. In 2003 WNHS (then Corvallis NHS) became a Community Housing Development Organization (CHDO) for purposes of the Corvallis HOME program. As

the City's first and to date, only CHDO, WNHS typically receives HOME operating funding and other technical assistance from the City, and has received funding through HOME CHDO project setasides to purchase, construct or rehabilitate a total of 28 units. In addition to providing direct operating funding and technical assistance to WNHS, the City has provided the organization with a variety of other loans and grants, which in turn have helped leverage WNHS's creation of 168 units of affordable housing since 1993.

Economic Development

The second chapter of this Consolidated Plan (the *Housing and Community Development Needs* chapter) provided an outline of current economic development activities, programs and agencies that receive City support, which also represent the final element in the City's anti-poverty strategy. Activities and programs that promote economic opportunities and development are coordinated under a Corvallis City Council Policy (CP 96-06.03) of which the established purpose is:

> *". . . to preserve and support community livability by encouraging economic stability and sustainable economic opportunities for the citizens of Corvallis. In partnership with citizens, community, and regional organizations, this will be achieved through a balanced program that addresses retention and the creation of family wage jobs, infrastructure development, and the availability of support services such as housing and employment training."*

In addition to providing funding to area economic development entities in conjunction with the policy direction noted above, the City has passed a living wage initiative to improve the financial stability of lower-wage workers, and help them support themselves and their families in the Corvallis community. The initiative directs that entities (with some exclusions) contracting to provide services to the City will pay their employees a living wage (or a combination of wages and health benefits) currently set at $10.72 per hour, a figure adjusted annually according to changes in the CPI-W.

Institutional Structure

Within the preceding narrative of this Plan a large number, and wide variety, of public and private entities have been identified as the City's partners in the delivery of community development resources throughout Corvallis. This group of agencies and organizations constitutes a highly effective network, providing coordinated housing, human services, and economic development assistance to low income members of the community.

Also described briefly above are the various processes utilized by the City to carry out assistance through its Social Services Allocations program, Economic Development Allocations program, and Housing Programs. In carrying out these and other assistance efforts, the City coordinates activities, at all levels, to assure that policy makers and staff remain aware of the needs of our citizens, and of the agencies that serve them.

Examples of community development outreach and coordination activities that are key to Corvallis' institutional structure in this regard are:

- The Corvallis Housing and Community Development Commission, a ten-member citizen commission (including liaisons from the City Council and Planning Commission) that carries out Consolidated Plan and Action Plan development work, and provides program oversight to the City's Housing Division.

- City Council and staff representation on many of the Boards of Directors of the agencies that form the service delivery structure;

- A group of nearly 25 other citizen boards and commissions that advise the City Council on a variety of community needs and issues;

- Coordination and efforts to achieve consistency of planning efforts between the Linn-Benton Housing Authority (PHA Plan), Community Services Consortium (Continuum of Care Plan) and the City of Corvallis (Consolidated Plan);

- City Housing Division staff participation on the steering committee for development of a ten year plan to end homelessness for Benton County. The committee is made up of citizens, government representatives, and service agency staff from throughout the county.

The institutional structure that provides for the delivery of services to target populations in Corvallis and the surrounding area is one that operates quite effectively, but not surprisingly, imperfectly. In assessing the strengths and weaknesses of this institutional structure, the following conclusions emerge:

Strengths:

- a good general and shared understanding of the needs of low income residents;
- a broad mix of services that leaves few, if any needs completely unmet;
- good knowledge of and access to state, federal and other private funding for programs and activities;
- highly cooperative working relationships among housing and service providers;
- a strong and growing knowledge and understanding of the housing and facility development process; and
- a philosophy, supported by both the public and private sectors, that promotes the vision of a community in which the housing and service needs of all its members are or will eventually be met.

Weaknesses:

- fewer resources, in the form of funds, services, facilities and housing, than are required in order to fully meet the needs of the community, and specifically low income residents and residents with special needs;
- declining financial resources at the federal and state levels stemming from reduced budget allocations to support housing, human services and other community development activities;
- a lack of a centralized information and referral service to make sure that anyone in the community with a need, or anyone representing those in need, can find out about where to go and how to access the services that are available;
- some lack of coordination among existing service providers, and a resultant lack of understanding among providers and recipients about which agencies are the most appropriate from a referral standpoint (which also stems in part from the lack of a centralized information and referral service);
- some lack of coordination among governmental and quasi-governmental entities that provide services, funding and technical assistance related to community development.

Coordination

As noted previously, the coordination of information and services is recognized as both a strength and a relative weakness of the community development service delivery system in Corvallis. It is anticipated that all of the City's coordination activities described in the section above will be continued for the foreseeable future. In addition, as noted among the goals and strategies outlined under the Housing and Community Development planning section of this chapter, the City will undertake a range of efforts over the next five years to work with local providers of housing and human services in order to maintain an awareness of and document needs. In turn, this will yield a better understanding of those needs, and in the long run, a more effective service delivery system.

A new set of opportunities for coordination will arise out of the county-level process currently underway to develop a local ten year plan to end homelessness. The range of outcomes that will be achieved once this plan has been completed and adopted are anticipated to include:

- A clearer, common understanding of the full range of needs and gaps among homeless populations;
- A clearly stated set of strategies for eliminating homelessness—and especially chronic homelessness; and
- Identified roles and responsibilities for those who either fund or provide services to homeless populations.

A final outcome of this effort will be stronger, more effective coordination of financial and human resources, and thus more effective agencies and programs, working together to address the needs of homeless people in our area.

Underserved Needs

Chapters II and III of the Consolidated Plan acknowledge that there are more and greater needs among target populations in Corvallis than there are resources to meet them. The Consolidated Plan and the items contained in this Action Plan element seek to better address these underserved needs by focusing resources where needs are known to be greatest, which in most cases means targeting assistance to projects and activities that support people with very low and extremely low incomes. In addition to targeting resources in this way, the City will also continue to seek ways to expand, and more finely target, the means by which we inform those whose needs are underserved about the financial and informational resources the City, and others in the community who provide assistance, can make available.

Monitoring

The City's CDBG and HOME programs will be reviewed periodically by HUD in order to verify that all statutory requirements are being met, and that information being reported is accurate and complete. The City of Corvallis Community Development Department/Housing Division is responsible for monitoring the regulatory compliance both of individual activities underwritten with CDBG and HOME funding, and of recipients of HOME funds and CDBG human services and economic development funding.

Monitoring of activities funded with CDBG and HOME resources is carried out on an ongoing basis by the Housing Division. Beneficiary income verification is conducted in the course of reviewing project applications for all housing assistance activities under the CDBG program, including both housing rehabilitation and home ownership assistance. As projects are funded with HOME resources, beneficiary income verification is being conducted at the time of application review (if the funding is for a project that includes existing housing), and again at the time projects are completed. Reviews of rents and lease terms to assure compliance with HOME requirements are also conducted while the project is underway and/or at completion. Income, rent limit and lease monitoring of completed HOME-funded rental housing projects is conducted periodically as called for in 24 CFR 92.504.d.1., as are physical unit inspections to assure the property standards stipulated in 24 CFR 92.251 are being followed.

Compliance with lead paint regulations and applicable housing quality standards is verified for each housing activity through inspections conducted prior to the provision of assistance, and then again both during construction (for interim clearance) and after construction work is complete (for final clearance) for rehab projects to which these regulations apply.

Each of the agencies receiving funding under the CDBG Human Services Fund is required to submit monthly reports documenting both the expenditures being reimbursed with CDBG funds, and the characteristics of the clients they are serving (incomes, which priority population they fall within, race, ethnicity, and female heads of household). Each quarter the agencies also report on the progress they are making toward achieving the outcomes they identified in their requests for funding. All recipient agencies are also visited by staff of the Housing Division at least once each year (and more often if technical assistance is deemed necessary) in order to review record keeping and reporting practices and monitor activities on site.

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PART II: FY 08-09 ACTION PLAN BUDGET SUMMARY

RESOURCES	CDBG	HOME	REVOLVING LOAN FUND	TOTAL
FY 08-09 Award	$535,724	$405,690	0	$941,414
FY 08-09 Program Income	90,000	0	0	90,000
FY 08-09 Fund Resources	0	0	388,280	388,280
TOTAL RESOURCES	**$625,724**	**$405,690**	**$388,280**	**$1,419,694**
USES				
Planning & Management				
Salaries/Benefits	111,270	34,100	68,980	214,350
Direct/Indirect	13,730	6,460	183,800	203,990
Subtotal	**$125,000**	**$40,560**	**$252,780**	**$418,340**
Affordable Housing/Capital Projects				
Samaritan Village Lift and Generator Installations	100,131	0	0	100,131
Owner-Occupied Housing Rehabilitation (LI)*	40,000	0	35,000	75,000
Owner-Occupied Housing Rehabilitation (VLI)*	70,593	0	55,000	125,593
Rehabilitation Loan Program Delivery	70,000	0	35,500	105,500
Home Ownership (Down Payment Assistance)*	120,000	0	0	120,000
Other Direct Project Assist. (TBD thru RFP process)	0	284,280	0	284,280
Subtotal	**$400,724**	**$284,280**	**$125,500**	**$810,504**
Human Services				
FY 08-09 Human Services Fund Contracts	80,000	0	0	80,000
Subtotal	**$80,000**	**0**	**0**	**$80,000**
Other Uses				
Microenterprise Program Support	20,000	0	0	20,000
Contingency	0	0	10,000	10,000
CHDO Project Setaside (Min. - TBD thru RFP	0	60,850	0	60,850
CHDO Operating Setaside	0	20,000	0	20,000
Subtotal	**$20,000**	**$80,850**	**$10,000**	**$110,850**
TOTAL USES	**$625,724**	**$405,690**	**$388,280**	**$1,419,694**
UNALLOCATED RESOURCES	0	0	0	0

* In addition to the amounts shown in this table, these activities will occur utilizing approximately $200,000 in funding carried over from prior year CDBG allocations.

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PART III: FY 07-08 ACTION PLAN ACTIVITY BUDGET

The table below provides definitions for the activity description abbreviations used in the following pages:

Abbreviation	Activity Description
AP	Activity Planning
BAH	Barriers to Affordable Housing
CA	Community Accessibility
ED	Economic Development
FH	Fair Housing
HD	Housing Development
HH	Homeless Housing Assistance
HO	Home Ownership Assistance
HR	Housing Rehabilitation
LBP	Lead-Based Paint
PF	Program Funding for Agencies
SH	Special Needs Housing Assistance
TA	Technical Assistance
UN	Urgent Needs

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Planning and Management

This category includes salaries/benefits and direct/indirect expenses. Activities undertaken generally include CDBG program oversight and management; delivery of fair housing and lead-based paint programs; outreach, analysis and planning for future project and program delivery activities; and program reporting.

Category	Activity	CDBG	HOME	City
AP	Continue to share informational resources with the Linn-Benton Housing Authority and affordable housing providers and developers in order to maintain an awareness of the availability of Section 8 rental assistance, features of the Section 8 Program, the status of expiring Section 8 projects, and plans for the creation/conversion of affordable units, and in turn provide information to renters/potential renters and owners/managers of rental properties in order to educate them about the Section 8 program and other assistance available to renters and owners of affordable rental properties.			
HR	Evaluate the need for additional forms of loan or grant assistance for low income home owners to carry out small and/or emergency rehabilitation projects in owner occupied units, including manufactured and mobile home units.			
AP	Share maps and other data derived from the City's FY 06-07 housing condition assessment with CHDOs and other affordable housing developers interested in creating area-targeted housing development/redevelopment strategies.			
AP	Evaluate, and consider for future financial assistance, infrastructure and/or community facility project funding for block- or neighborhood-targeted projects that improve livability for low income area residents.			
AP	Maintain an informational library with media relating to current and emerging building technologies, techniques and materials targeted at housing affordability.			
AP	Maintain an informational library with media relating to current and emerging energy-efficient building technologies and techniques.			
AP	Work with the City's Sustainability Supervisor to identify best practices in sustainable construction and rehabilitation in order to begin developing standards for consideration as an element of future competitive project funding cycles.			
HH	Housing staff will participate in the ten year plan (to end homelessness) process as a member of the steering committee.			
HH	Once a ten year plan is completed and accepted or adopted by the City Council, integrate its goals and, where CDBG and/or HOME funding might be considered, the projects and activities it identifies, into future Action Plans.			
HH	Coordinate with local providers of homeless shelter and transitional/supportive housing units to determine the number and types of units needed at any given time, and evaluate the applicability of donated or market housing units as they become available.			
HH	Through participation in the process of creating a ten year plan to end homelessness, evaluate opportunities to begin working directly with agencies that would or could develop units of permanent supportive housing for homeless families and individuals.			
SH	Coordinate with local providers of housing and services to special needs populations to determine the number and types of units needed at any given time, and evaluate the applicability of donated or market housing units as they become available.			
SH	Continue to communicate with providers of housing and services for special needs populations about both transitional and permanent housing needs and opportunities for future HOME or CDBG funding.			

FH Continue carrying out the actions that have been identified in the update of the Corvallis Fair Housing Plan, which was completed in June of 2005.

FH Maintain contact with groups and individuals who have experience or special knowledge in the area of fair housing and housing discrimination in order to learn about emerging issues or concerns (impediments to fair housing) as they arise, and then as appropriate, analyze the information from a fair housing impediments perspective. As warranted, develop Fair Housing Plan addenda to address newly identified impediments.

FH Begin gathering information and data regarding impediments to fair housing in preparation for the development of an updated Analysis of Impediments to Fair Housing and Corvallis Fair Housing Plan during FY 09-10.

FH Continue to carry out the actions that were identified in the updated Corvallis Fair Housing Plan, completed in June of 2005.

FH Insure that housing projects assisted with HOME funds in which five or more units are assisted utilize affirmative marketing throughout the projects' periods of affordability.

FH In addition to carrying out other actions called for in the City's Fair Housing Plan, continue to provide fair housing information to citizens, and to place fair housing advertisements in local newspapers and *The City* newsletter. In doing so utilize multi-culturally accessible approaches.

FH Contract with the Fair Housing Council of Oregon to conduct training sessions of Fair Housing rights and responsibilities for housing consumers.

FH In addition to carrying out other actions called for in the City's Fair Housing Plan, continue to act as a point of contact and referral for service and housing providers looking for information about fair housing.

FH Contract with the Fair Housing Council of Oregon to conduct training sessions of Fair Housing rights and responsibilities for housing providers.

FH In addition to carrying out other actions called for in the City's Fair Housing Plan, continue to act as a point of contact and referral for citizens looking for information about fair housing, or wanting to report incidents of housing discrimination.

FH In consultation with minority representatives and the Fair Housing Council of Oregon, develop tools to provide information about the programs the City offers and supports that provide financial benefits to members of the community.

LBP HUD requires that entitlement communities take steps to identify and eliminate lead-based paint hazards within their jurisdictions. The City of Corvallis will meet these requirements by pursuing the following goal and strategies:

LBP Continue to maintain contact with state and county health departments to monitor incidences of lead poisoning in the City, and take follow up action when possible to offer housing rehabilitation funding and services.

LBP Continue to provide informational/educational materials on the health risks that lead hazards pose, particularly for young children.

LBP Continue to work with HUD, the Oregon Department of Human Services, Oregon State University, and other providers of lead hazard risk reduction/lead safe work practices education, and where possible sponsor such education, for housing rehabilitation contractors working in the mid-Willamette Valley.

LPB	Through participation in the education events described in the action above, and by attending HUD-sponsored training events, maintain City understanding of lead hazards and up-to-date knowledge of the work practices contractors must use to address them safely.
BAH	On a quarterly basis, determine the number and percentage of homes sold in Corvallis at prices affordable to three-person households with incomes at or below 50% and 80% of the Corvallis median income.
BAH	On a quarterly basis, determine the number and percentage of housing units rented in Corvallis at rates affordable to two-person households with incomes at or below 50% and 80% of the Corvallis median income.
BAH	Based on the findings of the actions carried out under Strategy 1 above, determine the need for additional assistance programs targeted at low income renters and/or home owners.
BAH	Continue discussions with representatives of the business and development community about the role and impact City policies and procedures have on the cost of housing and commercial development.
BAH	Facilitate discussion by the Corvallis Housing and Community Development Commission (HCDC) about opportunities to create allowances for the construction of "cottage style" and other small footprint homes as an affordable housing tool, especially in conjunction with Community Land Trust ownership structures.
BAH	As updates and/or modifications of the Land Development Code occur, coordinate reviews with the Corvallis Planning Division to assess the impact changes will have on housing affordability.
BAH	Continue the City's membership and participation in the Housing Alliance, a statewide consortium of housing interests focused on creating and supporting legislation and programs that will increase or maintain affordable housing opportunities for low income Oregon residents.
CA	Coordinate with other social service funders to conduct an updated *Benton County Needs Assessment,* a document intended to be used to identify and quantify human services needs, and to help guide the allocation of funds to agencies in Corvallis and Benton County.
CA	As they are scheduled, continue to participate in discussions among funders of services in Corvallis and Benton County about issues related to better coordination of funding efforts and facilitation of agency collaboration and partnerships.
CA	Continue to communicate with public and private providers of regular and specialized transportation services in order to remain aware of system needs and capacity, proposed service reductions, and the gaps such reductions might create.
CA	As specific gaps and needs are identified over time by carrying out the action above, work with agencies to evaluate opportunities to provide them with assistance through the Human Services Fund or other means.
CA	Assure that projects assisted with funding from the City's CDBG and HOME programs, where applicable, meet federal accessibility requirements. These requirements have been adopted into local building codes.

	CDBG	HOME	City
TOTAL PLANNING AND MANAGEMENT EXPENDITURES:	***$125,000***	***$40,560***	***$252,780***

Affordable Housing

Housing Development		CDBG	HOME	City
HD	Allocate prior-year HOME CHDO project setaside funding to Willamette Neighborhood Housing Services, Inc. (WNHS), the City's Community Housing Development Organization, to carry out a scattered site housing development project that will create 62 units of new, affordable rental housing, up to 20 of which will be HOME-assisted. ($1,000,000 in prior year funding.)			
HD	Allocate prior-year HOME funding to Benton Habitat for Humanity to support their development of two housing units for purchase and ownership by low income families. ($158,000 in prior year funding.)			
HD	Provide HOME funding through a Request for Proposals process to project owners and/or developers in order to underwrite costs related to residential property acquisition, housing construction, and as needed the conversion, rehabilitation or refinance of that property, resulting in 10 units being committed to use as affordable housing.		$284,280	
HD	Provide HOME funding through required project setasides to qualifying Community Housing Development Organizations (CHDOs) in order to facilitate affordable housing project development. Funding under this action may be combined with funds from Action 1 above where a project activity being undertaken by a CHDO requires a higher level of HOME funding than is available under this setaside alone. Units acquired/ provided under this Action will be counted toward the 10 units to be achieved during FY 09-10.		60,850	
TA	Continue to provide guidance and technical assistance to Benton Habitat for Humanity as the agency works to create a mixed-income affordable housing development on their Hilltop Village site, and consider future requests for CDBG and/or HOME funding.			
TA	Provide ongoing consultation and other assistance as needed and practical to Willamette Neighborhood Housing Services, the only current CHDO for Corvallis, and to other organizations or entities that may consider qualifying as and becoming a Corvallis CHDO.			
HD	Provide CHDO Operating funding from the City's HOME program allocations for FY 08-09 to Willamette Neighborhood Housing Services, which currently operates as the City's CHDO for purposes of its HOME program.		20,000	
HOUSING DEVELOPMENT SUBTOTAL			*$365,130*	

Housing Rehabilitation		CDBG	HOME	City
HR	Place interest-free deferred payment loans to assist in the rehabilitation of seven (7) units of housing occupied by very low and extremely low income owners, with an emphasis on units occupied by elderly owners. Loan applications will be considered as they are received throughout the year.	$70,593		$55,000
HR	Place low interest amortized loans to assist in the rehabilitation and improvement of three (3) units of housing occupied by low income owners. Loan applications will be considered as they are received throughout the year.	40,000		35,000

		CDBG	HOME	City
HR	Provide grant funding to the Samaritan Village elderly/affordable rental housing project to underwrite costs related to the installation of a lift to allow access between the main floor and basement of the common building for mobility impaired residents, and to install a backup generator to maintain common building electrical systems during times of extended power outages.	$100,131		
HR	Provide HOME funding through a Request for Proposals process to project owners and/or developers in order to underwrite costs related to residential rental property rehabilitation in order to facilitate the rehabilitation of 10 units of housing that are affordable to low, very low and extremely low income renters. (HOME funding reflected in Housing Development section above.)			
HR	Provide HOME funding through required project setasides to qualifying Community Housing Development Organizations (CHDOs) in order to facilitate affordable housing rehabilitation projects. Funding under this action may be combined with funds from Action 1 above where a project activity being undertaken by a CHDO requires a higher level of HOME funding than is available under this setaside alone. Units acquired/provided under this Action will be counted toward the 10 units to be achieved during the year.			
LBP	In funding and carrying out housing rehabilitation activities the City works with homeowners and owners of residential rental properties to improve the quality and affordability of housing in Corvallis. For housing constructed prior to 1978, the City will continue to meet the federal regulations related to lead-based paint hazards in order to identify and appropriately address such hazards as they are found.			
HR	Housing rehabilitation program/project delivery costs.	$70,000		$35,500
HOUSING REHABILITATION SUBTOTAL		*$280,724*		*$125,500*

Home Ownership Opportunities		CDBG	HOME	City
HO	Provide home purchase assistance loans to 12 low income renter/home buyers. Loan applications will be considered as they are received throughout the year.	$120,000		
HO	Continue to participate/cooperate in the provision of the Home Buyer Education program offered by Willamette Neighborhood Housing Services, and a qualification prerequisite for the City's First Time Home Buyer program.			
AP	Continue to investigate and assist in the development of home purchase financing tools and assistance programs, including loan default prevention programs, offered by private- and public-sector lenders and grantors.			
HOME OWNERSHIP OPPORTUNITIES SUBTOTAL		*$120,000*		

Homeless/Special Needs Housing (Project and Planning Activities)		CDBG	HOME	City
HH	Ten of the HOME-assisted units identified above within Housing Priority A, Goal 1, Strategy 1, Action 1, will provide permanent supportive housing for survivors of domestic violence. Willamette Neighborhood Housing Services will develop and own the units of housing; the Center Against Rape and Domestic Violence will provide supportive services to the residents of the 10 units, which will be located at the Alexander Court site in southwest Corvallis. ($1,000,000 allocation reflected in Housing Development section above.)			
TOTAL AFFORDABLE HOUSING EXPENDITURES		***$400,724***	***$365,130***	***$125,500***

Human Services

Category	Activity	CDBG	HOME	City
PF	Provide funding to Community Outreach, Inc. (COI) utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant program to subsidize the cost of providing a Family Services Program Coordinator for 40 homeless families staying in COI's emergency shelter.	$8,500		
PF	Provide funding to the Jackson Street Youth Shelter (JSYS) utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant program to subsidize the cost of providing a client educational support services program for up to 75 youths ages 10-17 who are homeless, or who are runaways from low income families.	7,000		
PF	Provide funding to the Circle of Hope Drop-in Center, now operating as the Corvallis Daytime Drop-in Center, utilizing resources from the Community Development Block Grant Program's Human Services Fund to underwrite a portion of the cost to rent a facility to provide services to approximately 600 people who are homeless and/or mentally ill, many of whom are chronically homeless.	12,000		
PF	Provide funding to Mid Valley Housing Plus for the Community Link program, and specifically to fund a health counselor to work with up to 70 Corvallis residents who have a mental illness, are elderly, or both, utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant Program.	8,000		
PF	Provide funding to the Grace Center for Adult Day Services utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant program to underwrite a portion of the cost to provide services to up to 50 frail elderly and disabled adult clients.	8,000		
PF	Provide funding to the Parent Enhancement Program's Parent Education Program utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant Program to underwrite a portion of the cost of delivering educational services to approximately 115 households.	9,000		
PF	Provide funding to Benton Furniture Share utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant Program. The program will provide donated furniture to up to 240 households with a member who is developmentally disabled, who are survivors of domestic violence, people with a mental illness, the elderly or frail elderly, and people who are very low and extremely low income.	5,000		

PF	Provide funding to the Old Mill Center's Family Support and Connections program utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant Program to underwrite the coordination of critical services for up to 165 low, very low and extremely low income families.	5,000
PF	Provide funding to support operation of the South Corvallis Food Bank utilizing resources from the Human Services Fund portion of the City's Community Development Block Grant Program to underwrite the provision of food baskets to as many as 600 very low and extremely low households, most of whom are residents of South Corvallis, and some of whom are homeless and meet the definition of "chronically homeless."	11,000
PF	Provide funding to Willamette Neighborhood Housing Services to under-write a portion of their costs to deliver Financial Literacy education and services to up to 45 low, very low and extremely low income Corvallis households.	6,500
HUMAN SERVICES PROGRAM FUNDING SUBTOTAL		*$80,000*
TOTAL HUMAN SERVICES EXPENDITURES		***$80,000***

Economic Development Support

Category	Activity	CDBG	HOME	City
ED	In conjunction with federally-funded housing and facility project development activities, follow Section 3 Employment Opportunities requirements which lead to the provision of employment to low income workers.			
ED	Coordinate and share information with providers of job training and employment services.			
ED	Extend funding support for Willamette Neighborhood Housing Services' Linn-Benton MicroeBusiness Program, an effort that will educate up to 22 Corvallis residents about microenterprises and assist some or all of them with the creation of a microenterprise.	$20,000		
ED	Gather and display information related to economic development activities for low income residents.			
ED	Where applicable carry out City contracting activities in compliance with the Corvallis Living Wage regulation.			
TOTAL ECONOMIC DEVELOPMENT SUPPORT		***$20,000***		

Urgent Needs and Prevention or Elimination of Slums or Blight

Category	Activity	CDBG	HOME	City
UN	When applicable and under specific conditions, provide funding assistance to alleviate conditions which pose a threat to the health and safety of the community.			
TOTAL URGENT NEEDS/SLUM AND BLIGHT FUNDING		***0***		
PROGRAM CONTINGENCIES				*$10,000*
TOTAL FUNDING, ALL CATEGORIES		***$625,724***	***$405,690***	***$388,280***

PART IV: HUD/CPD LISTING OF PROPOSED PROJECTS

U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0001	Home Ownership Assistance	13 Direct Homeownership Assistance	CDBG	$120,000
			ESG	$0
		570.201(n)	HOME	$0
142068	Housing		HOPWA	$0
		12 Households		
	Provide down payment assistance loans to low income home buyers.		TOTAL	$120,000
			Total Other Funding	$120,000

Help the Homeless?	No	Start Date:	07/01/08
Help those with HIV or AIDS?	No	Completion Date:	06/30/09

Eligibility 570.208(a)(3) - Low / Mod Housing

Subrecipient:

Location(s): Community Wide

U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0002 142075	Essential Repair Program - Single Family/Owner Occupied Rehab Loans for Very Low Income Households	14A Rehab; Single Unit Residential	CDBG ESG HOME HOPWA	$70,593 $0 $0 $0
	Housing	570.202	TOTAL	$70,593
	Place interest-free deferred payment loans to assist in the rehabilitation of fifteen units of housing occupied by very low income owners, with an emphasis on units occupied by elderly owners. Loan applications will be considered as they are received throughout the year.	Seven units	Total Other Funding	$55,000

Help the Homeless?	No	Start Date:	07/01/08
Help those with HIV or AIDS?	No	Completion Date:	06/30/09

Eligibility 570.208(a)(3) - Low/Mod Housing

Subrecipient:

Location(s): Community Wide

U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0003 142067	Neighborhood Improvement Program - Single Family/Owner Occupied Rehab Loans for Low Income Households	14A Rehab; Single Unit Residential	CDBG ESG HOME HOPWA	$40,000 $0 $0 $0
	Housing	570.202	TOTAL	$40,000
	Place amortized loans to assist in the rehabilitation and improvement of ten units of housing occupied by low income owners. Loan applications will be considered as they are received throughout the year.	Three units	Total Other Funding	$35,000

Help the Homeless?	No	Start Date:	07/01/08
Help those with HIV or AIDS?	No	Completion Date:	06/30/09

Eligibility 570.208(a)(3) - Low/Mod Housing

Subrecipient:

Location(s): Community Wide

U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0004	Samaritan Village Lift and Generator Installation	14A Rehab; Multi-Unit Residential	CDBG	$100,131
			ESG	$0
			HOME	$0
	Housing	570.202	HOPWA	$0
#TBD				
	Provide grant funding to the Samaritan Village elderly/affordable rental housing project to install a lift to allow residents to fully utilize the common building, and to install a generator to provide backup electricity in the case of a power outage.	82 Units	TOTAL	$100,131
			Total Other Funding	$0

Help the Homeless?	No	Start Date:	07/01/08
Help those with HIV or AIDS?	No	Completion Date:	12/31/08

Eligibility	570.208(a)(3) - Low/Mod Housing
Subrecipient:	None
Location(s):	295 NW 35th Street, Corvallis

U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0005	Human Services Fund	05 Public Services	CDBG	$80,000
			ESG	$0
142071	Public Facilities and Improvements	570.201(e)	HOME	$0
			HOPWA	$0
	Provide program funding to social service agencies serving low income and special needs populations.	2,000 Individuals, families and households	TOTAL	$80,000
			Total Other Funding	$0

Help the Homeless?	Yes	Start Date:	07/01/08
Help those with HIV or AIDS?	No	Completion Date:	06/30/09

Eligibility	570.208(a)(2) - Limited Clientele
Subrecipient:	Various
Location(s):	Community Wide

U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0006	Microenterprise development support	18C Microenterprise Assistance	CDBG	$20,000
			ESG	$0
		570.201(o)(1)(ii)	HOME	$0
			HOPWA	$0
142150	Economic Development	22 Households		
			TOTAL	$20,000
	Provide funding to support Willamette Neighborhood Housing Services' Linn-Benton MicroBusiness Program, an effort that will educate and then assist up to 30 Corvallis residents with the creation of a microenterprise.		Total Other Funding	$0

Help the Homeless?	No	Start Date:	07/01/08
Help those with HIV or AIDS?	No	Completion Date:	06/30/09

Eligibility 570.208(a)(2)(B)

Subrecipient:

Location(s): Community Wide

U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0007	CDBG Program Administration	21A General Program Administration	CDBG	$125,000
			ESG	$0
		570.206	HOME	$0
142073	Planning and Administration		HOPWA	$0
		0 N/A		
	Provide administration and management for CDBG and other City housing programs to carry out actions included in the Consolidated/Action Plan.		TOTAL	$125,000
			Total Other Funding	$168,520

Help the Homeless?	No	Start Date:	07/01/08
Help those with HIV or AIDS?	No	Completion Date:	06/30/09

Eligibility N/A

Subrecipient:

Location(s): N/A

U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0008	Housing Rehab Program Delivery	14H Rehabilitation Administration	CDBG	$70,000
			ESG	$0
	Housing		HOME	$0
142074		570.202	HOPWA	$0
	Delivery costs for renter- and owner-occupied housing rehabilitation activities.	0 N/A	TOTAL	$70,000
			Total Other Funding	$35,500

Help the Homeless?	No	Start Date:	07/01/08
Help those with HIV or AIDS?	No	Completion Date:	06/30/09

Eligibility 570.208(a)(3) - Housing

Subrecipient:

Location(s): Community Wide

U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
009	HOME housing project funding (project(s) to be determined).	01, 12, 14B, 14G - Various Housing	CDBG	$0
			ESG	$0
			HOME	$284,280
#s TBD	Housing	92.206 (a) - (d)	HOPWA	$0
	Allocate HOME funds through an RFP process to create and/or maintain affordable housing opportunities.	10 units	TOTAL	$284,280
			Total Other Funding	$71,070

Help the Homeless?	No	Start Date:	07/01/08
Help those with HIV or AIDS?	No	Completion Date:	06/30/09

Eligibility 92.205 - Low Income Housing

Subrecipient:

Location(s): Community Wide

U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0010	HOME CHDO project setaside (project(s) to be determined).	01, 12, 14B, 14G - Various Housing	CDBG	$0
			ESG	$0
			HOME	$60,850
#s TBD	Housing	92.206 (e)	HOPWA	$0
	Fund project(s) being carried out by Community Housing Development Organizations that will result in the creation of affordable housing opportunities.	Portion of 20 units identified in Project 0007.	TOTAL	$60,850
			Total Other Funding	$15,213

Help the Homeless?	No	Start Date:	07/01/08
Help those with HIV or AIDS?	No	Completion Date:	06/30/09

Eligibility 92.300(a) - CHDO-Developed Low Income Housing

Subrecipient:

Location(s): Community Wide

U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0011	HOME program management	21H HOME Administration/Planning Costs of PJs	CDBG	$0
			ESG	$0
			HOME	$42,000
		92.205	HOPWA	$0
142085	Planning and Administration			
		0 N/A	TOTAL	$42,000
	Provide administration and management for HOME program activities identified in the Consolidated/Action Plan.		Total Other Funding	$84,260

Help the Homeless?	No	Start Date:	07/01/07
Help those with HIV or AIDS?	No	Completion Date:	06/30/08

Eligibility N/A

Subrecipient:

Location(s): N/A

U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0012	HOME CHDO Operating Support	19B HOME CHDO Operating Costs	CDBG	$0
			ESG	$0
		92.208	HOME	$20,000
			HOPWA	$0
142114	Planning and Administration	0 N/A		
			TOTAL	$20,000
	Provide funding for the support of housing development operations to be conducted by Willamette Neighborhood Housing Services, a CHDO for the City's HOME program.		Total Other Funding	$0

Help the Homeless?	No	Start Date:	07/01/08
Help those with HIV or AIDS?	No	Completion Date:	06/30/09

Eligibility 92.300(f) CHDO Operating Costs

Subrecipient:

Location(s): N/A

APPENDIX A:
HUD Table 1A
Homeless and Special Needs Populations

Continuum of Care: Housing Gap Analysis Chart

		Current Inventory	Under Development	Unmet Need/Gap
Individuals				
Beds	Emergency Shelter	63	0	71
	Transitional Housing	26	0	15
	Permanent Supportive Housing	0	0	66
	Total	89	0	152
Persons in Families with Children				
Beds	Emergency Shelter	15	0	95
	Transitional Housing	30	0	45
	Permanent Supportive Housing	0	0	213
	Total	45	0	353

Continuum of Care: Homeless Population and Subpopulations Chart

Part 1: Homeless Populations	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of families with children (family households):	3	21	0	24
1. Number of persons in families with children	9	66	0	75
2. Number of single individuals and persons in households without children	28	17	15	60
Total Persons (lines 1 and 2)	37	83	15	135
Part 2: Homeless Subpopulations	Sheltered		Unsheltered	Total
a. Chronically Homeless	22		12	34
b. Seriously Mentally Ill	21			
c. Chronic Substance Abuse	25			
d. Veterans	6			
e. Persons with HIV/AIDS	5			
f. Victims of Domestic Violence	23			
g. Unaccompanied Youth (Under 18)	5			

Inventory and homeless count data in these tables have been provided by staff of Community Services Consortium (CSC), the Community Action Agency charged with developing and carrying out a three-county continuum of care plan that includes Corvallis. Figures are based on data they gathered or had reported to them by agencies that serve homeless populations and subpopulations in Corvallis. Numbers in the "Unmet Need/Gap" column in the upper table represent direct input from all providers of shelter and transitional housing in Corvallis, and are based on their best estimates of needed beds for the populations they serve. Homeless population and subpopulation data in the lower table are based on a one-night count conducted by CSC and homeless shelter/service providers during the last week of January, 2008. Because it is so difficult to count the unsheltered homeless, the figure of 15 unsheltered people should be presumed to be lower than the actual number of unsheltered homeless (individuals and families) in Corvallis.

APPENDIX B:
HUD Table 2A
Priority Housing Needs/Investment Plan Table

Priority Housing Needs (households)		Priority		Unmet Need
Renter[1]	Small Related	0-30%	High	777 (88%)
		31-50%	Medium	347 (68%)
		51-80%	Low	111 (18%)
	Large Related	0-30%	High	48 (71%)
		31-50%	Medium	59 (57%)
		51-80%	Low	14 (14%)
	Elderly	0-30%	High	161 (58%)
		31-50%	High	130 (77%)
		51-80%	Medium	104 (44%)
	All Other	0-30%	High	2,142 (85%)
		31-50%	Medium	1,042 (85%)
		51-80%	Low	288 (22%)
Owner[1]	Small Related	0-30%	High	68 (100%)
		31-50%	High	116 (71%)
		51-80%	Medium	264 (53%)
	Large Related	0-30%	High	10 (100%)
		31-50%	High	10 (100%)
		51-80%	Medium	79 (81%)
	Elderly	0-30%	High	120 (76%)
		31-50%	High	67 (23%)
		51-80%	Medium	107 (25%)
	All Other	0-30%	High	131 (97%)
		31-50%	High	69 (63%)
		51-80%	Medium	151 (58%)
Non-Homeless Special Needs[2]	Elderly	0-80%	Medium	1,264 (83%)
	Frail Elderly	0-80%	High	221 (100%)
	Severe Mental Illness	0-80%	High	1,253 (100%)
	Physical Disability	0-80%	High	66 (100%)
	Developmental Disability	0-80%	Medium	345 (92%)
	Alcohol/Drug Abuse	0-80%	High	1,121 (100%)
	HIV/AIDS	0-80%	High	34 (100%)
	Victims of Domestic Violence	0-80%	High	107 (100%)

[1] Households in the unmet need column of these sections of the table spend more than 30% of their monthly income for housing costs, and are thus considered to be housing cost burdened. Restated, the numbers for owners and renters in this table indicate the need for Section 215 housing units in Corvallis. This data is derived from a HUD compilation of 2000 Census data for Corvallis. More detailed tables and further discussion can be found in Chapter II: Housing and Community Development Needs, in the foregoing Consolidated Plan.

[2] This table represents the need in Corvallis for units of permanent supportive housing. Except for victims of domestic violence, the numbers in this section represent State of Oregon estimates of individuals in Benton County who fall under each category. Domestic violence figures were provided by the local Center Against Rape and Domestic Violence. Other numbers are based on data compiled by the Oregon Housing and Community Services Department with input from county health departments, the Department of Human Services, and the U.S. Census Bureau. Although local agencies could not confirm that figures were exact, there was consensus that they were not vastly inaccurate. These numbers do not include measurements of housing cost burden, and thus overstate the needs of these populations for units of affordable housing.

APPENDIX C:

HUD TABLE 2B
NON-HOUSING COMMUNITY DEVELOPMENT NEEDS
(5-Year Period Beginning July 1, 2008)

CATEGORY	ESTIMATED FUNDING	PRIORITY
Anti-Crime Programs		
Overall	$50,000	Medium
Crime Awareness	50,000	Medium
Economic Development		
Overall	$166,000,000	Medium
Rehab; Publicly or Privately-Owned Commercial	151,000,000	Medium
Commercial/Industrial Infrastructure Development	12,000,000	Medium-Low
Other Commercial/Industrial Improvements (Airport)	1,700,000	High-Medium
Microenterprise Assistance	300,000	High
Microenterprise Incubator	1,000,000	Medium-Low
Infrastructure		
Overall	$17,300,000	Medium-High
Flood Drain Improvements	2,000,000	Medium-High
Water/Sewer Improvements	8,000,000	High
Street Improvements	5,300,000	Medium-High
Sidewalks	1,000,000	Medium-High
Removal of Architectural Barriers	1,000,000	Medium
Planning & Administration		
Overall	$2,550,000	Medium-High
CDBG/HOME Administration	750,000	High
Area Plans, Code Dev/Enforcement, Long Range Planning	1,800,000	Medium
Public Facilities		
Overall	$40,500,000	Medium-High
Handicapped Centers	2,500,000	Medium-Low
Parks, Recreation Facilities	5,000,000	Medium
Parking Facilities	5,000,000	Medium-Low
Fire Stations/Equipment	500,000	High
Health Facilities	7,500,000	Medium-High
Non-Residential Historic Preservation	20,000,000	Medium

Public Services

Overall	$12,317,500	Medium-High
Handicapped Services	4,500,000	High
Transportation Services	4,000,000	High
Substance Abuse Services	1,000,000	Medium- High
Employment Training	65,000	Medium-Low
Health Services	1,250,000	Medium-High
Legal Services	400,000	Medium
Tree Planting	2,500	High

Senior Programs

Overall	$11,850,000	Medium
Senior Centers/Care Facilities	11,000,000	Medium-High
Senior Services	850,000	Medium-High

Youth Programs

Overall	$3,350,000	Medium
Youth Centers	750,000	Medium
Child Care Centers	1,500,000	Medium
Youth Services	850,000	Medium-High
Child Care Services	250,000	Medium
TOTAL	$253,917,500	

ATTACHMENT A:

2008 CORVALLIS MSA
HUD MEDIAN INCOME LEVELS

Family Size	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Area Median Income				68,000				
80% (Low)	38,150	43,600	49,050	54,500	58,850	63,200	67,600	71,950
60% (HOME Limits)	28,620	32,700	36,780	40,860	44,100	47,400	50,640	53,940
50% (Very Low)	23,850	27,250	30,650	34,050	36,750	39,500	42,200	44,950
30% (Extremely Low)	14,300	16,350	18,400	20,450	22,100	23,700	25,350	27,000
U.S. Poverty Level	10,120	13,960	17,170	20,650	24,130	27,610	31,090	34,570

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ATTACHMENT B: AGENCY AND COMMUNITY CONSULTATIONS

In addition to soliciting public comment through two City Council public hearings and two public outreach sessions held in community centers in southwest and northwest Corvallis, a number of agencies—both governmental and non-governmental—were consulted in the process of gathering data or and setting the priorities found in this Consolidated Plan. Agencies consulted included:

AGENCY/ENTITY CONSULTED	TOPIC OF CONSULTATION
Arc of Benton County	Housing & Services for Developmentally Disabled
Benton County Health Department	Low Income Health Services, Homeless Data
Benton County Mental Health	Low Income Health Services, Homeless Data
Benton Furniture Share	Low Income Service Needs
Benton Habitat for Humanity	Affordable Housing Needs
Boys & Girls Club of Corvallis	Low Income Service Needs, Youth Services
Business Enterprise Center	Economic Development Needs
Cascades West Council of Governments	Senior and Disabled Service Needs
Center Against Rape and Domestic Violence	Homeless Shelter, Housing and Service Needs
Circle of Hope Drop In Center	Homeless and Chronic Homeless Needs
City of Corvallis Community Development Department	Public Services/Improvements/Infrastructure Needs
City of Corvallis Parks & Recreation Department	Public Services/Improvements/Infrastructure Needs
City of Corvallis Police Department	Public Services/Improvements/Infrastructure Needs
City of Corvallis Public Works Department	Public Services/Improvements/Infrastructure Needs
Commercial Associates	Economic Development Needs
Community Alliance for Diversity	Fair Housing/Discrimination Prevention
Community Outreach Inc.	Homeless Shelter, Housing and Service Needs
Community Services Consortium	Homeless Shelter, Housing and Service Needs
Corvallis-Benton Chamber Coalition	Economic Development Needs
Corvallis Clinic	Health Care Needs
Corvallis Community Childrens Centers	Youth Service Needs
Corvallis Homeless Coalition	Homeless Shelter, Housing and Service Needs
Downtown Corvallis Association	Economic Development Needs
Grace Center for Adult Day Services	Senior and Disabled Service Needs
Home Life	Housing & Services for Developmentally Disabled
Jackson Street Youth Shelter	Homeless Shelter, Housing and Service Needs
Kairos Consumer Council	Low Income Service Needs
Linn-Benton Housing Authority	Affordable Housing Needs
Mid Valley Housing Plus	Low Income Service Needs
Old Mill Center for Children and Families	Low Income Service Needs
Oregon Department of Environmental Quality	Lead Paint
Oregon Department of Human Services	Low Income Service Needs, Lead Paint
Oregon Department of Veterans Affairs	Homeless Data, Service Needs
Oregon Employment Department	Demographic Data
Oregon Housing and Community Services Department	Affordable Housing Needs
Oregon State University	Demographic Data
Parent Enhancement Program	Low Income Service Needs
Portland State University	Demographic Data
Samaritan Health Services	Health Care Needs
Samaritan Village	Affordable Housing Needs, Senior Service Needs
South Corvallis Food Bank	Low Income Service Needs
United Way of Benton and Lincoln Counties	Low Income Service Needs
U.S. Bureau of Economic Analysis	Demographic Data
U.S. Census Bureau	Demographic Data
U.S. Department of Health and Human Services	Low Income Service Needs, Lead Paint
U.S. Department of Housing and Urban Development	Affordable Housing Needs
Willamette Neighborhood Housing Services	Affordable Housing, Low Income Service Needs
Work Unlimited	Low Income Service Needs

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ATTACHMENT C:

CITY COUNCIL MEETING MINUTES COMMUNITY DEVELOPMENT BLOCK GRANT & HOME PROGRAM PUBLIC HEARING (EXCERPTED)

CITY OF CORVALLIS
COUNCIL ACTION MINUTES

December 3, 2007

Mayor Tomlinson recessed the Council at 2:04 pm and reconvened the Council at 7:02 pm in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon.

I. ROLL CALL

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

ABSENT: Councilor Zimbrick (excused)

VII. PUBLIC HEARINGS

A. A public hearing to consider development of 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

Mayor Tomlinson reviewed the order of proceedings and opened the public hearing.

Staff Report

Housing Division Manager Weiss said the purpose of the public hearing is to begin planning for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) program funding. The funds are received annually from the United States Department of Housing and Urban Development (HUD) to conduct community development activities primarily benefitting low income people. This year, a five-year consolidated plan is being developed to establish goals and strategies, and identify activities to meet community needs.

Mr. Weiss said the planning process includes obtaining characterizations of community needs and ideas on how to fulfill those needs. Several outreach meetings will target agencies needing assistance and the information will be combined with HUD data, census information, and local surveys to establish priorities, goals, and a strategy to meet each goal.
Mr. Weiss said in February 2008, work will begin on proposals for services and capital project activities. A five-year and a one-year plan will be submitted in April for approval by Council and subsequent approval by HUD.

In response to Councilor Wershow's inquiry, Mr. Weiss said service funding from the CDBG/HOME allocations has been limited to $80,000 to $85,000 annually. An activity funded by the City from other sources and then de-funded, cannot be replaced with a CDBG allocation. Funds are typically used for new programs, expansion of programs, and/or sustaining specific programs.

Mr Weiss clarified that if an agency obtains City social service funds and then loses those funds for whatever reason, the agency cannot obtain CDBG/HOME funds for the same project. The regulations are not specific as to the length of time the agency would not be able to obtain CDBG/HOME funds. Mr. Weiss said services and funding sources will evolve through the years which might allow the same agency to be funded for a different project in the future.

Councilor Wershow said agencies need to have this information available before they apply for funds.

Mr. Gibb added that the CDBG/HOME funds are declining while the City's social services fund increases each year, per policy. He doubts any agency would decide not to apply for a social services allocation due to the possibility that they might not be able to apply for a CDBG/HOME allocation in the future.

Public Testimony

Judy Wilson, P. O. Box 2009, said she founded MVHP in 1993 and served as the Executive Director until 2005. The concept of MVHP is to build community acceptance and care for those with mental illness. MVHP serves very low income individuals with special needs. Ms. Wilson commended the City for continuing this program and requested consideration be given to the special needs population as allocations are being decided. She concluded by quoting from a National Alliance on Mental Illness newsletter: "The lack of appropriate and affordable housing is one of the most significant barriers to living in the community for people with mental illness."

James Hackett, Linn-Benton Housing Authority (LBHA) Executive Director, said LBHA has a similar HUD-required process for its annual and five-year plans. The HOME regulations consider funding for tenant-based rental assistance (TBRA) to be an eligible use. He asked that the City consider this use specifically in connection with housing for victims of domestic violence. LBHA's largest project is the Housing Choice Voucher program, a TBRA program. Eligible, low income parties receive vouchers to rent from a private landlord wherever they choose. The renter pays approximately 30 percent of their income toward rent, and LBHA pays the landlord the remaining portion. LBHA serves approximately 600 households in Corvallis with an average assistance payment of $389, equating to $2.8 million in annual rental assistance. Seventy-five percent of new program admissions must be at or below 30 percent of area median income.

Mr. Hackett said City staff recently attempted to persuade LBHA to offer project-based vouchers. This would require the dedication of a specific number of vouchers to a project, reducing the overall number of tenant-based vouchers and requiring tenants to live at the development. LBHA does not have extra vouchers and decided not to offer project-based vouchers at this time.

Mr. Hackett said Corvallis' housing resources far exceed the other communities LBHA serves. For example, the City dedicated more than $450,000 in HOME funds for the development of the same project that prompted the voucher request to LBHA. The developer is looking for

alternative resources to support the project and has asserted that there are no other resources available to pay rental assistance for low income residents. Mr. Hackett said the City does not currently allow HOME funds to be used for TBRA, but it is allowable under the HOME program regulations. An average assistance payment of $389 per month equals $4,668 annually. For less than 10 percent of the HOME allocation, the City could serve nine families with TBRA for an entire year. Instead, the City spends more subsidizing the operations of a non-profit housing developer. Mr. Hackett said his point is to persuade the City to use its own resources to support the housing project it is already committed to developing.

In response to Councilor Beilstein's inquiry, Mr. Hackett said people receiving Section 8 housing assistance are not a protected class and landlords are not required to accept Section 8 housing vouchers.

Jim Moorefield, Willamette Neighborhood Housing Services (WNHS), highlighted points of his written testimony (Attachment C).

- The State is planning to prioritize affordable housing project monies. Local plans will need to relate to State decisions as almost all housing development requires revenue from city and State agencies.
- The State does not manage the CDBG/HOME funds the City manages. There are other State and Federal resources available that are not managed directly by the City.
- There is opportunity to coordinate the CDBG/HOME and the City's social services allocations. Local non-profits and public agencies have been discussing this idea, although it is not part of the five-year strategic planning process. The City is an investor in housing programs on the capital side and in the operations of a variety of social services programs. There is a fit between those two programs that can be explored and implemented at the policy level.
- In the future, additional planning will occur around homelessness and the City will hear more about the "Housing First" program.
- The lower the income of target tenants, the more subsidy needed, meaning fewer units will be financed. One solution is to plan larger projects (Alexander Court) when there is opportunity.
- Land acquisition is complicated and risky (Alexander Court). The State and other agencies are developing funds for "land banking" that can reduce the risk. Local participation will be necessary, such as low-cost loans, loan guarantees, and/or land acquisition.

Mr. Moorefield stated his opposition to the use of HOME funds for TBRA and added that using City funds for capital assistance is better for the community. There is a greater return on investment earned by increasing additional affordable housing units than there is by providing rental housing assistance.

Mr. Moorefield said he disagrees with Mr. Hackett's statement that the City's resources exceed those of other communities. The City of Corvallis is a CDBG entitlement community and a HOME participating jurisdiction, but they do not exceed other community's resources. An example is the $800,000 WNHS received in HOME funds, more than double what the City receives in a year, for a single six-unit project in Sweet Home. The City receives HOME funds annually, which is different from other communities, allowing for better planning. The amount received each year, in total, is less than what used to be received for a single project.

Councilor Beilstein said he is frustrated by the fact that the land use process is permissive and not directive. The City has goals for development and housing, but waits for a developer to

initiate a project. If it fits with the City's goals, Council permits it. Land banking would allow the City to acquire developable land and make it available to developers. He said he is intrigued by this idea and opined that it would change the City's development practice to be directive instead of permissive.

In response to Mayor Tomlinson's inquiry, Mr. Moorefield said WNHS has considered micro-loan assistance for microenterprises. The decision was made not pursue it for several reasons, including the formation of a statewide network loan program and an informal partnership with OSU Federal Credit Union that so far has been meeting client loan needs.
Mayor Tomlinson noted that the LCDC met with the City last week and he mentioned inclusionary zoning as a way to create affordable housing. Inclusionary zoning may not be allowed in Oregon at this time, but discussions are being held and people are interested in using it as a tool to create affordable housing.

Councilor Brauner said State statute does not allow for inclusionary zoning. The idea is worth pursuing and a local coalition could be formed to encourage legislators to move the issue forward.

Mr. Moorefield said the Housing Alliance attempted to get State laws reversed on inclusionary zoning during the last legislative session; however, few cities supported the effort. He encouraged Council to coordinate with the League of Oregon Cities on further efforts.

Councilor York said during the LCDC roundtable, it was shared that the inclusionary zoning proposal offered in the last legislative session was only associated with Urban Growth Boundary (UGB) expansions. It was not well received as it does not make sense to place affordable housing away from needed services.

Councilor Daniels added that the LCDC Chair said there were some efforts with the Home Builders Association for a pilot program not involving the UGB. She said the topic has not been abandoned.

Tracy Elmshaeuser, Boys and Girls Club Resource Development Director, provided written documentation (Attachment D) and said the community needs a focus on youth, specifically teens. Keeping teenagers involved provides opportunities for education and growth. Ms. Elmshaeuser added that the Club's Leadership group recently developed a program to help foster children adjust outside of the care system once they turn 18.

Drew Foster, Benton Habitat for Humanity Board member, said Habitat works with families earning between 25 and 50 percent of Corvallis' median income to build houses priced under $80,000 with zero or low interest loans. Habitat would like to partner with the City by using HOME funds for a development located on Highland Drive for the Hilltop Village Project. The project includes 18 lots of which six will be sold, 10 developed by Habitat (two per year), and two held to develop later or use for accessing adjoining property. Habitat will request HOME funds for on-site infrastructure.

Kinsey Green, Linn-Benton Housing Authority Board Chair, said it is difficult being a private developer of affordable housing located in the UGB. Affordable housing developers in the UGB are subject to city and county regulations and city services are not available. Ms. Green said the property she purchased to invest in affordable housing is in the UGB. She was required to pave a road into the development at a cost of $78,000, which will cause an $11,000 increase to the cost of seven homes. She said WNHS finds it difficult to acquire appropriate land, but she's

partnering with Habitat to give away one of her parcels. She requested historical data on how CDBG/HOME funds have been distributed for the past five years. Ms. Green noted that Mr. Weiss said the City might consider funding fewer agencies with larger grants versus multiple agencies. She opined that the public perception is that not many agencies are funded under CDBG/HOME. Providing the data will dispel that myth or document the issue, providing the City with an opportunity to correct the process. Ms. Green inquired whether the City would consider CDBG/HOME housing development projects in the UGB.

Mayor Tomlinson closed the public hearing.

Questions of Staff – None.

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ATTACHMENT D: NON-HEARING PUBLIC COMMENTS RECEIVED DURING PLAN DEVELOPMENT PROCESS

Public Input Received during January 14, 2008 Outreach Session

Capital Project Needs/Solutions

Housing

Needs	Solutions
Survivors of domestic violence currently have options for emergency or short term housing only, need options for longer-term housing with services to support them.	Follow through on current plans for support of ten units of DV permanent supportive housing to be part of a larger Alexander Court project (WNHS developer, CARDV service provider).
People with developmental disabilities, mental illness (and likely others) also need permanent units of housing with appropriate supports.	Cohousing (based on CoHo project's inclusion of people with disabilities in two units)

Community Facilities

Needs	Solutions
Homeless populations (single men and single women, and to a lesser degree, families) that don't qualify for existing shelter facilities because of drug/alcohol or other behavioral issues need a place to go year-round.	Remodel an existing building or build new to provide a facility that offers men and women: - year round emergency shelter - eating/bathing/hygiene facilities - daytime uses (ala Corvallis Daytime Drop-in Center)
After school activities for youth in South Corvallis.	A facility like a Boys & Girls Club satellite.
No place currently to take people for voluntary detox - have to go to Eugene or Salem, and difficult to get in.	Build a facility, separate from the shelter facility described above. Ideally would be at hospital.

Public Infrastructure

Needs	Solutions
None identified.	None identified.

Other

Needs	Solutions
More shopping options—especially affordable groceries—in South Corvallis.	Grocery store that combines affordable with healthy/organic food choices - another WinCo?

Public Input Received during January 14, 2008 Outreach Session

Services/Assistance Program Needs/Solutions

Social Services

Needs	Solutions
Drug and alcohol detox treatment services.	**Provide funding support to an entity that creates a detox facility as described in the capital project/community facility section above. Services should include: - Inpatient and outpatient care - Child care services for outpatients**
Low income/affordable and market rate community childcare slots/services.	**Subsidies for providers that offer sliding scale slots for low income families.**

Information

Needs	Solutions
Replacement for services that used to be provided by Benton County Health Department's Information and Referral (I&R) staff. Should be: - Centralized location - Well connected to service network - Able to connect clients with transportation - Able to act in advocacy role for clients	**Use volunteer-based service; expand capacity of Love INC.**

Economic Opportunities

Needs	Solutions
None identified.	**None identified.**

Other

Needs	Solutions
Place for anyone - not necessarily low income - to choose good quality, free donated clothing.	**"Free Box" (Ashland model) - Volunteer-run small facility to take and process clothing donations, monitor distribution. Location at a recycling center would be ideal (1st Alternative on S. 3rd?).**

Public Comments Received during January 15, 2008 Outreach Session

Capital Project Needs/Solutions

Housing

Needs	Solutions
Emergency, transitional and permanent housing options for people with incomes between 0% and 30% of median.	Support development of housing and facilities that serve the homeless/at risk/extremely low income families/households.

Community Facilities

Needs	Solutions
Homeless shelter for those with no income including men, women, families.	Create a facility that provides winter and/or year-round shelter and services, to include: - Hygiene options - Healthcare access - Meals - Daytime drop-in use
Place to take those needing detox services.	Stand-alone facility for detox services - ideally at hospital.

Public Infrastructure

Needs	Solutions
None identified.	None identified.

Other

Needs	Solutions
None identified.	None identified.

Public Comments Received during January 15, 2008 Outreach Session

Services/Assistance Program Needs/Solutions

Social Services

Needs	Solutions
Services to cover range of offerings identified for shelter facility under Community Facilities above. **Detox services.** **Planning group to bring shelter and detox facilities/services forward.**	**Funding; partnerships among City, County, faith-based organizations, business community. (Applies to all needs in column to left.)**

Information

Needs	Solutions
Information and referral services to replace what the County used to offer. **Improved I&R capacity among social workers at hospital.**	**None identified.**

Economic Opportunities

Needs	Solutions
Training and jobs for homeless populations.	**Vocational services/supports.**

Other

Needs	Solutions

ATTACHMENT E:

CORVALLIS HOUSING AND COMMUNITY DEVELOPMENT COMMISSION MEETING MINUTES

COMMUNITY DEVELOPMENT BLOCK GRANT & HOME PROGRAM PROPOSAL PRESENTATION SESSION

Meeting of February 19, 2008

Present
Judy Gibson, Chair
Ed Fortmiller, Vice Chair
Buzz Berra
Robin de La Mora
Jennifer Jordan
Sherry Littlefield
David McCarthy
Dan Schofield
Patricia Weber, Planning Commission Liaison

Absent
Trish Daniels, City Council Liaison

Staff
Kent Weiss
Lauren Sechrist
Terri Heine

Visitors
Michelle Maddux, Benton Furniture Share
Wendee Massengill, Benton Furniture Share
Nancy Klahn, Parent Enhancement Program
Kathy Stroud, Parent Enhancement Program
Amanda Klein, BCCPCA
Richard Donovan, Community Outreach
Jeff Mascornick, Community Outreach
Cheri Babb, Grace Center for Adult Day Services
Judy Hecht, South Corvallis Food Bank
Martha Clemons, South Corvallis Food Bank
Bev Larson, Old Mill Center
Monica Drost, Kairos Consumer Council
Sharon Fleischman, Kairos Consumer Council
Steve Yellan, Kairos Consumer Council
Ann Craig, Jackson Street Youth Shelter
Jennifer Ambrosius, Circle of Hope Drop In Center
Aleita Hass-Holcombe, Circle of Hope Drop In Center
Synthia Hill, Mid-Valley Housing Plus
Stacy Ramirez, Mid-Valley Housing Plus
Jerry Groesz, Mid-Valley Housing Plus

SUMMARY OF DISCUSSION

Agenda Item	Action/Recommendation
I. Presentation by Jim Moorefield Regarding Corvallis Becoming a Member of The Housing Alliance	Recommendation
II. Human Services Fund Proposal Presentations (10 of 11)	Discussion

CONTENT OF DISCUSSION

II. Human Services Proposal Presentations (10 of 11)

Weiss directed Commissioners to the schedule included in their packet noting the order that agencies would be presenting their Human Services proposals this evening. He noted that staff had also included a summary memo that provides background on each proposal, as well as a chart showing each agency's funding request along with proposed investment amounts per beneficiary. Weiss reminded Commissioners that the City's CDBG allocation for FY 08-09 will be $535,724, noting that up to $80,000 is allowed to be spent on Human Services programs under the 15% CDBG Public Services cap. The total amount being requested by the agencies this evening is $126,597.

Continuing, Weiss noted that all of the agencies seeking funding are current year recipients. Ten of the eleven Human Services Fund proposal presentations are scheduled for tonight; each will have ten minutes for their presentation. The final presentation, from WNHS, will be heard during Thursday night's meeting as part of their presentation of proposals for assistance from a variety of programs.

Weiss noted that the evening's first presenter will be Benton Furniture Share, who is requesting $7,000 to continue its service of picking up and delivering donated furniture and appliances to low income households and special needs populations. Representatives from Benton Furniture Share (BFS) arrived and introduced themselves as Michelle Maddux, Executive Director, and Wendee Massengill, Development Coordinator. Ms. Maddux noted that BFS is requesting funding that will enable the agency to sustain client services to target populations, adding that the goal for FY 08-09 will be to serve 240 clients which is double the number proposed for the current fiscal year. The agency expects to serve this larger number of clients through its efforts to promote more community awareness and by operating the agency four days per week, which is twice as many hours than the past. Ms. Maddux noted that BFS has a dedicated new staff and many new board members who are currently working through the process of establishing long term and short term strategic plans to ensure agency sustainability.

Commissioner Weber asked if BFS has had a need to increase its warehouse storage capacity in response to picking up more furniture to serve a greater number of clients. Ms. Maddux responded that Crystal Lake Public Storage has generously donated storage space to help the agency with its additional inventory. Commissioner Berra asked if BFS has enough people to help with the larger number of deliveries that the agency expects to have. Ms. Maddux noted that BFS currently has a Jobs Plus employee who the agency pays $1 per hour; the state pays the balance of the employee's salary as well as the related taxes. BFS anticipates hiring this employee when her Jobs Plus contract ends in May, and is in the process of contracting with the state for another Jobs Plus employee to take her place. These hires should address any staffing issues. Commissioner Schofield asked if there had been any changes in the agency's services, noting that he had contacted BFS several months ago to donate furniture and was told that there was no one available to pick it up. Ms. Maddux responded that it is likely that this call came into the agency prior to the hiring of the current staff, adding that it is now the agency's policy to take in all donations as long as the furniture and appliances are clean and in good condition. Commissioner de La Mora asked about the agency's policy for serving families more than one time. Ms. Maddux responded that in the last three to four months, staff has been keeping a closer eye on the types of items that are delivered to each family to ensure that items continue to be used for the intended purpose. Ms. Massengill added that clients are able to receive more than one donation as long as the subsequent donation is for a different item.

Chair Gibson thanked Ms. Maddux and Ms. Massengill for their presentation. Following their departure, Weiss noted that the next presenter will be the Parent Enhancement Program which is requesting $15,000 for their Parenting Education Program. Representatives from the Parent Enhancement Program (PEP) arrived and introduced themselves as Nancy Klahn, Executive Director, Kathy Stroud, Office Manager, and Amanda Klein, Program Coordinator. Ms. Klahn provided a brief overview of PEP, explaining that the agency provides supportive services designed to reduce the risk of child abuse and maltreatment by

educating and empowering pregnant and parenting teenagers and young parents age 13 through 25 to be successful individuals capable of leading strong, nurturing families. She noted that this request for funding is for PEP's Parenting Education Program which provides in-home parenting education, parenting and adult skills classes, ongoing parenting education and child development related materials and the purchase of child safety equipment. Ms. Klein noted that she provides one-on-one parenting education and child development training to high-risk parents through home visits, and also teaches interactive classes with parents and their children through PEP's collaboration with Linn-Benton Community College. A series of monthly workshops is also planned, and will be based on specific parenting topics requested by PEP's clients and developed in conjunction with various community experts. Ms. Stroud noted that PEP's number of clients continues to grow, and the agency anticipates serving 115 Corvallis families with 120 children, including 40 families from the Latino population, in FY 08-09.

Commissioner Berra asked if PEP has a bilingual staff member. Ms. Klahn responded that the agency has a part-time bilingual staff member who provides in-home parenting and child development training to Spanish-speaking families, as well as assistance in connecting with community resources. Commissioner Berra asked how long staff typically keeps in contact with the families that the agency serves. Ms. Klein responded that many families take part in the program for several years, adding that if there are still concerns when parents reach the programs's maximum age of 25, staff will discuss the possibility of providing an extension of its services for the family. Commissioner de La Mora asked why the agency feels the number of clients continues to grow. Ms. Klahn responded that this is most likely due to the agency's efforts to get the message out in the community that PEP is here and available to help teenagers and young parents through its free, voluntary, and non-judgmental program. She added that many new clients are referred from past clients, as well as other social service agencies.

Chair Gibson thanked Ms. Klahn, Ms. Stroud, and Ms. Klein for their presentation. Following their departure, Weiss noted that Community Outreach, Inc. would be presenting next. Their funding request is for $16,552 to fund their Family Services Program Coordinator position. Representatives from Community Outreach, Inc. (COI) arrived and introduced themselves as Rich Donovan, Executive Director, and Jeff Mascornick, AmeriCorp VISTA volunteer. Mr. Donovan noted that with the assistance of FY 07-08 Human Services funding, COI has hired a Family Support Mentor who is currently providing direct support and role modeling for individuals and families staying at the shelter. He noted that the funding now being requested for FY 08-09 will allow COI to build upon the success of the Family Support Mentor program by providing the salary for a new Family Services Program Coordinator position. The Family Services Program Coordinator will have a minimum education level of a master's degree in Human Development and Family Sciences, Social Services, Psychology or another related field. The successful applicant will also have a minimum of two years experience working with at-risk families. Mr. Donovan explained that COI is seeking someone with these qualifications so that he/she will be able to supervise the Family Support Mentor, make adjustments to the program as necessary to better serve the needs of the families, coordinate with other services offered by COI as well as other agencies in the community, and work with the Family Support Mentor to provide additional parent mentoring services to families.

Chair Gibson asked how COI plans to continue its funding for the Family Support Mentor position. Mr. Donovan responded that COI has been successful in past years raising funds through a variety of sources, including individual contributions, corporate and/or foundation grants, fees for services, the United Way, and through various federal, state and city funding sources. He noted that, similar to COI's requests for Human Services funding in the past, the proposal being presented this evening is intended to support only the first year of the .5 FTE Family Services Program Coordinator position, with subsequent years' funding coming from different sources. Commissioner Weber asked how COI is planning to measure the program's outcomes. Mr. Donovan noted that it is somewhat difficult to measure outcomes due to the transient nature of the homeless clients they serve, but if clients do stay in the local area, they typically have ongoing monitoring through DHS. He added that a transitional housing project is currently being discussed, and if it comes to fruition, will be an opportunity for COI to have its own case managers work more closely with clients after they leave the shelter facility. Mr. Mascornick added that he is confident

that the new Family Services Program Coordinator will be well qualified to set meaningful outcomes for the program.

Chair Gibson thanked Mr. Donovan and Mr. Mascornick for their presentation. Following their departure, Weiss noted that the next presentation will be from Grace Center for Adult Day Services. Their request is for $9,000 to provide scholarships to client families that cannot afford the full cost of program participation. Cheri Babb, Executive Director of the Grace Center for Adult Day Services arrived. Ms. Babb provided a brief overview of the Grace Center, noting that the agency has been providing therapeutic adult day services to frail and disabled adults for close to twenty-five years. She noted that the Grace Center is much more than a place for frail participants to be during the day as it offers several services: nursing assessment and care management, therapeutic exercise, health monitoring, and cognitive and social stimulation that stabilize and improve participants' physical and mental functioning. These services make it possible for participants to continue to live at home with family members or in community-based adult foster care homes, delaying or avoiding nursing home placement. Ms. Babb then provided information about two Grace Center clients and how each has benefitted from the City's HSF funding during the current year. She then handed out copies of two graphs as examples of how the Grace Center tracks its outcomes related to physical and mental functioning.

Commissioner Berra asked what it costs to participate in Grace Center's program. Ms. Babb responded that the full cost per day is $76, adding that all of the Center's private clients pay according to a sliding fee scale and receive $10, $21, and $31 per day scholarships if they cannot afford the full cost of care. She then noted that the Grace Center is the only program offering specialized services to Medicaid eligible Alzheimer's patients in Corvallis.

Chair Gibson thanked Ms. Babb for her presentation. Following her departure, Weiss noted that the South Corvallis Food Bank would be presenting their proposal next. Their request is for $11,484 to cover the cost of the agency's rent in the coming year. Representatives for the South Corvallis Food Bank (SCFB) arrived and introduced themselves as Judy Hecht, Executive Director, and Martha Clemons, Treasurer. Ms. Hecht noted that the SCFB is an emergency food box agency located in and providing food to low income people in south Corvallis. She noted that it has been another busy year at SCFB with the agency serving an average of 192 households per month, which equates to about 646 people. SCFB is projecting a ten percent increase in the number of households they will serve in FY 08-09. Ms. Hecht noted that approximately 90% of clients fall into the City's extremely low income category, and include the mentally ill, the elderly, and homeless individuals; about 40% of those served by the food bank are children. SCFB has been collaborating with several groups and organizations in the area to promote healthier eating. Ms. Clemons noted that the agency has been actively continuing its search for a larger, permanent facility.

Chair Gibson asked if the food bank stocks a lot of fresh items, such as dairy products, that require refrigeration. Ms. Clemons responded that a large three-door refrigerator was partially donated to SCFB so that they could store and offer produce and dairy products, noting that these fresh items are delivered to the food bank about three times per week. Commissioner Berra asked why the agency's budget for the current year shows a $5,000 decrease in contributions from the previous year. Ms. Clemons responded that the agency received an unexpected amount of contributions during the previous year, mostly due to a large number of donations made in the memory of valued "friend" of the agency. The current year's budget reflects a more typical dollar amount of contributions that the SCFB receives each year.

Chair Gibson thanked Ms. Hecht and Ms. Clemons for their presentation. Following their departure, Weiss noted that the next presenter will be the Old Mill Center for Children and Families. Their request is for $13,066 to support an increase in staffing for the Family Support and Connection program. Bev Larson, Executive Director of the Old Mill Center arrived. Ms. Larson provided an overview of the Old Mill Center's Family Support and Connections (FSC) program, noting that the primary intent of the program is to support and protect children by intervening and providing appropriate services when a family situation places a child at risk. Many of the children are from families affected by parental mental

health problems, parental drug and alcohol problems, by domestic violence, and by poverty. Ms. Larson noted that 90% of clients are referred to the Old Mill Center from DHS Self-Sufficiency, with the remaining 10% referred from DHS Child Welfare and other community agencies. The FSC Outreach Worker will then contact the family by making a home visit within 48 hours of receiving a referral. Information from the home visit guides the selection of a partner agency to help serve the family. The FSC Outreach Worker then establishes a connection with the family and can address their primary needs through case management, developing a family service plan, and connecting the family to community resources. The FSC Coordinator will continue to provide home based services for 13 sessions or until families are engaged in needed services, at which time case management may be transferred to the hands of the partner agency. Ms. Larson then provided an example of how the FSC program is currently helping one Corvallis family with two small children, noting that the ultimate goal of the FSC program is to keep families together, while at the same time keeping the children safe.

Commissioner Jordan asked if the Old Mill Center has seen an increase in the number of families needing help due to parental methamphetamine use. Ms. Larson responded there has been an increase due to methamphetamine use, especially over the last two and a half years. Chair Gibson noted that the Old Mill Center's proposal for funding for FY 07-08 had also asked for funding to increase staffing for the FSC program from .55 FTE to .8 FTE, but had received only about half of the requested amount. She asked how Old Mill was still able to fund the increase in the program staffing level for the current year. Ms. Larson responded that the increase in staffing was possible through the use of contributions money, as well as an increase in grant funds from the state for the FSC program. She added that the increase in the grant funds received from the state was unexpected, and that it is not likely there will be another increase in next year's allocation from the state.

Chair Gibson thanked Ms. Larson for her presentation. Following her departure and a brief break, Weiss noted that the next presenter will be Kairos Consumer Council which is requesting $2,400 to help fund a portion of the organization's costs of administration, including liability insurance. Representatives from the Kairos Consumer Council (KCC) arrived and introduced themselves as Sharon Fleischmann, Executive Director, Monica Drost, Secretary/Treasurer, and Steve Yellan, Board member. Ms. Drost provided a brief background of the KCC, noting that the agency provides socialization, education, and recreation for low income and very low income people who have severe mental illnesses. She noted that the KCC is currently working with four other local mental health groups to form the Mental Health Empowerment Cooperative of Corvallis (MHECC). Along with the KCC, this umbrella group will include the National Alliance on Mental Illness (NAMI), the Band of Empowered Advocates Reclaiming Self-Determination (BEARS), the Oregon Family Services Network (OFSN), and the Corvallis Daytime Drop In Center (formerly known as the Circle of Hope). The group will share facilities at the Grace Lutheran Church, in a facility to be known as the Ronnenkamp Center, allowing the groups access to larger meeting rooms, a full kitchen, and office space. Mr. Yellan, a founding member of the KCC, noted that the organization is the oldest consumer-run not-for-profit group in Corvallis.

Chair Gibson thanked Ms. Fleischmann, Ms. Drost, and Mr. Yellan for their presentation. Following their departure, Weiss noted that Jackson Street Youth Shelter would be presenting next. Their request is for $31,995 to underwrite an expansion of services, specifically educational assistance, at the shelter. Ann Craig, Executive Director of Jackson Street Youth Shelter (JSYS) arrived. She provided an overview of the JSYS, noting that it was established in 2001 with the mission to provide a safe, stable, and secure environment for youth, ages 10 to 17, in times of crisis. The number of youth served to this point of the fiscal year is almost twice the number served at the same point of time in the previous fiscal year. Ms. Craig noted that it is the intent of the JSYS to help their clients attain long-term success following their stay at the shelter, and past experience suggests that quality education is probably the most important component toward reaching life long stability. She noted that JSYS staff currently provide what assistance they can to the youth regarding education, but have decided that a much greater effort is needed, and thus are asking for support for an educational outreach staff person and time by the Executive Director devoted to this issue. Ms. Craig noted that it is the intent of the JSYS to work very closely with school districts to

enhance the educational functioning of the youth, and staff believe that this emphasis on JSYS's part will assist the educational agencies to achieve better success with this difficult population.

Chair Gibson asked what percentage of the youth shelter's clients are low income. Ms. Craig responded that she does not have the exact percentage available this evening, but noted that the largest majority of youth are documented as coming from low income families. Chair Gibson asked how many full-time staff are employed at JSYS. Ms. Craig responded that there are the equivalent of ten full-time employees, adding that most staff work part-time. Chair Gibson then asked for clarification regarding whether the funding being requested this evening will be to support an additional staff position. Ms. Craig responded that qualified staff already employed by JSYS will take on the additional role of providing educational assistance, which will require that they sometimes leave the shelter to visit the school district. When that happens, other staff will need to be scheduled to come in to help cover that employee's shift at the shelter. Commissioner de La Mora asked if there has been consideration for how to assist youth who are not typical students. Ms. Craig responded that the shelter has gained experience in regard to working with alternative learners through its current collaboration with the school district and its counselors. Ms. de La Mora asked if JSYS will be considering the educational assistance staff as being advocates or an additional part of the youths' support teams. Ms. Craig responded that it is anticipated that staff will act as advocates, mentors, and case managers.

Chair Gibson thanked Ms. Craig for her presentation. Following her departure, Weiss noted that the next presenter will be the Circle of Hope, dba the Corvallis Daytime Drop In Center. Their request is for $36,000 to cover the cost of rent at a new facility they hope to move to in April. Representatives from the Circle of Hope (COH) arrived and introduced themselves as Jennifer Ambrosius, Executive Director, and Aleita Hass-Holcombe, Board member. Ms. Ambrosius provided a brief background of the COH, noting that it provides a place for low income people in need of socialization, learning, having fun, and eating if they are hungry. She provided an overview of the weekly schedule of activities, including art, bike repair, games, and band practice. Ms. Ambrosius noted that the COH had recently started opening on Sundays to give people the opportunity to have a warm and dry place to be when many other places in the community are closed. Ms. Hass-Holcombe noted that the bylaws for the COH have changed and it is no longer completely a consumer-run organization: it is now a combination of peers and community members/supporters who oversee the organization. She noted that presently, the COH operates in the same facility as the Coalition to Shelter the Homeless' overnight shelter, but the agreement that allows this only runs through March, adding that it looks promising that the COH will be able to move to a new location on SW Washington in April. Rent for the new facility will run $3,000 a month. Ms. Hass-Holcombe noted that board members and others continue to search for additional funding to keep the COH operating.

Chair Gibson asked if the COH is planning to offer the same services when it moves to its new location downtown in April. Ms. Ambrosius responded that the COH will continue to offer all of the services it currently does. Commissioner Berra asked how many people come to the COH on an average day. Ms. Ambrosius responded that typically anywhere between fifteen and forty people visit the COH, adding that the numbers can vary depending on the weather and other activities that may be going on in the community. Weiss asked if the number of clients has changed since the COH moved from downtown to its present location. Ms. Ambrosius responded that the number of clients served has dropped somewhat because the COH's current location is farther away from downtown, and especially affects those who live across the Willamette river and in south Corvallis.

Chair Gibson thanked Ms. Ambrosius and Ms. Hass-Holcombe for their presentation. Following their departure, Weiss noted that the final presenter this evening will be Mid Valley Housing Plus, which is requesting $20,000 in funding to support their Community Link program. Representatives for Mid Valley Housing Plus (MVHP) arrived and introduced themselves as Synthia Hill, Executive Director, Stacy Ramirez, Board President, and Jerry Groesz, Board Treasurer. Ms. Ramirez provided a brief overview of MVHP, noting the agency has been operating for almost thirteen years. During the past two years, MVHP has expanded its goals so that its services are focused on the health of its clients as well as helping clients

to stay in their own safe and affordable housing. Ms. Ramirez noted that the agency generally serves between 65-70 clients with disabilities, specifically severe mental illness, each month. MVHP provides a variety of services including navigating the social services system, obtaining benefits and completing all related paperwork, assisting with prescription needs and dispensing medications, transportation to grocery stores and food banks, emergency food, and cleaning and personal hygiene products distribution.

Commissioner Berra noted that the agency's budget projects a substantial deficit for the current year, and asked how MVHP hopes to address that issue. He also noted that contributions for the current year seem to be considerably less than the previous year. Ms. Hill noted that the large amount of contributions in the previous year was due mostly to advertising in the newspaper and on television. She added that the agency is actively seeking grants from several different funding sources to help toward this year's projected deficit as well as operating costs for next year. Mr. Groesz noted that the latest budget numbers for December and January have just come out and show that close to $7,000 in designated donations were received during those months, adding that this is not reflected in the budget that was submitted with the proposal. He added that MVHP plans to continue sending out its quarterly fundraising letters, with the next one due to be mailed out in the spring.

Chair Gibson thanked Ms. Hill, Ms. Ramirez, and Mr. Groesz for their presentation. Following their departure, Weiss reminded Commissioners that one additional Human Services proposal presentation will take place Thursday evening as part of Willamette Neighborhood Housing Services' presentation of proposals seeking assistance from a variety of programs. Thursday's meeting will begin with a report from Home Life regarding the status of their Mumford House rehabilitation project. This will be followed by the CDBG/HOME Program capital and other project proposal presentations from Samaritan Village, Habitat for Humanity, and Willamette Neighborhood Housing Services. Weiss noted that following the presentations, the HCDC will discuss and develop a set of recommendations for funding allocations to be forwarded to the City Council for their consideration and approval.

There being no further business, the meeting was adjourned at 8:10 p.m.

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ATTACHMENT F:

CORVALLIS HOUSING AND COMMUNITY DEVELOPMENT COMMISSION MEETING MINUTES

COMMUNITY DEVELOPMENT BLOCK GRANT & HOME PROGRAM PROPOSAL PRESENTATION AND ALLOCATION RECOMMENDATION SESSION

Meeting of February 21, 2008

HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
MINUTES
February 21, 2007

Present
Judy Gibson, Chair
Ed Fortmiller, Vice Chair
Buzz Berra
Robin de La Mora
Sherry Littlefield
Jennifer Jordan
David McCarthy
Dan Schofield
Patricia Weber, Planning Commission Liaison
Trish Daniels, City Council Liaison

Absent
None

Staff
Kent Weiss
Joe DeMarzo
Lauren Sechrist
Terri Heine

Visitors
Dave Zaback, Home Life
Marney Strilka, Home Life
Mark Kellenbeck, Cascade Management
Joe Heaney, Samaritan Village
Peggy Bernhard, Samaritan Village
Debbie Coppenger, Habitat for Humanity
Pat Cochran, Habitat for Humanity
Carolyn Miller, Habitat for Humanity
Jim Moorefield, WNHS
Matt Holton, WNHS
Paige Gentry, WNHS
Garrick Harmel, WNHS
Douglas McRae, WNHS

SUMMARY OF DISCUSSION

Agenda Item	Action/Recommendation
I. Consideration & Approval: HCDC Draft Minutes of 02/06/08	Approval
II. Home Life Presentation: Request to Increase FY 07-08 CDBG Grant Amount for Mumford House Rehabilitation Project	Recommendation
III. Agency Presentations: CDBG and HOME Capital Projects, Remaining Human Services Fund (1), and Other Proposals	Discussion
IV. Deliberations	Recommendations

CONTENT OF DISCUSSION

III. Agency Presentations: CDBG and HOME Capital Projects, Remaining Human Services Fund (1), and Other Proposals

Representatives from Samaritan Village arrived and introduced themselves as Mark Kellenbeck, Cascade Management (which serves as the Samaritan Village property manager), Joe Heaney, Board President, and Peggy Bernhard, Board Vice-President. Mr. Kellenbeck noted that they would be presenting two proposals for funding this evening. The first proposal is requesting CDBG funding for the installation of a lift in Samaritan Village's common building. Mr. Kellenbeck noted that this proposal is the same as was presented last year with the amount being requested as the only difference. The previous proposal was for $27,500; this year's proposal is requesting funding in the amount $56,259. Mr. Kellenbeck explained that last year, Samaritan Village had planned to pay for half of the project's costs from their own resources, but now feel that maintaining a reserve against the need to increase rents is a better use of their funds.

Continuing, Mr. Kellenbeck noted that the lift will provide residents, whose median age is 82, and their guests access to the basement and meeting rooms of the Commons Building, noting that it has been their desire for several years to gain access and full use of this space. Ms. Bernard noted that access to the basement of the Commons Building has been limited to a small number of people, and that the lift will allow all residents access to a variety of events and activities that include parties, games, exercise classes, dance classes, and singing classes. Mr. Heaney then provided an overview of the projects that the City had funded in the past, and thanked the Commissioners for their generosity. He noted that, as in past proposals, Samaritan Village is asking for a grant rather than a loan for the installation of the lift, explaining that a loan would mean increasing rents to offset the increase in operating costs.

Councilor Daniels asked about the differences between a lift and an elevator. Mr. Kellenbeck responded that a lift is allowed to meet lower standards than an elevator. Lifts must have a three-sided shaft which is framed and sheetrocked; the lift consists of a moving floor rather than the entire car that an elevator would have, making the lift much less complex and more cost-effective for this application. He added that the operating costs of a lift are extremely low. Commissioner McCarthy asked how many people can be on the lift at a time. Mr. Kellenbeck responded that there is a maximum weight limit, but the lift will likely be able to comfortably accommodate two wheelchairs or ten people at a time.

Following the discussion, Mr. Kellenbeck began the presentation for the second request for funding, noting that this proposal is asking for $43,872 for the installation of a backup generator for the common building. He noted that in the past year, Samaritan Village experienced three power outages, with the longest lasting 14.5 hours. For the elderly residents, especially those depending on oxygen and other life support systems, an extended power outage is life threatening. Mr. Kellenbeck explained that when there is a power outage, residents must use backup oxygen bottles which last for approximately three hours. These bottles are difficult for physically frail residents to attach, and this problem is compounded when residents are forced to connect these bottles in the dark.

Continuing, Mr. Kellenbeck noted that currently, Samaritan Village has three small, gasoline-powered generators to maintain the sump pumps and main kitchen refrigerators. This requires that staff members frequently check and refill the gasoline, and also requires the storage of a significant amount of gas on the premises. The installation of a larger, natural gas-fired generator would enable staff to focus on tenant safety concerns during a power outage as the sump pumps would continue to operate on their own. Mr. Kellenbeck added that the generator would also be used to maintain heat or cooling in the main areas of the Commons Building, as well as to power basic functions in the kitchen to avoid food loss and to allow for some food preparation. Mr. Heaney added that the natural gas-fired generator also has a propane back-up that would keep it running for a few days in the event that natural gas is not available.

Commissioner Weber opined that a diesel-powered back up generator would likely be able to accomplish the job for Samaritan Village just as well as a natural gas-fired generator, noting that the cost could be around $25,000, or roughly half as much as is being proposed. She suggested that Samaritan Village staff members have further discussions with their contractor to decide whether a diesel-powered generator could do the job just as well as a natural gas-fired generator. Commissioner Weber then suggested that they also consider running the entire Commons Building on the generator rather than just a few of the loads, noting that because it is an existing building, all of the circuits would need to be reconfigured. If it was decided to back up the entire building, the equipment costs would be higher, but the labor costs would be a fraction of what is being proposed. Mr. Kellenbeck noted that the option of a diesel-powered generator had been part of discussions with the contractor, but that they will plan to contact the contractor to discuss the option further. Commissioner McCarthy asked what the life expectancy of a diesel-powered generator is as compared to a natural gas generator. Commissioner Weber responded that the life expectancy of both models is approximately the same.

Chair Gibson thanked Mr. Kellenbeck, Mr. Heaney, and Ms. Bernhard for their presentations. Following their departure, representatives of Benton Habitat for Humanity arrived and introduced themselves as Debbie Coppenger, Executive Director, Carolyn Miller, Site Development Manager, and Pat Cochran, Board Treasurer. Ms. Coppenger provided a brief background of Habitat for Humanity, noting that it is an organization whose mission is to eliminate sub-standard housing and to make decent, affordable shelter a matter of action and conscience. She noted that Habitat's homes are built with a partner family and volunteer labor, adding that each home is designed specifically for the needs of the family. Families are selected based on four qualifications: 1) they must currently reside in sub-standard or inadequate housing; 2) they must have a monthly income too low to receive conventional financing, but sufficient for them to make zero percent interest monthly payments; 3) they must be willing to fulfill the requirements of a partnership with Habitat and be good stewards of the homes that are being built for them; and 4) they must have been a resident of the service area of the affiliate for at least one year prior to the selection process.

Continuing, Mr. Cochran noted that Habitat is requesting HOME capital funding in the amount of $158,000. He then explained how the financing might be structured for the two homes they hope to develop on property located at 286 and 288 SW Tunison. If using a market value assumed at $210,000 and a sale price of $159,000, the difference remaining would be $51,000. The $159,000 sale price would be affordable to a four person household at 38% of median. The $51,000 could be provided as City HOME direct subsidy. This means that it could be included in the "forgivable" portion that relies on continued ownership by the Habitat family. If a minimum 15-year period of affordability (may be longer) is not met, the amount not yet forgiven would return to the City's HOME program. The other $28,000 per unit being requested would be funded as a direct City down payment assistance loan to the buyer, repayable to the City's HOME program. The balance of the financing would be provided by Habitat and would return directly to them through payments from the home buyer family.
Commissioner Schofield asked what would happen if a family left prior to the end of the period of affordability. Weiss responded that the home buyers would pay back a pro-rated percentage of the "forgivable" amount of the City's HOME financing, and the down payment assistance loan portion would become due in full. Ms. Coppenger added that Habitat also has language built into their sales contracts that allows them to acquire the property back from the owners so that it can be resold to another low income home buyer family. Mr. Schofield then asked if Habitat uses green construction techniques when building their homes. Ms. Miller responded that Habitat is very committed to green construction, adding that about a year ago, Habitat developed a team of people who are active in the community and use green construction techniques, and these guidelines are now being followed in a home they are currently building.

Continuing, Ms. Miller distributed hand-outs showing a footprint of the two lots on SW Tunison, as well as a house plan study they had developed, for illustration purposes only, showing floor plans for the ground level and second floor. She noted that one of the floor plans shows how a home could be built to be handicapped accessible. Commissioner Weber opined that attached housing may not be the only viable

option for the property, and that Habitat should have the latitude to consider other options without jeopardizing the status of their proposal. Ms. Miller responded that it is Habitat's feeling that for economical reasons and timing constraints, the attached homes in this case are a better fit for the organization. Chair Gibson asked if the two lots are secured. Ms. Coppenger responded that Habitat has a purchase agreement in place, adding that the current owner is willing to wait until the HOME funds that would finance the acquisition could be made available.

Chair Gibson thanked Ms. Coppenger, Ms. Miller, and Mr. Cochran for their presentation. Following their departure, representatives from Willamette Neighborhood Housing Services (WNHS) arrived. Jim Moorefield, Executive Director, introduced himself, noting that several other WNHS staff members were in attendance and would be rotating to help present the organization's variety of proposals this evening. Mr. Moorefield noted that the first proposal to be presented would be requesting $10,000 in Human Services funds to support the Financial Literacy program. He then introduced Matt Holton, MicroBusiness Program Coordinator. Mr. Holton noted that the Financial Literacy program is an important contributor to helping families build assets. He explained that the Financial Literacy Program includes two primary services: Financial Fitness classes and the Valley Individual Development Account (VIDA) program. The Financial Fitness class teaches participants about money, saving, budgeting, credit and credit scores, credit repair, identity theft, and various other money related matters. Several guest speakers are typically scheduled to talk with participants about specific issues, and WNHS staff also meets one-on-one with participants to help them work through their individual needs. Mr. Holton noted that for the past several years, WNHS has been evaluating the effectiveness of the Financial Fitness classes, and has found that graduates are budgeting more, saving for emergencies, and feel more knowledgeable about making decisions regarding their finances.

Continuing, Mr. Holton noted that WNHS's ability to help Corvallis residents is enhanced by the fact that the Financial Fitness program is coordinated with the VIDA program, which is a matched savings program that allows participants to receive $3 for every dollar they save. They can then use these funds toward an asset goal, such as the purchase of a new home, continuing their education, or starting a small business. Commissioner Schofield asked how WNHS helps participants with credit repair issues. Mr. Holton responded that staff helps clients through the process of disputing information on their credit reports, noting that this happens quite often, as 70% of credit reports have errors on them. Commissioner de La Mora asked if the Financial Fitness classes are available to anyone, even if homeownership is a long-term goal. Mr. Moorefield responded that the classes are open to anyone in Corvallis with a desire to learn about money-related matters. Commissioner Weber suggested that WNHS contact Brass Media, a local company that publishes a magazine that promotes financial literacy education for young people 25 years old and under. Mr. Moorefield noted that they will plan to contact the company.

Chair Gibson thanked Mr. Holton for his presentation. Mr. Moorefield then noted that the next proposal for $20,000 to support the Linn-Benton Microbusiness Program (LBMP) will also be presented by Mr. Holton. Mr. Holton noted that the LBMP is a program designed to help low to moderate income people start and operate their own small business. LBMP provides a combination of classroom education, one-on-one counseling, technical assistance, and access to capital. The goal of the LBMP is to provide the training and skills necessary for participants to create successful businesses, build assets, and become self-sufficient. Mr. Holton noted that WNHS has seen a lot of growth in it microbusiness program, especially in the last year. Recently, four orientations were held in preparation for the current class. Sixty people attended the orientations; twenty-two of those people are now registered and taking the current class. Ten more people are already signed up to begin the class during the spring term which begins in April. WNHS attributes some of the increased participation to the success of prior businesses that WNHS has assisted through the LBMP. Mr. Holton noted that over 50% of the LBMP's participants are currently operating a business, adding that forty percent have been able to increase their income.

Commissioner Berra asked if WNHS continues to support the participants after they have completed the program. Mr. Holton responded that they stay with the participants for up to two years, providing ongoing counseling and technical assistance as needed, as well as networking sessions.

Chair Gibson thanked Mr. Holton for his presentation. Mr. Moorefield then provided a brief overview of WNHS's request for Community Housing Development Organization (CHDO) operating funds in the amount of $20,000. He thanked the HCDC for its recommendations for CHDO funding in past years, noting that it has been critical to WNHS's ability to improve its operating stability in the midst of the risks and uncertainty of real estate development and financing for affordable housing projects. Mr. Moorefield noted that the CHDO support helps WNHS adapt financially when large projects are carried out over two to three years, sometimes delaying the developer fees that it relies upon for operating revenue.

Mr. Moorefield then introduced Garrick Harmel, Housing Development Coordinator, noting that Mr. Harmel will be presenting WNHS's request for HOME capital funding for its Leonard Knolls housing move/rehab/resale project. Mr. Harmel noted that WNHS is requesting a $20,000 grant and a $215,406 loan to partially underwrite the costs of moving two houses from a three-lot site that WNHS recently acquired on SW Third Street at SW Alexander. The houses would be moved to a vacant site WNHS currently owns at 2501 SW Leonard, launching WNHS's first Community Land Trust (CLT) development effort. Mr. Harmel noted that WNHS's goal is that these homes remain affordable to families between 60% and 75% of the area median income, adding that the CLT concept allows the affordability to be assured for the long-term future.

Regarding the requested financing for the project, Mr. Harmel explained that a portion of the financing would be in the form of a loan from HOME funds that have already been allocated to WNHS's Alexander Court/Seavey Meadows project, an element of which will be located on the site from which the two homes in the Leonard Knolls project are being moved. He noted that the loaned HOME funds will be repaid to the City from the proceeds of the home sales, which will take place well before the funds will be needed for the Alexander/Seavey Meadows project.

Paige Gentry introduced herself as a VISTA who is currently working with WNHS in the development of the Community Land Trust Program. She provided a brief overview of a CLT program, noting that it is a unique model of homeownership that allows low-income families to purchase their own homes while preserving and increasing the stock of affordable homeownership options for future needs. In the WNHS CLT program, the land will be owned by WNHS, and the building and improvements will be owned by the homeowner. This development model reduces the cost of homeownership, making the mortgage payments affordable to families who could not afford traditional homes. Ms. Gentry explained that CLT homeowners have the same rights and responsibilities as any homeowners, but also have the safety net of WNHS's homebuyer education and the CLT program to give them the support they need in their first home purchase.

Continuing, Ms. Gentry noted that in WNHS's CLT program, WNHS will lease the land to the homeowner on a 99 year lease. With that lease comes resale restrictions that limit who the home can be resold to and the amount of equity that may be received by the seller. She noted that if an owner decides to sell the home, it must be sold to another low-income family. The price of the sale is determined by the resale formula noted previously, giving a percentage of the home's value to the owner while keeping the price affordable for the next buyer.

Commissioner Berra asked for more information on the lots where the two homes will be relocated. Mr. Harmel responded that the lots are located on SW Leonard Street, noting that after the required lot line adjustments and partition, one lot will be approximately 3,520 square feet, and the second lot will be approximately 3,600 square feet. Commissioner Schofield asked who will be responsible for paying property taxes on the CLT homes. Mr. Moorefield responded that the homeowner will be the responsible party, noting that at WNHS's request, the Benton County Assessors office is looking into the methodology

that is used by other counties in Oregon to determine taxes for CLT properties. Chair Gibson asked if WNHS will have any control over whether a homeowner takes good care of their home. Ms. Gentry responded that this issue has come up during discussions regarding CLT program policies, noting that it was decided that there will be a home inspection scheduled once a year as part of the lease agreement. She added that the home maintenance issue will actually be based on an incentive system using an appraisal-based formula, meaning that the homeowner will build a larger amount of equity if the home appraises at a higher level. WNHS is also looking into the option used by other CLTs that would designate a portion of CLT homeowners' payments to a general maintenance fund that would stay with the house. Commissioner Berra noted that when looking at WNHS's proposal, it looks like it would cost approximately the same amount to build new homes on the SW Leonard property as it would to move and rehab the old homes. He asked if WNHS still feels that this is a good value as the end result will be two older homes rather than new ones. Mr. Moorefield noted that it would likely be difficult to find someone that who would build new homes as small as the ones that will be moved, adding that there is also value in today's times in the reuse of structures. Commissioner Schofield asked about the selection process WNHS will use for its CLT homes. Mr. Moorefield responded that potential homebuyers will need to be at 80% of median income or lower and must have completed WNHS's homebuyer education class. He added that waiting lists will be created for CLT homes if necessary once units are close to being available for sale.

Chair Gibson thanked Mr. Harmel and Ms. Gentry for their presentation. Mr. Moorefield noted that the final presentation will be for WNHS's Alexander Court/Seavey Meadows supportive/affordable housing project. He noted that in prior years as the HCDC has considered proposals for this project, it was an either/or proposition: a housing project would be developed either at the Alexander site, or at the Seavey Meadows site, depending on which was ready to proceed first. Mr. Moorefield explained that over the last year, WNHS's project strategy has evolved, and their plan today is to carry out development at both sites under a single, scattered site project utilizing federal Low Income Housing Tax Credits for which they will apply to the state to inject substantial equity financing to fill what had been considerable gaps.

Mr. Moorefield introduced Douglas McRae, Director of Housing Development. Mr. McRae noted that the general theme that emphasizes the value of the Alexander Court/Seavey Meadows project and the value it brings to Corvallis centers on market demand, diversity of need, scale, and innovation. With a growing demand for affordable housing in Corvallis, these project sites create opportunities for 62 families to work and live in the City. Mr. McRae directed Commissioners to visual aids showing site plans that have been developed for both properties. He noted that the site plans include housing for a diverse population. Family housing units will be the majority built, but the mix will also include ten units at the Alexander Court site developed in partnership with the Center Against Rape and Domestic Violence (CARDV) which will be used as permanent supportive housing for families and individuals leaving situations of domestic violence. New administrative offices for CARDV are also part of the site plan. Mr. McRae noted that new to the proposal this year are several units that will be available to a new program sponsored by the Oregon Department of Human Services called Money Follows the Person (MFP). He explained that this is a program for seniors and disabled people who can and want to move back from nursing care facilities to permanent, supportive housing. Several home sites at Seavey Meadows are also designated for the WNHS Community Land Trust program under a future project plan, and will be sold to low income, first time homebuyers.

Continuing, Mr. McRae noted that the scale of the project is WNHS's largest to date and the budget for construction at this point totals $15.4 million dollars. This number is expected to come down by at least $2 million dollars through negotiations with the contractor and architect. It is expected that the State will be financing approximately 70% of the project through its Low Income Housing Tax Credits (LIHTCs) program, and along with the $1,000,000 in financing being requested from the City (roughly half of which has already been reserved during previous allocation processes), the remainder of financing will come from private and public partners. Mr. McRae noted that this project is innovative in that it is WNHS's first scattered site project, will include green and sustainable development methods, and includes unit development for CARDV, as well as the CLT program.

A thorough discussion followed. Commissioner Berra asked how large the homeownership units will be. Mr. McRae responded that a variety of sizes are planned and will be determined by the needs of the families who purchase the homes. Commissioner Berra asked if the sites are being planned for maximum density. Mr. Moorefield responded that the plans are to use minimum density, noting that this is normally the exception for WNHS projects because it is a less cost effective way to develop. In this project, though, specifically the Seavey Meadows portion, the property is surrounded by open space and is very close to an established neighborhood of single-family homes. Even though the zoning would allow for a higher density development, it was decided to use minimum density in order to be compatible with the neighborhood. Commissioner Jordan asked when it is estimated that the project will be completed. Mr. McRae noted that WNHS's current schedule for development shows construction beginning in May 2009 and being completed in June of 2010. This allows some cushion for delays in both the land use process and the fund raising process. Regarding the requested financing from the City, Weiss asked, from the standpoint of the project's financial structure, if it matters whether the City's financing comes from both CDBG and HOME funds, or just HOME funds. Mr. McRae responded that it is not relevant at this point, and that a HOME-only allocation would work. Weiss then noted that if there is flexibility with the project's financing structure, the City might want to provide its funding exclusively from HOME funds. Regarding the number of HOME-assisted units, Weiss noted that the project currently designates ten units at the Alexander Court site. He then asked if the project could support ten HOME-assisted units at the Seavey Meadows site as well without impacting the financing structure, especially given the low income tax credit requirements. Mr. Moorefield noted that possible extra costs with Davis-Bacon and BOLI regulations that would kick in if more HOME-assisted units were designated for the project. Weiss responded that if higher construction costs were likely to kick in, another approach to evaluate would be to consider this two separate projects from a HUD/HOME funding standpoint as long as this did not interfere with tax credit restrictions. He then proposed that staff and WNHS continue to work on this issue. Mr. Moorefield agreed to further discussion, noting WNHS's interest in helping the City reach its Consolidated Plan goals of maximizing assisted unit creation.

Chair Gibson thanked the WNHS representatives for their presentations. Following their departure and a short break, the deliberation process began. A lengthy discussion ensued during which each of the HOME and CDBG capital, Human Services, and other proposals and presentations was further reviewed and analyzed in order to bring Commissioners' recommendations to a consensus.

Regarding the two capital requests proposed by Samaritan Village, Commissioner Jordan moved, with Commissioner Berra's second, to recommend to the City Council a CDBG funding allocation total of up to $100,131 to support its common building lift and emergency generator projects. The motion passed unanimously. Per HCDC's request, staff will explain to Samaritan Village staff that the "up to" allocation stems from discussion during their presentation of the emergency generator project about the possibility that using a diesel generator, and installing something large enough to power the entire building as opposed to only certain building circuits, could bring the cost for this project down significantly. It is the Commission's recommendation that this approach be considered and if it makes sense for Samaritan Village, to then secure cost estimates for comparison with the approach outlined in their proposal.

Regarding the capital funding request proposed by Habitat for Humanity, Commissioner Berra moved, with Commissioner Weber's second, to recommend to the City Council a HOME funding allocation total of up to $158,000 to support Habitat's acquisition of land and construction of two attached home owner units at 286 and 288 SW Tunison. The motion passed unanimously. Per HCDC's request, staff will explain that the Commission's motion to approve this recommended allocation specified that as much as $51,000 for each unit could be used in the project as "direct subsidy" to the purchaser and be provided as a forgivable grant, with 10% to be forgiven every two years over a term of 20 years. The remaining funding of at least $28,000 for each unit is being recommended as a 0% amortized down payment assistance loan with a repayment term set to match the term Habitat will apply for its mortgages. The outstanding amount of both the City's forgivable grant, and its down payment loan, would be due on sale in the event that an assisted family transfers title to their unit before the end of the term. The HCDC's recommendation also

includes the suggestion that Housing Division staff be given the authority to revise the terms of the City's assistance to keep Habitat's financing approach feasible while at the same time meeting the City's goals for creating both revolving program revenues and assisting low income home buyers.

Regarding WNHS's Leonard Knolls capital project, Commissioner McCarthy moved, with Commissioner Berra's second, to recommend to the City Council HOME funding in the amount of a $20,000 grant and a $215,406 loan. The motion passed unanimously. Per HCDC's request, staff will explain to WNHS that it is the Commission's recommendation that the HOME allocation come from prior year commitments to WNHS's Alexander project (to make up the loan portion) and CHDO project setasides (the grant portion) so that funds may be released for the project as soon as it is ready to proceed following Council approval. That would allow construction activity to begin during the current fiscal year rather than waiting until after July 1.

With regard to WNHS's Alexander/Seavey project, Commissioner Jordan moved, with Commissioner McCarthy's second, to recommend to the City Council HOME funding in the amount of $547,700, bringing the total HOME allocation for that project when combined with prior-year commitments, to $1,000,000. The motion passed 8-1, with Commissioner Schofield opposing. Per HCDC's request, staff will explain to WNHS that the Commission has established a goal of increasing the number of HOME-assisted units from ten to as many as 20 if it makes financial sense for the project, either because Davis-Bacon or equivalent wage rates would be applied and are economically feasible, or because the project can be split into two separate activities for purposes of the HOME program, thereby allowing each site to contain ten HOME-assisted units. The Commission also recommends that authority to make a final decision on the number of HOME units above ten proposed would rest with Housing Division staff.

Commissioner Berra then moved, with Commissioner Weber's second, to recommend to the City Council HOME funding in the amount of $20,000 to support WNHS's operations as a CHDO for the City's HOME program. The motion passed unanimously.

Commissioner Littlefield moved, with Commissioner Jordan's second, to recommend to the City Council CDBG funding in the amount of $20,000 to support the Linn-Benton MicroBusiness Program. The motion passed unanimously.

The Commission then completed individual worksheets for Human Services Fund allocations, which were combined on a single sheet for discussion and consensus development. It was decided not to recommend any funding for the Kairos Consumer Council because the agency has been able to secure insurance coverage from a new provider at a much lower cost than what they have been paying, and because that insurance will allow Kairos to continue to conduct all of their intended activities. Per HCDC's request, staff will explain that the Commission feels that because the City's most significant contribution—funding the purchase of expensive liability insurance—is no longer needed, and the remainder of the grant request is under $1,200, which is less than the cost for the City's administration, those funds could be better used to give other proposed services a bit more of what they were requesting. At HCDC's request, staff will also communicate the Commission's continued recognition of the valuable work Kairos is doing in the community.

Following agreement on final amounts, Commissioner Schofield moved, with Commissioner de La Mora's second, to recommend to the City Council allocations of FY 08-09 CDBG Human Services Funds to the agencies as follows:

- $ 5,000 Benton Furniture Share
- $ 9,000 Parent Enhancement Program
- $ 8,500 Community Outreach, Inc.
- $ 8,000 Grace Center for Adult Day Services

- $11,000 South Corvallis Food Bank
- $ 5,000 Old Mill Center
- $ 7,000 Jackson Street Youth Shelter
- $12,000 Circle of Hope Drop In Center
- $ 8,000 Mid Valley Housing Plus
- $ 6,500 Willamette Neighborhood Housing Services

The Commission also recommended that the Circle of Hope's receipt of funding be limited to covering rent and utilities costs, be contingent upon having a signed lease for a new facility location effective by July 1, 2008, and be released only in equal monthly payments over the twelve month period that begins next July 1. The motion passed unanimously.
Weiss thanked the Commissioners for their time and hard work with this year's funding allocation process. He noted that recommendations will be included in the draft FY 08-09 Action Plan which will be reviewed once more by the Commission on March 12th. The draft FY 08-09 through FY 12-13 Consolidated Plan will also be reviewed at the next meeting. The March 12th meeting will be followed by a 30-day public comment period after which the draft Plans will be presented to the City Council at a Public Hearing to be held on April 21st.

There being no further business, the meeting was adjourned at 9:30 p.m.

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ATTACHMENT G:

CORVALLIS HOUSING AND COMMUNITY DEVELOPMENT COMMISSION MEETING MINUTES

CONSIDERATION OF DRAFT FY 08-09 THROUGH FY 12-13 CONSOLIDATED PLAN AND FY 08-09 ACTION PLAN

Meeting of March 12, 2008

ATTACHMENT H:

CITY COUNCIL MEETING MINUTES
COMMUNITY DEVELOPMENT BLOCK GRANT & HOME PROGRAM
PUBLIC HEARING (EXCERPTED DRAFT)

CITY OF CORVALLIS
DRAFT COUNCIL ACTION MINUTES

April 21, 2008

ATTACHMENT I:

SUMMARY OF CITIZEN COMMENTS RECEIVED DURING PUBLIC HEARINGS

In the foregoing Attachments B and E, citizen comments provided during the two public hearings held for purposes of preparing the City's FY 08-09 through FY 12-13 Consolidated Plan and FY 08-09 Action Plan are captured. The public hearing of December 3, 2007 was held prior to the preparation of draft Plans. A summary of each comment received, and an explanation of how the comment was or was not translated into the Plan (and if not, why not) follows.

Speaker	*Comments*
Judy Wilson	Ms. Wilson spoke on behalf of Mid Valley Housing Plus, thanking the Council for past allocations of CDBG Human Services funding, and stressing that the needs met by the organization remain among the most pressing in the community. (Mid Valley Housing Plus will receive Human Services Fund support in FY 08-09.)
James Hackett	Mr. Hackett spoke on behalf of the Linn-Benton Housing Authority. He suggested that the City consider utilizing its HOME funding to provide Tenant Based Rental Assistance. (This idea was considered by the City's Housing and Community Development Commission but was not recommended for inclusion in the Consolidated Plan.)
Jim Moorefield	Mr. Moorefield spoke on behalf of Willamette Neighborhood Housing Services, noting his opposition to the use of HOME for Tenant Based Rental Assistance, and suggesting that the City remain alert to the need to coordinate its approach to funding with state priorities and emerging homeless planning work. (The FY 08-09 through FY 12-13 Consolidated Plan was developed with the intent of maintaining local priorities that are broader than those the state has identified in order to avoid an "either-or" situation in which a developer would have to seek either City funding or state funding. This approach will allow projects that would qualify for and need state funding to meet local priorities as well.)
Drew Foster	Mr. Foster spoke on behalf of Benton Habitat for Humanity, asking that the City consider funding for Habitat's Hilltop Village project. (While the activity described by Mr. Foster is eligible for funding under the FY 08-09 through FY 12-13 Consolidated Plan, no proposal was submitted for the project by Habitat for consideration under the City's FY 08-09 round of funding allocations. An alternative project was identified by Habitat, and has been selected for funding during FY 08-09.)
Kinsey Green	Ms. Green, representing the Linn-Benton Housing Authority, spoke about the difficulty of developing affordable housing outside of the City, in Benton County. She also asked for documentation of CDBG and HOME allocations for the past five years. (Ms. Green was provided with a copy of the FY 06-07 Consolidated Annual Performance Evaluation Report (CAPER) for the Corvallis CDBG and HOME programs, and directed to electronic versions of prior year CAPERs if she would like additional information.)

The public hearing of April 21, 2008 (draft minutes comprise Attachment E) was held to consider the draft Consolidated Plan/Action Plan prior to its submittal for HUD review and acceptance. A summary of each comment received, and an explanation of how the comment was or was not translated into the Plan (and if not, why not) follows.

Speaker	*Comments*

ATTACHMENT J:

GLOSSARY

Affordable Housing: Affordable housing is generally defined by HUD as housing for which the occupant household is paying no more than 30 percent of gross household income for gross housing costs, including utility costs.

Affordable Rent: For purposes of rental housing projects assisted with Community Development Block Grant funds, affordability for zero through two bedroom rental units is defined as the level at which households earning 50% of the Corvallis median income spend no more than 30% of their income for rent and utilities. The income considered for a zero-bedroom unit shall be that of a one person household; the income considered for a one-bedroom unit shall be that of a 1.5 person household; the income considered for a two-bedroom unit shall be that of a three person household. Affordable rent/utility levels for units with three or more bedrooms will conform with the Section 8/Fair Market Rent levels established each year by HUD.

The Corvallis Housing Division shall maintain a listing of rents considered affordable by unit size, and update that list annually using income and Fair Market Rent figures provided by the U.S. Department of Housing and Urban Development.

AIDS and Related Diseases: The disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

Alcohol/Other Drug Addiction: A serious and persistent alcohol or other drug addiction that significantly limits a person's ability to live independently.

Area of Racial or Ethnic Concentration: An area of racial or ethnic concentration is considered to exist when the percentage of the population of a race or ethnicity in an area of study is ten or more percentage points higher than their rate within the City as a whole.

Assisted Household or Person: For the purpose of identification of goals, an assisted household or person is one which, during the period covered by this Action Plan, will receive housing-related benefits through the use of Federal funds, either alone or in conjunction with the investment of other public or private funds.

A renter is benefitted upon taking occupancy of affordable housing that is newly acquired, newly rehabilitated, or newly constructed. A renter is also considered to be benefitted upon their successful utilization of the City's First Time Home Buyer program.

An existing home owner is benefitted during the year the home's rehabilitation is completed.

A homeless person is benefitted during the year if the person becomes an occupant of transitional or permanent housing.

A non-homeless person with special needs is considered to be benefitted only if the provision of the supportive services is linked to the acquisition, rehabilitation, or new construction of a housing unit during the year.

Households or persons who will benefit from more than one program activity must be counted only once. To be included in the goals, the housing unit must, at a minimum, satisfy the HUD Section 8 Housing Quality Standards found at 24 CFR 882.109.

CDBG: Community Development Block Grant, a federal program authorized under Title I of the Housing and Community Development Act of 1974, with the primary objective of developing viable urban communities, by providing decent housing opportunities and a suitable living environment, and expanding economic opportunities, principally for persons of low incomes.

Chronically Homeless Person: an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter during that time. For the purposes of chronic homelessness, a disabling condition is a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical

illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

Cost Burden: The extent to which gross housing costs, including utility costs, exceed 30 percent of gross income, based on data published by the U.S. Census Bureau.

Disabled Household: A household composed of one or more persons at least one of whom is an adult (a person of at least 18 years of age) who has a disability.

Disabled Person: A person shall be considered to have a disability if the person is determined to have a physical, mental, or emotional impairment that: 1) is expected to be of long-continued and indefinite duration; 2) that substantially impedes his or her ability to live independently; and 3) is of such a nature that the ability could be improved by more suitable housing conditions.

A person shall also be considered to have a disability if he or she has a developmental disability as defined in the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6006.) The term also includes the surviving member or members of any household described in the first sentence of this definition who were living in an assisted unit with the deceased member of the household at the time of his or her death.

Disproportionate Need: When a need measured for a particular population group is ten or more percentage points greater than the need as measured for the population as a whole.

Elderly Household: A one or two person household in which the head of the household or spouse is at least 62 years of age.

Elderly Person: A person who is at least 62 years of age.

Emergency Shelter: Any facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific subpopulations of the homeless.

Extremely Low Income (ELI): Households or families whose incomes do not exceed 30 percent of the median income for the area, as determined by HUD.

Fair Housing: Housing that provides inclusive patterns of occupancy free from discrimination, as well as housing that is structurally accessible to, and usable by, all persons, particularly persons with disabilities.

First Time Home Buyer: An individual or family who occupies rental property and has not owned a home during the three-year period preceding the HUD-assisted purchase of a home that must be used as the principal residence of the home buyer, except that any individual who is a displaced homemaker (as defined in 24 CFR 92) or a single parent (as defined in 24 CFR 92) may not be excluded from consideration as a first-time home buyer on the basis that the individual, while a homemaker or married, owned a home with his or her spouse or resided in a home owned by the spouse.

Frail Elderly: An elderly person who is unable to perform at least 3 activities of daily living (i.e., eating, dressing, bathing, grooming or household management activities).

HOME Investment Partnerships Program: A federal program authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 and administered by HUD. The goals of the HOME program are to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing, for low and very low income families.

Homeless Family: A family that includes at least one parent or guardian and one child under the age of 18, a homeless pregnant woman, or a homeless person in the process of securing legal custody of a person under the age of 18.

Homeless Individual: An unaccompanied youth (17 years or younger) or an adult (18 years or older) without children.

Homeless Subpopulations: Include but are not limited to the following categories of homeless persons: severely mentally ill only, alcohol/drug addicted only, severely mentally ill and alcohol/drug addicted, persons fleeing domestic violence, youth, and persons with HIV/AIDS.

Homeless Youth: Unaccompanied person 17 years or younger who is living in situations described by the terms "sheltered" or "unsheltered".

Housing Problems: Households with housing problems include those that 1) occupy units meeting the definition of Physical Defects; 2) meet the definition of Overcrowded; or 3) meet the definition of Cost Burden Greater than 30%.

Housing Unit: An occupied or vacant house, apartment, or a single room (SRO housing) that is intended as a separate living quarters.

Large Related: A household of 5 or more persons which includes at least one person related to the householder by blood, marriage or adoption.

Lead-Based Paint Hazard: Any condition that causes exposure to lead from lead-contaminated soil, lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects as established by the appropriate federal agency.

Low Income: Households or families whose incomes do not exceed 80 percent of the median income for the area, as determined by HUD.

Low Income Concentrations: Any area (Census block group) in which the percentage of low income persons is 51 percent or greater.

Minimum Property Standards: When carrying out housing rehabilitation activities with federal funds where other specific property standards do not apply, the City will apply HUD Section 8 Housing Quality Standards as the minimum that must be achieved as a result of assisted rehab activities. A housing unit need not fail to meet these Minimum Property Standards in order to qualify for rehabilitation funding if the purpose of the activity is to improve the affordability or livability of a low income unit.

Moderate Incomes: Households whose incomes are between 81 percent and 95% of the median income for the area, as determined by HUD.

Non-Elderly Household: A household which does not meet the definition of an "Elderly Household".

Non-Homeless Person with Special Needs: Includes frail elderly persons, persons with AIDS, disabled families and families participating in organized programs to achieve economic self-sufficiency.

Other Household: A household of one or more persons that does not meet the definition of a Small Related, Large Related, or Elderly household.

Overcrowded: A housing unit containing more than one person per habitable room.

Owner: A household that owns the housing unit it occupies.

Permanent Supportive Housing: Long-term community-based housing and supportive services for homeless persons and persons with disabilities. The intent of this type of supportive housing is to enable special needs populations to live as independently as possible in a permanent setting. The supportive services may be provided by the organization managing the housing or provided by other public or private service agencies. There is no definite length of stay.

Physical Defects: Describes the condition of a housing unit lacking complete bathroom facilities, kitchen facilities, or a source of heat.

Poverty Level Family: Family with an income below the poverty line, as defined by the federal Office of Management and Budget and revised annually.

Renter: A household that rents the housing unit it occupies, including both units rented for cash and units occupied without cash payments for rent.

Service Needs: The particular services identified for special needs populations, which typically may include transportation, personal care, housekeeping, counseling, meals, case management, personal emergency response, and other services to prevent premature institutionalization and assist individuals to continue living independently.

Severe Cost Burden: The extent to which gross housing costs, including utility costs, exceed 50 percent of gross income, based on data published by the U.S. Census Bureau.

Severe Mental Illness: A serious and persistent mental or emotional impairment that significantly limits a persons' ability to live independently.

Severely Disabled Person: Persons are considered to have a severe disability if they: (a) have used a wheelchair another special aid for six months or longer; (b) are unable to perform one or more "functional activities" or need assistance with and

"ADL" or "IADL"; ©) are prevented from working at a job or doing housework; or (d) have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia, or mental retardation. Also, persons who are under 65 years of age and who are covered by Medicare or who receive SSI are considered to have a severe disability.

For purposes of this definition, the term "functional activities" includes seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, and walking. An ADL is an "activity of daily living" which includes getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating, and toileting. An IADL is an "instrumental activity of daily living" and includes going outside the home, keeping track of money or bills, preparing meals, doing light housework, and using the telephone.

Sheltered: Families and persons whose primary nighttime residence is a supervised publicly or privately operated shelter, including emergency shelters, transitional housing for the homeless, domestic violence shelters, residential shelters for runaway and homeless youth, and any hotel/motel/ apartment voucher arrangement paid because the person is homeless. This term does not include persons living doubled up or in overcrowded or substandard conventional housing. Any facility offering permanent housing is not a shelter, nor are its residents homeless.

Small Related: A household of 2 to 4 persons which includes at least one person related to the householder by birth, marriage, or adoption.

Standard Condition: A unit of housing is considered to be in standard condition if it is generally in good repair, with no substandard habitability or exterior elements (see "Substandard Condition but Suitable for Rehab" below). Such units may be eligible for rehab funding if interior conditions are such that the HUD Section 8 Housing Quality Standards are not met, or a threat to the integrity or livability of the unit exists.

Substandard Condition and not Suitable for Rehab: Dwelling units that are in such poor condition as to be neither structurally nor financially feasible for rehabilitation. Such units will typically have an improvement value that is less than the cost of addressing the habitability or exterior elements that cause its classification as "substandard," or will be considered to be unoccupiable by the City's Building Official for reasons of safety.

Substandard Condition but Suitable for Rehab: Dwelling units that do not meet standard conditions but are both financially and structurally feasible for rehabilitation. Such units may be lacking one of three primary habitability elements (complete plumbing facilities, an identified heat source, or a complete kitchen), and/or it may have exterior elements in need of repair (e.g., a roof in need of replacement, siding in need of repair or a missing/failing foundation). In order to be suitable for rehab the unit value must exceed the cost of the repairs or upgrades that would be required in order to bring it to standard condition. This category of properties does not include units that require only cosmetic work, correction or minor livability problems or maintenance work.

Substantial Amendment: Any change to the Consolidated Plan that either allows a new category of activities or population to be served (or disallows same), or involves a large change in funding allocation.

Supportive Housing: Permanent housing, including Housing Units and Group Quarters, that has a supportive environment and includes a planned service component.

Supportive Services: Services provided to residents of supportive housing for the purpose of facilitating the independence of residents. Some examples are case management, medical or psychological counseling and supervision, child care, transportation, and job training.

Transitional Housing: A project that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living within 24 months, or a longer period approved by HUD.

Unsheltered: Families and individuals whose primary nighttime residence is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings (e.g., streets, parks, alleys.)

Very Low Income: Households or families whose incomes do not exceed 50 percent of the median income for the area, as determined by HUD.

ATTACHMENT K:

CITY OF CORVALLIS, OREGON RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

A. Antidisplacement

1. It is the intent of the City of Corvallis to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of activities funded through the Community Development Block Grant (CDBG) or HOME Investment Partnerships (HOME) programs. Accordingly, the City will comply with the regulations set forth in 24 CFR 570.606 for activities assisted with funds provided under the Housing and Community Development Act of 1974 as amended.

2. Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, the City will take the following steps to minimize the displacement of persons from their homes:

   a. The City will analyze all applications for CDBG and/or HOME funds to determine whether the proposed project will cause the permanent displacement of any persons.

   b. The City will encourage applicants for CDBG and/or HOME funds to locate sites for projects in a way that will avoid or minimize displacement of persons (for example, to locate projects on sites with vacant or no housing).

   c. The City will encourage applicants for CDBG and/or HOME funds, where practical, to plan and phase projects in a way to avoid or minimize the effects of displacement (for example, by using temporary housing).

2. One-for-One Replacement

1. The City will take steps to insure that all occupied and vacant occupiable low income dwelling units that are demolished or converted to a use other than as low income dwelling units in connection with an activity assisted with CDBG and/or HOME funding will be replaced with comparable low income units.

2. In the event a vacant or occupiable low income dwelling will be demolished or converted, and a replacement dwelling created, that replacement unit will:

   a. Be provided by the City, another governmental agency, or a private developer within the City limits of Corvallis, and preferably within the same neighborhood or general area;

   b. Be capable of housing the same number of occupants as the dwelling being demolished or converted, meaning that is will consist of at least the same number of bedrooms (the unit being replaced may not be replaced with smaller units—for example, a two-bedroom dwelling being replaced with two one-bedroom units—unless the City's Consolidated Plan shows that such replacement is advantageous and would align with the needs assessment contained in the Plan);

   c. Be a decent, safe and sanitary unit that meets the HUD Section 8 Housing Quality Standards (HQS). Replacement units may include, but are not limited to, public housing or existing housing

receiving HUD Section 8 project-based assistance. In addition, replacement units may include units brought from substandard condition to standard condition if 1) no person was displaced from the unit, and 2) the unit was vacant for at least three months before execution of an agreement between the City and the property owner to carry out activities to bring it to standard condition;

d. Be designed to remain affordable to low income occupants for at least ten years from the time of initial occupancy;

e. Be made available for occupancy at any time during the period beginning one year before the recipient makes public the information required under 3. below and ending three years after the commencement of the demolition or rehabilitation related to the conversion (or the conversion alone if no rehabilitation is required).

The foregoing requirements shall not apply in the event the Secretary of the U.S. Department of Housing and Urban Development (HUD) finds, on the basis of objective data, that there is an adequate supply of habitable affordable housing for low income persons in Corvallis.

3. Before obligating or expending CDBG and/or HOME funds that will directly result in demolition or conversion of a low income dwelling unit, the City will make public and submit to the HUD Field Office the following information in writing:

a. A description of the proposed assisted activity;

b. The location on a map (unless the new use will serve a purpose for which, for safety purposes, the location will not generally be known nor published, such as a confidential shelter for survivors of domestic violence) and number of dwelling units by size (number of bedrooms) that will be demolished or converted;

c. A time schedule for the commencement and completion of the demolition or conversion;

d. The location on a map and number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the submission will identify the general location on an area map and the approximate number of dwelling units by size, and information identifying the specific location and number of dwelling units by size will be submitted to HUD and disclosed to the public as soon as it is available;

e. The source of funding and a time schedule for the provision or replacement units;

f. The basis for concluding that each replacement dwelling unit will remain affordable to low income occupants for at least ten years from the date of initial occupancy; and

g. Information that demonstrates that any proposed replacement of dwelling units with smaller dwelling units (e.g., replacing a two-bedroom unit with two one-bedroom units) is consistent with the needs assessment contained in the City's HUD-approved Consolidated Plan.

C. Relocation Assistance

1. Relocation benefits shall be provided for all low income persons who occupied housing demolished or converted to a use other than for low income housing when City CDBG and/or HOME funds are utilized to carry out that demolition or conversion. Such benefits may include advisory services, as well as reimbursement for actual and reasonable moving expenses, security deposits, credit checks, and other moving-related expenses, including interim living costs. In addition, displaced persons will be eligible to receive one of the following:

    a. Compensation sufficient to ensure that, for a five-year period, the displaced person(s) shall not bear, after relocation, a ratio of shelter costs to income that exceeds 30%; or

    b. If elected by the displaced person(s), a lump-sum payment equal to the capitalized value of the benefits available under a. above to permit the person(s) to secure participation in a housing cooperative or mutual housing association.

2. Persons displaced shall be relocated into comparable replacement housing that is:

    a. Decent, safe and sanitary;

    b. Adequate in size to accommodate them;

    c. Functionally equivalent to the dwelling from which they were displaced; and

    d. In an area not subject to unreasonably adverse environmental conditions.

3. Persons displaced shall have the right to elect, as an alternative to the benefits described in 1. and 2. above, to receive benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 USC 4602 et seq., if such persons determine that it is in their best interests to do so.

4. Where a claim for assistance under 1. above is denied by the City, the claimant may appeal to the Secretary of HUD, and the decision of the Secretary shall be final.

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CERTIFICATIONS

In accordance with applicable statutes and regulations governing this Consolidated Plan, the City of Corvallis makes the certifications stated below.

General Certifications:

Affirmatively Furthering Fair Housing. The City will affirmatively further fair housing by: conducting an analysis to identify impediments to fair housing choice within our jurisdiction; taking appropriate actions to overcome the effects of any impediments identified through that analysis; and maintaining records reflecting the analysis and actions in this regard.

Anti-displacement and Relocation Plan. The City certifies that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and that it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG and/or HOME programs.

Drug-free Workplace. The City certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the City's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about

   (a) The dangers of drug abuse in the workplace;
   (b) The City's policy of maintaining a drug-free workplace;
   ©) Any available drug counseling, rehabilitation, and employee assistance programs; and
   (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1 above;

4. Notifying the employee in the statement required by paragraph 1 above that, as a condition of employment under the grant, the employee will:

   (a) Abide by the terms of the statement; and
   (b) Notify the City in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency (HUD) in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. The City, in the event that it is the employer of convicted employees, will provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency (HUD) has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6 above.

Anti-Lobbying. The City certifies, to the best of its knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the City, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the City shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The City shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction. The City certifies that the Consolidated Plan is authorized under State and local law (as applicable), and that it possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan. The City certifies that the housing activities to be undertaken with CDBG and HOME funds are consistent with the Strategic Plan.

Section 3. The City certifies that it will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR part 135.

Signature of Authorized Official: _____ Date: _____

Name and Title: Charles C. Tomlinson, Mayor

Specific Community Development Block Grant Program Certifications:

Citizen Participation. The City certifies that it is in full compliance with and is following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan. The City certifies that its Consolidated Plan (consolidated housing and community development plan) identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing and expand economic opportunities primarily for persons of low and moderate income. (See 24 CFR 570.2 and 24 CFR part 570.)

Following a Plan. The City certifies that it will follow its HUD-approved FY 03-04 through FY 07-08 Consolidated Plan in planning for and carrying out the activities identified in its Action Plan.

Use of Funds. The City certifies that it has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, the City certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention of slums or blight. The Action Plan may also include activities which the City certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2006 through 2008 shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3. Special Assessments. The City will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

   However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

   The City will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate income (not low income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the City certifies that it lacks CDBG funds to cover the assessment.

Excessive Force. The City certifies that it has adopted and is enforcing a Civil Disturbance Policy that applies to the use of excessive force against any individuals engaged in nonviolent civil rights demonstrations. As stipulated therein, it is the policy of the Corvallis Police Department that:

1. Law enforcement personnel shall not use excess force against any individuals engaged in nonviolent civil rights demonstrations; and

2. Applicable state and local laws that prohibit physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within Corvallis shall be enforced.

Compliance with Anti-discrimination Laws. The City certifies that CDBG-funded activities will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations.

Compliance with Lead-based Paint Procedures. The City certifies that its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R.

Compliance with Laws. The City certifies that it will comply with applicable laws.

Signature of Authorized Official: _____ Date: _____

Name and Title: Charles C. Tomlinson, Mayor

Specific HOME Investment Partnerships Program Certifications:

The City of Corvallis certifies that:

Eligible Activities and Costs. It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance. Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

Signature of Authorized Official: _____ Date: _____

Name and Title: Charles C. Tomlinson, Mayor

HUMAN SERVICES COMMITTEE
MINUTES
April 8, 2008

Present
Councilor Stewart Wershow, Chair
Councilor Mike Beilstein
Councilor Hal Brauner

Staff
Jon Nelson, City Manager
Ellen Volmert, Assistant City Manager
Kent Weiss, Housing Division Manager
Linda Weaver, Human Resources Administrator
Carrie Mullens, City Manager's Office

Visitors
Jim Moorefield, Willamette Neighborhood Housing Services

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Willamette Neighborhood Housing Services Second Quarter Report			Accept the Willamette Neighborhood Housing Services second quarter report for Fiscal Year 2007-2008
II. Communications Plan Enhancement			Approve the Comprehensive Communications Work Plan for Fiscal Year 2008-2009
III. Municipal Code Revisions to Chapter 1.16, "Boards and Commissions," related to the Commission for Martin Luther King, Jr.			Amend Corvallis Municipal Code Chapter 1.16, "Boards and Commissions," related to the Commission for Martin Luther King, Jr. **by means of an ordinance to be read by the City Attorney**
IV. Other Business			

Chair Wershow called the meeting to order at 12:00 pm.

CONTENT OF DISCUSSION

I. Willamette Neighborhood Housing Services Second Quarter Report (Attachment)

Housing Division Manager Weiss said Willamette Neighborhood Housing Services (WNHS) received economic development allocations in the amount of $44,000 for general operating support and microenterprise development activities. The staff report identifies fiscal year goals and includes activity progress through 2007. He noted that the CoHo Cohousing project has been completed and movement is being made on the Seavey Meadows and Alexander Court projects. WNHS is also embarking on a community land trust.

WNHS Executive Director Moorefield said microenterprise program funding relies on a State Community Development Block Grant (CDBG) allocation for clients outside of Corvallis. The State recently dedicated one-half of the CDBG funds to Vernonia due to the destruction caused by December storms. Within the next 90 days WNHS will learn how the State will allocate the remaining CDBG funds.

Mr. Moorefield announced that national economic strains and a decrease of tax credit investors will affect WNHS's ability to finance projects. He could not comment on how much it will impact WNHS at this time, and added that the financial picture changes frequently.

Mr. Moorefield reported that WNHS now owns the South Corvallis property for the Alexander Court project.

In response to Councilor Beilstein's inquiry, Mr. Moorefield said the Center Against Rape and Domestic Violence (CARDV) will continue to provide confidential emergency housing for clients. The units at Alexander Court are not emergency housing, therefore, the address is not confidential. The Alexander Court CARDV units will help clients with permanent supported housing. He added that this type of housing takes cooperation between the service provider and landlord.

Mr. Weiss said CARDV will have an office on-site and a property manager will be hired that may or may not live on-site. Specific Alexander Court units are not CARDV designated and will float within the 26-unit development.

Councilor Beilstein suggested that the microenterprise program integrate with local sustainability efforts, including local agriculture. He referred to the low-income cooking classes recently offered at Intaba's Restaurant that also focused on buying locally. Mr. Moorefield confirmed that he has spoken with the local Farmers' Market and First Alternative Co-op about further integration and he will continue to explore the possibilities. Another request has been to develop a community kitchen.

The Committee unanimously recommends that Council accept the Willamette Housing Services second quarter report for Fiscal Year 2007-2008.

II. Communications Plan Enhancement (Attachment)

Assistant City Manager Volmert reported that the Budget Commission approved a one-time $50,000 allocation for the Comprehensive Communications Plan and directed staff to develop information on how to best utilize the funds. Prioritization of action items was difficult due to the number of tasks designated as two-year activities and tasks connected to goals, key messages, and principles identified in Vision 2020, City Council goals, 2007 Citizen Attitude Survey, and the plan itself. Existing staff time and

expertise to champion action items does not currently exist. Ms. Volmert added that a Communications Specialist is essential for this plan and staff have identified prioritized action items based on a Fiscal Year 2008-2009 completion date. The proposal includes an even allocation between consultant assistance and a casual part-time Communications Specialist.

In response to Councilor Beilstein's inquiry, Ms. Volmert said the proposed advisory group would be drawn from community resources who are experienced in Web design, marketing, internet usage, public affairs, public information, and others who can provide the City with assistance and feedback. City Manager Nelson added that the group could also be an advocate for the Communications Specialist and/or recommend continuation or expansion of the program.

Councilor Beilstein expressed hope that the advisory group would have as much permanency and staff support as other Council Boards, Committees, and Commissions. Councilor Brauner agreed and said the advisory group could perform some voluntary work beyond an advisory capacity, such as the Parks, Natural Areas, and Recreation Board, and the Committee for Citizen Involvement.

The Committee unanimously recommends that Council approve the Comprehensive Communications Work Plan for Fiscal Year 2008-2009.

III. Municipal Code Revisions to Chapter 1.16, "Boards and Commissions," related to the Commission for Martin Luther King, Jr. (Attachment)

Human Resources Administrator Weaver said the Commission for Martin Luther King, Jr. (MLK) is requesting changes to the Municipal Code to better reflect their activities and responsibilities. Currently, the Code charges the Commission with providing an annual celebration and supporting the City's Affirmative Action Officer (Ms. Weaver).

Besides the annual celebration, Ms. Weaver said the Commission has opportunities to partner with other organizations and agencies to help promote additional MLK celebrations throughout the community. Current Municipal Code does not allow the Commission to formally participate.

Ms. Weaver said she is the City's Affirmative Action Officer and the Plan is administered by the Personnel Division. Revising the Code as proposed allows the Commission to continue in an advisory capacity without requiring specific Affirmative Action responsibilities as identified in current Code.

Councilor Beilstein stated appreciation for the Commission's participation with other local activities the last few years. He agrees with the proposed changes.

Chair Wershow expressed pleasure that this proposal is finally moving forward. He said the Commission has requested this change for many years.

The Committee unanimously recommends that Council amend Corvallis Municipal Code Chapter 1.16, "Boards and Commissions," related to the Commission for Martin Luther King, Jr.

IV. Other Business

The next Human Services Committee meeting is scheduled for 12:00 pm on Tuesday, April 22, 2008 in the Madison Avenue Meeting Room.

Respectfully submitted,

Stewart Wershow, Chair

MEMORANDUM

To: Human Services Committee

From: Ken Gibb, Community Development Director

Date: March 6, 2008

Subject: Willamette Neighborhood Housing Services Quarterly Report for the quarter ending December 31, 2007

I. Issue

Under the terms of the Economic Development Allocations Program funding agreements between the City and Willamette Neighborhood Housing Services, review and acceptance of quarterly reports by the City is required in order for operational funding payments to continue.

II. City Funding

The City's FY 07-08 budget provides Economic Development Allocations funding to Willamette Neighborhood Housing Services (WNHS) for two separate purposes: $37,000 in general operating funding support, and $7,000 to support WNHS microenterprise development activities. Through the end of the quarter discussed herein, WNHS received 50% of those funding allocations. Payments throughout the fiscal year are being made monthly in an amount not to exceed $3,083.33 for general operations and $583.33 for microenterprise support. Payments through the end of the quarter reported totaled $22,000 ($18,500/$3,500) for both programs combined.

III. Discussion

Within 30 days of the end of each quarter, WNHS is required to submit reports on their activities for review by City staff and acceptance by City Council. The City's Housing Division carries out the staff-level review of WNHS activities, evaluating the reported accomplishments using the activities proposed in the agency's applications for Economic Development Allocations funding as a guideline.

WNHS General Organizational Support

The WNHS funding application for organizational support during FY 07-08 outlines a set of six activities that the organization will pursue through its work plan using City Economic Development resources during the year. These include:

1. Complete development of a new mixed-income, 34-unit homeownership project.

2. Continue predevelopment activities for Seavey Meadows.

3. Develop a new 10-unit Supportive Housing Project in partnership with the Center Against Rape and Domestic Violence (CARDV).

4. Continue search, site evaluation, and acquisition activities related to future projects.

5. Start up a new Community Land Trust.

6. Assist low and moderate income households with the purchase of their first home.

WNHS Microenterprise Development Activity Support

The WNHS funding application for microenterprise development support during FY 07-08 outlines a second set of six activities that the organization will pursue with the assistance of City resources. These include:

1. Enroll at least 13 microentrepreneurs from Corvallis during 07-08 grant period.

2. Create a training plan with microentrepreneurs and address their specific needs to achieve business success. (80% of enrollees will complete their individual training plan.)

3. Conduct three twelve-week microenterprise training classes (36 hours total), helping microentrepreneurs increase knowledge of business management and planning. (80% of enrollees will graduate from the class and 85% will report satisfaction in the education they received.)

4. Through microenterprise training and one-on-one technical assistance, microentrepreneurs will complete a business plan, increase skills giving their business a sustainable foundation, and the proper planning to access credit. (33% of enrollees will complete a business plan; 100% of Valley Individual Development Account (VIDA) MicroBusiness or Microloan participants will complete a business plan.)

5. Microentrepreneurs start, maintain, or expand their businesses. (25% will start, maintain, or expand a microenterprise within 12 months.)

6. Low income microentrepreneurs increase independence and sustainability through microenterprise activity. (Participants will experience increases in household income and assets from time of program enrollment to one year later.)

IV. Review of Activities

The WNHS quarterly reports for the period ending December 31, 2007 (copies of which are attached) outline the progress the organization has made under its two Economic Development Allocations funding agreements in many of the activity areas outlined above.

WNHS General Organizational Support

The report on general organizational support reflects significant outcomes and progress in four activity areas: Activity 1, the completion of the CoHo Cohousing development project and repayment of all funds borrowed for project construction; Activities 2 and 3, which have been combined for development and financing purposes into a single, scattered site project that will create 62 affordable rental units (including 10 for survivors of domestic violence) and seven home ownership units at Seavey Meadows and Alexander Court; and Activity 5, the launching of WNHS's first Community Land Trust project, planning for which is now directed at a tangible project to occur on land WNHS owns on SW Leonard. Also worthy of note is the continued strength of the WNHS Home Buyer Education program and Financial Fitness activities.

WNHS Microenterprise Development Activity Support

Building on initial interest and enrolment in the first quarter, quarter two saw the number of people participating in the program increase to seven of the projected 13 for the year. Of the projected four participants who will launch a microenterprise during the year, two did so during the quarter reported. Worthy of note is WNHS's sensitivity to the learning styles and needs of their program participants: their report describes efforts underway to help participants who are slow to make progress at home by providing more time and instructor assistance to complete work tasks in class, and offering classroom lessons and materials in alternate formats better suited to individual needs.

V. Action Requested

The WNHS quarterly reports demonstrate the organization's general compliance with the terms of the City's Economic Development Allocations funding agreements. Staff requests a Human Services Committee recommendation of City Council acceptance of both WNHS reports for the second quarter of FY07-08.

Review and Concur:

Jon S. Nelson
City Manager

Nancy Brewer
Finance Director

attachments

WILLAMETTE NEIGHBORHOOD HOUSING SERVICES

2007 – 2008 ECONOMIC DEVELOPMENT WORK PLAN

AND QUARTERLY REPORT

AFFORDABLE HOUSING PROGRAMS

SUBMITTED TO THE CITY OF CORVALLIS

FOR THE PERIOD OCTOBER – DECEMBER 2007

WILLAMETTE
NEIGHBORHOOD
HOUSING SERVICES

WILLAMETTE NEIGHBORHOOD HOUSING SERVICES
2007-2008 ECONOMIC DEVELOPMENT WORK PLAN AND QUARTERLY REPORT

The WNHS work plan and city economic development goals

Economic Development Policy: Support the development of a supply of adequate housing which is affordable to employees of existing and future businesses (Goal 6.03.022h):

Activity 1: Complete development of CoHo, a new mixed-income, 34 unit homeownership project.

Progress this quarter: Construction on the project was completed, all the units have been sold, and all the loans have been paid off (including the loan from the City of Corvallis). An open house was held in November celebrating the completion of the project.

Activity 2: Continue predevelopment activities for Seavey Meadows, a 42 unit, mixed-income, mixed-tenure project in NE Corvallis.

Progress this quarter: Project design work is almost complete and we are on schedule for submitting a Planned Development application to the city in late January. We also developed a plan to combine financing of this project with financing of the Alexander Court Project (see Activity 3 below). From a strictly financial point of view, the result will be one scattered-site housing project. Benefits of combining these two projects into one package include:

- an economy of scale that lowers per unit financing costs;
- an economy of scale that makes it more feasible to secure an additional source of subsidy (Low Income Housing Tax Credits); and
- the ability to develop both sites at once, thereby developing more units faster than we would if project financing had to be sequenced into two different years.

Our ability to carry out these two projects under one financing package is contingent on securing local planning approvals for both projects by next summer when we will submit an application to Oregon Housing and Community Services Department for Low Income Tax Credits (and other sources).

Activity 3: Develop a 10 unit Supportive Housing Project in partnership with the Center Against Rape and Domestic Violence (CARDV).

Progress this quarter: As we've proceeded with planning on this project, it obtained a name - Alexander Court – and the concept has evolved into a 26 unit multifamily rental project (10 of which are CARDV's supportive housing units), plus onsite offices for CARDV. During this quarter we obtained all the required environmental approvals and worked towards closing on the purchase of three contiguous parcels on SE Third Street

across from Lincoln Elementary School. We secured an acquisition loan from Neighborhood Capital Corporation and completed the purchase two days after the end of this reporting period. We also completed a draft site and conceptual design plans.

Activity 4: Continue search, site evaluation, and acquisition activities related to future projects.

Progress this quarter: We had contact with representatives of two possible projects, but have no concrete information or possibilities to report at this time.

Activity 5: Start-up a new WNHS Community Land Trust.

Progress this quarter: We continued pursuing a new opportunity for our first CLT homes: moving two existing homes from the recently acquired Alexander Court site to a vacant parcel we already own on SE Leonard. Work continued this quarter on evaluating the 2 home project site, the preparation of a site plan, obtaining moving and rehab cost estimates, and the feasibility of project financing. Contingent on obtaining financing and planning approvals, we expect the homes can be moved, rehabbed, and sold in the summer of 2008. An application for project financing will be submitted to the city in January. An additional seven CLT homes are being planned for the Seavey meadows site.

Activity 6: Assist low and moderate income households with the purchase of their first home.

Services include Home Buyer Education and Counseling, access to low cost financing, outreach to Latino households, Financial Fitness classes, ands the Valley Individual Development Account Program.

Progress this quarter:

ACTIVITY	THIS QUARTER ONLY		YEAR TO DATE TOTAL
	PROJECTED	ACTUAL	
Home Buyer Education attendance	47	36	86
Class graduates that purchased a home	15	9	20
Financial Fitness graduates:			
Corvallis residents	---	5	8
Residents of other areas	---	12	16
Total graduated	25	17	24
Individual Development Accounts:	quarterly goals not established		
Households enrolled in the program		6	9
New enrollees		4	5
Graduates		0	4
Terminated/did not complete program		0	1

Leveraging city to non-city funding sources

The following summarizes the year-to-date status of requests for financial support submitted in support of 2007-2008 activities.

SOURCE	AMOUNT REQUESTED	RESULTS
OPERATING SUPPORT		
NeighborWorks® America	100,000	100,000
Paul G. Allen Family Foundation (3 year grant)	150,000	0
Oregon Microenterprise Network	6,000	6,000
Freddie Mac/Latino Outreach	15,000	15,000
Freddie Mac/Loan Program expansion	30,000	30,000
HUD Housing Counseling Grant	12,000	13,891
Spirit Mountain Foundation	20,000	0
Oregon Community Foundation	25,000	25,000
Oregon Association of Realtors	5,000	5,000
Bank of America	5,000	5,000
CAPITAL SUPPORT		
NeighborWorks® America	200,000	135,000
Neighborhood Capital Corp. – Alexander Court acquisition loan	820,000	820,000
TOTAL VALUE OF APPLICATIONS SUBMITTED FY 2007-2008		$1,388,000
VALUE OF PENDING RESOURCES		$0
VALUE OF COMMITTED RESOURCES		$1,154,891

Willamette Neighborhood Housing Services
December 2007 Budget Comparison Report

SUPPORT AND REVENUE		Dec Actual	Dec Budget	YTD Actual	YTD Budget	%YTD Actual to Budget	Annual Budget Total
SUPPORT							
NeighborWorks® America		0	0	80,000	120,000	67%	120,000
City of Corvallis		7,300	7,525	85,800	85,900	100%	85,900
United Way		0	0	4,700	0	#DIV/0!	0
Oregon CD Collaborative		4,167	16,667	122,000	120,000	102%	120,000
Other Public Sector Grants		22,000	[1] 28,783	144,519	248,316	58%	248,316
Other Private Sector Grants		0	0	5,000	10,890	46%	10,890
Contributions		14,301	[2] 10,296	108,461	119,775	91%	119,775
Total Support		**47,768**	**63,271**	**550,480**	**704,881**	**78%**	**704,881**
REVENUES							
Development Services Program Income		0	2,685	218,695	244,612	89%	244,612
Home Ownership Program Income		(774)	1,531	21,523	14,000	154%	14,000
Education Services Program Income		3,485	3,727	45,282	44,124	103%	44,124
Asset Management Income		1,214	800	14,198	9,600	148%	9,600
Other Income		1,295	3,694	43,649	41,331	106%	41,331
Total Revenues		**5,220**	**12,438**	**343,347**	**353,667**	**97%**	**353,667**
Total Support and Revenues		**52,988**	**75,709**	**893,826**	**1,058,548**	**84%**	**1,058,548**
EXPENSES							
Personnel		48,520	58,495	590,875	671,882	88%	671,882
Professional Services		5,774	2,766	53,856	70,794	76%	70,794
Occupancy		6,046	5,774	60,808	65,547	93%	65,547
Board, Staff, and Volunteer Expense		3,800	4,579	47,029	52,870	89%	52,870
Materials and Supplies		5,082	[3] 2,909	30,601	36,394	84%	36,394
Equipment		0	0	0	5,500	0%	5,500
Maintenance and Repair		2,823	1,025	18,165	11,800	154%	11,800
Client Service Expenses		0	604	4,741	7,250	65%	7,250
Other Expenses		3,598	6,980	55,234	93,285	59%	93,285
Total Expenses		**75,643**	**83,132**	**861,308**	**1,015,322**	**85%**	**1,015,322**
Subtotal Surplus (Deficit)		**(22,655)**	**(7,424)**	**32,518**	**43,226**	**75%**	**43,226**
ADJUSTMENTS							
OTHER SOURCES							
In-Kind Donations		0	0	0	0		0
Unrestricted carry-over	[4]	0	0	0	0		0
Restricted carry-over	[5]	0	0	0	0		0
Loan Proceeds	[6]	0	0	0	0		0
Accrued Lancaster Bridge Fees	[7]	(2,469)	(2,469)	(29,624)	(29,624)	100%	(29,624)
Donor Pledges for Future Years	[8]	(13,100)	(1,667)	(13,100)	(20,000)	66%	(20,000)
Donor Pledges from Prior Years		15,627	0	15,627	15,000	104%	15,000
Transfers to(from) other WNHS funds	[9]	(53,067)	0	0	0	#DIV/0!	0
Total Other Sources		**(53,009)**	**(4,135)**	**(27,097)**	**(34,624)**	**78%**	**(34,624)**
OTHER USES							
Capital Equipment Purchase		0	0	2,800	4,800	58%	4,800
Total Other Uses		**0**	**0**	**2,800**	**4,800**	**58%**	**4,800**
Net Adjustments		**(53,009)**	**(4,135)**	**(29,897)**	**(39,424)**	**76%**	**(39,424)**
Current Period's Balance		(75,664)	(11,559)	2,621	3,802		3,802
Previous Period's Balance		78,286	0	0	0		0
Total Budget Surplus (Deficit)		**2,622**	**(11,559)**	**2,621**	**3,802**		3,802

Willamette Neighborhood Housing Services
December 2007 Budget Comparison Report

1	CDBG Housing Rehab Income $21,000
2	Franklin Conklin Foundation $10,000
3	Newsletters, HEP materials, FF materials, other printing costs
4	2006 Year-End Current Assets less Current Liabilities not restricted by funder or board
5	2006 Year-End Current Assets less Current Liabilities restricted by funder or board
6	Proceeds from Line-of-Credit or other loan source
7	These fees are accrued, but are not expected to be received until deferred developer fees are paid in full
8	Pledges that are received as cash in the current year
9	Fund Transfer to/from Operating Reserve, which is funded by surplus cash-flow from rental housing

Willamette Neighborhood Housing
Balance Sheet
WNHS (All Program Areas)

Date 02/05/08
Time 13:41:14

	Current Year As of 12/07	Prior Year As of 12/06
Assets		
Current Assets		
Payroll - US Bank	91,120.14	45,950.86
Checking - Citizens	82,633.30	54,833.62
(Due To)From Other Funds	(161,587.18)	(117,222.09)
Stock Portfolio AG Edwards	1,904.87	1,456.71
Petty Cash	352.92	150.00
Accounts Receivable - General	32,322.00	23,332.00
Accounts Receivable - Grants	24,499.98	37,702.14
Prepaid Expenses	491.79	491.79
Total Current Assets	71,737.82	46,695.03
Fixed Assets		
Furniture, Fixtures & Equip	58,760.12	58,760.12
Leasehold Improvements	5,572.22	5,572.22
Acc. Depreciation	(32,500.80)	(32,500.80)
Total Fixed Assets	31,831.54	31,831.54
Other Assets		
Future Pledges	40,056.10	42,583.90
Due From LBLP - Dev Fees	0.00	34,595.68
Due from LBLP - Outreach Serv	323,825.84	301,402.12
Due from NBC - Admin Fees	18,675.00	16,875.00
Total Other Assets	382,556.94	395,456.70
Total Assets	486,126.30	473,983.27
Liabilities & Fund Balance		
Current Liabilities		
Accounts Payable	(5,240.05)	0.00
Advances Payable	40,000.00	0.00
Payroll Taxes Payable	0.00	8,384.98
Wages Payable	0.00	683.39
EE Contrib Retire Payable	0.00	3,310.81
EE Contrib Health Payable	0.00	234.64
Paid Leave Payable	16,856.39	16,856.39
Total Current Liabilities	51,616.34	29,470.21
Fund Balance		
Fund Balance - Unrestricted	260,009.96	270,013.06

Willamette Neighborhood Housing
Balance Sheet
WNHS (All Program Areas)

Date 02/05/08
Time 13:41:14

	Current Year As of 12/07	Prior Year As of 12/06
Fund Balance - NRC Contributio	174,500.00	174,500.00
Total Fund Balance	434,509.96	444,513.06
Total Liabilities & Fund Balance	486,126.30	473,983.27

Willamette Neighborhood Housing Services
2007-2008 Linn Benton MicroBusiness Program report
Oct 1, 2007 – December 31, 2007
Contact: Brigetta Olson Phone: (541) 752-7220 ext. 304

The MicroBusiness work plan and City Economic Development Goals

Economic Development Policy Goal 6.03.022i Support financial and technical assistance programs that are available to business start-ups, small business development, local product development, and environmentally responsible modernization.

Economic Development Policy Goal 6.03.022j Facilitate partnerships with public, non-profit, educational and private sector organizations to maximize the effectiveness of economic development resources

Activity			Year To Date Total
	Total Projected	Actual this quarter	
Microentrepreneurs enroll in Linn Benton MicroBusiness Program	13	1	7
MicroBusiness Participants graduate from LBMP	N/A	3	3
Open/Maintain a microenterprise as a result of program	4	2	2
Complete a business plan	5	0	0
Clients who have participated in program from previous years and are utilizing networking, mentoring, counseling or micro loan programs	N/A	5	9

LBMP Progress Report

- Training:
  - Orientation – Screening/Business feasibility workshop to select participants for the full program. We discuss what it takes to start/run a business and explain the services offered by our program. Participants decide if they are ready to start/expand a business and determine whether our program is appropriate for them. We scheduled

four orientations in Linn and Benton Counties for January; over 40 people have registered during this period.

- During this period seven customers (from Corvallis) attended the Fall workshop. In addition, five existing customers (from Corvallis) received counseling, mentoring, and/or attended networking sessions during this period. Nine existing customers (from Corvallis) have received these services year-to-date.
- Financial Literacy – 12-hour training on personal finances, budgeting, and credit. We held three Financial Fitness workshops during this period; one in Benton County and two in Linn County.
- Business Training – 36-hour, interactive training and business simulation culminating in a business plan offered three times a year. The fall workshop started on September 18th. Seven participants (from Corvallis) participated in the class.
  - The average age of our new customers is 44. All customers are Caucasian, three customers are disabled, 6 customers are women. Three customers are below 50% Area Median Income (AMI) and 4 customers are 50-80% AMI. The average income for these customers is $23,089.
  - Business ideas include: Life coaching, selling medical scrubs, graphic design, specialty fish bait, outdoor education materials, bookkeeping, consulting/staff training, dog waste removal, and child care combined with haircutting.
  - We found that a significant portion of our participants were having problems completing their business plans outside of the classroom. We made a couple of changes to the structure of the workshop that will have a positive impact. The workshop consists of 12, three-hour sessions. Two hours of each session are dedicated to lecture, group discussion and exercises, and guest speakers. One hour of each session is spent in a computer lab; here participants work on their assignments and business plans. This allows the instructor to answer questions as they come up. We added two specialized computer classes at the end of the workshop, which are focused on Microsoft Excel. We also recorded the curriculum on CD for those participants who struggle to read or prefer auditory learning.

- Mentoring
  - We partnered with the Corvallis Independent Business Alliance, Downtown Corvallis Association, Linn-Benton Community College, and the Chamber of Commerce to create a business mentoring program. Participants with new businesses or those who are in the start-up phase are paired up with experienced business owners and professionals in the community. Currently three of our microentrepreneurs (from Corvallis) are paired up with mentors. Another one will be paired up with a mentor in January.

- Access to Capital:
  - Microloans – Participants have access to two microloan programs; one we established with OSU Federal Credit Union and the other with the Oregon Microenterprise Network.

- Individual Development Accounts – Participants have access to IDAs, matched savings accounts, through the Valley Individual Development Account Program, which is administered by CASA of Oregon. One microentrepreneur (from Corvallis) completed the VIDA program and purchased assets during this period.

- Access to Markets
  - We recently started participating in MarketLink, a comprehensive market research service provided by the Oregon Microenterprise Network. This provides participants with access to:
    - New markets and customized lists of sales leads.
    - Information on competitors in the area.
    - Market trend information.
  - Networking Opportunities – Current and past participants are invited to take part in ongoing networking sessions. We invite a guest speaker to facilitate each session. During this period we held two networking sessions; one session on Organization and Time Management was held in Benton County and one session on Sales was held in Linn County. Seven customers (from Corvallis) attended one or both of these sessions during this period.

Leveraging City and Non-City Resources

Funding Source	Amount	Status
State CDBG	$75,000	Commitment
City of Corvallis CDBG	$20,000	Commitment
City of Corvallis Economic Development Fund	$7,000	Commitment
Donations	$15,000	Commitment
Neighborhood Reinvestment Corporation	$8,000	Commitment

INTER OFFICE

MEMO

To: Human Services Committee
From: Ellen Volmert, Assistant City Manager
Subject: Budget Commission Follow-up – Communications Work Plan
Date: April 8, 2008

PURPOSE

This report provides staff recommendations relative to how the proposed $50,000 in communications plan implementation funds would best be used to achieve the goals and priorities of the comprehensive and action plans as adopted by the City Council.

BACKGROUND

The City Council approved a revised comprehensive communications plan in 2007 which included developing an enhancement for Budget Commission consideration of adding one FTE for the communications program. The proposed budget was approximately $80,000. The Budget Commission approved including $50,000 in the draft 2008/2009 budget on a one-time basis and directed staff to develop additional information on how to best utilize these funds to deliver on the highest priority communication projects. Department Directors have reviewed the work plan and concur in its recommended priorities. If recommended by the Committee and approved by the City Council, it will be included in the draft budget information presented to the Budget Commission in May.

DISCUSSION

The prioritization of items in the adopted action plan is difficult due to the number of tasks included in the first two years of the plan and the number of tasks connected to the goals, key messages, and principles identified in Vision 2020, City Council goals, 2007 Citizen Attitude Survey, and the communications plan itself. Additionally, the existing staff time and expertise to champion the action items does not exist. Having a communications specialist is essential for the plan to be realized. The attached work plan identifies action items chosen based on the expectation that they can be accomplished by the end of the 2008/2009 fiscal year.

FINANCIAL IMPACT

The proposed work plan is designed to stay within the enhancement budget of a one time allocation of $50,000 within the administrative services budget. Existing staff will continue to provide our traditional communications support (survey, newsletter, videostreaming, etc.) but investment is necessary to expand and improve the consistency of communications efforts due to workload capacity.

RECOMMENDATION

Staff recommends that the Human Services Committee recommend this 2008/2009 Comprehensive Communications Plan enhancement work plan to the City Council.

Nancy Brewer, Finance Director

Jon Nelson, City Manager

2008/2009 Communications Enhancement Work plan

I. Part Time Communications Specialist $25,000

The following action items establish the main priorities for the new staff for 18 hr. per week:

- Manage consultant contracts and performance;
- Support and facilitate the use of the volunteer technical advisory group for City communications – both current and proposed;
- Help to develop and implement communications for the Council adopted Financial Strategy;
- Plan for web development that meets community priorities and organizational needs;
- Create employee newsletter articles around key messages from the communications plan;
- Create a media guide for use by City staff and officials and provide training on the guide; and,
- Facilitate joint meetings of staff groups working on separate communications projects.

This provides for casual hourly wages plus estimated expenses for computer etc. and materials required for the projects listed, including about $5,000 for the media guide.

II. Communications Consultant Assistance $25,000

The following priority projects would be largely completed by outside consultant services managed by the Communications Specialist:

- Create web standards and an action plan for implementing priority web projects, including the City's internet and intranet sites;
- Create media page to the website for both on-going and emergency media information needs;
- Enhance the volunteer opportunities information and interactivity on the website; and,
- Design and Implement on-line surveys of web users to improve feedback about web based information and business.

This provides for hourly compensation and materials expenses for the projects listed, including about $11,000 for implementation of web projects.

MEMORANDUM

TO: Human Services Committee

FROM: Linda Weaver, Human Resources Administrator

SUBJECT: Amendment of Municipal Code Chapter 1.16 Boards and Commissions

Issue: Corvallis Municipal Code, Chapter 1.16.260, Commission for Martin Luther King, Jr., currently charges the Commission to plan a memorial celebration with special events and activities annually in January, and to serve as the Affirmative Action Advisory Committee. Staff requests a permanent amendment of the Corvallis Municipal Code, Chapter 1.16.020, Commission for Martin Luther King, Jr., to allow the Commission to participate in events throughout the year, and to delete specific listed responsibilities that are not currently performed by the Commission.

Background: The Commission for Martin Luther King, Jr., was established in 1986 by Corvallis Municipal Ordinance 86-27 and implemented through Corvallis Municipal Code 1.16.260 to bring together residents of the community to recognize Dr. King and his achievements. Since establishment, the Commission has been responsible to plan a memorial celebration in January of each year. In addition, the Commission is charged to serve as the Affirmative Action Advisory Committee and assist the Human Resources Administrator with becoming familiar with the City's employment policies and procedures and the resources available in the Personnel Division; work closely with the Human Resources Administrator to achieve the affirmative action goals and objectives; and maintain knowledge of current developments of equal employment opportunity law.

Discussion: The Commission has established a practice of partnering with other organizations as part of the annual celebration event in January. The proposed changes would allow the Commission to organize, provide, participate, and partner with other agencies in celebration events and activities with throughout the year, and would support the 2020 Vision Statement, which *envisions Corvallis as a community of many cultures, Ethnic celebrations, cultural exchanges, festivals and other events help make us an involved ad concerned part of the international human community.* Prior to the adoption of the City's first Affirmative Action Plan, charging the Commission with the functions discussed above, ensured a mechanism for review and compliance with affirmative action. However, with the subsequent adoption of the Affirmative Action Plan in 1990, that plan and each revision thereof, includes methods to accomplish these functions internally within the City, rather then through the Commission.

Recommendation: Staff recommends the above referenced Municipal Code sections be amended to allow the Commission for Martin Luther King, Jr., to participate in celebration events and activities to support and honor Dr. King's legacy throughout the year, and to delete the specific responsibilities no longer performed by the Commission.

Review and Concur:

Jon Nelson, City Manager

Scott Fewel, City Attorney

Attachment:
Municipal Code Chapter 1.16.260 Commission for Martin Luther King, Jr.

ORDINANCE 2008 - _____

AN ORDINANCE AMENDING CORVALLIS MUNICIPAL CODE CHAPTER 1.16 "BOARDS AND COMMISSIONS" AS AMENDED.

WHEREAS, the City of Corvallis Commission for Martin Luther King, Jr., is responsible for planning the memorial celebration with special events and activities to be held in January and planning and participating in events and activities throughout the year would benefit the community; and

WHEREAS, the City of Corvallis Commission for Martin Luther King, Jr., is charged with responsibilities that are now accomplished internally within the City. Accordingly,

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Corvallis Municipal Code Section 1.16.260 is amended as follows:

5) The Commission shall also serve as the Affirmative Action Advisory Committee. In this capacity, the Commission shall review, comment, and submit recommendations for action on achieving affirmative action goals and objectives as requested by the City's Human Resources Administrator~~. The Commission shall meet quarterly or as necessary, and the responsibilities shall include, but not be limited to, the following~~:

~~a) Become familiar with the City's employment policies and procedures and the resources available in the Personnel Department.~~

~~b) Work closely with the Human Resources Administrator to achieve the affirmative action goals and objectives.~~

~~c) Maintain knowledge of current developments of equal opportunity law.~~

6) The Commission may also be responsible, in coordination with other organizations, for planning additional special celebration events and activities to support and honor Dr. King's legacy, to be held throughout the year.

PASSED by the City Council this _____ day of _____ 2008.

APPROVED by the Mayor this _____ day of _____ 2008.

EFFECTIVE this _____ day of _____ 2008.

ATTEST:

_____
Mayor

_____
City Recorder

MARTIN LUTHER KING, JR. COMMISSION
MEETING NOTES
June 26, 2007

Members Present	**Absent**	**Staff**
Todd Allen, Chairperson	Tammi Paul	Linda Weaver
Patricia Daniels	Keith Broadwater	
Deborah Hobbs		
Dana Alexander		
Doug HillPot		
Mary McKay		

Notes: There were two changes to the May 22, 2007 notes, first paragraph, 9th line the word and was replaced with such; fourth paragraph, 3rd sentence the word appointment was changed to appoint. Doug moved to accept the notes as changed, Dana seconded, and the motion carried.

Speaker: Deborah was going to touch bases at OSU to see if Ed Ray, Larry Roper, and/or Terryl Ross are interested in participating in a panel discussion for the 2008 celebration event. She has sent them emails, but has had no response. She will double check. Trish will ask the Mayor to contact them as well. In case they are not available Todd will contact the President of the NAACP and the Portland Chapter of AOW to see if either organization has an interest or suggestions. Todd suggested that Cyreena Boston, an Oregon representative who works for the national Democratic National Committee, might have some suggestions as well.

Entertainment: Discussion was held about event entertainment. Todd said there is a dance troupe from Seattle, the "Steppers", who perform with African music. Trish attended a August Wilson play in Ashland, "Gem of the Ocean", and thought it would be appropriate for the event, Trish will inquire about the feasibility of bringing this to the event. Todd mentioned that there are church choirs in Portland that perform at events, he will seek information about this option. Deborah will contact the Black Cultural Center at OSU to see if they have information about local entertainers.

Event Date: Previously January 10, 2008 was tentatively set as the event date, pending confirmation by 509J that that date is available at the high schools. Todd spoke with Jeannie Holmes and confirmed that date will work. Linda will make arrangements for rental of the Majestic.

Code Changes: The Commission reviewed the proposed code changes and had one change, #6 the word shall is replaced with the word may. Deborah moved to proceed with the code change request, and Doug 2nd, the motion carried. Linda will prepare the request on the Commission's behalf to be submitted to the City Council

Other: The Commission has co-sponsored the Race Unity Picnic with a $200 sponsorship for the last 3 years, the picnic in August, and it is time to review that continued sponsorship. Deborah moved, and Mary 2nd to continue sponsorship. The motion carried.

The Commission discussed membership, due to time constraints Doug can no longer continue as a member, this is his last meeting. Since the county has not appointed a new member, Trish is going to check with the county regarding a replacement member. It is unknown if Keita wants to continue as a Commission member, Trish will ask the Mayor if he has spoken with Keita.

The last item of discussion was the finalization of the school tree planting program. The only school on the list that didn't receive a tree or recognition was the Children's Farm Home. The Commission would still like to do something to honor their efforts. Mary will follow-up to find out if there is something that could be done.

Next meeting is Tuesday, July 24th at noon.

MARTIN LUTHER KING, JR. COMMISSION
MEETING NOTES
April 24, 2007

Members Present

Todd Allen, Chairperson
Doug Hillpot
Tammi Paul
Deborah Hobbs
Dana Alexander
Patricia Daniels
Mary McKay

Absent

Keith Broadwater

Staff

Linda Weaver

Visitors

Mayor Tomlinson

Future Direction: The Commission continued discussion regarding future events. Tammi would like to bring forward more events, to collaborate with other community groups to expand, reach more people and provide a variety of events. A vision of building a beloved community that would speak differently to different groups and audiences. For example, how about an event to support people with disabilities. Think of the steps along the way, and start a process that will grow along the way. Trish said that a week is a good start. Tammi asked how much as a Commission, do we think we can manage, maybe a week., or three days, and grow that each year. Consider starting a conversation with OSU, who has an established program.,and learn how can we build on what they are doing.

Todd would like to consider events in the schools to teach children about different cultures. The Commission could work with individual groups and cultural centers, to find volunteers, Esmeralda has organization experience, and may volunteer. Tammi said focus on K-12. Mary said this would need district staff to work, there already are a lot of things happening around MLK celebrations, the Assistant Superintendent would know what is happening in the schools. Todd would like to create a program for kids, in which they could participate and learn about ethnicity, concentrating on the people who will be there to change the future. Mary thought initially should limit to a single whole day event, a "Fair Day", taking in consideration the capacity of the Commission, and bringing in other groups to assist.

Tammi asked if the Commission wanted to tie the event to the actual holiday since children are out of school, start with a full day program as the first year, and then grow. Mary suggested there may be an opportunity to involve other groups, such as the Boys and Girls club. Deborah said she had met with Patrick McGee, to discuss the opportunity to work with CAD. Some ideas, hosting a film festival at the Avalon, or a community forum inviting people such as Phyllis Lee, or Ed Ray, to help the community move toward building a beloved community. Todd said that in a single day turnout is important. Tammi said that parents who look for ways to teach their children about the holidays are a group of people who would participate. Trish thought there is already a lot going on to help parents. Tammi thought that the LBCC Holiday Winter Festival, which hosted 700 children in a single day event, could be a model to use. Different rooms could be focused on the "Beloved Community", there are also other models out there. Todd stated that HP has their program as well

The Mayor talked about the opportunities associated with the 150th Birthday Celebration, in which each month has a specific focus, October is Education Month. Trish said education month is a collaboration with schools, the youth as the future, an opportunity to reach students with issues that carry a lasting legacy. The Mayor, said they are carrying this forward with discussion with 509J, is the Commission interested in participating in some detail? Doug moved to participate at some level to be determined, Deborah seconded, the motion carried. Deborah also raised the point that the tree planting project has been completed, it is time to start with a new project, perhaps the Montessori school would be open to collaboration, Deborah will investigate.

Deborah reminded the Commission that typically the discussion for the next year's event, and speaker, begins in April. Todd asked what do we want? An idea is to consider staying local and inviting Terryl Ross or Larry Roper to speak. . This discussion will continue at the next meeting. The Commission felt the Majestic should be reserved for the 2008 event, but did not decide on a date.

The next meeting will be, Tuesday, May 22, 2007.

MARTIN LUTHER KING, JR. COMMISSION
MEETING NOTES
March 20, 2007

Members Present		Absent	Staff
Deborah Hobbs, Chairperson	Todd Allen	Mary McKay	Linda Weaver
Doug Hillpot	Dana Alexander	Keita Broadwater	
Tammi Paul	Patricia Daniels		

Meeting Time: Commissioner Mary McKay, requested that the meeting time be reconsidered as she is unable to meet the current third Tuesday, she provided her available times. After a discussion of Commissioner, and meeting room availability, it was agreed that the fourth Tuesday of each month would work at the current time, noon to 1:30 p.m.. The next meeting will therefore be Tuesday, April 24th.

Chairperson: Chairperson Deborah Hobbs, raised the question of electing a new chair. Deborah was elected chair when Suzie Mkandawire resigned from the Commission, and has been the acting chair since that time. Dana Alexander nominated Todd Allen, and Doug Hillpot seconded, motion carried.

Future Direction: Last spring the Commission discussed the idea of moving from an "annual event oriented" concept to a year-round "process oriented" concept. Recently, Deborah met with Mayor Charlie Tomlinson, and Councilor Trish Daniels to discuss this possibility. Linda read the City Municipal Code, that charges the Commission with two responsibilities, the annual memorial celebration held in January, and serving as the Affirmative Action Advisory Committee to act on requests from the HR Administrator for affirmative action goals. The Commission reviews the affirmative action data, but they have not performed any other duties, and asked where this came from. Linda though it was initially assigned by the first Affirmative Action Plan adopted in 1990, and has not been changed in subsequent reviews.

The Commission discussed ideas for new directions they would like to pursue. Dana would like to partner with the school board to build values and a community vision, involving a diversity seminar and sensitivity training. Tammi would like to hold collaborative discussion with other groups, CAD, NAACP, OSU, LBCC, and the POCN to build partnerships. Deborah feels strongly in the use of words that are meaningful, there is no common understanding of the word "diversity", but building unity and the word "community" is a good stepping stone. The theme of "Beloved Community" should be promoted to the schools. Trish stated that the situation of how the homeless are valued is an issue, referring to the lack of community outrage with the incident of the shooting of the homeless man last fall. Tammi stated that collaboration is a way to cut expenses, and is one of the reasons she wanted to be on this commission, to have the opportunity to collaborate with other groups. Maybe the role is not to host a speaker, but to use networking to collaborate, foster through the use of people resources, and work with others who want to do the same thing, involve civically engaged individuals. Discussion was held about re-engaging the People of Color Network at HP, and Todd said he has the ability to interact with them. Tammi stated that by involving other organizations you increase the possibilities, for example there are already a variety of diversity events occurring such as the Partnership Breakfasts. The Commission needs a focus, an activity or event that can involve other organizations. Deborah reflected that in the past when the Commission considered change they did not want to loose the identity of the MLK Commission, but partnerships are a good opportunity. In the past, the Commission was unable to obtain a speaker and they partnered with LBCC for the event.

Overall the Commission would like to seek Council support to allow the Commission to create new ways to honor Dr. King's legacy throughout the year and not just in January. They may continue the essay contest, support a community art activity, or promote activities that raise funds to enhance the MLK Park. Linda stated that fund raising activities, must be done in accordance with City budgetary and financial guidelines. Trish stated that other City Commissions are in the same financial situation, one is pursuing funding options such as grants. The Library has the Friends of the Library. Tammi stated that in thinking about fund raising, work through existing agencies, such as CAD. The need is to continue to develop

sustainable change for the future. Tammi and Deborah agreed to meet with other agencies to have an informal chat about the possibilities of resource sharing, developing a larger vision, and building towards a common goal. Deborah also stated she wanted the Commission to reconsider working with the Montessori school to sponsor their annual event, which had been discontinued because they are a private school, but they are a part of the community.

Budget Review: Linda reported that there is a balance of $324 unencumbered funds in this years budget. There is a pending payment of $400, for the video recording of Kenneth Little Hawk's performance. The Commission stated they would like to partner in the LBCC Diversity Summit, but at this time do not have the $500 available to commit. They would commit if the video services were donated, Deborah will inquire about this possibility, the second option would be to commit in July in the new fiscal year. Doug moved and Dana seconded to participate this fiscal year if the video is donated, motion carried.

Other: The Commission shared information about SB 400. Trish explained the bill and the Council's position regarding this bill.

Next Meeting: Tuesday, April 24, 2007, 12 noon to 1:30 pm, in the City Manager's Conference Room.

ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
April 10, 2008

Present
Councilor Dan Brown, Chair
Councilor Bill York

Visitors
Alan Fudge, Business Enterprise Center
John Sechrest, Corvallis Benton Chamber Coalition
John Hope-Johnstone, Corvallis Tourism
Bruce Hecht, Oregon Natural Step Network
Joan Wessell, Downtown Corvallis Association
Brenda VanDevelder, daVinci Days

Staff
Jon Nelson, City Manager
Nancy Brewer, Finance Director
Ken Gibb, Community Development Director
Fred Towne, Community Development
Kathleen Matthews, Community Development
Karen Emery, Acting Parks and Recreation Director
Carla Holzworth, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Economic Development Allocations Second Quarter Reports			Accept the Economic Development Allocations Second Quarter Reports
II. daVinci Days Loan Agreement Status Annual Report			Accept the daVinci Days Loan Agreement Status Annual Report
III. Land Use Application Fee Review	*		
IV. Fund Balance Financial Policy Review			Revise Fund Balance Financial Policy language as recommended
V. Other Business	*		

Chair Brown called the meeting to order at 12:00 p.m.

CONTENT OF DISCUSSION

I. Economic Development Allocations Second Quarter Reports (Attachment)

Mr. Gibb said agencies who received economic development funds are available to answer questions about their programs. Staff requests approval of the second quarter reports.

John Hope-Johnstone, Corvallis Tourism (CT), distributed an updated monthly statistics document (Attachment A). In response to Councilor York's inquiry, Mr. Hope-Johnstone said the sluggish economy is driving decreased room demand and other cities around the state are experiencing the same problem. It is hoped that

this year's Olympic trials in Eugene will help increase room demand, as hotels in that city are already booked. Councilor York complimented CT on the recently produced Corvallis Tourism booklet. Mr. Hope-Johnstone noted that the Spirit of Corvallis book will be ready in about three weeks.

Alan Fudge of the Business Enterprise Center (BEC) highlighted the organizations' mission and listed the various businesses involved with the BEC, including Acewl Company, Administrative Insight, and Burke Technical Consulting. He noted the broad diversity of emerging companies in the area.

John Sechrest from the Corvallis Benton Chamber Coalition (CBCC) distributed a Business Ecosystem handout (Attachment B) and reviewed its contents. Mr. Sechrest said business proposals recently received are not investable and CBCC is hoping to receive better proposals in the future. Councilor York said the assessment tool code in the report is difficult to understand and he requested future quarterly reports contain a simple one-page narrative of accomplishments and challenges; Mr. Sechrest agreed. In response to Chair Brown's inquiry, Mr. Sechrest said the term "traded sector" refers to products or services that are sold to people who are far away. It also refers to import replacement, which is preventing goods or services produced far away from coming to Corvallis if they are already provided locally. In response to Chair Brown's inquiry, Mr. Sechrest said business proposals not being "investable" refers to a lack of experience in start ups. Some proposals had good ideas, but they did not adequately address funding, marketing, and other aspects important to a successful venture.

Bruce Hecht from Oregon Natural Step Network (ONSN) shared his agency's latest activities, including their involvement with Corvallis Sustainability Coalition (CSC). ONSN's steering committee discussed its strategic plan and they are considering establishing a business advisory committee. The organization is crafting sustainability criteria for the Enterprise Zone and they are continuing their work on sustainable business clusters.

Joan Wessell with the Downtown Corvallis Association (DCA) said the Downtown Directory is being updated to include many new businesses. An inventory of downtown buildings is being updated by an OSU intern and the latest Rhapsody in the Vineyard had 2,000 people visiting the downtown in a three-hour period. She thanked City staff for their assistance and support with the urban renewal district effort. DCA is working with the Health Department on a $3,500 grant to purchase additional bicycles for police to use in patrolling downtown, especially on "Thirsty Thursdays." In response to Councilor York's inquiry, Ms. Wessell said the party originally interested in occupying the old Albright and Raw building backed out, but a new party has expressed interest. Councilor York also asked if the DCA has been doing anything to encourage upper floor development. Ms. Wessell said the DCA has a loan program that is funded through economic development dollars.

The Corvallis Independent Business Alliance (CIBA) did not have a representative in attendance, so Councilor York noted that CIBA has produced a business directory.

The Committee unanimously recommends that Council accept the Economic Development Allocations Second Quarter Reports.

II. daVinci Days Loan Agreement Status Annual Report (Attachment)

Ms. Emery said daVinci Days continues to make payments on the $20,000 bridge loan they received from the City in February 2005. Highlights from the 2007 festival include a 20% increase in attendance, a 36% increase in admissions, and capacity attendance at their first film project event. Staff recommends acceptance of the report.

Ms. Van Develder said she has focused on developing healthy community partnerships, noting that about 100 local organizations are involved with daVinci Days in some capacity. She has been meeting with contractors and vendors who were once frustrated with the festival's inability to pay their bills. These businesses are now happy to help the festival lock in rates for the 2008 event before prices go up. Ms. Van Develder said she is trying to manage costs, but it is becoming increasingly challenging due to rising prices. Pink Martini was a big musical draw last year and was worth the extra expense. In response to Councilor York's inquiry about the lack of promotion of the upcoming film festival, Ms. Van Develder said marketing is costly and they have an e-mail list of devoted followers. She added that some of the films will be shown during daVinci Days and the long term vision is to build more downtown events throughout the year. In response to Chair Brown's inquiry, Ms. Van Develder said this year's musical draw is BeauSoleil, a Cajun band with a large following.

The Committee unanimously recommends that Council accept the daVinci Days Loan Agreement Status Annual Report.

III. Land Use Application Fee Review (Attachment)

Mr. Gibb said today's review involves an initial look at land use application fees, the associated costs, and an appropriate fee structure. He referenced Financial Policy 10.02.050.010 Cost Recovery, which directs recovery of 50% of the actual cost of review for special development (SD) land use applications. Staff is seeking direction on outreach and a package that would be presented for stakeholder review.

Mr. Gibb provided an overview of the staff report and noted that fees were last reviewed in 2005. With the new Land Development Code (LDC) in place for the past year, staff now have better information about the cost to process applications. While State law permits charging 100% of the average cost of review, Mr. Gibb said the State is considering a cap on what cities and counties can charge for appeal fees.

Mr. Gibb said staff have received fewer challenges to land use applications, partially due to the level of development activity and partially due to code restructuring that has created more clear, objective standards. Applications are going through the building permit review process instead of the land use application process, which generally involves the Planning Commission, Historic Resources Commission, and/or City Council. Mr. Gibb noted that while the number of applications has decreased, the complexity of review has increased. The LDC's improved standards have translated into more up-front analysis. It has also shifted some work to the Planning Division that was previously accomplished by Development Services. Mr. Gibb said the Historic Preservation provisions in Chapter 2.9 of the LDC, which have been in place for more than one year, are working well, but more up-front work is also required.

Mr. Towne said the cost methodology to calculate fees has been used since 1994. He noted the differences between current planning costs discussed in Table 1, which include land use applications, versus long range planning which involves greater efforts such as area plans and code updates. Referring to Table 2, Mr. Towne said the average cost per level of effort was last reviewed in 1994. Annexations, which are the most difficult, were assigned a "1" and other types are expressed as a percentage of that level of effort. He added that cost increases are related to the complexity of applications. Mr. Towne said the level of detail in the analyses is necessary to ensure they withstand challenges. He noted that Corvallis is in line with its comparitors as shown in Tables 3 and 5.

Mr. Gibb reviewed the six areas on page 5 of the staff report to address or consider.

Councilor York observed that if the cost recovery figure goes to 100%, the development community will scrutinize how the fees are calculated. Mr. Towne said while adjustments can always be made, he is confident that the cost methodology is fairly accurate. Referring to Table 3, Councilor York asked about the consistency of definitions across jurisdictions, noting the large cost differences between Corvallis and Bend. Mr. Towne said he personally spoke to each jurisdiction and some cities' charges change significantly based on incremental increases in factors such as the number of lots. This speaks to question 6 in the staff report, which asks if Corvallis' fee structure should gravitate toward lower base fees and higher charges per increment.

Councilor York said he had prior experience in California with neighborhood associations and spokespeople for groups being eligible for reduced appeal fees through a process where the Council can "call up" a decision for review. Mr. Gibb said some Oregon cities use this option and it would be a good discussion item for Council. Mr. Towne said the Benton County Planning Commission uses the option for cases involving director decisions.

Addressing staff's six questions from the staff report, Councilor York said:

1. He supports moving toward full cost recovery by incrementally increasing over five years the percentage developers must pay.
2. Applicants such as developers should pay their own way, but perhaps a second tier should be created for established neighborhood associations or individuals. Mr. Gibb observed that this would only become an issue if the fees were significantly increased; the Committee agreed.
3. Appeals to the Planning Commission or the department director involve the same level of work, so a different rate is not needed. Mr Gibb noted that the rationale involves what the government is subsidizing, comparing a director's decision versus a volunteer peer group such as the Planning Commission. Chair Brown suggested leaving this issue open for now.
4. The current practice of reducing to 75% of the fee for concurrent land use application reviews make sense.
5. He likes that the City does not charge for historic preservation permits, but an equity issue could emerge if other fees are significantly increased. Chair Brown noted that not charging for a permit encourages authorized and supervised work. Councilor York agreed, adding that as a community, Corvallis encourages historic preservation.
6. Gravitating toward lower base fees and higher charges per increment of size makes sense. Mr. Gibb noted that State law directs that fees must be based on the staff time involved, not the size of the project.

Chair Brown noted that today's discussion will be shared with Council and staff will receive subsequent direction on next steps. An Administrative Services Committee meeting will be scheduled to invite stakeholder feedback regarding any proposed changes.

Councilor York observed that since fees have not been increased in the last three years, a two-step approach could be considered. He suggested moving forward with a standard fee increase based on current costs and 50% cost recovery, while concurrently looking at longer-term changes. In response to Mr. Gibb's observation on staff and stakeholder time, Councilor York and Chair Brown agreed that changes should be considered as a whole instead of breaking it into two reviews.

In summary, the Committee will request Council approval to schedule stakeholder input meetings regarding phasing in cost recovery over five years from 50% to 100%; consider a two-tiered fee rate structure with full costs being charged to developers and reduced costs for recognized neighborhood groups; and further explore the incremental base fee rate associated with the size of a project versus a one size fits all rate. Chair Brown clarified the Committee was supportive of changes in items 1, 2, and 6 of Mr. Gibb's staff report. The information generated from stakeholder

meetings will be used to guide development of a more specific proposal for Council's consideration.

The item is for information only.

IV. Fund Balance Financial Policy Review (Attachment)

Ms. Brewer said based on Council's prior work session conversations, staff reviewed the fund balance policy to clarify language. The draft policy attached to the staff report shows both existing verbiage and proposed revisions. The target fund balance section was deleted and information that was already in the appropriate fund balance section was re-organized. Ms. Brewer said two criteria lists were embedded in the policy in different ways, so she consolidated the criteria into one list and she tried to simplify terminology. The language regarding fund balance below target and appropriate fund balance was modified, as it did not previously make the distinction between budgetary and audited fund balance. Finally, section 10.02.020.050 was added to address how property tax funds combined are treated during the budget process.

Chair Brown said the new language is easier for him to understand and addresses many of his concerns. He would like to see a separate document couched in lay terms for use by the public and newspapers; this policy would be used primarily by staff.

Councilor York agreed the changes are an improvement. He likes the term "appropriate" fund balance, but he is still troubled by the 5% figure used to describe what is appropriate. While he believes 5% is acceptable for the property tax funds combined, he was unsure if it is applicable to other funds. In response to Councilor York's inquiry, Ms. Brewer said the 5% figure is important to rating agencies as a best practice. She agreed to move the proposed 5% language from section 021 Appropriate Fund Balance to section 050 Property Tax Funds Combined and to add language indicating the 5% is considered a best practice.

In response to Chair Brown's inquiry, Ms. Brewer said the 5% figure is most important to rating agencies for Property Tax funds and Utility funds as an assurance that the City can cover its expenses and debt service, and still have a cushion. Chair Brown observed that if the language is moved from section 021 to section 050, it would not change the City's practices; Ms. Brewer agreed.

The group discussed draft statements to clarify appropriate fund balance language and placement of the definition of "mitigating factors;" Ms. Brewer agreed to provide an updated draft of the policy that reflects the discussion.

The Committee unanimously recommends that Council revise the Fund Balance Financial Policy 10.02.020 as recommended.

V. Other Business

The next regular Administrative Services Committee meeting is scheduled for 12 pm, Thursday, April 24, 2008 in the Madison Avenue Meeting Room.

Respectfully submitted,

Dan Brown, Chair

MEMORANDUM

DATE: **March 13, 2008**

TO: **Administrative Services Committee**

FROM: **Ken Gibb, Community Development Director**

SUBJECT: **Second Quarter FY 07-08 Economic Development Program Review**

I. Issue

Review and acceptance of the quarterly reports from the following economic development agencies: Corvallis Tourism, Corvallis-Benton Chamber Coalition, Corvallis Independent Business Alliance, Business Enterprise Center, Downtown Corvallis Association, and Oregon Natural Step Network, as well as overall program summary.

II. Background

The City Economic Development Policy's (CP 96-6.03) primary purpose is to preserve and support community livability by encouraging economic stability and sustainable economic opportunities. To provide a stable funding source for activities to support this goal, 50% of the transient room tax (TRT) revenue collected in the previous calendar year is allocated for City sponsored economic development activity. Through the annual Economic Development Allocation process, eight entities were allocated non-dedicated (20% of TRT) economic development funds of $213,650. Corvallis Tourism was allocated a dedicated amount (30% of TRT) of $320,470.

Agency	Amount Allocated	Disbursed 2nd Quarter
Corvallis Tourism Dedicated Funding	$320,470	$160,235
Business Enterprise Center	$17,000	$8,500
Corvallis-Benton Chamber Coalition	$65,000	$32,500
Corvallis Chapter, Oregon Natural Step Network	$7,500	$7,500
Corvallis Fall Festival [1]	$7,000	$7,000
Corvallis Independent Business Alliance	$5,500	$5,500
da Vinci Days [1]	$14,500	$14,500
Downtown Corvallis Association	$53,150	$53,150
Willamette Neighborhood Housing Services [2]	$44,000	$22,000
Total	**$534,120**	**$310,885**

1 Corvallis Fall Festival and da Vinci Days are monitored by the Parks and Recreation Department and reviewed by the Human Services Committee.

2 WNHS's quarterly reports are evaluated by the Housing Programs Division and monitored through the Human Services Committee. WNHS was allocated funds for two programs - Housing and MicroBusiness.

All agencies entered into contractual agreements with the City of Corvallis. Two of the contracts are managed by the Parks and Recreation Department, with the remainder managed by the Community Development Department.

Reporting to the Human Services Committee are Willamette Neighborhood Housing Services (WNHS), Corvallis Fall Festival and da Vinci Days. WNHS reports on a quarterly basis to Community Development Housing Division, and the event organizations provide annual reports through the Parks and Recreation Department.

Quarterly reports are required to be submitted by Corvallis Tourism, Business Enterprise Center (BEC), Corvallis Chapter Oregon Natural Step Network (ONSN), Corvallis Independent Business Alliance (CIBA), Corvallis-Benton Chamber Coalition (CBCC), and Downtown Corvallis Association (DCA) for ASC review. Attached are copies of the second quarter reports as submitted by Corvallis Tourism, BEC, ONSN, CIBA, CBCC, and DCA.

III. General Discussion

Each agency meets goals identified in CP 96-6.03. Corvallis Tourism focuses their efforts on promoting Corvallis as a visitor/tourism/meeting location. CBCC and BEC direct their efforts towards business assistance, retention and development of existing businesses within the City and County. DCA works to make downtown Corvallis a vital commercial, cultural and social center. CIBA supports independent, local businesses. WNHS supports the development of an adequate, affordable housing supply. Oregon Natural Step Network encourages sustainable economic activities that reduce environmental impacts. Corvallis Fall Festival and da Vinci Days produce annual events that promote Corvallis and invite tourists to our area. All of the efforts listed above are geared toward making Corvallis more livable.

Each agency has been provided with a copy of this report and has been invited to attend and address the Committee.

IV. Financial Analysis

Quarterly reporting requirements for FY 98-99 were modified so that only those agencies receiving more than 50% of their funding from the City are required to submit financial information on a quarterly basis. Corvallis Tourism is the only agency that meets that criterion. Financial statements submitted by Corvallis Tourism were reviewed by Finance Office staff and found to be in compliance with their agreement. A copy of the Finance staff review is attached.

V. Action Requested

That the Administrative Services Committee consider this report and recommend City Council approve acceptance of the second quarter report.

REVIEW AND CONCUR:

Nancy Brewer, Finance Director

REVIEW AND CONCUR:

AIC

Jon S. Nelson, City Manager

Finance Department
500 SW Madison Avenue
Corvallis, OR 97333
541-766-6990
541-754-1729

MEMORANDUM

March 6, 2008

TO: Kathleen Matthews, Community Development

FROM: Cynthia Chavez, Accounting

SUBJECT: Corvallis Tourism Annual Report - Second Quarter, FY07-08

This review consists of inquiries and analytical procedures and is very limited in its nature. The quarterly financial statements have not been reviewed by a Certified Public Accountant and are the representation of the management of Corvallis Tourism.

During the second quarter of fiscal year 2007/2008, Corvallis Tourism reported revenues of $89,329 and expenditures of $78,455, resulting in a positive net income of $10,874. Corvallis Tourism maintains a strong financial position, with Net Assets of $52,582 consisting primarily of cash and cash equivalents.

The City of Corvallis funded $80,117 of economic development funds to Corvallis Tourism for the second quarter of FY07/08. This represents approximately 90% of total revenues for the quarter. Corvallis Tourism has accounted for this funding appropriately. The City plans on funding a total of $320,470 for fiscal year 2008 with evenly distributed monthly payments of $26,705.83.

Corvallis Tourism has contracted with the City to coordinate activities for the City's 150th Birthday Celebration. The City has paid $15,000 to Corvallis Tourism to fund this, with unused funds reported at December 31st, 2007 of 132.53 to be returned to the City at the end of calendar year 2007. Corvallis Tourism has since spent the remainder at the Spirit of Corvallis Meeting. A Transaction Detail spreadsheet for spending detail of funds supported by the City on behalf of the Corvallis 150th birthday celebration was submitted and has been properly documented and accounted for.

Overall, Corvallis Tourism has a strong financial picture, with its primary source of revenue being the City of Corvallis.

A mistake in the First Quarterly Statement came to our attention during this review, which we passed on to Corvallis Tourism. This error resulted in Corvallis Tourism releasing a restatement of the First Quarterly Statement, which was submitted to the City on March 5, 2008. The revision corrected personnel costs, which resulted in a decrease in personnel costs of $3,519, causing net assets to yield an overall decrease of $2,935 rather than a decrease of $6,455. Nothing further has come to our attention in this review that would be cause for further review or concern. Acceptance of the Corvallis Tourism annual report is recommended.

CORVALLIS TOURISM

Corvallis, Oregon Convention & Visitors Bureau

Second Quarter Report 2007/2008
(Oct-Dec 2007)

CORVALLIS TOURISM
Corvallis, Oregon Convention & Visitors Bureau

Quarterly Report

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Balance Sheet

Quarterly Financial Report

Profit & Loss Budget vs. Actual for Quarter

Check Register for Quarter

Bank Statements for Quarter

Work Plan Completion Report

CORVALLI TOURISM

Monthly Statistics
Updated 12-19-07

Transient Occupancy Tax

	J	A	S	O	N	D	J	F	M	A	M	J
96/97	71985	66166	59788	59762	50999	39056	39,154	52019	43573	56436	57085	64594
97/98	69945	62584	66510	56683	44626	39038	43,186	47847	48288	50038	56500	64801
98/99	69483	65744	60567	53239	49318	33855	37,393	49291	54139	52820	54638	64862
99/00	67802	69,850	69,801	62,282	59587	37232	41,621	49671	62372	54386	59,753	72076
00/01	76,239	67,012	76,907	70,502	55,009	42,213	42,226	49,750	69,427	58,992	69,299	75,800
001/02	78,614	69,308	67,596	68,984	53,301	35,638	43,133	45,326	63,230	62,114	72,523	82,940
02/03	79302	76089	73342	66877	57666	42545	46,390	53,969	63,352	57221	60160	77171
"03/04	74754	75689	91875	79,583	64290	43826	50,372	63,379	79,673	77835	81,230	91954
04/05	91,294	88255	76190	85455	80449	49478	62,247	70838	83715	79,587	81572	97714
05/06	103,709	90,859	102722	84,993	80,000	48990	56,476	72297	89101	82,578	93405	97115
06/07	104,693	106,498	105290	97,063	83729	60484	64,100	87723	92671	88,934	97043	115404
07/08	106,556	109,124	106063	101,089								

Percentage Occupancy

	J	A	S	O	N	D	J	F	M	A	M	J
04/05	61.82	59.3	51.5	51.2	44.9	32.2	36	46.3	51.6	47.8	49	59.3
05/06	63.5	60.4	56.7	47.7	46.1	30.6	34.4	47.3	52.6	48.2	48.7	60.5
06/07	62.8	64.7	59.4	49	44.4	36	40.2	57.8	60.1	57.02	57	71
07/08	70.5	69.1	62.8	58.9	50.6							

Room Demand

	J	A	S	O	N	D	J	F	M	A	M	J
04/05	18078	17362	14594	14988	12704	9410	10524	12243	15100	13531	14349	16791
05/06	18586	17677	16211	13858	13034	8980	10045	12566	15310	13644	14796	17584
06/07	18879	19450	17272	14733	12915	10818	10570	13733	15821	14563	15010	18078
07/08	18546	18192	15898	15226	12889							

Average Daily Rate

	J	A	S	O	N	D	J	F	M	A	M	J
98/99	60.39	59.74	63.79	58.06	58	53.4	42	55.47	61.45	59.44	53.58	61
99/00	63.1	62	60	63.23	63.39	67.4	58.16	60.06	60.01	59.44	60.3	63
00/01	63.6	62.18	63.51	64.22	63.89	62.13	60.44	61.8	61.79	61.4	64.63	63.89
01/02	63.55	63.27	64.81	66.6	65.4	61.51	62.76	62.9	62.29	62.79	64.81	67.89
02/03	66.61	66.64	66.84	68.24	66.78	62.85	64.9	64.03	64	64.45	68.39	68.59
03/04	67.93	67.12	74.7	72.78	72.44	67.19	68.83	69.56	69.42	73.3	74.89	75.58
04/05	68.89	70.76	69.55	66.52	73.13	62.04	65.4	67.93	66.64	70.31	68.69	71.51
05/06	74.75	73.74	78.54	72.9	70.02	64.63	66.53	69.09	69.91	71.69	76.17	77.68
06/07	76.61	76.86	82.33	79.66	83.63	72	71.96	75.17	74.91	77.4	81	84.21
07/08	85.25	79.82	84.55	85.51	82.24							

Visitor Center Count

	J	A	S	O	N	D	J	F	M	A	M	J
05/06	774	651	510	297	238	169	267	217	576	606	478	561
06/07	522	596	390	378	224	180	212	236	355	575	434	1462
07/08	1095	1346	997	917	464							

Note: Starting in 05-06 we ceased to use the multiplyer of x2

Starting in June 2007 we instituted an electric door counter and devide by 2

Advertising Inquiries

started including separate line for I

	J	A	S	O	N	D	J	F	M	A	M	J
97/98	737	715	822	422	334	274	307	275	436	847	1428	1972
98/99	1611	832	1007	403	419	247	295	710	2689	3473	1521	1298
99/00	888	671	1045	650	494	623	666	836	1742	3479	1719	1013
00/01	500	700	493	379	194	126	2157	710	1916	2725	1598	2342
01/02	1360	749	687	631	395	146	411	1363	1753	1646	956	1997
02/03	497	459	307	631	404	759	242	1252	2661	4742	746	656
03/04	589	171	291	369	185	113	231	292	2389	1602	1372	1920
04/05	430	343	245	403	241	263	457	568	1530	2174	4494	2354
05/06	1026	859	2332	1586	960	436	576	700	1184	4462	2355	2054
06/07	3537	3642	1602	1479	603	293	525	671	1178	1205	2063	2242
07/08	417	596	829	428	429							

07/08 Web responses		31	618	467	676							

Web Site Users

	J	A	S	O	N	D	J	F	M	A	M	J
98/99	2302	2232	1320	1286	1522	1389	2348	2352	2502	2630	2667	2606
99/00	3074	2792	2887	1285	2727	2153	3105	3821	5410	4569	4399	4500
00/01	5877	6190	5731	5607	5582	4714	6499	6624	7689	10696	10,617	9449
01/02	9764	8957	8294	9050	8255	6779	8522	8156	10116	10696	10,617	9449
02/03	11745	11947	12323	11415	9874	9588	10976	8443	5781	12499	12360	12041
03/04	12558	9488	10171	9782	8334	8025	10237	9661	12459	11578	11618	11613
04/05	12559	14290	13794	12989	12895	12300	15004	15089	17941	18764	18633	18542
05/06	19340	20121	19148	19446	17259	15607	19135	18918	26319	22348	22896	23612
06/07	23870	20813	20837	22160	20063	19966	22405	21276	25007	23427	25571	31497
07/08	26262	26244	22156	21129	17386							

On-Line Reservations

	J	A	S	O	N	D	J	F	M	A	M	J
01/02	0	25	27	26	11	10	32	22	61	98	84	49
02/03	39	42	59	36	24	27	46	58	72	117	92	63
03/04	61	88	70	52	18	17	44	62	110	56	87	35
04/05	70	75	32	34	27	9	22	56	124	44	84	49
05/06	64	86	90	50	47	24	61	75	141	67	88	84
06/07	90	73	111	94	72	25	69	82	128	69	78	97
07/08	78	83	107	71	70							

Tentative Conf Lead Generation

	J	A	S	O	N	D	J	F	M	A	M	J
02/03	920	2820	450	36	950	40	9000	21960	3400	2910	10243	695
03/04	1320	0	68	1265	1340	600	1480	655	1245	32	3510	1610
04/05	1095	115	620	1754	2926	1909	630	2520	5820	1880	2275	587
05/06	590	0	2045	1175	755	7595	1560	2766	560	1640	470	475
06/07	5470	4625	3310	2230	2830	2830	450	2065	2365	1120	4055	0
07/08	16675	3105	5050	1240	4650							

11:29 AM
01/22/08
Cash Basis

Corvallis Tourism

Balance Sheet Prev Year Comparison

As of December 31, 2007

	Dec 31, 07	Dec 31, 06	$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking	40,375.58	18,797.58	21,578.00	114.8%
Money Marketing Account	15,051.59	10,018.58	5,033.01	50.2%
Total Checking/Savings	55,427.17	28,816.16	26,611.01	92.4%
Accounts Receivable				
Accounts Receivable	200.00	200.00	0.00	0.0%
Total Accounts Receivable	200.00	200.00	0.00	0.0%
Total Current Assets	55,627.17	29,016.16	26,611.01	91.7%
Fixed Assets				
Accumulated Depreciation	-22,724.00	-21,233.00	-1,491.00	-7.0%
Office Equipment & Furniture	25,840.36	25,840.36	0.00	0.0%
Total Fixed Assets	3,116.36	4,607.36	-1,491.00	-32.4%
TOTAL ASSETS	**58,743.53**	**33,623.52**	**25,120.01**	**74.7%**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accounts Payable	5,200.00	0.00	5,200.00	100.0%
Corvallis 150th Birthday				
Newspaper & Radio Advertising	132.53	0.00	132.53	100.0%
Total Corvallis 150th Birthday	132.53	0.00	132.53	100.0%
Oregon Business Magazine	-12.00	0.00	-12.00	-100.0%
Payroll Liabilities	840.58	969.06	-128.48	-13.3%
Total Other Current Liabilities	6,161.11	969.06	5,192.05	535.8%
Total Current Liabilities	6,161.11	969.06	5,192.05	535.8%
Total Liabilities	6,161.11	969.06	5,192.05	535.8%
Equity				
Net Assets	44,644.15	39,890.57	4,753.58	11.9%
Net Income	7,938.27	-7,236.11	15,174.38	209.7%
Total Equity	52,582.42	32,654.46	19,927.96	61.0%
TOTAL LIABILITIES & EQUITY	**58,743.53**	**33,623.52**	**25,120.01**	**74.7%**

7

11:45 AM
11/07/05
Cash Basis

Corvallis Tourism

Quarterly Report

2007/2008

	July '6-'June'07	Jul'07-Jun'08	Oct'07-Dec'07	Percent
Income	Actual	Budget	Actual	Budget
Awards Luncheon Revenues	335.00	-	-	#DIV/0!
Brochure Income	0.00	-	-	#DIV/0!
City of Corvallis	296,090.00	320,469.00	80,117.49	25%
Co-op Advertising Revenues	1,500.00	1,500.00	-	0%
Co-op Promotions Income	1,350.00	1,350.00	-	0%
Corvallis Travel Store	0.00	700.00	-	0%
Commissions	0.00	-	1,252.23	#DIV/0!
Income/Misc	72.35	400.00	45.00	11%
Information packets	3,387.79	3,300.00	318.00	10%
Interest Income	57.67	65.00	-	0%
Joint Marketing Income	1,773.56	-	-	#DIV/0!
Membership	11,087.80	11,000.00	6,218.40	57%
Rebate Payments	3,008.75	-	-	#DIV/0!
Relo Leads Service	400.00	400.00	273.00	68%
Souvenir Income	526.93	550.00	125.00	23%
Ticket Sales	5,493.00	8,978.00	220.00	2%
Web Ads	3,330.00	4,030.00	-	0%
WVVA	2,035.47	600.00	759.80	127%
Total Income	330,448.32	353,342.00	89,328.92	25%
Expense				
Administration	56,786.21	62,488.00	13,522.83	22%
Conferences/Education	4,160.33	4,008.00	373.22	9%
Marketing/Advertising	34,379.94	37,000.00	664.57	2%
Marketing/Community Relations	4,708.80	3,235.00	220.70	7%
Marketing/Convention Servicing	565.07	535.00	-	0%
Marketing/Dues	3,615.90	4,280.00	1,723.75	40%
Marketing/Entertainment	1,536.33	1,976.00	518.96	26%
Marketing/Fees	2,667.00	3,167.00	3,000.00	95%
Marketing/Internet	11,020.77	21,338.00	2,040.23	10%
Marketing/Media Relations	0.00	1,000.00	-	0%
Marketing/Post.Ship	13,919.70	15,806.00	2,785.51	18%
Marketing/Printing	4,124.47	5,252.00	1,391.91	27%
Marketing/Promotions	1,296.51	5,215.00	472.79	9%
Marketing/Public Relations	246.90	247.00	-	0%
Marketing Rebate Payment	3,008.46	-	-	#DIV/0!
Marketing/Research	1,700.00	3,900.00	15.00	0%
Marketing/Sales Trips	5,538.58	6,947.00	3,056.13	44%
Marketing Sports Comm	47.99	2,223.00	1,654.65	74%
Marketing/Telephone	2,302.61	2,303.00	463.78	20%
Marketing/Visitor Services	10,390.43	11,000.00	3,181.73	29%
Payroll Expenses	0.00	-	-	#DIV/0!
Personnel	161,655.96	161,000.00	43,369.33	27%
Uncategorized Expenses	0.00	-	-	#DIV/0!
Total Expense	323,671.96	352,920.00	78,455.09	22%
Net Income	**6,776.36**	**422.00**	**10,873.83**	

2007/2008 Corvallis Tourism
Work Plan

		J	A	S	O	N	D	J	F	M	A	M	J
c=completed n= not c[redacted] w or x = wo[redacted]													
Sports Marketing													
A1	Update local sports data base					c							
A2	Mail sports folder to local org							x					
A3	Sales Blitz of OSU Coaches		c					x			x		
A4	Create Corvallis Sports Fund							x					
A5	TEAMS Sports Trade Show				c								
A6	Work with State Sports Commission			c	c	c	c	x	x	x	x	x	x
A7	Build a key list of new sports events to solicit					c							
A8	Sports Commission Meetings			c				x			x		x
A9	Sanctioned Chapter of Oregon Sports Auth								x				
Group Marketing													
		J	A	S	O	N	D	J	F	M	A	M	J
B1	Execute Low Season action plan				c								
B2	OSAM Trade Show & Conference					c							
B2.5	CECN Trade Show								x				
B3	SGMP Trade Show								x				
B4	MPI Conference									x			
B5	Presentation at Tourism Think Tank								x				
B6	Key Account CRM program					c			x		x		
B9	Meeting Planner Fam tours			c									
B10	Create link page for planners				c								
B11	Update Key Account list										x		
B12	Expand Choose Corvallis Program						c						
B13	Link to photo gallery page for planners					c							
B14	Expand Public Relations to Meetings Media						c						
B15	Advertise in MPI and SGMP directories					c							
B16	Sales Training Program for Hotels								x				
B17	Personalized e-newsletter for meeting plnrs				n			x		x			
B18	Press Releases for meeting media				c		c			x			
B19	Conference Sales Team Meetings		c	c	c	c	c	x	x	x	x	x	x
B20	Attend monthly SGMP and MPI meetings		c	c	c	c	c	x	x	x	x	x	x
B21	Check online bid system with local hotels							x					
B22	Attend OTTA meetings				c			x			x		
B23	Create web page for their RFP to be loaded						c						
B24	Develop tech, farm and festival tours							x					
		J	A	S	O	N	D	J	F	M	A	M	J
Leisure Travel Marketing													
C1	Contact Int Tour Ops thru TO for niche								x				
C2	Publish new destination guide						w	x	x	x			
C3	Add culinary nich to Tailored Lifestyle					w							
C4	Addison Trade Shows (Vancouver)							N					
C5	Hold Festival & Events Meetings					c		x			x		
C6	Place Advertising Campaign							x			x		
C7	Hwy 34 Scenic Byway			c			c				x		
C8	Rework German and Spanish Web content								x				
C9	Promote Media page on website to OR med				c					x			
C10	Update media list							x					
C11	Send out 3 press releases				c			x			x		

2007/2008 Corvallis Tourism
Work Plan

C12	Seek marketing tie-in with Lufthansa								x				
C13	Participate with WVVA	c	c	c	c	c	c	x	x	x	x	x	x
		J	A	S	O	N	D	J	F	M	A	M	J
E-Marketing													
D2	Re-design skin of www.visitcorvallis.com			c	c	c	w	x					
D3	E-Ticketing for festivals	c		c							x	x	x
D4	New Landing page for Culinary							x					
D5	Historic Homes Trolley Tour	c	c										x
D6	SEO Program				c		c		x		x		
D7	Blogs for Corvallis Experience				c	c	c	x	x	x	x	x	x
D8	Social Media Analysis				c	c	c	x	x	x	x	x	x
D9	Historical Walking Tour podcast			c									
D10	Local "Link to our Site" campaign							x					
D11	Banner Ad sales campaign							x	x	x			
D12	Create Corvallis Bride wedding Section										x		
D13	Monthly reports for banner hits		c	c	c	c	c	x	x	x	x	x	x
D14	Create on line destination guide								x				
D15	YouTube Video tours of Corvallis									c	c	c	c
D16	Have Visitors review website										c		
D17	New Trip planner section								x				
D18	Birding Blog						c						
D19	Restaurant YouTube campaign	c	c	c			c			x			x
D20	Create Google Adwords Campaigns		c	c	c	c	c	x	x	x	x	x	x
D21	Place Advertising campaign							x					
D22	Quarterly E Newsletters			c				x		x			x
Public Relations													
E1	Tourism Think Tank								x				
E3	Online training for Front Line Staff					w					x		
E4	Hot Deals changes			c			c				x		x
E5	On line Corvallis Travel Shop									x			
E6	Bi-monthly article in Gazette Times			c									
E7	Send out 4 emails to OR media re page			c		c		x		x			
E8	Issue three new press releases to Leisure				c			x			x		
E9	Work closely with TO PR department			c	c	c	c	x	x	x	x	x	x
E10	Host 3 travel writers through TO										x	x	x
E11	Promote media page to OR media via email				c			x			x		
Visitor Information Services		J	A	S	O	N	D	J	F	M	A	M	J
V1	Complete annual distribution audit		c										
V2	New system of calculating visitors to center	c											
V3	Tent Cards to Restaurants	c		c		c		x		x		x	
V4	Visitor Survey	c	c	c	c	c	c	x	x	x	x	x	x
V5	Send out weekly Fast Fax to lodging	c	c	c	c	c	c	x	x	x	x	x	x
V6	Loging availability survey	c	c	c	c	c	c	x	x	x	x	x	x
V7	Mail destination guide to inquiries	c	c	c	c	c	c	x	x	x	x	x	x
V8	Work with PDX for Visitor Profile Study			c	c	c	c	x					
V9	Website navigation survey	c	c	c	c	c	c	x	x	x	x	x	x
V10	Trolly Historic Homes Tour	c	c										x
V11	Narrated Historical Walking Tour	c	c	c								x	x
V12	Service Station Campaign	n	n	n				x	x	x		x	x

2007/2008 Corvallis Tourism
Work Plan

V13	Develop on line Powerpoint for Front line			c										
V14	Free dessert campaign for Restaurants											x	x	x
V15	Publish quarterly e-newsletter		c					x		x				x
V16	Monthly statistics report	c	c	c	c	c	c	x	x	x	x	x	x	x
V17	Intern Survey of Lodging for brochure use		c											
V18	Develop training module for volunteers			c										
V19	Place Internation Symbol at Visitor Center									x				
Membership Development														
		J	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**M**	**A**	**M**	**J**
F1	Sell & Renew membership				c	c	c							
F2	Complete membership satisfaction survey		c											
F3	Publish E-Newsletters for Membership			c			c			x				x
F4	Tourism Think Tank								x					
		J	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**M**	**A**	**M**	**J**
Admin & Training														
G1	Quarterly Report to City	c			c			x			x			
G2	Board Retreat					c								x
G3	OACVB Meetings			c			c							x
G4	Apply for DMAI Accreditation				c									
G5	Financial Review		c											
G6	File 990		c											
		J	A	S	O	N	D	J	F	M	A	M	J
Willamette Valley Visitors Assoc														
I1	Membership				c									
I3	WVVA Phone Response	c	c	c	c	c	c	x	x	x	x	x	x	x
I4	Bookeeping for WVVA	c	c	c	c	c	c	x	x	x	x	x	x	x

The Business Enterprise Center, Inc.

The Mid-Willamette Valley's Business Accelerator

"Success Starts Here"

January 31, 2008

City of Corvallis
Attention: Kathleen Matthews
PO Box 1083
Corvallis, OR 97339-1083

Dear Ms Matthews,

In accordance with the reporting requirements of the funding agreement between the City of Corvallis and The Business Enterprise Center executed on 7/1/2006, please accept the following as the summary of activities for the second quarter of FY 07-08 (October – December 2007).

The Business Enterprise Center (BEC) continues to fulfill it mission: "To stimulate and support the development of emerging businesses resulting in the creation and retention of jobs in the region." The BEC is achieving this by engaging in the following activities.

Day to Day Operations: During this quarter we continued with Phase II of our facility update. Barb Sloan, Program Manager, now manages the day-to-day operations while Bill Ford, Executive Director, recruits potential clients and affiliates. Currently, we have eleven clients in residence at our facility and have four affiliates. Also we are actively recruiting eight potential clients.

Programs and Educational Activities: We finished our 2007 after-hours business educational series at the new facility and they have been well attended.

Financials: No unanticipated income or expenses were recorded from October to December 2007. At the direction of the Board, a cash flow analysis of the BEC's operations was developed. The analysis shows that we have enough working capital to operate normally until August or September of 2008. The Board has now formed a Fundraising committee to find additional sources of revenue to fund operations in latter part of 2008.

Will Not Pursue New Building at this time!
The Board has decided to focus on the funding of necessary client services in the current building and maximizing its use. A new building and/or additions will be considered at a later time.

Thank you for your support.

Sincerely,

Alan S. Fudge
BEC BOD, Secretary

RECEIVED

FEB - 1 2008

Community Development
Planning Division

Corvallis Benton Chamber Coalition
Progress Report October 2007

CHAMBER OF COMMERCE (Retail)

October Activities: 1.1 Promote Members — Deliverable: 6 Promotional Opportunities

PromotionMaterials:		Distribution & Referral:		Resources/ Special Projects:		Website:
Directory	168	Directory	147	Conf Room	6187	Web Hits
In Business	1	In Business	4	Certificates of Origin	6056	Directory Queries
E-Directory	4	Communiqué (Pub #)	2	Projectors	338,249	Search Engine Requests
Web Ad	78	Member Referral	54%	Conference Rm Usage	66	Google Map Queries
Communiqué	1061	Communiqué (Contacts)	3	Ribbon Cuttings	4	Relocation Packets
Map	466	Map	66	Conference Rm Meetings		
Insider	2	Insider				

December Plans:

PromotionMaterials:		Distribution & Referral:		Resources/ Special Projects:		Website:
Directory	I	Directory	I	Conf Room	I	Web Hits
Map	I	Map	I	Conference Rm Meetings	I	Directory Queries
Web Ad	I	Member Referral	I	Conference Rm Usage	I	Search Engine Requests
E-Directory	3	Communiqué (Pub #)	I	Projectors	I	Google Map Queries
Communiqué	1150	Communiqué (Contacts)	1	Ribbon Cuttings	I	Relocation Packets
In Business	I	In Business	I	Certificates of Origin		
Insider		Insider				

October Activities: 1.2 Networking/Connections — Deliverable: 50 Connection Opportunities

Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)
Greeters	12/07	Greeters	n/a	Greeters	n/a	Greeters
BAH	12/08	BAH	n/a	BAH	n/a	BAH
City Club	6/08	City Club	0	City Club	0	City Club
Women In Business	7/08	Women In Business		Women In Business		Women In Business
Other		Other		Other		Other

December Plans:

Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)
Greeters	1/08	Greeters	n/a	Greeters	n/a	Greeters
BAH	10/08	BAH	n/a	BAH	n/a	BAH
City Club	6/08	City Club	1	City Club	250	City Club
Women In Business	3/08	Women In Business	0	Women In Business	0	Women In Business
Other		Other		Other		Other

October Activities: 1.3 Training/Programs — Deliverable: 8 Training or Program

Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)
other	n/a	other	n/a	Other	n/a	Other
Chamber Champion	P	Chamber Champion	n/a	Other	n/a	Other

December Plans:

Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)
GAC	P	GAC	n/a	Other	n/a	Other
Chamber Champion	n/a	Other	n/a	Other	n/a	Other

October Activities: 1.4 Events — Deliverable: 5 Major Events

Planning:		Attendance:		Sponsorship (Number of)		Sponsorship (Total Income)
Celebrate Corvallis	P	Celebrate Corvallis	3	Celebrate Corvallis-Media	0	Celebrate Corvallis-In kind
CorBiz (Prime Time)	300+	CorBiz	3	CorBiz	2500	CorBiz
Par Excellance	104	Par Excellance	14	Par Excellance	7220	Par Excellance
Where It's @	2000	Where It's @	1	Where It's @	1500	Where It's @
HTAH	1000	HTAH	9	HTAH	4850	HTAH

December Plans:

Planning:		Attendance:		Sponsorship (Number of)		Sponsorship (Total Income)
Celebrate Corvallis	P	Celebrate Corvallis	P	Celebrate Corvallis	P	Celebrate Corvallis
CorBiz	n/a	CorBiz	n/a	CorBiz	n/a	CorBiz
Par Excellance	n/a	Par Excellance	n/a	Par Excellance	n/a	Par Excellance
Where It's @	n/a	Where It's @	n/a	Where It's @	n/a	Where It's @
HTAH	n/a	HTAH	n/a	HTAH	n/a	HTAH

October Activities: 1.5 Resources — Deliverable: 3 New Resources

Library:		Foyer Display:		Website - Retail Upgrade:
Planning	P	Planning	→	Planning
Resource Development	Ø	Resource Development	→	Resource Development
Implementation	↗	Implementation	↘	Implementation
Performance	↗	Performance	↘	Performance

December Plans:

Library:		Foyer Display:
Planning	→	Planning
Resource Development	Ø	Resource Development

*In process of gathering books.

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↗	Implementation	→	Implementation
↗	Performance	→	Performance

↗ October Activities: 1.6 Advocacy - RETAIL — Deliverable: Communication/Influence
↘ 2.4 Advocacy - TS — Deliverable: 6 EVP Actions

	Education/Awareness:		Communication:		Influence:		Participation
5	Monthly Mtg GAC	→	Member Communication		State Decisions		OSCC Leg Affairs Comm
↗	Issue Identification	→	Comm w/ ST & LEO's		County Decisions		Other
↗	Platform		Testimony -written		City Decisions		
↗	Speakers		Testimony -oral		Other		
↘	Fact Finding		Positions				

December Plans:

	Education/Awareness:		Communication:		Influence:		Participation
X	Monthly Mtg GAC		Member Communication		State Decisions		OSCC Leg Affairs Comm
X	Issue Identification		Comm w/ ST & LEO's		County Decisions		Other
	Platform		Testimony -written		City Decisions		
	Speakers		Testimony -oral		Other		
	Fact Finding		Positions				

ECONOMIC DEVELOPMENT (Traded Sector)

↘ October Activities: EVP DPWT Goals — Deliverable:

	1.1 Barrier Buster:		4.3 Business License Fee:		5.1 Industrial Land Inv.:		5.2 Site Readiness:
↘	Problem Report Form	↗	Identify Issues	↘	Industrial Site Data	↘	Team identified
↘	Land Use Plan Equity	↗	Feedback from Business	↘	Info added to Website	↘	Market Basket Comparison
↘	Communication	↗	City Council Recom.	→	Communication	↘	Communication
	5.3 Flex Space:		6.2 Receiving Team		12.1 Green Building		14.1 Blue Ribbon Panel
1	Sites Identified	↘	Team Identified	↗	Identify Green Alter.	↘	Identify Issues
3	Builders Identified	↘	Site/Tour Info	↘	Planning Comm Recom.	↘	Identify Pot. Solutions
↘	Code Language Issues I	↘	Checklist	↘	City Council Recom.	↘	Planning Comm Recom.

December Plans:

	1.1 Barrier Buster:		4.3 Business License Fee:		5.1 Industrial Land Inv.:		5.2 Site Readiness:
	Problem Report Form		Identify Issues		Industrial Site Data		Team identified
	Land Use Plan Equity		Feedback from Business		Info added to Website		Market Basket Comparison
	Communication		City Council Recom.		Communication		Communication
	5.3 Flex Space:		6.2 Receiving Team		12.1 Green Building		14.1 Blue Ribbon Panel
↘	Sites Identified		Team Identified	↗	Identify Green Alter.		Identify Issues
↘	Builders Identified		Site/Tour Info		Planning Comm Recom.		Identify Pot. Solutions
↘	Code Language Issues Id.		Checklist		City Council Recom.		Planning Comm Recom.

↗ October Activities: 2.1 Traded Sector Retention — Deliverable:

	Retention:		Top 10 Club:		Sustainability Coalition:
↘	Companies	↘	Companies Identified	48	Attendance
↘	Encounters	↘	Planning Meeting	↗	Activity
↘	Referrals	↘	Curriculum & Actions Id.		
		↘	Implementation		

December Plans:

	Retention:		Top 10 Club:		Sustainability Coalition:
3	Companies		Companies Identified	48	Attendance
50	Encounters		Planning Meeting	P	Activity
10	Referrals		Curriculum & Actions Id.		
			Implementation		

↗ October Activities: 2.2 Entreprenuership — Deliverable:

	SWOT:		Angel/Venture Develop:		Entreprenuership Forum:		E-Tailing Cluster:
12	Attendance	0	Attendance	8	Attendance	14	Attendance
12/07	Scheduling	11/07	Scheduling	12/07	Scheduling	12/07	Scheduling
n/a	Investment	n/a	Investment	n/a	Investment	n/a	Investment

December Plans:

	SWOT:		Angel/Venture Develop:		Entreprenuership Forum:		E-Tailing Cluster:
15	Attendance	10	Attendance	10	Attendance	14	Attendance
02/08	Scheduling	11/07	Scheduling	06/08	Scheduling	06/08	Scheduling
n/a	Investment	n/a	Investment	n/a	Investment	n/a	Investment

↗ October Activities: 2.3 Recruiting — Deliverable:

	Communications:		Infrastructure Develop:		Infrastructure Develop:		Leads:
	Website		Electric		Road	1	Local Leads
	Profile		Gas		Rail	1	State Leads
			Water		Air	0	Site Proposals
			Sewer		Technology	0	Site Visits
			Land Use				

December Plans:

Communications: Infrastructure Develop: Infrastructure Develop: Leads:

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	Website		Electric		Road	?	Local Leads
	Profile		Gas		Rail	?	State Leads
			Water		Air	?	Site Proposals
			Sewer		Technology	?	Site Visits
			Land Use				

↗	**October Activities:**	**2.5**	**Airport Industrial Park**		**Deliverable:**	
↗	Airport Commission	↗	Expansion	↗	Marketing	
↗	Shovel Ready Status	↗	Lease Management	↗	Build To Suit	
	December Plans:					
↗	Airport Commission		Expansion	↗	Marketing	
↗	Shovel Ready Status	↗	Lease Management	↗	Build To Suit	

COMMUNITY & CITIZEN SUPPORT

↗	**October Activities:**	**3.1**	**EVP Management**		**Deliverable:**		
↗	Staff & Coordinate Mtgs	☺	Website Development	↗	Committee Management	500	E-Newsletter sent to
↗	Financial Management	↗	Website Maintenance	P	Partner Survey	P	Paper Newsletter
↘	Assistance Committee	P	Town Hall Mtgs	↗	Reports & Communications	P	Other: City Club
	December Plans:						
↗	Staff & Coordinate Mtgs	☺	Website Development	↗	Committee Management	500	E-Newsletter sent to
↗	Financial Management	↗	Website Maintenance	↗	Partner Survey	P	Paper Newsletter
↘	Assistance Committee	P	Town Hall Mtgs	↗	Reports & Communications		

FINANCE

	Reporting:		**Reporting:**		**Membership:**		**Membership:**
↗	Budget Perform. (5%)	↗	Reports to BOD	662	Total Members	12500	Renewals
↗	AP	↗	Outsourced Bkkp Perf.	10	New (#)	2	Drops (#)
→	AR Collections			2743	New ($)	632	Drops ($)

ADMINISTRATION

	System Performance:		System Costs:		Board Development		Staff Development
↗	Website	→	Website	↘	BOD Training	↗	Staff Training
↘	Phones	→	Phones				
↘	Internet	→	Internet				
	Server	→	Server				

KEY

P	Planning	I	Implementation
☺	Action Completed	→	Marginal / On hold to focus on other priorities
↘	Not assessed OR start date in future period	↘	Progress slow, not likely to meet goal
↑	Progress high, likely to exceed goal	↓	Project Failing
↗	Progress on target, should meet goal	●	Stagnate, Defunct or Dead

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MBER OF COMMERCE (Retail)

November Activities: 1.1 Promote Members — Deliverable: 6 Promotional Opportunities

	PromotionMaterials:		Distribution & Referral:		Resources/ Special Projects:		Website:
↗	Directory	55	Directory	76.5	Conf Room	4517	Web Hits
↑	In Business	1	In Business	1	Certificates of Origin	4378	Directory Queries
↗	E-Directory	4	Communiqué (Pub #)	4	Projectors	308153	Search Engine Requests
→	Web Ad	97	Member Referral	35%	Conference Rm Usage	53	Google Map Queries
↑	Communiqué	1102	Communiqué (Contacts)	2	Ribbon Cuttings	0	Relocation Packets
↗	Map	50	Map	40	Conference Rm Meetings		
↗	Insider	0	Insider				

January Plans:

	PromotionMaterials:		Distribution & Referral:		Resources/ Special Projects:		Website:
I	Directory	55	Directory	100	Conf Room	I	Web Hits
I	Map	50	Map	50	Conference Rm Meetings	I	Directory Queries
I	Web Ad	180	Member Referral	65%	Conference Rm Usage	I	Search Engine Requests
I	E-Directory	5	Communiqué (Pub #)	5	Projectors	I	Google Map Queries
I	Communiqué	1200	Communiqué (Contacts)	3	Ribbon Cuttings	I	Relocation Packets
I	In Business	1	In Business	I	Certificates of Origin		
I	Insider	S	Insider				

November Activities: 1.2 Networking/Connections — Deliverable: 50 Connection Opportunities

	Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)
128	Greeters	128	Greeters	n/a	Greeters	n/a	Greeters
53	BAH	to Jan. 2	BAH	n/a	BAH	n/a	BAH
90	City Club	to Jun. 2	City Club	1	City Club	250	City Club
22	Women In Business	7/08	Women In Business	R	Women In Business	R	Women In Business
	Other		Other		Other		Other

January Plans:

	Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)
↗	Greeters	140	Greeters	n/a	Greeters	n/a	Greeters
55	BAH	to Jan. 2	BAH	n/a	BAH	n/a	BAH
48	City Club	to Jun. 2	City Club	1	City Club	250	City Club
	Women In Business	R	Women In Business	R	Women In Business	R	Women In Business
	Other		Other		Other		Other

November Activities: 1.3 Training/Programs — Deliverable: 8 Training or Program

	Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)
6	GAC	to Dec. 20(	Other	n/a	Other	n/a	Other
P	Chamber 101	↗	Chamber 101	A	Other	A	Other

January Plans:

	Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)
P	GAC	↗	GAC	n/a	GAC	n/a	GAC
P	Chamber C/Chamber 101	↗	Chamber C/Chamber 101	A	Other	A	Other

November Activities: 1.4 Events — Deliverable: 5 Major Events

	Planning:		Attendance:		Sponsorship (Number of)		Sponsorship (Total Income)
P	Celebrate Corvallis	n/a	Celebrate Corvallis	12	Celebrate Corvallis	26500	Celebrate Corvallis
↘	CorBiz (Prime Time)	n/a	CorBiz	n/a	CorBiz	n/a	CorBiz
↘	Par Excellance	n/a	Par Excellance	n/a	Par Excellance	n/a	Par Excellance
☺	Where It's @	1500	Where It's @	1	Where It's @	1500	Where It's @
☺	HTAH	300	HTAH	8	HTAH	4850	HTAH

January Plans:

	Planning:		Attendance:		Sponsorship (Number of)		Sponsorship (Total Income)
P	Celebrate Corvallis	n/a	Celebrate Corvallis	13	Celebrate Corvallis	30,500	Celebrate Corvallis
↘	CorBiz	n/a	CorBiz	n/a	CorBiz	n/a	CorBiz
↘	Par Excellance	n/a	Par Excellance	n/a	Par Excellance	n/a	Par Excellance
↘	Where It's @	n/a	Where It's @	n/a	Where It's @	n/a	Where It's @
↘	HTAH	n/a	HTAH	n/a	HTAH	n/a	HTAH

November Activities: 1.5 Resources — Deliverable: 3 New Resources

	Library:		Foyer Display:		Website - Retail Upgrade:
↗	Planning	→	Planning	↗	Planning
R	Resource Development	R	Resource Development	R	Resource Development
↗	Implementation	→	Implementation	↗	Implementation
↘	Performance	→	Performance	↗	Performance

January Plans:

	Library:		Foyer Display:		Website - Retail Upgrade:
↗	Planning	P	Planning	↗	Planning
↗	Resource Development	Ø	Resource Development	→	Resource Development
→	Implementation	P	Implementation	↗	Implementation
→	Performance	↘	Performance	↗	Performance

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↗	Planning	→	Planning
*	Resource Development	Ø	Resource Development
A	Implementation	→	Implementation
A	Performance	P	Performance

*In process of gathering books.

↗ October Activities: 1.6 Advocacy - RETAIL — Deliverable: Communication/Influence

	Education/Awareness:		Communication:		Influence:		Participation
5	Monthly Mtg GAC	→	Member Communication		State Decisions		OSCC Leg Affairs Comm
↗	Issue Identification	→	Comm w/ ST & LEO's		County Decisions		Other
↗	Platform		Testimony -written		City Decisions		
↗	Speakers		Testimony -oral		Other		
↘	Fact Finding		Positions				
	Education/Awareness:						
X							
	Platform		Testimony -written		City Decisions		
	Speakers		Testimony -oral		Other		
	Fact Finding		Positions				

ECONOMIC DEVELOPMENT (Traded Sector)

↘ October Activities: EVP DPWT Goals — Deliverable:

	1.1 Barrier Buster:		4.3 Business License Fee:		5.1 Industrial Land Inv.:		5.2 Site Readiness:
↘	Land Use Plan Equity	↗	Feedback from Business	↘	Info added to Website	↘	Market Basket Comparison
↘	Communication	↗	City Council Recom.	↘	Communication	↘	Communication
	5.3 Flex Space:		6.2 Receiving Team		12.1 Green Building		14.1 Blue Ribbon Panel
1	Sites Identified	↘	Team Identified	↗	Identify Green Alter.	M	Identify Issues
3	Builders Identified	↘	Site/Tour Info		Planning Comm Recom.	M	Identify Pot. Solutions
	Code Language Issues I	↘	Checklist	↗	City Council Recom.	M	Planning Comm Recom.
					Enterprise Zone		City Council Recom.

December Plans:

	1.1 Barrier Buster:		4.3 Business License Fee:		5.1 Industrial Land Inv.:		5.2 Site Readiness:
	Communication		City Council Recom.		Communication		Communication
	5.3 Flex Space:		6.2 Receiving Team		12.1 Green Building		14.1 Blue Ribbon Panel
	Sites Identified		Team Identified	↗	Identify Green Alter.	R	Identify Issues
↗	Builders Identified		Site/Tour Info		Planning Comm Recom.	R	Identify Pot. Solutions
	Code Language Issues I		Checklist		City Council Recom.	R	Planning Comm Recom.
				↗	Enterprise Zone	R	Planning Comm Recom.

January Plans:

	Retention:		Top 10 Club:		Sustainability Coalition:
5	Companies	R	Companies Identified	↗	Attendance
100	Encounters	R	Planning Meeting	↗	Activity
20	Referrals	R	Curriculum & Actions Id.		
		R	Implementation		

↗ November Activities: 2.2 Entrepreneurship — Deliverable:

	SWOT:		Angel/Venture Develop:		Entreprenuership Forum:		E-Tailing Cluster:
15	Attendance	26	Attendance	10	Attendance	15	Attendance
jan	Scheduling	03/08	Scheduling	06/08	Scheduling	06/08	Scheduling
n/a	Investment	11	Investment	n/a	Investment	n/a	Investment

January Plans:

	SWOT:		Angel/Venture Develop:		Entreprenuership Forum:		E-Tailing Cluster:
50	Attendance		Attendance	12	Attendance	17	Attendance
06/08	Scheduling	06/08	Scheduling	06/08	Scheduling	06/08	Scheduling
0	Investment	12	Investment	n/a	Investment	n/a	Investment

↗ November Activities: 2.3 Recruiting — Deliverable:

	Communications:		Infrastructure Develop:		Infrastructure Develop:		Leads:
↘	Website		Electric		Road	2	Local Leads
↘	Profile		Gas		Rail	4	State Leads
			Water		Air	1	Site Proposals
			Sewer	1	Technology	0	Site Visits
			Land Use				

January Plans:

	Communications:		Infrastructure Develop:		Infrastructure Develop:		Leads:
↗	Website	1	Electric		Road	↘	Local Leads
↗	Profile		Gas		Rail	↘	State Leads
			Water		Air	↘	Site Proposals
			Sewer	1	Technology	↘	Site Visits
		J	Land Use				

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	November Activities:	2.5	Airport Industrial Park		Deliverable:
	Airport Commission		Expansion		Marketing
	Shovel Ready Status	↗	Lease Management	↗	Build To Suit
	January Plans:				
↗	Airport Commission		Expansion		Marketing
↗	Shovel Ready Status	↗	Lease Management	↗	Build To Suit

COMMUNITY & CITIZEN SUPPORT

	November Activities:	3.1	EVP Management		Deliverable:		
↗	Staff & Coordinate Mtgs	☺	Website Development	↗	Committee Management	500	E-Newsletter sent to
↗	Financial Management	↗	Website Maintenance	↗	Partner Survey	P	Paper Newsletter
↘	Assistance Committee	P	Town Hall Mtgs	↗	Reports & Communications	☺	Other: City Club
	January Plans:						
↗	Staff & Coordinate Mtgs	☺	Website Development	↗	Committee Management	500	E-Newsletter sent to
↗	Financial Management	↗	Website Maintenance	↗	Partner Survey	P	Paper Newsletter
↘	Assistance Committee	P	Town Hall Mtgs	↗	Reports & Communications		

FINANCE

	Reporting:		Reporting:		Membership:		Membership:
↗	Budget Perform. (5%)	↗	Reports to BOD	667	Total Members	22943	Renewals
↗	AP	↗	Outsourced Bkkp Perf.	8	New (#)	3	Drops (#)
→	AR Collections			1678	New ($)	1553	Drops ($)

ADMINISTRATION

	System Performance:		System Costs:		Board Development		Staff Development
↗	Website	→	Website	↘	BOD Training	↗	Staff Training
↘	Phones	→	Phones				
↘	Internet	→	Internet				
↘	Server	→	Server				

KEY

P	Planning	I	Implementation
☺	Action Completed	→	Marginal / On hold to focus on other priorities
	Not assessed OR start date in future period	↘	Progress slow, not likely to meet goal
	Progress high, likely to exceed goal	↓	Project Failing
	Progress on target, should meet goal	●	Stagnate, Defunct or Dead

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December Activities: 1.1 Promote Members — Deliverable: 6 Promotional Opportunities

	PromotionMaterials:		Distribution & Referral:		Resources/ Special Projects:		Website:
↗	Directory	23	Directory	96	Conf Room (hrs)	4046	Web Hits
↗	In Business	1	In Business	0	Certificates of Origin (#)	8797	Directory queries
↗	E-Directory	3	Communiqué (Pub #)	11	Projectors (# checkouts)	309,843	Search Engine Requests
↗	Web Ad	178	Member Referral	40%	Conf Rm Usage (% 8-5)	50	Google Map queries
↗	Communiqué	1105	Communiqué (Contacts)	0	Ribbon Cuttings (#)	0	Relocation Packets
↗	Map	69	Map (#)	36	Conference Rm Meetings (#)		
↗	Insider	0	Insider (#)				

February Plans:
Contin to provide services above

December Activities: 1.2 Networking/Connections — Deliverable: 50 Connection Opportunities

	Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total $)
130	Greeters	13 scheduled	Greeters	n/a	Greeters	n/a	Greeters
53	BAH	13 scheduled	BAH	n/a	BAH	n/a	BAH
0	City Club	6 scheduled	City Club	38 members	City Club	0	City Club
0	Women In Business	No mtg	Women In Business	0	Women In Business	0	Women In Business
	Other		Other	38	City Club Members		Other

February Plans:
Continue to provide activities above

December Activities: 1.3 Training/Programs — Deliverable: 8 Training or Program

	Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total $)
13 (2 GAC	20	2 GAC	Other	0	Other	0	Other
n/a	Other	1	Other	1 in-kind	Other	0	Other

February Plans:
Continue to provide advocacy above

December Activities: 1.4 Events — Deliverable: 5 Major Events

	Planning:		Attendance:		Sponsorship (Number of)		Sponsorship (Total $)
P	Celebrate Corvallis	n/a	Celebrate Corvallis	12	Celebrate Corvallis	30,500	Celebrate Corvallis ($)
	CorBiz	n/a	CorBiz	n/a	CorBiz	n/a	CorBiz ($)
	Par Excellance	n/a	Par Excellance	n/a	Par Excellance	n/a	Par Excellance ($)
☺	Where It's @	n/a	Where It's @	n/a	Where It's @	n/a	Where It's @ ($)
☺	HTAH	n/a	HTAH	n/a	HTAH	V	HTAH ($)

February Plans:
Continue to plan and execute major events above

December Activity 1.5 Resources — Deliverable: 3 New Resources

	Library:		Foyer Display:		Website - Retail Upgrade:
↗	Planning	P	Planning	P	Planning
↗	Resource Development		Resource Development		Resource Development
↗	Implementation	P	Implementation	P	Implementation
↗	Performance	P	Performance	P	Performance

February Plans:
Further implementation of resources above

December Activities: 1.6 Advocacy - RETAIL — Deliverable: Communication/Influence
2.4 Advocacy - TS — Deliverable: 6 EVP Actions

	Education/Awareness:		Communication:		Influence:		Participation
10	GAC		Member Communication		State Decisions		OSCC Leg Affairs Comm
	Issue Identification	3	Comm w/ ST & LEO's		County Decisions		Other
	Platform		Testimony -written		City Decisions		
2	Speakers		Testimony -oral		Other		
	Fact Finding		Positions				

February Plans:
Continue local and statewide advocacy e **Communication:** **Influence:** **Participation**

KEY

P	Planning	I	Implementation
☺	Action Completed	➔	Marginal / On hold to focus on other
↘	Not assessed OR start d	↘	Progress slow, not likely to meet goal
↑	Progress high, likely to e	↓	Project Failing
↗	Progress on target, shoul	●	Stagnate, Defunct or Dead

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ECONOMIC DEVELOPMENT (Traded Sector)

↘	December Activities:		EVP DPWT Goals		Deliverable:		
	1.1 Barrier Buster:		**4.3 Business License Fee:**		**5.1 Industrial Land Inv.:**		**5.2 Site Readiness:**
	Problem Report Form		Identify Issues	0	Industrial Site Data		Team identified
	Land Use Plan Equity		Feedback from Business	0	Info added to Website		Market Basket Comparison
	Communication		City Council Recom.	↗	Communication		Communication
	5.3 Flex Space:		**6.2 Receiving Team**		**12.1 Green Building**		**14.1 Blue Ribbon Panel**
0	Sites Identified		Team Identified	↗	Identify Green Alter.		Identify Issues
1	Builders Identified		Site/Tour Info	n/a	Planning Comm Recom.		Identify Pot. Solutions
0	Code Language Issues Id.		Checklist	n/a	City Council Recom.		Planning Comm Recom.

February Plans:
Further EVP Planning and implementation of EVP tactics above

↗	December Activities:	2.1	Traded Sector Retention		Deliverable:
	Retention:		**Top 10 Club:**		**Sustainability Coalition:**
17	Companies		Companies Identified	15	Attendance
45	Encounters		Planning Meeting	5	Activity
13	Referrals		Curriculum & Actions Id.		
			Implementation		

February Plans:
Host Top 10 Club kickoff, participate in Sustainability Coalition planning and town hall and continue supporting retention and expansion efforts

↗	December Activities:	2.2	Entreprenuership		Deliverable:		
	SWOT:		Angel/Venture Develop:		Entreprenuership Forum:		E-Tailing Cluster:
n/a	Attendance	11	Attendance	0	Attendance	0	Attendance
2	Scheduling	2mo	Scheduling	1	Scheduling	1	Scheduling
0	Investment	n/a	Investment	n/a	Investment	n/a	Investment
	February Plans:						
	SWOT:		**Angel/Venture Develop:**		**Entreprenuership Forum:**		**E-Tailing Cluster:**
25	Attendance	6	Attendance	20	Attendance	20	Attendance
2	Scheduling	2mo	Scheduling	1	Scheduling	1	Scheduling
?	Investment	$30K	Investment	n/a	Investment	n/a	Investment

↗	December Activities:	2.3	Recruiting		Deliverable:		
	Communications:		Infrastructure Develop:		Infrastructure Develop:		Leads:
0	Website	+	Electric	0	Road	3	Local Leads
0	Profile	0	Gas	0	Rail	1	State Leads
		0	Water	0	Air	1	Site Proposals
		0	Sewer	0	Technology	1	Site Visits
	February Plans:						
	Communications:		**Infrastructure Develop:**		**Infrastructure Develop:**		**Leads:**
1	Website	+	Electric	0	Road	4	Local Leads
0	Profile	0	Gas	0	Rail	2	State Leads
		0	Water	0	Air	1	Site Proposals
		0	Sewer	0	Technology	0	Site Visits

↗	December Activities:	2.5	Airport Industrial Park		Deliverable:
0	Airport Commission	→	Expansion	↗	Marketing
0	Shovel Ready Status	↗	Lease Management	↗	Build To Suit

February Plans
Continue to encorage AIP development and activity

KEY

P	Planning	I	Implementation
⊙	Action Completed	→	Marginal / On hold to focus on other
↘	Not assessed OR start d	↘	Progress slow, not likely to meet goal
↑	Progress high, likely to a	↓	Project Failing
↗	Progress on target, shou	●	Stagnant, Defunct or Dead

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COMMUNITY & CITIZEN SUPPORT

	December Activities:	3.1	EVP Management		Deliverable:		
↗	Staff & Coordinate Mtgs	☺	Website Development	↗	Committee Management	↗	Newsletter - City Insert
↗	Financial Management	↗	Website Maintenance	↗	Partner Survey		
→	Assistance Committee	P	Town Hall Mtgs	↗	Reports & Communications		

↗ FINANCE

	Reporting:		Reporting:		Membership:		Membership:
↗	Budget Perform. (5%)	↗	Reports to BOD	673	Total Members	37	Renewals
↗	AP	↗	Outsourced Bkkp Perf.	2	New (#)	0	Drops
R	AR Collections			464	New ($)		

↗ ADMINISTRATION

	System Performance:		System Costs:		Board Development		Staff Development
↗	Website	↗	Website	↘	BOD Training	↗	Staff Training
☺	Phones	↘	Phones				
☺	Internet	☺	Internet				
☺	Server	☺	Server				

KEY

P	Planning	I	Implementation
☺	Action Completed	→	Marginal / On hold to focus on other
↘	Not assessed OR start d	↘	Progress slow, not likely to meet goal
↑	Progress high, likely to a	↓	Project Failing
↗	Progress on target, shoul	●	Stagnate, Defunct or Dead

To: Ken Gibb
From: Bruce Hecht
Date: March 10, 2008

Subject: Oregon Natural Step Network Economic Development Grant 2nd Quarter Report FY07 - 08

Finances:
During the period from October 15th 2007 to January 15th 2008 we completed 96.5 hours of labor and had $718.18 of expenses for workshop trainer fee, phone and copies. At our contract-billing rate we have spent $2165.68 for work associated with our submitted plan this quarter. Year to date expenditures are $3368.14 or 48% of total grant monies with 50% of the contract period completed.

Here is an update on our work in alignment with our submitted plan:

Support retention, expansion and development of professional service, commercial and manufacturing firms that are compatible with the community and that provide for a diverse economic base.

- The Prosperity That Fits Steering Committee, based on our recommendation that the Enterprise Zone (EZ) concept would be a useful tool for the success of action item 12.2, Sustainable Business Clusters, asked the 12.2 task force to develop sustainability criteria for the EZ. Working with the 12.2 task force and a city councilor we facilitated the development of sustainability criteria that hopefully will be utilized as part of the Enterprise Zone proposal to the City and County. The document will be presented at the March 10th City Council meeting and sent to the County for input.
- We are working with the Hilton Garden Hotel to determine how we can be of assistance in moving them toward sustainability. This is an exciting opportunity to inject sustainability into our tourism sector.

Support programs, projects and activities, which encourage local spending, thereby sustaining the local economy.

- This quarter we started 6 new Northwest Earth Institute (NWEI) courses including Choices for Sustainable Living, which promotes supporting local business. This past year we started 31 courses a record number for the past 8 years.

Support education and training programs that enhance the availability and productivity of the local work force.

- We sponsored an evening event by Tim Smith of SERA architects discussing the topic of Civic Ecology. Civic Ecology is a concept that uses a whole systems approach to understand the inter-connectiveness of economic, resource and social flows in an effort to create a sustainable community. We had an audience of over 60 people with most staying an additional hour asking questions of Tim.
- Our Choices for Sustainable Living course is now approved for continuing education credit for architects through the AIA (Architect Institute of America).

Support financial and technical assistance programs that are available to business startups, small business development, local product development and environmentally responsible modernization

- We completed a full day Natural Step Training presented by Duke Castle a very experienced TNS trainer. We had 23 individuals attend from the Corvallis School District, Oregon State, local government and local business. Evaluations of the event were positive.

Facilitate partnerships with public, non-profit, educational and private sector organizations to maximize the effectiveness of economic development resources.

- We continue to participate in efforts to ensure the success of the Corvallis Sustainability Coalition (CSC). Maureen Beezhold has accepted a position on the permanent steering committee of the CSC. As

part of this committee she has been actively involved in searching and selecting for a consultant to assist with the CSC's community wide sustainability initiative.

- We have provided leadership to CSC's Sustainability Education Committee working to provide the community with an organized list of sustainability events as well as to ground the community in the basics of sustainability.

Other:

- Our overall sustainability efforts in Corvallis, including the formation of the CSC were recognized in our Annual Report this year.
- Our local steering committee met to discuss the strategic direction of the ONSN Corvallis Chapter. With the formation of the CSC and so many other community wide sustainability efforts it is an appropriate time to reassess how the Network can best meet the needs of the community.

Next Quarters Focus

- Continue to move forward the sustainable business cluster action item from the Prosperity That Fits plan.
- Continue to support the Corvallis Sustainability Coalition in its efforts to develop a community wide sustainability initiative.
- Ensure our new members are getting support to move forward their sustainability programs and projects
- Plan spring events.

Sincerely,

Bruce Hecht

ciba Corvallis Independent Business Alliance

CIBA
c/o A & S Accounting
316 SW Washington Avenue
Corvallis, Oregon 97333

info@CorvallisIBA.org
www.CorvallisIBA.org

541-752-0047
Fax 541-757-1998

Board of Directors

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Citizen's Bank

Kate Lindburg
Animal Crackers Pet Supply

Rivka Weinsteiger
First Alternative Coop

Becky Picton
Associate Board Member

January 15, 2008

City of Corvallis
Attention: Kathleen Matthews
P. O. Box 1083
Corvallis OR 97339-1083

The CIBA Executive committee continues to meet the first Tuesday of each month and the Board to meet the second Tuesday of each month. Current discussions have centered around increasing membership, the business licensing fee proposals and the CIBA mentoring program.

CIBA has a new Administrative Assistant, Mirlardra Ebert. She is in the office ten hours a week.

CIBA continues with their mentoring of small businesses. CIBA business owners are matched up with business owners who have a specific mentoring need. A new set of mentors and mentorees will be beginning the program in January. Additionally, CIBA is setting up seminars for local member and non-member independent businesses, which may be adversely impacted by the national chain stores due to open this spring on 9th Street.

The next CIBA membership meeting will be January 30, 2008 at 5:30 at Zia Southwest Cuisine. Kurt Bailey and David Livingston will give a brief presentation on "Urban Renewal and How It Effects Everyone".

The CIBA membership directory was completed and distributed in mid December. The funding from the City of Corvallis grant financed the production of the directory. A copy of the CIBA financial statement is attached to this report.

Several board members will be attending the Nonprofit Organization Board Training January 19. KayDee Cole, Edward Jones Investments, will be a presenter at the training.

Dee Wendel, Footwise, Inc., has been appointed to represent CIBA on the Sustainability Coalition.

Thank you for supporting our organization.

Ilene Anderton, Treasurer

10:54 AM
01/03/08
Accrual Basis

Corvallis Independent Business Alliance
Balance Sheet
As of December 31, 2007

	Dec 31, 07
ASSETS	
Current Assets	
Checking/Savings	
Checking	5,099.08
Total Checking/Savings	5,099.08
Accounts Receivable	
Accounts Receivable	375.00
Total Accounts Receivable	375.00
Total Current Assets	5,474.08
TOTAL ASSETS	**5,474.08**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
CIBA Scrip Payable	3,589.15
Total Other Current Liabilities	3,589.15
Total Current Liabilities	3,589.15
Total Liabilities	3,589.15
Equity	
Net Income	1,884.93
Total Equity	1,884.93
TOTAL LIABILITIES & EQUITY	**5,474.08**

RECEIVED
JAN 17 2008
Community Development
Planning Division

Corvallis Independent Business Alliance
Profit & Loss by Class
July through December 2007

	Corvallis	Unclassified	TOTAL
Ordinary Income/Expense			
Income			
Buy Local Breakfast	0.00	774.00	774.00
Membership Dues			
Membership Renewals	0.00	3,500.00	3,500.00
Membership (New)	0.00	1,050.00	1,050.00
Total Membership Dues	0.00	4,550.00	4,550.00
Other Income			
Contribution	0.00	400.00	400.00
Other Income - Other	5,500.00	271.67	5,771.67
Total Other Income	5,500.00	671.67	6,171.67
Carryover			
General Fund	0.00	1,570.22	1,570.22
Buy Local Breakfast	0.00	564.04	564.04
Total Carryover	0.00	2,134.26	2,134.26
Total Income	5,500.00	8,129.93	13,629.93
Expense			
Advertising	0.00	1,107.60	1,107.60
Buy Local Breakfast			
Food and Supplies	0.00	563.26	563.26
Rent	0.00	210.50	210.50
Total Buy Local Breakfast	0.00	773.76	773.76
Insurance	0.00	350.00	350.00
Licenses and Permits	0.00	50.00	50.00
Member meeting expense	0.00	200.00	200.00
Membership Directory	4,000.00	0.00	4,000.00
Memberships	0.00	1,000.00	1,000.00
Office Supplies	0.00	30.10	30.10
Payroll Expenses			
Wages and Fringe Benefits	804.95	2,916.66	3,721.61
Total Payroll Expenses	804.95	2,916.66	3,721.61
Postage and Delivery	0.00	125.73	125.73
Printing and Reproduction	0.00	8.00	8.00
Telephone	0.00	258.80	258.80
Web Page Hosting	0.00	119.40	119.40
Total Expense	4,804.95	6,940.05	11,745.00
Net Ordinary Income	695.05	1,189.88	1,884.93
Net Income	**695.05**	**1,189.88**	**1,884.93**

About CIBA

Recognizing the unique character of the Corvallis community, a dedicated group of local, independent business owners and concerned citizens launched the Corvallis Independent Business Alliance (CIBA) in 2002.

The CIBA philosopy is: *preserving the richness and diversity of choice here in the greater Corvallis area will allow our community to continue to thrive and prosper.* Nationwide, the number of independent businesses is declining. While most people embrace the idea of distinctive businesses with local character, they often forget that the survival of these businesses depends on their patronage. Therefore, our primary goal is to raise the awareness of Corvallis area citizens about the value of supporting locally owned enterprises.

Local owners with most or all of their personal resources invested in their businesses have a natural interest in the long-term health of their community. By creating a stronger bond between local businesses and between business and community, we hope to ensure a positively symbiotic relationship that benefits everyone.

Remember: your dollars talk! Use them to support a diverse and thriving local economy for the generations to come. CIBA is registered in the state of Oregon as a non-profit organization and is run by a volunteer, elected board of directors.

c ba

Associate Members

Associate Members

Cole, Kay Dee	753.4665	kaydee@speedynet.net
Epley, Ed	752.3152	
Heilman, Gerald, Jr.	757.0687	jerryheilman@consbio.org
Kuhlman, Jim	753.2500	jim.kuhlman.nnrp@statefarm.com
Marquering, Louise	753.0012	corvallismatters@aol.com
Picton, Rebecca	760.1059	sevenswans@alyrica.net
Terry, Rod	754.0059	terryr@peak.org
Tom, Keta	752.5679	keta@peak.org

Academic Business Services/Non-Profit Member

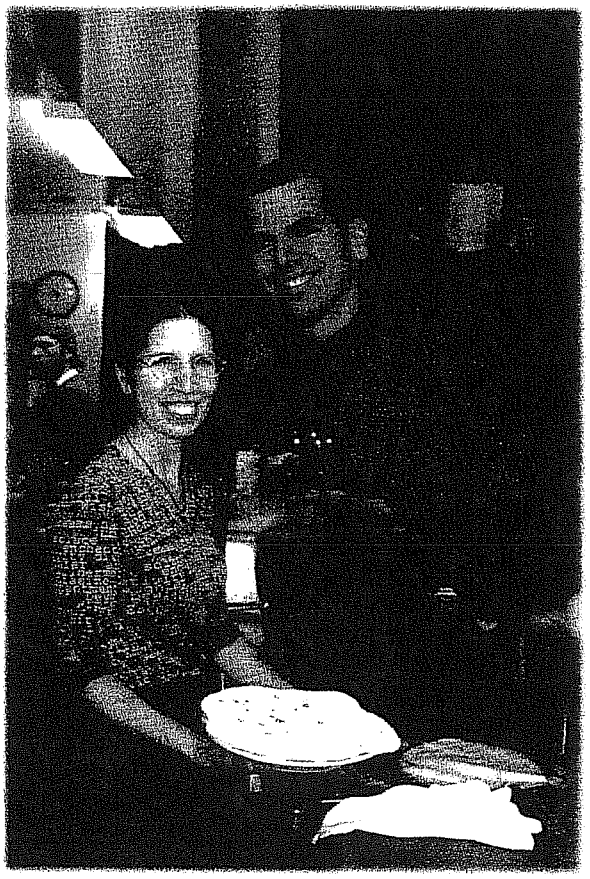
Fudge, Alan	917.4931	fudge@linnenton.edu
Rusk, Mysty	757.8944	mrusk@corvallisedp.com

Cover photo: *Josh Kvidt from Citizen's Bank served as a CIBA mentor to Kathleen Marie while she worked through all the challenges necessary to open her first restaurant, Zia.*

c ba

Corvallis Independent Business Alliance

Directory of Independent Businesses in Corvallis & Greater Corvallis Area



Strengthening our community by supporting independent businesses

2008

Our Mission

The Corvallis Independent Business Alliance is a voluntary, co-operative effort of independent, local businesses who use education, networking, political advocacy, and citizen involvement to help our community prosper and contribute to a diverse, healthy, and stable local economy.

Our Goals

ENCOURAGE
and support business alliances in neighboring communities

EXPAND
the number of locally owned businesses in our community

INCREASE
community awareness of the value of supporting and patronizing local businesses

INFLUENCE
local government policies to encourage and nurture an environment that is beneficial for local businesses

INVITE
local business owners to join CIBA

PROVIDE
members with the advantages of co-operation without compromising independence

SUPPORT
diversity of choice and character in the local business community

A special thanks to our directory production staff

Project Manager
Kay Dee Cole

Directory Design
Tobias Weiss Design

Information Coordinator & Editing
Mirlandra Ebert

Cover Photo
Rivka Weinsteiger

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Big River Breads
101 NW Jackson Ave, Corvallis 97330 752.7959

Daily delivery of artisan French, Italian, and American breads, pastries, and cookies.

24/7 wholesale only; daily delivery to grocery

bpollard@bigriverrest.com

Big River Restaurant & Bar
101 NW Jackson Ave, Corvallis 97330 757.0694

Offers a variety of healthful menu choices that utilize the cornucopia of ingredients found around the Willamette Valley and off the Oregon coast. A business concerned about quality and the impact of its buying decisions.

Monday - Friday	11 am - 2 pm
Monday - Thursday	5 pm - 9:30 pm
Friday & Saturday	5 pm - 11:30 pm

bpollard@bigriverrest.com

Susan Binder, Designer
PO Box 1595, Philomath 97370 609.0005

As a designer of custom kitchens and bathrooms, I work closely with customers to create spaces that are practical, functional, aesthetically beautiful, and a delight to use. I specify sustainable materials and practices and integrate universal design principles.

Hours by appointment

susan4designs@yahoo.com

BlueSkyMorning
1965 SW Airport Ave, Ste 38, Corvallis 97333 929.4102

Making businesses more competitive by streamlining their accounting and administrative functions, and by helping them create work environments that are conducive to productivity AND human satisfaction. BlueSkyMorning is dedicated to the creation of HAPPIER, HEALTHIER, MORE PRODUCTIVE ENVIRONMENTS in the workplace and in the world.

Monday - Saturday	By appointment

wendy@blueskymorning.com
www.blueskymorning.com

The Book Bin
215 SW 4th Street, Corvallis 97333 752.0040

Offers a wide selection of new and used books in a clean, well-lit environment. Special orders, searches for out-of-print books, calendars, and ever-changing stock. Shopping here is like a treasure hunt. Performance series Saturdays at 1:00 features local musicians and performers.

Monday - Thursday	7 am - 9 pm
Friday & Saturday	7 am - 10 pm
Sunday	9 am - 7 pm

www.bookbin.com

Buckingham Palace
600 SW 3rd Street, Corvallis 97333 752.7980

Serving Corvallis for eight years. Estates and accumulations purchased. Estate and relocation sales conducted. We sell antiques, collectibles, and used books. Always buying suitable treasures and books.

Friday • Saturday • Sunday Noon - 5 pm

Cedar & Fir Studio
3204 NW Grant Ave, Corvallis 97330 231.6091

Personalized instruction in Yoga, Pilates and Dance: experienced, dedicated teachers will help you achieve optimal health and well-being through the cultivation of balance, strength, flexibility, and grace. The small garden studio, in a quiet neighborhood, is a peaceful and nurturing space. Parking is easy.

lisa@cedarandfir.com
www.cedarandfir.com

Cirello's Pizza
919 NW Circle Blvd, Corvallis 97330 754.9199

Fresh handspun dough with all your favorite toppings. Everything made to your specifications with quality ingredients. Salad bar, sandwiches, calzones and breadsticks in addition to pizza. Nightly delivery.

Monday - Thursday	11 am - 10 pm
Friday & Saturday	11 am - 11 pm
Sunday	4:30 pm - 9 pm

Citizens Bank
Main office
275 SW Third Street, Corvallis 97333 752.5161
Circle
978 NW Circle Blvd, Corvallis 97330 752.5161
Philomath
1244 Main Street, Philomath 97370 929.3228

A local community bank that has been part of the Corvallis area business community since 1957. Focuses on supporting the business, professional, and personal financial needs of Corvallis and Benton County residents.

Main office hours

Monday - Thursday	9:30 am - 5 pm
Friday	9:30 am - 6 pm

Circle & Philomath office hours

Monday - Thursday	10 am - 5 pm
Friday	10 am - 6 pm
Saturday	9 am - 1 pm (Circle office only)

customerservice@citizensebank.com
www.citizensebank.com

The Clothes Tree

204 SW Madison Ave, Corvallis 97333 752.5518
936 NW Circle Blvd, Corvallis 97330

Women's clothing store with two locations in the Corvallis area. Clinique and Estee Lauder cosmetics, Chanel and Donna Karan fragrances available at our downtown location. Both locations carry casual and business attire, including sportswear, dresses, shoes and fun accessories.

Monday - Friday	9:30 am - 6 pm
Saturday	9:30 am - 5:30 pm
Sunday	Noon - 5 pm (Circle store closed Sundays)

clothestree@comcast.net

Cloud 9 Atmospheric Bar & Eatery

126 SW First Street, Corvallis 97333 753-9900

Local, Organic, Eclectic. Proudly serving fresh local ingredients in our eclectic, seasonal menu. Well known for fresh inventive cocktails.

Monday - Friday	5 pm - 9 pm
Thursday - Saturday	5 pm - 1 am

www.dinecloud9.com

Corvallis Brewing Supply

119 SW 4th Street, Corvallis 97333 758.1674

Corvallis Brewing Supply is a one-stop destination for all your home enthusiasts' needs of hand-crafted beer, wine, soda, and cheese making. Wine kits, kegerators, soda making, and spoiled Border Collie shop dog!

Tuesday - Friday	11 am - 6 pm
Saturday	10 am - 5 pm

www.brewbeer.cc
joel@brewbeer.cc

Corvallis-Albany Farmers' Markets

PO Box 2602, Corvallis 97339 752.1510
Market locations: 1st & Jackson (Saturday in Corvallis)
4th & Ellsworth (Saturday in Albany) &
Benton County Fairgrounds, 110 SW 53rd Street
(Wednesdays in Corvallis)

CAFM is a membership association that promotes farm-direct marketing of locally grown agricultural products in our six-county area and operates three farmers' markets in Corvallis and Albany. From mid-April to late November, these farmers' markets showcase locally grown agricultural products obtained directly from the producers.

Mid April through late November

Corvallis	Wednesday	8 am - 1 pm
	Saturday	9 am - 1 pm
Albany	Saturday	9 am - 1 pm

www.locallygrown.org
landisr@peak.org

Corvallis Insurance Services, Inc.

456 SW Washington Ave, Corvallis 97333 757.1990

An independent insurance agency that works with companies to provide valuable coverage and personal service to customers. Offering customers a choice since 1951.

Monday - Friday 8 am - 5 pm (or by appointment)

corins@teleport.com

Country School

33740 Seven Mile Lane SE, Albany 97322 926.3914

COUNTRY SCHOOL has a "longarm" quilting machine, which can handle any size quilt. We specialize in custom quilting. Customer quilts are layered together, with attractive designs and quality threads. Which adds texture and the final touch. A variety of sewing classes are available in our spacious studio.

Hours by appointment

countryschool@cmug.com

Country Vitamins

919 NW Circle Blvd #E, Corvallis 97330 757.3170

Since 1982, Country Vitamins has been committed to "Quality Without Compromise." Owners Pat and Glenn Sardell and their staff insist on excellence and integrity in both the products they sell and the information available to customers. They feature quality vitamin and mineral dietary supplements, herbal products, homeopathic remedies, natural skincare, cosmetics, and much more!

Monday - Thursday	9:30 am - 6 pm
Friday	9:30 am - 7 pm
Saturday	9:30 am - 5 pm
Sunday	Noon - 5 pm

countryvitamins@aol.com
www.countryvitamins.com

Day Dreamers Beads & Jewelry

905 NW Kings Blvd, Corvallis 97330 752.2323

A bright little bead store and one-of-a-kind jewelry gallery. We carry an international selection of beads and beading supplies. We offer a range of beading classes and parties for any age, plus in-store workspace and tools. Our friendly, knowledgeable staff can help you explore and create. Repairs and restringing too!

Monday - Saturday	10 am - 8 pm
Sunday	Noon - 6 pm

dreamers@isleofbeads.com
www.isleofbeads.com

Footwise
301 SW Madison Ave, Corvallis 97333 757.0875

Shoes you'll love to live in!
Footwise gives extra attention to your comfort with a complete selection of shoes from the Birkenstock family. Dansko, Keen, Chaco, Clarks, other shoes, socks, insoles, slippers, bags and a Birkenstock repair shop round out your choices at Footwise. Celebrating 25 years in Corvallis!

Monday - Saturday 10 am - 6 pm
Sunday 11 am - 5 pm

footwisecorvallis@footwise.com
www.footwise.com

Garland Nursery
5470 NE Hwy 20, Corvallis 97330 753.6601

Garland Nursery, a nursery for all seasons, is family owned since 1937. It is halfway between Corvallis and Albany on Hwy 20. Garland Nursery has six acres of quality plants and unique gifts.

Monday - Friday 9 am - 6 pm
Saturday 9 am - 5 pm
Sunday 10 am - 5 pm

www.garlandnursery.com

Gathering Together Farm
25159 Grange Hall Road, Philomath 97370 929.4270

We provide the finest in locally grown produce. Our farm kitchen creates sweet pastries and savory delights. We have luncheon specials Tuesday-Saturday, and breakfasts on Saturday. Exceptional brunches every 1st and 3rd Sunday, April thru October (reservations suggested). Farm tours available.

January - March
Thursday - Saturday 9 am - 5 pm

April - May
Tuesday - Saturday 9 am - 5 pm

June - September
Monday - Friday 9 am - 6 pm
Saturday 9 am - 5 pm
Sunday 10 am - 3 pm

October
Tuesday - Saturday 9 am - 5 pm

November (Closed Thanksgiving thru January 2007)
Thursday - Saturday 9 am - 5 pm

gatheringtogetherfarm.com

The Glass Man
4920 C SW 3rd Street, Corvallis 97333 760.2277

The Glass Man is a mobile auto glass repair and replacement service. We travel to you at your connivance with same day service available. Service and satisfaction guaranteed.

Hours at your convenience

Gracewinds Music
137 SW 3rd Street, Corvallis 97333 754.6098

Family owned music store. Started in a garage as an instrument repair shop and is now one of the valley's most complete music centers. Full line of musical instruments, full service repair, lessons, and knowledgeable, friendly sales staff.

Monday, Wednesday, Friday & Saturday 10 am - 6 pm
Tuesday & Thursday 10 am - 8 pm

www.gracewindsmusic.com

Grass Roots Books & Music
227 SW 2nd Street, Corvallis 97333 754.7668

Since 1971, your community resource for books, music, cards, magazines, and FAST special orders. We are passionate about our love of books, with an eclectic variety of carefully chosen titles. We also feature a broad selection of Folk, Celtic, Ethnic, Blues, Jazz, Classical and Family music. Online ordering available at www.grassrootsbookstore.com.

Monday - Thursday 9:30 am - 6 pm
Friday 9:30 am - 7 pm
Saturday 10 am - 5:30 pm
Sunday Noon - 5 pm

groots@peak.org
grassrootsbookstore.com

Richard Gretz Goldsmiths, Ltd.
308 SW Madison Ave, Corvallis 97333 754.4265

"You must be fully satisfied. Period." Now at 28+ years, at Richard Gretz Goldsmiths we create uniquely designed jewelry in gold and platinum. Richard personally selects and imports the finest gemstones and pearls. We have a beautiful selection of rings, pendants and earrings, and offer free jewelry inspection and cleaning.

Monday - Friday 10 am - 6 pm
Saturday 10 am - 5 pm

richardgretz@gmail.com
www.gretzdesigns.com

Jeanne Ground Enterprises, LLC
1106 Sherman Street SE, Albany 97322 812.1350

We provide organizational coaching for adults and teens with Attention Deficit Disorder. Individualized one on one coaching, teaching organizational skills and setting up a "Personalized Operating System" is included. Our goal is to help those with ADD/ADHD begin to function effectively in school, at work, and at home.

Hours by appointment

jeanne.ground@comcast.net

Harrison House Bed & Breakfast
2310 NW Harrison Blvd, Corvallis 97330 752.6248

Gracious hospitality and comfort in a beautiful furnished, historic Dutch colonial home with four rooms each with private baths and our lovely detached Cottage suite. Walk to OSU, restaurants, and shopping. Delicious seasonal breakfasts, personal service, business amenities and private brick patio. Complimentary local wines. Featured in *Best Places Northwest*.

stay@corvallis-lodging.com
www.corvallis-lodging.com

Home Grown Gardens
4845 SE 3rd Street, Corvallis 97333 758.2137

Following the belief that gardening should be not only healthy and fun, but also affordable, Home Grown Gardens offers a full selection of top quality plants (mostly grown on-site), natural fertilizers, and more, in a comfortable and relaxed setting.

March - October, open 7 days a week

iggarden@peak.org

Inavale Animal Care Facility, Inc.
31798 Horse Farm Lane, Corvallis 97370 929.4482
(call for directions) 929.7616

Premium, loving, dog and cat boarding provided by experienced team. Two professional groomers. Quality grooming, pick-up and delivery, and doggy daycare. "We hope you always have room, because we will never take our dog anywhere else..." Visitors welcome anytime!

Open 7 days a week 8:30 am - 5:30 pm

aglass@peak.org

The Inkwell Home Store
234 SW 3rd Street, Corvallis 97333 752.6343

Specializing in furniture, gifts, and kitchenware, with an emphasis on quality, design, and service. Growing with Corvallis for over 40 years.

Monday - Saturday 10 am - 6 pm
Sunday Noon - 5 pm

www.inkwellhomestore.com

Innovative Business Promotions, Inc. (IBP Inc.)
544 NW 16th Street, Corvallis 97330 752.1200

IBP, Inc. is a promotional marketing company, in business since 1985. You can count on fast, personal service helping local businesses choose The best promotional product to market their brand. With over 20 years experience, I only work with the best suppliers in my industry. That is how I guarantee you will be 100 percent satisfied with your order. Rush orders and USA made products are my specialty!

Hours by appointment

steve@promoace.com
www.promoace.com

Kattare Internet Services
5010 SW Hout Street, Corvallis 97333 753.1079
tollfree 866.528.8273

We provide Web site Hosting, Domain Registration, Dedicated Servers, Server Colocation, and much more. Internationally recognized. Locally owned and operated.

Monday - Friday 9 am - 5 pm

support@kattare.com
www.kattare.com

Kirk Design and Construction
742 NW 4th Street, Corvallis 97330 758.0776

The Kirkbuilt experience—where artistry meets building science.

www.kirkbuild.biz

Korvis Automation
2101 Jack London Street, Corvallis 97330 738.4360

Produce Industrial Automation equipment for customers worldwide.

Monday - Friday 7 am to 6 pm

richc@korvis.com
www.korvis.com

Lion's Touch Massage & Reiki
129 NW 4th Street, Ste I-2, Corvallis 97330 753.8171

Leon Dunham, LMT (3961), Owner

I have been in massage therapy for 13 years. My office is across the street from the county courthouse, above the Corvallis mail center. My massage ranges from wonderful relaxation to intense deep-tissue, depending on the needs of the client.

lionstch@peak.org
www.lionstouch.com

Living Earth Bakery
363 SW Jefferson Ave, Corvallis 97333 738.2591

Living Earth Bakery is a full service retail and wholesale bakery specializing in gluten-free baked goods that everyone loves. Our delicious line of fresh-baked goods includes breads, cookies, cinnamon rolls, pizza crusts, lemon bars, muffins, and more.

Monday - Saturday 10 am - 5:30 pm

bakers@livingearthbakery.com
www.livingearthbakery.com

Maiah Creations Studio & Shoppe
215 SW 4th Street, Corvallis 97333 753.4014

I create geometric mandalas that help you relax and focus ... and they're fun to color too! Along with my original art, I sell prints, coloring books, and greeting cards. Learn how to color, paint or create your own mandalas in my 2-hour funshops.

Wednesday - Friday Noon - 7 pm
Saturday 10 am - 7 pm
Sunday Noon - 5 pm

maiah@maiahcreations.com
www.maiahcreations.com

Marys River Acupuncture Center
1332 Main Street, Philomath 97370 929.7462

We offer gentle supportive healthcare in a clean, relaxing environment. Utilizing acupuncture, Chinese herbs, massage and related modalities, we treat various conditions. These include, but are not limited to: pain syndromes, women's health, infertility, emotional issues, respiratory, and digestive disorders.

Monday - Friday 8 am - 6 pm

Marzini's
922 NW Kings Blvd, Corvallis 97330 754.2411

Casual Italian eatery. Variety of sauces and combos. Options for small to large appetites. Also nice selection of wines, beers and desserts. Orders to go for group meals.

Monday - Friday 8 am - 9 pm
Saturday & Sunday 9 am - 9 pm

More Than A Facial
1229 Main Street, Ste 102, Philomath 97370 929.8800

Mailing Address:
UPS PMB #188 5060 SW Philomath Blvd, Corvallis, OR 97333
"Voted Best Facial In LA" September 2001 Conde Naste British Vogue 30 years experience utilizing the most innovative skin care methods. Now available here in the beautiful Willamette Valley and ready to serve you! Call for your appointment today!

Call for appointment

morethnafacial@peak.org
www.morethanfacial.com

Northwest Realty Consultants
360 NW Tyler Ave, Corvallis 97330 753.4567

Provides real estate buyers and sellers with services customized to their needs. "For sale by owner" as well as listing (MLS included) services are available. Hourly, flat, and commission fees. Publisher of the "Homes By Owner Guide."

Monday - Friday 8:30 am - 5:30 pm
Saturday 10 am - 2 pm

www.northwestrealtyconsultants.com

Not the Norm
833 NW Buchanan, Corvallis 97330 979.7727

I provide apparel design and clothing alterations. Bring me your favorite dress that doesn't quite fit anymore and I will make it perfect again. I also specialize in simi custom pants. No project is too small or too large.

Monday - Friday 11 am - 5 pm

sechols2@comcast.net

Peak Sports
135 & 207 NW 2nd Street, Corvallis 97330 754.6444

Peak Sports is the oldest bicycle and sports store in Corvallis. It has been under the same ownership and management for 37 years, supplying the community with equipment, advice, rentals and lessons for bicycling, skiing, snowboarding, camping, climbing, canoeing, kayaking, and other outdoor activities.

Monday - Thursday 9 am - 6 pm
Friday 9 am - 8 pm
Saturday 9 am - 6 pm
Sunday Noon - 5 pm

info@peaksportscorvallis.com
www.peaksportscorvallis.com

Phagans Beauty College
142 SW 2nd Street, Corvallis 97333 753.6466

Phagans Beauty College teaches Hair Design, Barbering, Esthetics, and Nail Technology. Fifty students offer a full range of hair services, weaves, awesome facials, waxing, artificial nails, manicures, and best pedicures in town at 1/3 the cost of salon prices.

Monday - Friday 9 am - 5:30 pm

corvallis@phagans-schools.com
www.phagans-schools.com

Phoenix Counseling
PO Box 1394, Philomath 97370 929.5065

Providing counseling services to children, teens and adults in individual and family therapy. Specializing in parenting and family issues, life transitions and stress-related disorders.

Monday - Friday by appointment
(evenings and early mornings available)

The Rain Shed Inc.
707 NW 11th Street, Corvallis 97330 753.8900

We have fabric and hardware that you don't find everywhere! Webbing, shock cord, zippers, snaps, grommets, tapestry ... Patterns for clothing, gear, horses, dogs, and sheep. Cuddle up in polartec fleece, stay dry or make a repair to your hiking/biking gear. Come in and browse, we're sure you'll find something!

Tuesday - Saturday 9:30 am - 5:30 pm

www.therainshed.com

Richey's Market
944 NW Circle Blvd, Corvallis 97330 752.3100

Full-service grocery store featuring fresh meats and produce.

Monday - Saturday 8 am - 10 pm
Sunday/holidays 9 am - 9 pm

Riverside Window & Door, Inc.
439 SW 2nd Street, Corvallis 97330 752.1070

Offers high quality windows, doors, stair systems, and millwork. Staff represents over 30 years in the business of supplying the local building community. Showroom is filled with product displays, as well as a rich reference library.

Monday - Friday 7:30 am - 5:30 pm
Saturday 9 am - 2 pm
Hours also by appointment

www.riversidewindows.com

.ix Computer Magic 738.0282 or 602.3816

Computer repair, new desktop and notebook computers (custom built to order), installation, upgrades, maintenance, troubleshooting, and technical support. Home and small business network installation/troubleshooting. Advice and consulting on which high-tech products to buy and install. Serving users in the Corvallis, Philomath, Albany, and Lebanon areas. PC and Macintosh. Fast and flexible; house calls available. Rick Shafer, Technician.

rick@rickshafer.com
www.rixcomputermagic.com

RN On Call Inc.
845 NW Antelope Place, Corvallis 97330 602.1065

RN On Call is an independent, mobile nursing service. I will come to your home for evaluation, blood draws and lab work, review options and be your medical advocate. Do you have family members that have difficulty leaving their homes to go to medical appointments? Or maybe just having someone check on your loved one once or twice a week would give you peace of mind. Please call me today!

Nadine@RNoncall.net
www.RNoncall.net

Robnett's Hardware
400 SW 2nd & Adams, Corvallis 97333 753.5531

Established in 1893 and continues to supply hardware goods and services to a growing community. Contractors and homeowners enjoy shopping for today's needs in this historical downtown setting.

Open 7 days a week

robnetts@peak.org

Schmidt's Garden Center
1299 NW 29th Street, Corvallis 97330 757.3214

Serving Corvallis since 1959. Supplies quality plants, tools, seeds, fertilizers, bulbs, pots, planters, fountains, gifts, compost, soils, sprays, house plants, drip irrigation, composters, and weed controls. Delivery available.

Monday - Saturday 9 am - 6 pm
Sunday 9 am - 5 pm

Searing Electric & Plumbing
1921 NW 9th Street, Corvallis 97330 752.0775

Family owned and operated for over 30 years. Offers strong customer service and commitment to the community.

Monday - Friday 8:15 am - 5:30 pm
Saturday 9 am - 5:30 pm

Second Glance
312 SW 3rd Street, Corvallis 97333 753.8011

Located in beautiful downtown Corvallis, Second Glance offers quality resale women's clothing and accessories. Open 7 days a week, we have a large selection to suit your fashion wants and without high prices. Accepting consignments daily. Open since 1984.

Monday - Friday 10 am - 5:30 pm
Saturday 10 am - 5 pm
Sunday Noon - 4 pm

www.mysecondglance.com

Sedlak's Shoes
225 SW 2nd Street, Corvallis 97333 752.1498

Corvallis' oldest full service shoe store and shoe repair, founded in 1944. Offers a large selection of expertly fitted, high quality men's and women's footwear: casual, hiking, walking and work.

Monday - Friday 9:30 am - 6 pm
Saturday 9:30 am - 5 pm

Shonnard's Nursery, Florist & Landscape
6600 SW Philomath Blvd, Corvallis 97333 929.3524

Shonnard's is a family owned business established in 1984. We are a full service garden center and florist shop with an emphasis on water gardening. Our landscape division offers consultation, design, construction and maintenance. Our specialty is ponds and waterfalls. We also provide backflow testing for irrigation systems.

Monday - Friday	9 am - 6 pm
Saturday	9 am - 5 pm
Sunday	10 am - 5 pm

chris@shonnards.com
www.shonnards.com

Sibling Revelry
145 NW 2nd Street, Corvallis 97330 754.1424

A delightful women's clothing store with an artistic twist. Emphasis is on wonderful fabrics in great colors, and a surprising array of jewelry, hats, scarves and whimsical gifts. Fun. Friendly. An adventure.

Monday - Saturday	10 am - 6 pm
Sunday	Noon - 5 pm

cathy@siblingrevelry.com
www.siblingrevelry.com

Simply Payroll 758.7343

Complete payroll processing since 1992: payroll checks, direct deposit, tax deposits, quarterly and year-end reports. Now offering Web site retrieval of payroll reports and checks. Personal, customized, flexible service. Turn around time within one to two days.

ellen@payrollnorthwest.com
www.payrollnorthwest.com

Solstice Bakery
121 SW 3rd Street, Ste B, Corvallis 97333 753.7221

Solstice Bakery creates wildly delicious Goji Bars and other tasty treats. They may taste naughty, but they're very, very nice: high in antioxidants, fiber, protein, and Omega-3 fatty acids. In short, we create "Real. Delicious. Nutrition."

Hours primarily wholesale, please call for an appointment

info@solsticebars.com
www.solsticebars.com

Special Occasions
1435 NW 9th Street, Corvallis 97330 752.7255

Locally owned party rental/retail shop established in 1986. Featuring rental supplies for weddings and receptions, parties and banquets, anniversaries and birthdays, picnics and reunions. Wide variety of party supplies and balloons, plates and napkins, theme decorations, cards, pinatas and more.

Monday - Friday	9:30 am - 5:30 pm
Saturday	10 am - 4 pm

Squirrel's
100 SW 2nd Street, Corvallis 97333 753.8057

A wood and brick structure with a lot of plants and windows, where diversity is celebrated. Patrons come from a broad cross-section of community life. Enjoy fine food from our famous kitchen and choose from 16 beers on tap.

Monday - Thursday	11:30 am - 1 am
Friday - Saturday	11:00 am - 1:30 am
Sunday	5 pm - midnight

STH Machining LLC/West Coast Proto
6495 NW Sumac Dr, Corvallis 97330 990.3867

Mission Statement: Serving the community with Machining, Tooling, and Prototyping services to turn ideas into reality. Fax: 745-3009

Stover, Evey & Jackson
809 SW Western Blvd, Corvallis 97333 758.2210

Provides major household appliance sales and service to the mid-Willamette Valley, emphasizing local service.

Monday - Friday	8:30 am - 5 pm
Saturday	10 am - 4 pm

www.corvallisbusiness.com/sej.html

The Tea & Herb Shop
151 NE Monroe, Ste 106, Corvallis 97330 752.0283

Purveyor of fine loose leaf teas and bulk herbs. With over 70 teas in stock, true teas and herbal blends. 90% of our herbs and 40% of the teas we carry are organic and fair trade. We also, carry a varity of local artists, fine arts and folk art.

Monday - Friday	11 am - 6 pm
Saturday	9 am - 6 pm
Sunday	1 pm - 5 pm

mklel@earthlink.net

Tix-R-Us LLC
1323 NW 12th Street, Corvallis 97330 758.3429

Tix-R-Us automates ticket sales and inventory management for all types of events. We save you time and money and increase your reach to the Web. Complete risk-free online box office management, no upfront cost, reserved seats and season tickets. Call for a free consultation!

Web site hours 24/7
Monday - Friday 9 am - 5 pm

colleen@tixrus.us
http://tixrus.us

Tobias Weiss Design
7345 SW Deerhaven Dr, Corvallis 97333 738.1897

Tobias Weiss Design is a sole proprietorship owned by Julie Weiss who started the company in 1999. Tobias Weiss Design is a full service graphic design firm specializing in all types of printed media from design and production to pre-press including: brochures, newsletters, business ID packages, reports, posters, signs, illustration and a variety of marketing materials.

Monday - Friday 9 am - 5 pm

julie@tobiasweissdesign.com
www.tobiasweissdesign.com

The Toy Factory, LLC
442 SW 2nd Street, Corvallis 97333 758.5415

A second generation, family owned toy store in the heart of downtown Corvallis. Specializing in educational, quality-made toys and games for children and adults. Carries a unique selection of children's literature and music, and a broad array of child and infant furniture.

Monday - Saturday 9 am - 6 pm
Sunday Noon - 5 pm

Total Merchant Services of Oregon
877.673.0575

We set up businesses to process credit cards and checks with free equipment. We service businesses like retail storefronts, restaurants, wireless merchants, and mail, telephone, or internet order businesses. Value added services include gift cards for local businesses, greeting cards for personalized notes, and cash advances for growing businesses.

Hours by appointment only

paul.shih@tmsoforegon.com
www.tmsoforegon.com

Unified Insurance Group
320 SW 3rd Street, Corvallis 97333 757.1315

We are a local independent insurance agency serving the insurance needs of individuals, families and businesses since 1937. Our professional agents and staff focus on providing you with choices, peace of mind and exceptional customer service. We have the ability to "shop" your insurance needs with a variety of companies to provide you with the best overall value and coverage.

Monday - Friday 8 am - 5 pm

agent@unifiedinsgroup.com
www.unifiedinsgroup.com

VisionQuest Consulting, LLC
31321 Homestead Road, Philomath 97370 760.8156

VisionQuest Consulting focuses on navigating business owners and start-ups to success. Do you feel: overwhelmed? Like the business is running you? Is your family frustrated? Has your business hit a plateau? Contact Robert for an initial consultation.

Hours by appointment only

bestr@peak.org

West Valley Law Group PC
650 NW Harrison Blvd, Corvallis 97330 738.8303

West Valley Law Group is committed to providing our individual and small business clients with quality, affordable legal services tailored to meet their needs in the following areas: wills and estate planning, family law, criminal defense, elder law, personal injury, business and corporate law, and real estate.

Monday - Friday 8:30 am - 4:30 pm (closed Noon - 1 pm)
Also by appointment

tim@westvalleylawgroup.com
www.westvalleylawgroup.com

Willamette Neighborhood Housing Services
257 SW Madison, Ste 113, Corvallis 97333 752.7220

A community-based, private nonprofit organization working to improve and strengthen neighborhoods through affordable housing, homeownership, economic opportunity, and community partnerships.

Monday - Friday 8 am - 5 pm

www.corvallisnhs.org

Willamette Watershed Productions
(formerly Virginia Village Productions)
PO Box 1980, Corvallis 97333 571.451.5867

Willamette Watershed Productions produce videos about the human impact on water. Past films premiering at places such as the Kennedy Center are shown regularly throughout the U.S. on TV and at conferences, classrooms and festivals. Current projects include Low Impact Development, Green Building and watersheds.

Hours by appointment

deckert@willamettewatershed.com
www.willamettewatershed.com

Your Green Home

160 NW Jackson Street, Corvallis 97330 754.7336

We sell healthy and environmentally sound building materials to meet the needs of the construction trade, homeowners, and builders. We are a local and independent store that focuses on quality products and customer service. Please stop in to find out how to make your home healthier for you and the environment.

Tuesday - Saturday 9 am - 5:30 pm

www.yourgreenhome.com
info@yourgreenhome.com

ZIA Southwest Cuisine

121 SW 3rd Street, Corvallis 757.9427

ZIA Restaurant serves great tasting Southwest cuisine in a fun atmosphere. We are uncompromising in our commitment to offer our customers the freshest homemade products served with gracious hospitality. We are excited to honor the traditions of New Mexican cuisine while developing deep relations with our customers and local suppliers.

Sunday - Saturday 7 am - 3 pm

zia.swcuisine@gmail.com

Other Community Resources

The Institute for Local Self-Reliance

A nonprofit research and educational organization that provides technical assistance and information on environmentally sound economic development strategies. They've got a great links page to organizations concerned with community sustainability.

www.ilsr.org

Business Alliance for Local Living Economies (BALLE)

Aims to create and strengthen local networks committed to building sustainable and inclusive living economies and promoting socially responsible business practices

www.livingeconomies.org

Rocky Mountain Institute's Economic Renewal Program

Promotes community development without rampant growth or corporate dependence. **www.rmi.org**

American Independent Business Alliance

For several excellent studies corroborating the local economic benefits of independent businesses, go to their Web site and click on the "Recommended Readings" tab. You can also check out their comprehensive page of links to other useful organizations.

www.amiba.net

Look for the CIBA Logo

Whether you're respresenting yourself or a business, next time you purchase good or services, look for the CIBA logo. If you see it, thank the owner for supporting local business. If you don't see the logo at your favorite enterprise, encourage them to contact us. Remember: supporting local businesses keeps us all in business!

Spread the Word

Learn more about the significance of supporting locally owned, independent businesses by visiting our Web site:

www.corvallisIBA.org

Then tell your friends about us.

But don't stop there! When you visit other towns, ask if they have an Independent Business Alliance. If they do, please support them. If they don't, encourage them to contact the American Independent Business Alliance (AMIBA).

www.amiba.net

Join CIBA

Join with like-minded individuals to support CIBA's goals. We'll work together to maintain the uniqueness and livability of our community and promote the Corvallis area as a thriving market center.

Phone: 752-0047
E-mail: info@corvallisIBA.org
Web site: www.corvallisIBA.org

CIBA offers two types of Memberbships:

Business Membership

Any business operated by local residents with substantial authority to make independent decisions about their business is encouraged to join CIBA as a Business Member.

Associate Membership

Any organization or individual interested in supporting our mission is welcome to join as an Associate Member. As an Associate Member, you'll receive regular newsletters and special offers from our Business Members, plus you'll be eligible to participate in all CIBA activities, including advisory committees.

DOWNTOWN CORVALLIS ASSOCIATION

460 SW Madison, Suite 9
Corvallis OR 97333
PO Box 1536
Corvallis OR 97339
(541) 754-6624
FAX (541) 758-4723
www.downtowncorvallis.org

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Corvallis Super 8
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John Coleman,
Coleman Jewelers
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InsideOut Garden Visions
Mr. Cary Stephens
Barnhisel, Willis, Barlow & Stephens
Susan MacNeil
InsideOut Garden Visions

Staff
Joan Wessell,
Executive Director
joan@downtowncorvallis.org

Ex-Officio
Sarah Johnson,
City Planning
Trish Daniels,
City Council
Dave Henslee,
Corvallis Police Dept.
Corvallis Tourism
Corvallis-Benton Chamber Coalition
Associated Students of OSU

Date: January 15, 2008
To: Administrative Services Committee
From: Joan Wessell, Executive Director
Subject: First Quarter Report FY 2007-2008

This progress report includes detail on the following Downtown Corvallis Association projects: Downtown Image Marketing Campaign, Downtown Economic Enhancement, Red White & Blues Riverfront Festival 2007, Downtown Holiday Pole Ornaments, and the DCA's Economic Improvement District.

The DCA stages events in response to requests from the City of Corvallis and citizens of the community and in support of the DCA's mission: "to improve and promote the aesthetic and cultural vitality of Downtown Corvallis as a regional center". DCA's second quarter activities were designed to benefit the local economy and to enhance Downtown: the community's "core". In an ongoing effort to attract OSU students Downtown, the DCA continues efforts to remain connected with OSU departments, investigating potential avenues to attract students, faculty and staff to Downtown Corvallis. In addition to assisting with reviving the OSU Homecoming traditions, the DCA also partners with OSU's MUPC to present OSU Mom's & Dad's Weekends and with the New Student Program for "A Slice of Downtown Corvallis". These events invite new and transfer students and their parents to discover all that's available to them in Downtown. The events are comprised of a variety of activities to help showcase a unique, friendly Downtown environment for the students and their parents to enjoy their OSU college years.

Image Marketing Campaign: To communicate the Downtown Corvallis' message to a broad market, the DCA utilizes the proven "branding"/"top of mind awareness" strategies. By conveying a unique message, exposing it via a mix of media to specially targeted markets, the DCA encourages folks to think of Downtown Corvallis whether they wish to dine, shop, play or be entertained. The DCA markets Downtown Corvallis via local radio, television, the DCA's professionally-designed website, Corvallis City Guide, local and regional print media, the DCA's Downtown directory/historic walking map, and Corvallis Festivals brochure/map (a collaborative effort of the DCA, daVinci Days, Corvallis Fall Festival, and the Benton County Fair). The strategic and complementary mix of print and broadcast media conveys the Downtown message to a broad range of prospective customers and clients of the boundless amenities offered in Downtown Corvallis.

Downtown Economic Enhancement: A portion of DCA's business education/business development strategy is sponsoring ongoing business education opportunities and an annual business seminar series. On February 13, the DCA is sponsoring a Nichecraft webinar presented by author and national seminar speaker, Dr. Lynda Falkenstein. Each year, the DCA, working in partnership with Linn-Benton Community College Small Business Development Department offers a continuing education seminar series to help local entrepreneurs increase their busines acumen. To increase attendance at the seminars, registration fees are held at affordable rates with discounts offered for attendance of multiple workshops. Arrangements for topics and speakers have been finalized for this year's five-part series: "From Good to Great in 2008".

The Economic Enhancement Committee continues focus on recruiting quality, complementary businesses, marketing Downtown vacancies and coordinating efforts with commercial Realtors to help maintain a healthy, vibrant mix in Downtown Corvallis. The DCA's Economic Enhancement Committee is working in collaboration with LBCC Small Business Development Department, WNHS MicroBusiness, CIBA and the Chamber on a Business Mentoring program to help strengthen the business acumen of entrepreneurs in Corvallis and the surrounding communities. The program offers mentoring to a variety of clients including: those considering opening a business, those already in business wishing to enhance their knowledge/resource base, and those wishing to expand their business.

Red White & Blues Riverfront Festival 2007: In an attempt to honor requests from the Riverfront Commission, City departments, and some community members, the 2007 Festival was open to the public, with no entrance fee. The venture was a leap of faith that the community would support the Festival through their generous donations and sponsorship of the event. For every $5 donation, the Festival presented donors with their souvenir choice of a red, white, and blue flasher or necklace. Although gate fees and sponsorships fell below previous year's receipts, the DCA is pleased that the community rallied in support of a free Independence Day event.

In order to continue offering the Festival without a gate, the RW&B Committee will solicit both individual and business/corporate sponsors for the 2008 Festival. In a move to attract a broader audience and greater variety of musical talent, the Committee elected to change the name of the Festival to "Red White & Blue Riverfront Festival".

In support of the DCA and Downtown enhancement programs, Members of the Downtown business community generously donate innumerable hours to each of these DCA-sponsored events.

Downtown Holiday Pole Ornaments: The DCA ordered thirty 4 ½' snowflake Holiday Pole decorations, which were delivered and installed in early November just before Thanksgiving. In keeping with the DCA's tradition, the newly-ordered ornaments were installed along 9th Street's commercial area, and helped united Corvallis' commercial districts. The DCA is pleased to help add a special Holiday elegance to Corvallis with the beautiful, new Snowflake Pole Ornaments.

Economic Improvement District: The Downtown Corvallis Association is satisfied with the 76% collection rate from the first billing for 2007-2011 Economic Improvement District. The EID provides stable funding for the DCA, allowing the organization to continue efforts to maintain the vibrancy of Downtown Corvallis as the community's commercial district for customers and businesses. The DCA is grateful to City staff for assistance with collection/distribution of EID funds.

Attachment A

CORVALLI TOURISM
Corvallis, Oregon Convention & Visitors Bureau

Monthly Statistics
Updated 4-10-08

Transient Occupancy Tax

	J	A	S	O	N	D	J	F	M	A	M	J
96/97	71985	66166	59788	59762	50999	39056	39,154	52019	43573	56436	57085	64594
97/98	69945	62584	66510	56683	44626	39038	43,186	47847	48288	50038	56500	64801
98/99	69483	65744	60567	53239	49318	33855	37,393	49291	54139	52820	54638	64862
99/00	67802	69,850	69,801	62,282	59587	37232	41,621	49671	62372	54386	59,753	72076
00/01	76,239	67,012	76,907	70,502	55,009	42,213	42,226	49,750	69,427	58,992	69,299	75,800
001/02	78,614	69,308	67,596	68,984	53,301	35,638	43,133	45,326	63,230	62,114	72,523	82,940
02/03	79302	76089	73342	66877	57666	42545	46,390	53,969	63,352	57221	60160	77171
"03/04	74754	75689	91875	79,583	64290	43826	50,372	63,379	79,673	77835	81,230	91954
04/05	91,294	88255	76190	85455	80449	49478	62,247	70838	83715	79,587	81572	97714
05/06	103,709	90,859	102722	84,993	80,000	48990	56,476	72297	89101	82,578	93405	97115
06/07	104,693	106,498	105290	97,063	83729	60484	64,100	87723	92671	88,934	97043	115404
07/08	106,556	109,124	106063	104,942	84967	60762	63,388	83535				

Percentage Occupancy

	J	A	S	O	N	D	J	F	M	A	M	J
04/05	61.82	59.3	51.5	51.2	44.9	32.2	36	46.3	51.6	47.8	49	59.3
05/06	63.5	60.4	56.7	47.7	46.1	30.6	34.4	47.3	52.6	48.2	48.7	60.5
06/07	62.8	64.7	59.4	49	44.4	36	40.2	58.5	60.1	57.02	57	71
07/08	70.5	69.1	62.8	58.9	50.6	39	40.1	52.3				

Room Demand

	J	A	S	O	N	D	J	F	M	A	M	J
04/05	18078	17362	14594	14988	12704	9410	10524	12243	15100	13531	14349	16791
05/06	18586	17677	16211	13858	13034	8980	10045	12566	15310	13644	14796	17584
06/07	18879	19450	17272	14733	12915	10818	10570	13733	15821	14563	15010	18078
07/08	18546	18192	15898	15226	12889	10224	9926	11696				

Average Daily Rate

	J	A	S	O	N	D	J	F	M	A	M	J
98/99	60.39	59.74	63.79	58.06	58	53.4	42	55.47	61.45	59.44	53.58	61
99/00	63.1	62	60	63.23	63.39	67.4	58.16	60.06	60.01	59.44	60.3	63
00/01	63.6	62.18	63.51	64.22	63.89	62.13	60.44	61.8	61.79	61.4	64.63	63.89
01/02	63.55	63.27	64.81	66.6	65.4	61.51	62.76	62.9	62.29	62.79	64.81	67.89
02/03	66.61	66.64	66.84	68.24	66.78	62.85	64.9	64.03	64	64.45	68.39	68.59
03/04	67.93	67.12	74.7	72.78	72.44	67.19	68.83	69.56	69.42	73.3	74.89	75.58
04/05	68.89	70.76	69.55	66.52	73.13	62.04	65.4	67.93	66.64	70.31	68.69	71.51
05/06	74.75	73.74	78.54	72.9	70.02	64.63	66.53	69.09	69.91	71.69	76.17	77.68
06/07	76.61	76.86	82.33	79.66	83.63	72	71.96	75.17	74.91	77.4	81	84.21
07/08	85.25	79.82	84.55	85.51	82.24	74.56	77.17	80.52				

Visitor Center Count

	J	A	S	O	N	D	J	F	M	A	M	J
05/06	774	651	510	297	238	169	267	217	576	606	478	561
06/07	522	596	390	378	224	180	212	236	355	575	434	1462
07/08	1095	1346	997	917	464	348	480	478	602			

Note: Starting in 05-06 we ceased to use the multiplyer of x2

Starting in June 2007 we instituted an electric door counter and devide by 2

Advertising Inquiries

started including separate line for I

	J	A	S	O	N	D	J	F	M	A	M	J
97/98	737	715	822	422	334	274	307	275	436	847	1428	1972
98/99	1611	832	1007	403	419	247	295	710	2689	3473	1521	1298
99/00	888	671	1045	650	494	623	666	836	1742	3479	1719	1013
00/01	500	700	493	379	194	126	2157	710	1916	2725	1598	2342
01/02	1360	749	687	631	395	146	411	1363	1753	1646	956	1997
02/03	497	459	307	631	404	759	242	1252	2661	4742	746	656
03/04	589	171	291	369	185	113	231	292	2389	1602	1372	1920
04/05	430	343	245	403	241	263	457	568	1530	2174	4494	2354
05/06	1026	859	2332	1586	960	436	576	700	1184	4462	2355	2054
06/07	3537	3642	1602	1479	603	293	525	671	1178	1205	2063	2242
07/08	417	596	829	428	429	142	1270	391	1385			

07/08 Web responses	31	618	467	676	1572	1953	1359	1321				

Web Site Users

	J	A	S	O	N	D	J	F	M	A	M	J
98/99	2302	2232	1320	1286	1522	1389	2348	2352	2502	2630	2667	2606
99/00	3074	2792	2887	1285	2727	2153	3105	3821	5410	4569	4399	4500
00/01	5877	6190	5731	5607	5582	4714	6499	6624	7689	10696	10,617	9449
01/02	9764	8957	8294	9050	8255	6779	8522	8156	10116	10696	10,617	9449
02/03	11745	11947	12323	11415	9874	9588	10976	8443	5781	12499	12360	12041
03/04	12558	9488	10171	9782	8334	8025	10237	9661	12459	11578	11618	11613
04/05	12559	14290	13794	12989	12895	12300	15004	15089	17941	18764	18633	18542
05/06	19340	20121	19148	19446	17259	15607	19135	18918	26319	22348	22896	23612
06/07	23870	20813	20837	22160	20063	19966	22405	21276	25007	23427	25571	31497
07/08	26262	26244	22156	21129	17386	15776	18757	16285	19488			

On-Line Reservations

	J	A	S	O	N	D	J	F	M	A	M	J
01/02	0	25	27	26	11	10	32	22	61	98	84	49
02/03	39	42	59	36	24	27	46	58	72	117	92	63
03/04	61	88	70	52	18	17	44	62	110	56	87	35
04/05	70	75	32	34	27	9	22	56	124	44	84	49
05/06	64	86	90	50	47	24	61	75	141	67	88	84
06/07	90	73	111	94	72	25	69	82	128	69	78	97
07/08	78	83	107	71	70	20	37	68	78			

Tentative Conf Lead Generation

	J	A	S	O	N	D	J	F	M	A	M	J
02/03	920	2820	450	36	950	40	9000	21960	3400	2910	10243	695
03/04	1320	0	68	1265	1340	600	1480	655	1245	32	3510	1610
04/05	1095	115	620	1754	2926	1909	630	2520	5820	1880	2275	587
05/06	590	0	2045	1175	755	7595	1560	2766	560	1640	470	475
06/07	5470	4625	3310	2230	2830	2830	450	2065	2365	1120	4055	0
07/08	2200	1240	2525	2750	3105	2675	0	0	1430			

An additional 14,000 room nights were obtained for the Senior Olympic Bid but were lost and not counted.

Attachment B

BUSINESS ECOSYSTEM

OUTREACH

1:1 Support/Resources
Training
Traded Sector Networking

FACILITATION

Connections
Infrastructure & Incentives
Inventory
Recruiting

ADVOCACY

Communication
Partnerships
Fair Regulation & Enforcement

CLUSTERS

E-Tailing Cluster
Sustainable Business Cluster
SAO Corvallis

FUNDING

Angel Investment
Venture Funding
Tradition Financial Tools

ACCELERATION

Incubation
Industrial/Technology Land & Facilities
Build to Suit Opportunities

To Serve, Grow, Retain and Recruit Business in Benton County

For more information contact the Corvallis Benton Chamber Coalition
420 NW 2nd Street Corvallis, OR 97330 541-757-1505 info@cbchambercoalition.com
design by Becky Clarkson, graphiacreative.com / MAR 08

MEMORANDUM

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

To: Administrative Services Committee
From: Karen Emery, Acting Director
Date: March 12, 2008
Subject: da Vinci Days 2007 Annual Report

Issue:
To review and recommend the City Council accept the annual report from da Vinci Days in compliance with both FY 2006-2007 Economic Development Allocation and Bridge Loan funding.

Background:
The City Council approved $13,290 in July, 2006 for the July, 2007 event. In addition, $14,500 was approved and distributed in September, 2007 for the 2008 event. According to the agreement between the City and da Vinci Days, the funds are to be applied to the cost of marketing and advertising the da Vinci Days summer festival and the new da Vinci Film Festival to be held in April, 2008.

This report provides information regarding the event held in July, 2007. In addition to this annual report, da Vinci Days provides a monthly financial statement for review by the Finance Department for the time period of September 2007 through June 2008 to monitor how Economic Development allocations are expended.

In addition to the Economic Development allocation, the City authorized a $20,000 loan as bridge funding in February, 2005. An update regarding the bridge funding is included in the attached annual report. This annual report is required according to both the Economic Development and Bridge Loan funding agreements.

Discussion:
The da Vinci Days 2007 annual report cites that $20,500 was expended for marketing the 2007 event, demonstrating the use of the Economic Development Allocations. [1] The overall event showed a net gain of $34,550. Pursuant to the bridge funding Memo of Understanding, the repayment plan outlines that da Vinci Days will pay the City an annual minimum payment of $2,000. A total of $1,000 has been paid in FY 07-08, leaving a loan balance of $17,000. The additional $1,000 payment will be made in May, 2008.

Noteworthy 2007 event items are as follows:

- Festival attendance increased 20% as compared to the 2006 event, totaling 25,000 people

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[1] 2007 da Vinci Days Annual Report, page 15

- Admissions increased 36%, due to the popularity of the Friday night show, Pink Martini.
- The film festival component hosted the first annual Fast Film Project, with more than a dozen film teams.
- Keynote was sponsored by OSU college of Science and was Nobel Laureate Carl Wieman and attendance was at capacity.

Recommendation:
Staff recommends that the Administrative Services Committee accept the da Vinci Days 2007 annual report.

Review and Concur:

Jon S. Nelson, City Manager

Nancy Brewer, Finance Director

Attachments: 1. da Vinci Days Annual Report
2. Finance Department's review of FY 2007 Financials
3. Funding Agreement
4 Bridge Funding Memo of Understanding
5. Bridge Funding Addendum

MEMORANDUM

January 15, 2008

TO: Karen Emery, Recreation Division Manager

FROM: Mindy Perez, Accountant

SUBJECT: da Vinci Days Annual Financial Review-Fiscal Year 2007

This review consists of inquiries and analytical procedures and is very limited in its nature. The da Vinci Days Annual Report and Statement of Activities are unaudited financial reports that are the representation of the management of da Vinci Days.

During Fiscal Year 2007, da Vinci Days implemented a new accounting database. The largest change is that cost of goods sold (COGS) for festival merchandise is now broken out, yielding a gross profit number. This gross profit amount is equivalent to prior years' revenues. This review will refer to the "new" revenue and expenditure amounts, since they more correctly reflect financial activity.

da Vinci Days fiscal year begins September 1 and ends August 31. During the year ended August 31, 2007, da Vinci Days reported revenues of $228,256 and expenditures (including COGS) of $193,706, resulting in a net gain of $34,550. Revenue increased 7% from FY2006, while expenditures increased by 14%. Thus, FY2007's Net Income is 22% lower than the prior year.

For the year ending August 31, 2007, da Vinci Days reports total assets of $85,984, and total liabilities of $74,188, resulting in equity of $11,796. This is a turnaround from having negative equity for several years. Da Vinci Days' current assets exceed current liabilities, putting the organization in a stronger financial position than in prior years. Long-term debt was reduced by $10,624 during the fiscal year. Overall, da Vinci Days' financial position has improved.

In July, 2007, the City funded $13,290 of economic development funds to da Vinci Days.

In 2005, the City made a $20,000 loan to da Vinci Days. The loan balance was $18,000 as of August 31, 2007. This loan has been amended to require an annual minimum payment of $2000. da Vinci days made the first $1000 payment for FY2008 on September 9, 2007.

Nothing came to our attention during this review that would be cause for further review or concern. Acceptance of the da Vinci Days annual report is recommended.

CITY OF CORVALLIS
FUNDING AGREEMENT

This agreement is entered into this 1st day of June 2007 between the City of Corvallis, a municipal corporation of the State of Oregon, hereafter called "City" and da Vinci Days Inc., an Oregon non-profit, hereafter called "da Vinci Days."

All notifications necessary under this agreement shall be addressed to:

City of Corvallis Parks & Recreation	da Vinci Days Inc.
Attn: Karen Emery	Attn: Brenda Vandevelder
1310 Avery Park Drive	760 SW Madison #200
Corvallis, OR 97333	Corvallis, OR 97333
541-766-6918	541-757-6363

1 TERM

1.1 This agreement shall be effective from July 1, 2007 through June 30, 2008.

1.2 This agreement may be extended by mutual agreement for two additional years.

1.3 If this contract crosses fiscal years, funding for future years is contingent upon City Council adopting appropriations.

2 DA VINCI DAYS RESPONSIBILITIES

As a condition of receiving this grant, da Vinci Days agrees to undertake each of the following activities (the "Program") during the entire term of this agreement:

2.1 Da Vinci Days shall secure private sector support. In addition to cash contributions, da Vinci Days shall seek in-kind contributions by pursuing opportunities with other public and private organizations.

2.2 Da Vinci Days shall confer and consult with representatives of City, community groups within Corvallis and its urban growth boundary, businesses and business groups, and financial institutions, in connection with the services da Vinci Days is to provide to Corvallis residents.

2.3 Da Vinci Days shall market and promote the 2008 da Vinci Days event in accordance with their written application submitted to City and as presented to the Economic Development Allocations Committee.

2.4 Da Vinci Days' administrative duties:

2.4.1 Da Vinci Days shall handle all organizational administrative duties and pay all bills.

2.4.2 Da Vinci Days shall provide policies and guidelines for proposed programs and projects, including eligibility and program requirements, as may be requested by City.

2.4.3 Da Vinci Days shall hire staff and train volunteers to perform the duties of da Vinci Days.

2.4.4 Da Vinci Days shall maintain personnel policies for da Vinci Days employees and volunteers which include a statement that da Vinci Days will not discriminate against any applicant or employee on the basis of age, race, color, sex, familial status, martial status, religion, physical or mental disability, national origin or ancestry, source of income, or sexual orientation.

2.4 5 Da Vinci Days shall obtain and maintain all required licenses, registrations, accreditations and inspections from any and all agencies governing the operations of da Vinci Days. Da Vinci Days shall ensure that its staff and volunteers shall also obtain and maintain required licenses, registrations, accreditations, and inspections from all agencies governing da Vinci Days' operations hereunder.

2.4.6 Da Vinci Days shall maintain in good standing the status of da Vinci Days as a 501(c)(3) not-for-profit corporation, without suspension by the Oregon Secretary of State or Internal Revenue Service. Any change in or suspension of such status shall be reported immediately to City.

2.4.7 Without prejudice to any other provisions of this agreement, da Vinci Days shall, where applicable, maintain the confidential nature of information provided to it concerning participants in its various programs in accordance with the requirements of federal and state law. However, da Vinci Days shall submit to City all records requested, including audit, examinations, monitoring, and verifications of reports submitted by da Vinci Days, costs incurred, and services rendered hereunder. All da Vinci Days disbursements of funds provided by the City pursuant to this agreement shall comply with applicable laws, rules, and regulations pertaining hereto. Any such disbursements which are inconsistent with such standards shall be refunded to City within thirty (30) days of notice by City, or may be withheld by City from future disbursements to da Vinci Days.

2.5 Da Vinci Days' records and report keeping:

2.5.1 Da Vinci Days agrees to keep monthly records of all statistics requested by City with respect to the persons and families benefitted by da Vinci Days in the performance of its obligations under this agreement.

2.5.2 Da Vinci Days agrees to provide City monthly financial statements for September 2007 through June 2008 for review by City's Finance Department.

2.5.3 Da Vinci Days agrees to provide to City an annual report on the 2007 da Vinci Days event and include data that would support progress in achieving the goals of Council Policy 96-06.03. The report is due by December 1, 2007.

2.5.4 All accounting records and evidence pertaining to all costs of da Vinci Days and all documents related to this agreement shall be kept available at the da Vinci Days' office or place of business for the duration of the agreement and thereafter for three (3) years after completion of any audit or financial review. Records which relate to (a) complaints, claims, administrative proceedings or litigation arising out of the performance of this agreement, or (b) costs and expenses of this agreement to which the City or any other governmental agency takes exception, shall be retained beyond the three (3) years until resolution of disposition of such appeals, litigation, claims, or exceptions.

2.5.5 Da Vinci Days shall provide for an independent financial and compliance audit or financial review annually for any fiscal year in which City funds are received under this agreement. The results of the independent audit or financial review must be submitted to City with the Annual Report and, provided an application for funding is submitted, as a part of the next year's request for funds.

2.5.6 City may require that an audit be conducted if there is a concern regarding appropriate internal controls or a concern that the financial assets are not being managed well. The results of the independent audit or financial review must be submitted to the City within thirty (30) days of completion. Within thirty (30) days of the submittal of such an audit report, da Vinci Days shall provide a written response to all conditions or findings reported in the audit report. The response must discuss each condition or finding and set forth a proposed resolution, including a schedule for correcting any deficiency. All conditions or corrective actions shall take place within six (6) months after receipt of the audit report unless the City Manager or his/her designee authorizes an extension of time to complete such actions.

In the event da Vinci Days does not make the above-referenced documents available to City, da Vinci Days agrees to pay all necessary and reasonable expenses incurred by City in conducting any audit at the location where said records and books of account are maintained.

City and its authorized representatives shall, at all times, have access for the purpose of audit or inspection to any and all books, documents, papers, records, property, and premises of da Vinci Days which in any manner relate to or affect City-funded da Vinci Days programs, activities, and property. Da Vinci Days' staff shall cooperate fully with authorized auditors when they conduct audits and examinations of da Vinci Days' City-funded programs. If indications of misappropriation or misapplication of the funds of this agreement cause City to require a special audit, the cost of the audit shall be deducted from the amount of the grant. Should the special audit confirm misappropriation or misapplication of funds, da Vinci Days shall reimburse City the amount of the misappropriated or misapplied funds.

2.6 Da Vinci Days also warrants that it will comply, as applicable, with:

2.6.1 Requirements relating to equal employment opportunities.

2.6.2 Requirements forbidding interests in this agreement by City and local officials. No employee or representative of City, no designee or agent, and no other public official who exercises any functions or responsibilities with respect to the Program during his/her tenure or for one year thereafter, may have any interest, direct or indirect, in this agreement or in the proceeds of any contract or subcontract for work to be performed in connection with the Program assisted under this agreement.

2.7 Da Vinci Days will not permit any lien or claim to be filed against City on account of any labor or material furnished.

2.8 Da Vinci Days will pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

2.9 Da Vinci Days shall pay employees for overtime work performed under the public agreement in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29U.S.C. 201 *et seq.*).

2.10 Da Vinci Days shall promptly, as due, make payment to any person, co-partnership, association, or corporation furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of da Vinci Days, or all sums which da Vinci Days agrees to pay for such services and all moneys and sums which da Vinci Days collected or deducted from the wages of employees pursuant to any law, agreement or agreement for the purpose of providing or paying for such service.

2.11 Da Vinci Days agrees to comply with all applicable local, state, and federal laws, rules, and regulations in the performance of this agreement, and to pay all fees required by local, state, or federal bodies in the performance of this agreement.

2.12 Da Vinci Days agrees to comply with Corvallis Municipal Code Chapter 1.25 establishing and implementing the Living Wage. City may terminate this agreement at any time if da Vinci Days is found to be in violation of the Living Wage Ordinance and does not correct the violation consistent with Section 1.25.090 of the Corvallis Municipal Code.

Da Vinci Days agrees to keep payroll records for employees working on City's agreement and to provide those records to City if requested in accordance with Section 1.25.070 of the Corvallis Municipal Code. Da Vinci Days agrees to post the information provided by City about the Living Wage in a location where employees are likely to see the information. Da Vinci Days also agrees to give each employee working on City business information provided by City about the Living Wage. Da Vinci Days will notify City if he/she needs the information provided in a language other than English.

3 DISBURSEMENT OF FUNDS

3.1 City agrees to pay to da Vinci Days the sum of fourteen thousand, five hundred dollars ($14,500) from the Economic Development Program Funds, to be applied to the cost of promoting da Vinci Days. In the event that funds from the Economic Development Program cease to exist, either because of fiscal constraints or City Council action, and/or replacement funding is not available

through federal or state agencies, it is understood that City will use no other monies to provide this grant without specific City Council authorization.

3.2 City agrees to make disbursement to da Vinci Days after September 1, 2007 and prior to September 30, 2007.

3.3 Da Vinci Days acknowledges that the cost of performing the activities required by this agreement may exceed the amount of this grant, but agrees that any costs it incurs above and beyond the amount of this grant shall be its sole responsibility and shall not be the responsibility of City or any person or entity affiliated with the City.

3.4 No funds provided to da Vinci Days by City under this agreement, or by City under any other agreement or arrangement, shall be deemed by either City or da Vinci Days to be eligible for consideration or use as a matching cash contribution for any other City funding not anticipated within the scope or time frame of this agreement.

4 LIABILITY

4.1 Da Vinci Days shall indemnify, protect, defend, and hold City, its officers, agents, volunteers, and employees harmless against any actions, claim for injury or damage and all loss, liability, cost or expense, including court costs and attorneys fees, growing out of or resulting directly or indirectly from the performance of this agreement, except for that resulting from the sole negligence of City.

OR

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

4.2 Da Vinci Days shall provide insurance as indicated:

4.2.1 Workers' compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.

4.2.2 General Liability insurance with a combined single limit, or the equivalent, of not less than $1,000,000 each claim, incident, or occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this agreement, and shall be in a form at least as broad as Commercial General Liability ISO form CG 0001. It shall provide that City and its officers and employees are Additional Insureds, but only with respect to the da Vinci Days' services to be provided under this agreement.

4.2.3 Automobile Liability insurance with a combined single limit, or the equivalent, of not less than $500,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired, or non-owned vehicles, as applicable.

4.2.4 Each insurance endorsement shall state that coverage shall not be suspended, voided, or canceled by either party, reduced in coverage or in material limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to City.

4.3 Da Vinci Days shall furnish acceptable insurance certificates to City with original endorsements for each insurance policy signed by a person authorized by that insurer to bind coverage on its behalf. Certificates will be received and approved by City prior to its issuance grant monies. The certificate shall specify City and its officers, agents, employees and volunteers are Additional

Insured as respects to the work under the agreement. Insuring companies or entities are subject to City acceptance. Da Vinci Days shall be financially responsible for all pertinent deductibles, self-insured retention and/or self-insurance. All such deductibles, retention, or self-insurance must be declared to, and approved by, City.

5 GENERAL PROVISIONS

5.1 ASSIGNABILITY: This agreement is for the exclusive benefits of da Vinci Days and City. Any attempt to assign, transfer, or pledge by either party without the prior written consent of the remaining party shall void the agreement.

5.2 TERMINATION:

5.2.1 City may terminate this agreement in the event da Vinci Days fails to comply with any of the terms or conditions set forth herein or if City determines da Vinci Days is in any way unfit, unqualified, or unable to perform all of the services outlined in this agreement. City will provide 5 days prior written notice of its intent to terminate.

5.2.2 In the event this agreement is terminated prior to completion of the tasks identified in the agreement, City's funding will be applied pro rata to the work completed. Da Vinci Days shall return any pro rata share of funds which have been provided in excess of those expended to provide services.

5.2.3 In the event da Vinci Days' should be dissolved for any reason, any unexpended funds provided under this agreement or otherwise identifiable assets that were purchased with funding provided under this agreement, shall be assigned to City.

5.3 DISCRIMINATION: The parties agree not to discriminate on the basis of race, religion, sex, color, national origin, family status, marital status, sexual orientation, age, source of income, or mental or physical disability in the performance of this agreement.

5.4 INDEPENDENCE:

5.4.1 Da Vinci Days is an independent organization and entity pursuant to this agreement and shall not, in any way, be considered to be an affiliate, subsidiary, officer, agent or employee of City. Da Vinci Days agrees that the City shall not be liable or responsible for any benefits including, but not limited to, worker's compensation, disability insurance, retirement benefits, life insurance, unemployment insurance, federal Social Security, PERS benefits health insurance or any other benefits which da Vinci Days may be required by law or contract to provide to its employees, officers, agents, or contractors. Da Vinci Days agrees that it shall not sue or file a claim, petition or application therefore against City or any of their officers, employees, agents, representatives or sureties with respect to such benefits. Da Vinci Days shall not have any authority to bind City or to make any representations or warranties to accept service of process, to receive notice, or to perform any act or thing on behalf of City except as authorized in writing by City.

5.4.2 Da Vinci Days is retained as an independent organization and will be responsible for any state or federal taxes resulting from this agreement. Da Vinci Days is not an "employee" for purposes of OAR 459-10-030(6). Da Vinci Days will not be under direct control of City in performing this agreement.

5.5 SERVICE: Service of summons and complaint on da Vinci Days shall be deemed complete five (5) days after the date the City Attorney deposits the summons and complaint in the U.S. Mail, postage prepaid, to da Vinci Days at da Vinci Days' address as set out above. Other notices and communication sent to the parties shall be deemed to have been received five (5) days after the notice or communication has been deposited in the U.S. mail.

5.6 AUTHORITY OF SIGNATORIES: Da Vinci Days and da Vinci Days' signators represent that the signators hold the positions set forth below their signatures and that the signators are authorized to execute this agreement on behalf of da Vinci Days and to bind da Vinci Days hereto.

5.7 COMPLIANCE WITH FEDERAL AND STATE LAWS: Da Vinci Days shall have sole responsibility to comply with all applicable federal and state laws, rules and regulations concerning environmental issues in carrying out activities funded under this agreement. If any acts or omissions of da Vinci Days should lead to liability or government enforcement action against City, da Vinci Days shall be required to defend such action and to indemnify City for all costs incurred including without limitation any costs of required response actions and attorney fees. City will not assume responsibility for compliance with federal or state environmental requirements relating to da Vinci Days performance under this agreement, but will cooperate to the extent practical and consistent with Council Policy.

5.8 WAIVER: Waiver of any breach of any provision of this agreement by either party shall not operate as a waiver of any subsequent breach of the same or any other provision of this agreement.

5.9 ATTORNEY'S FEES: In the event either party shall initiate any suit, action or appeal on any matter related to this agreement, then the court before whom such suit, action or appeal is taken shall award to the prevailing party such attorney's fees as the Court shall deem reasonable, considering the complexity, effort and result against the party who shall not prevail, and such award and all allowable costs of the event may be either added to or deducted from the balance due under this agreement, or be a separate obligation as appropriate.

5.10 PREVAILING LAW: This agreement is to be governed by, and construed in accordance with, the laws of the State of Oregon.

5.11 VENUE: Any disputes about the terms of this agreement will be brought before the Benton County Circuit Court.

5.12 EXTENT OF AGREEMENT: This agreement supersedes any prior or contemporaneous oral or written agreements or understandings entered into by the parties.

IN WITNESS WHEREOF, the parties have herewith executed their signatures.

CITY OF CORVALLIS

Jon S. Nelson, City Manager

DA VINCI DAYS INC.

Brenda VanDeVelder

Printed name and Title

Approved as to Form:

City Attorney

MEMORANDUM

January 24, 2005

TO: Administrative Services Committee

FROM: Nancy Brewer, Finance Director NB

SUBJECT: **daVinci Days Request for Bridge Funding**

I. Issue

daVinci Days has requested $20,000 from the City to provide bridge funding for their operations.

II. Background

At the January 18 City Council meeting, daVinci Days requested an immediate grant of $2,500 to bring in an expert in festival operations and a $20,000 grant from the City to provide bridge funding for their current fiscal year. A copy of the request is attached. The City Council authorized the $2,500 payment to come from FY 04-05 Council Goals monies, and a check was issued to daVinci Days on January 20, 2004. At the City Council meeting there was some discussion about whether the bridge funding should be issued as a grant or a loan, and if as a loan, what the terms of the note should be. The item was referred to ASC to discuss these issues and make a recommendation to the City Council.

III. Discussion

In summary, daVinci Days' request states that the $20,000 grant would be used to address several issues:

- meet cash flow needs of the organization during the "off" months when revenues are not coming in but expenditures continue to occur;
- pay some of the costs deferred from the 2004 festival; and
- provide some beginning fund balance monies for the organization each year for the next five years.

The monies have been requested as a grant, with no repayment of the monies to the City projected in daVinci Day's five-year financial plan. In the financial projections provided by daVinci Days, the plan is to use a portion of the bridge funds to pay costs deferred from the 2004 festival, and carry around $15,000 of the monies each year as a beginning balance. The bridge monies are combined with a more aggressive plan for corporate sponsors and commercial booth rentals that increase revenues more than 15% during the five year planning period. During the same period, daVinci's financial plan shows an increase of only 6.6% in expenditures, including a slow reduction in debt

ranging from $2,000 to $5,000 per year to pay down the $47,205 line of credit currently extended. At the end of five years, the financial plan reflects debt being reduced to $28,205. The 2004 debt to income ratio for daVinci Days is 27%.

Comparable Requests

The only other bridge funding request the City has received has been from Majestic Theatre for cash flow purposes each of the last two fiscal years. The request was for up to $20,000 to be loaned, interest free, with a requirement to re-pay the loan within the same fiscal year. In FY 03-04 Majestic borrowed $7,500 and re-paid the full amount. Majestic has not borrowed on the loan yet this fiscal year.

Over the years, the City Council has received requests for funding from a variety of non-profit organizations for a variety of purposes. Funding requests for operations were usually for grants from the City and the City Council would often grant the request for the first year, using Council Reserves to provide startup monies, and then direct the agency to the economic development or social services allocations processes for future years. These requests have never been for loans since most of the organizations have very few resources to re-pay a loan.

In some cases organizations have made requests that are for capital projects (either construction, or to pay permit/SDC fees for new facilities); these requests tend to be more sizeable than an operating grant (i.e., over $25,000). In these cases, the City Council has most often loaned the monies to the organization. The loan terms have been zero percent interest, and deferred with no repayment required unless the organization changes its services or location. The City places a municipal lien on the property of the organization to ensure repayment if the organization sold its facilities.

The Executive Director of daVinci Days has been provided with a copy of this staff report and has been invited to the ASC meeting to discuss with the committee the issue of making this a grant or a loan.

IV. Appropriations

If the City Council agrees to provide monies to daVinci Days, either as a grant or a loan, the issue of appropriations will need to be addressed. The only fund appropriate for this transaction would be the General Fund. There are no longer Council Reserves that can be used to provide monies. There are several alternatives for the Council to consider:

- The City Council could choose to use existing appropriations set aside to implement Council Goals. Of the $110,000 budgeted for FY 04-05, $15,700 has been used to publish the City Newsletter, $40,000 has been granted to the DCA for the Downtown Study, $935.40 has been expended for the Downtown Housing study completed by EcoNorthwest, and $2,500 for daVinci Days, leaving a balance of $50,864.60.
- The City budgeted $20,000 for the Majestic Theatre loan. Thus far, Majestic Theatre has not drawn on its loan. If Majestic Theatre board members concurred that they would not

make a request for monies, the $20,000 in appropriations could be used to make a payment to daVinci Days.

- Council could adopt a supplemental budget and appropriate $20,000 of the additional property tax monies the General Fund will receive this fiscal year to make this payment.

V. Recommended Action

Consider daVinci Days' request for funding. Determine whether or not to recommend to the City Council to support daVinci Days' request for a grant or to extend the offer as a loan, and if as a loan the terms to be offered.

Review and Concur:

City Manager

daVinci Days Loan Agreement
MEMORANDUM OF UNDERSTANDING

Adopted February 28, 2005
Amended June 5, 2007

RECITALS

WHEREAS, daVinci Days requested the City of Corvallis provide a grant as bridge funding; and

WHEREAS, on February 22, 2005 the Corvallis City Council offered daVinci Days a loan with certain re-payment terms to provide bridge funding; and

WHEREAS, the Board of Directors of daVinci Days has accepted the loan; and

WHEREAS, the Board of Directors of daVinci Days has requested, and the City Council has accepted, a change in the original loan terms to revise the payback terms as identified below;

NOW, THEREFORE, the loan terms are set forth and agreed to as follows:

- A $20,000 Loan at zero percent interest;
- Payback will be at the amount determined by the Board, but at a minimum will be $2,000 per year;
- The members of the Administrative Services Committee will review the status of the loan each year (estimated to occur in May) in light of the annual report that daVinci Days provides to the City as part the Economic Development funding agreement;
- Concurrent with the filing of the annual report, da Vinci Days will submit a proposed amount and timing of annual payment to the Administrative Services Committee;
- The Administrative Services Committee will notify daVinci Days if the proposed amount and timing of the annual payment are not acceptable to Committee;
- At five years, the Administrative Services Committee will review and reconsider the terms of the note, if it has not been fully repaid.
- The City will be flexible on the date of re-payment each year, recognizing the somewhat unique cash flow issues the daVinci Days organization has.

Board Chair
DaVinci Days, Inc.
760 SW Madison Avenue, Suite 200
Corvallis, OR 97333

EIN: 94-3085810

City Manager

daVinci Days Loan Agreement

MEMORANDUM OF UNDERSTANDING

February 28, 2005

RECITALS

WHEREAS, daVinci Days requested the City of Corvallis provide a grant as bridge funding; and

WHEREAS, on February 22, 2005 the Corvallis City Council offered daVinci Days a loan with certain re-payment terms to provide bridge funding; and

WHEREAS, the Board of Directors of daVinci Days has accepted the loan;

NOW, THEREFORE, the loan terms are set forth and agreed to as follows:

- A $20,000 Loan at zero percent interest;
- Payback will be based on one-half of the annual revenue above the current five-year projections provided by the daVinci Days Board to the Corvallis City Council in a request for funding, dated January 18, 2005;
- The members of the Administrative Services Committee will review the status of the loan each year (estimated to occur in May) in light of the annual report that daVinci Days provides to the City as part the Economic Development funding agreement;
- Concurrent with the filing of the annual report, da Vinci Days will submit a proposed amount and timing of annual payment to the Administrative Services Committee;
- The Administrative Services Committee will notify daVinci Days if the proposed amount and timing of the annual payment are not acceptable to Committee;
- At five years, the Administrative Services Committee will review and reconsider the terms of the note, if it has not been fully repaid.
- The City will be flexible on the date of re-payment each year, recognizing the somewhat unique cash flow issues the daVinci Days organization has.

Cynthia Solie 3/2/05 | Jon A. Nelson 3/2/05

Board Chair | City Manager

DaVinci Days, Inc.
760 SW Madison Avenue, Suite 200
Corvallis, OR 97333

EIN: 94-3085810

daVinci Days

2007 da Vinci Days
Annual Report

Submitted to the City of Corvallis
by Brenda VanDevelder, Executive Director

December 1, 2007

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VISION AND MISSION

The vision of da Vinci Days Inc. is to draw inspiration from the genius of artist and inventor Leonardo daVinci and provide a unique festival that fosters and celebrates creativity, innovation, and knowledge of art, science and technology.

The Mission of da Vinci Days: *To establish da Vinci Days as the Willamette Valley's celebratory event that showcases the educational, artistic, scientific and technological assets of the region, while promoting and contributing to the economic well being of the City of Corvallis and Benton County.*

2006/07 Board of Directors and Staff

Board Officers
Karyle Butcher, President
Curtis Wright, Vice President
Jackie Shaw, Treasurer
Lainie Turner, Secretary

Ex-Officio
Trish Daniels, Corvallis City Council

Executive Director
Brenda VanDevelder

Directors
Kavinda Arthenayake
Chris Bell
Shari Maksud
Kathleen Petrucela
Robert Veazie

FESTIVAL SUMMARY

The opening night of da Vinci Days 2007 enjoyed record attendance as crowds were lined up from the main gate to Monroe Avenue to enjoy Pink Martini on the Main Stage. Despite a weekend of gray skies and rain showers, attendance was 25,000, up 25% from 2006, with a record Friday night crowd estimated at 7,600. The increase is credited to the popularity and publicity surrounding the Pink Martini performance on Friday night.

Attendance and feedback

Attendance totals include paid and complimentary admissions. Over 1,700 admissions were provided to volunteers, sponsors, donors, and exhibitors. Three hundred scholarship admissions were donated through local organizations including Home Life, the ARC of Benton County, the Benton County Juvenile Department and by a dedicated group of volunteers working within the local Hispanic community.

Friday	Saturday	Sunday	Total attendance
7,600	11,000	6,400	25,000

"Roses to the all-time success of our most recent da Vinci Days…which marked another year along the comeback trail for this truly "Corvallis" festival celebrating innovation, technology, art, and some random brainy goofiness." *Editorial staff, Corvallis Gazette-Times*

"..what a great festival you've run. My wife and I first visited Corvallis in 2006 and attended that year's festival. Then we moved here in June 2007 and went to this year's. It's a great event, and it actually factored into our relocation to Corvallis."
Local attendee Mike McKusker

Festival Highlights

- ENTEK International Grand Prix Electrathon, with a new high profile course and race time on Friday evening and a record number of cars (25) competing.
- Leo's Kinetic Parade featuring more than forty entries including kinetic sculptures, electric cars, and big puppets,
- Keynote talk by Nobel Laureate Carl Wieman, with a podcast provided by the Grassroots Learning Project at Oregon State University. The podcast is currently the most popular podcast download on the Grassroots Learning Project Web site.
- The daVinci Art Exhibit with large scale kinetic sculptures by Portland artist Pete Beeman, who has been featured on Oregon Art Beat, an OPB weekly program.
- 1st annual Fast Film Project where participants had 48 hours to write, film, and edit their entry.
- The 15th annual Kinetic Challenge, with a record number (30) of human powered machines slogging through the mud, sand, road and water including teams from California, Oregon, and Washington.

Festival Committees and Partners

The organizational structure of da Vinci Days depends on a strong base of volunteer committees for Festival production, programs, marketing, fundraising, and publicity. The current committees in some cases involve one or two people doing the bulk of the organizational work, and recruiting from five to one hundred and fifty volunteers to run the programs. This year, more than 1,000 Corvallis and Benton County residents participated as volunteers in some capacity. Committee leaders are recognized each year at the post-Festival party, hosted this year at Darkside Cinema with pizza, a screening of the winners of the Fast Film project, and recognition to those who made significant contributions in 2007.

Partner organizations include all relationships that are vitally important to the success of da Vinci Days. Partners are typically organizations participating in some way in the Festival, as exhibitors. production support, or prize donors, and/or volunteers. We strive to recognize all partnership relationships with a written thank you and contact throughout the planning season to keep them involved with da Vinci Days.

Program Committee Leaders

Hester Coucke, Visual Arts
Theresa Stephens, Performing Arts
Liz Shaarawi, Film Festival
Mary McKillop, Children's Village
Dale Claussen, Production Manager
Patrick Sloma, Production Manager
Mark Schurman, Kinetic Challenge
Hai Yue Han, Electrathon
Robin Rybarczyk, Leonardo 500
Chris Bell, Discover OSU, Keynote
Scott Dybvad, Green Town
Shawn Tucker, Geocaching

Festival Partners

Production/Promotion

American Dream Pizza
Benton County
  Public Works
CITY OF CORVALLIS
  Parks & Recreation
    Youth Volunteer Corp
  Police Department
  Parking Enforcement
  Public Works
  Transit System
Corvallis Arts Center
Corvallis Fall Festival
Corvallis Tourism
Destination Imagination- Corvallis Chapter
Electrathon America
FIRST® Force robotics
Green & White Rock Products
Keller Williams Realty
Kiwanis Sunrisers
Les Schwab Tire Service
OREGON STATE UNIVERSITY
  Campus Recycling
  Department of Public Safety & OSP
  Facilities Services
  Office of Conferences & Special Events
  Printing Services
  Telecommunications Services
  Transit & Parking Services
  Valley Library
OSU Bookstore

Festival Partners continued

Children's Village

An Daire Academy of Irish Dance
Allied Waste
Avery House Nature Center
Benton County Breastfeeding Coalition
Chintimini Wildlife Center
City of Corvallis Public Works
Corvallis Community Children's Center
Corvallis Montessori School
Corvallis Sports Park
Corvallis Waldorf School
Golden Naga
Heartland Humane Society
LBCC, Math & Science Division
Oregon Coast Aquarium
Oregonians for Rationality
OSU
Bug School
SMILE Program
Veterinary School
Starker Forest, Inc.
The Toy Factory
Trauma Services, Good Samaritan Hospital

Lower Campus Exhibits

Benton County Historical Society
Corvallis Community Theater
Corvallis Mac Store
Heart of the Valley Astronomers
Majestic Theater Education
OSU Bard on the Quad
Friends of Pine Mountain Observatory

Kinetic Challenge

American Dream Pizza
BCARES
Colorwheel Company
Earth Design
Fred's Honda
Griffo Brothers
Hewlett-Packard
Practical Bookkeeping
Riverside Windows
Robnett's Hardware
Squirrels Tavern
Sunnyside Up

Canine Frisbee

Willamette Veterinary Clinic
Animal Crackers
Dirty Dog Self-serve Pet Wash
Wonder Dogs

Geocaching

Corvallis Custom Kitchen & Bath
Global Mapping Technology & Pacific Survey Supply
Peak Sports

Green Town Exhibitors

Abundant Solar
Benton Soil & Water Conservation
CanBuild
City of Corvallis Public Works
CoHo Cohousing
Corvallis Environmental Center
Corvallis Sustainability Coalition
First Alternative Natural Foods Co-op
Hewlett-Packard
John & Phil's Toyota
Morningwood Nursery
Oregon Natural Step
OSU College Forests
OSU Solar Trailer
Pacific Power Blue Sky
Solar Summit
SolFood
Sustainable Building Network
Ten Rivers Food Web
Your Green Home

Discover OSU

Bioresource Engineering (Bio Hydrogen)
Chemical Engineering
Kelly Engineering Center
National Center for Accessible Transportation
Nuclear Engineering
Ocean Wave Energy
DARPA Grand Challenge Team
SAE Mini Baja Team
Oregon WAVE Runner
Zoom Into Engineering

Community Corner

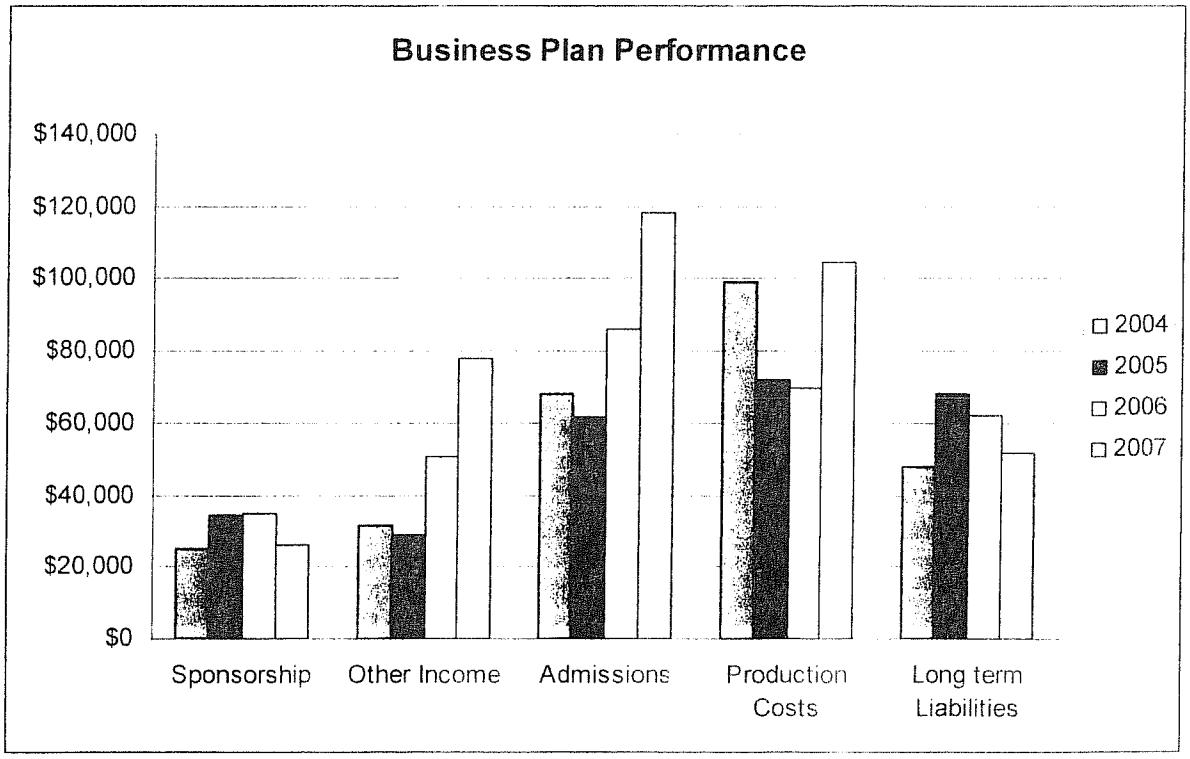
Benton County Democrats
Benton Furniture Share
Church of the Good Samaritan Labyrinth
City of Corvallis Citizens Involvement Committee
Parks & Recreation
Home Life
Jackson Creek Youth Shelter
Mid-Valley Lions Club
Planned Parenthood
Valley Aids Information Network

ORGANIZATIONAL SUMMARY

Building on the success of 2006, da Vinci Days continues to operate with a positive cash flow. Budget priorities are guided by the goals of the da Vinci Days 2005 Five Year Business Plan:

- increase corporate sponsorship;
- add commercial booths to the Festival;
- increase admissions revenues;
- decrease the programming budget;
- reduce debt.

1) Total sponsor relationships and in-kind support have grown and are included in the Festival revenues chart on the following page. However, cash sponsorships declined this year.
2) Commercial exhibitor fee income was lower this year because of the cancellation of Tech Town. Commercial exhibits included Green Town and the Art Village.
3) Admissions were up significantly from $86,172 to $118,159 (37% increase). Other Festival income decreased due to the cancellation of the Fun Run, and a lower number of Film Festival submissions, due to greater competition in the Film Festival industry. Concession revenues were up, as were registration fees for the Kinetic Challenge, Electrathon, and Sidewalk Chalk events.
4) Production costs were up from 2006 due to a larger investment for performers, security staffing, and the art exhibit.
5) Long term debt was reduced by $10,550 (24%) in 2007. A loan payment of $2,000 to the City was approved by the da Vinci Days Board in September and will show in reports for FY08. *(see Addendum)*

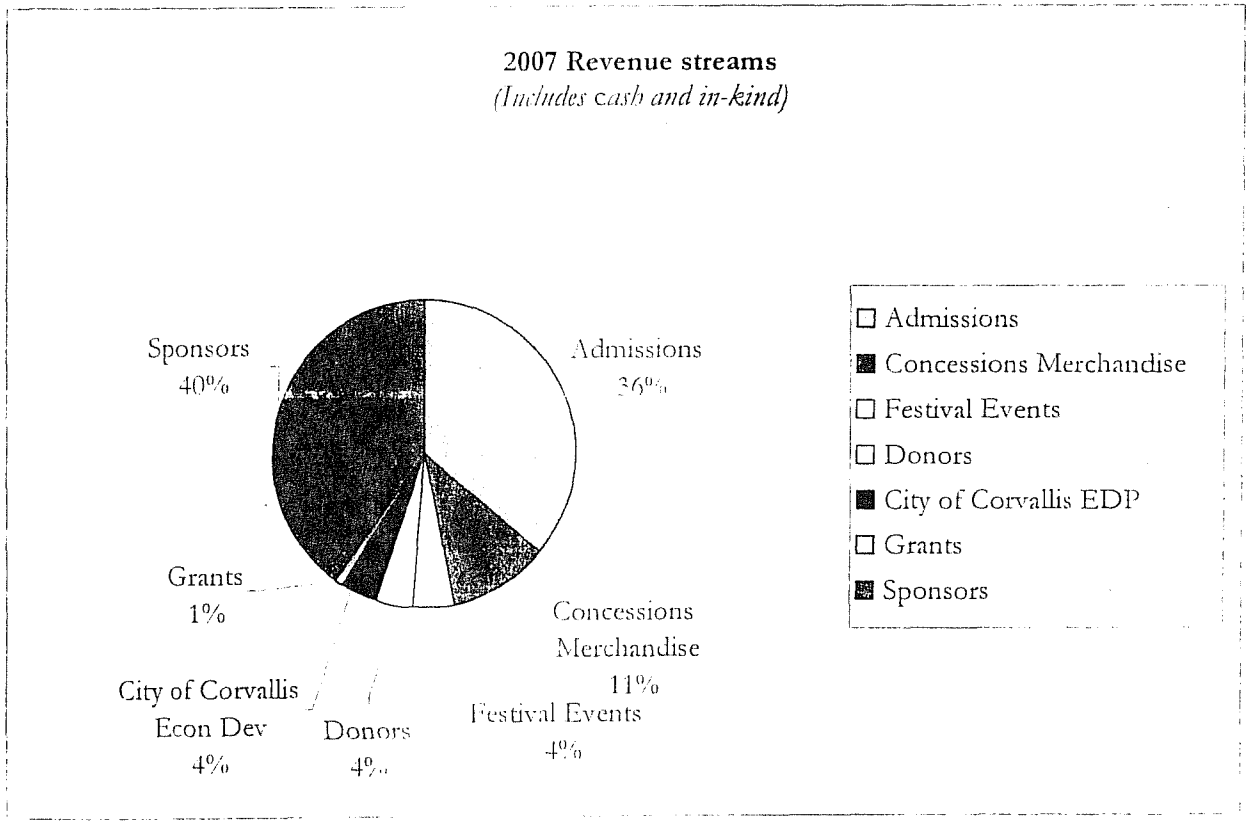


FINANCIAL PERFORMANCE

For only the second time in seven years, da Vinci Days ended the fiscal year with cash on hand by generating greater revenue than expenses for annual operations. This positive cash flow will provide for reserves during the non-income generating off-season and will provide a cushion in the event of a loss of income stream including lower attendance due to bad weather, or lower sponsorship support due to economic factors. The Board of Directors continues to monitor the costs and benefits of paying down debt and maintaining adequate levels of cash to fund annual operations.

Revenues

Revenue categories are similar to the prior year. The figure below shows a break-out of revenues and includes in-kind sponsor donations, valued at $106,196 in services and products. Total cash revenue was 7% above budget due to increased admissions sales, individual contributions, and strong concessions sales due to the larger crowd. A detailed listing below provides more information about sources of revenue for the organization.



Admissions

Admissions revenues reached an all-time high due to the popularity of Pink Martini, the Friday night main stage performance. Admission fees are the greatest source of revenue for da Vinci Days and this year were up 37% from 2006 and are 36% of overall revenues. Admissions include the collected revenues for da Vinci Days from pre-event sales outlets, on-line sales, and weekend sales.

Prices were the same as the prior year: $15/adult 3 day, $10/adult 1 day, $10/child 3 day, $5/child 1 day. Children five and under were admitted at no charge. Corvallis Tourism managed on-line ticket sales with a link to the da Vinci Days Web site. On-line ticket sales jumped from $765 in 2006 to $9,030 in 2007. Eight area businesses served as ticket outlets.

Concessions and Merchandise

Seventeen vendors offered food and beverages at the Festival and paid a booth fee and 15% commission on gross sales. Beer sales were managed by da Vinci Days through an agreement with Clodfelters Pub and a sponsorship from Mt. Hood Beverage. Concessions income was up 20% from the prior year. Merchandise sales includes posters, da Vinci store items, and souvenir t-shirts.

Festival Events

Festival Events income includes registrations for programs including Sidewalk Chalk Art, Kinetic Challenge, Electrathon, and Film Festival entries, and Commercial Booth fees for Green Town and the Art Village. This category generated 34% less income than the prior year programs.

Significant program changes included the decision of fun run organizers to separate from da Vinci Days and the cancellation of Tech Town exhibits. The Film Festival submission fees were also significantly lower than prior years due to the rapidly increasing number of film festivals nationwide that filmmakers are able to choose from. T-shirt sales revenue was also lower than the prior year and is heavily dependent on the artwork of the poster design and its transferability to a marketable t-shirt.

Donors/Fundraising

A "Best of da Vinci" Film screening was held at the Avalon Cinema, featuring the winners of the 2006 Film Festival. Additional activities included a spring "Friends of da Vinci" fundraising mailing to individual donors. Fundraising income in 2006 was 21% higher due to a winter fundraising mailing and greater attendance at the film screening event.

City of Corvallis Economic Development Funds

Public funding and in-kind support from the City is vitally important to da Vinci Days. Each year, da Vinci Days staff prepares and presents a request for funding to the Economic Development Allocations Committee for an allocation of funds from the Transient Room Tax Revenues (hotel/motel tax). This year's total allocation available was $202,390 and da Vinci Days received $13,290.

Grants

Grants included The Benton County Foundation, sponsoring low-income admission scholarships and a grant from an individual donor designated for repairs to a kinetic sculpture machine donated to da Vinci Days in 2005.

Sponsorships

Cash sponsorships range from $500 to $5,000. Sponsor donations were down from 2006, totaling $25,950. Non-cash sponsorships reached an all time high of $106,196. The City of Corvallis, Benton County and Oregon State University provide non-cash sponsor support in the facilities and production of the Festival. These three sponsors are key partners in the success of the Festival. Edge Design provided more than $26,000 in-kind design and production services to leverage marketing materials for da Vinci Days. Web site content and updates were also provided pro-bono from Emmer Associates. Laura Emmer volunteered 20+ hours per month on the da Vinci Days Web site.

The list below includes cash and in-kind sponsors. There were 18 cash sponsors with an average donation of $1,440 compared to last year's 21 cash sponsors with an average donation of $1,650.

Masterpiece $10,000+
Benton County
City of Corvallis
Edge Design
KEZI-9 TV
Oregon State University

Invention $5000+
106.3 KLOO
Clodfelters Pub
Corvallis Gazette-Times
No Dinx

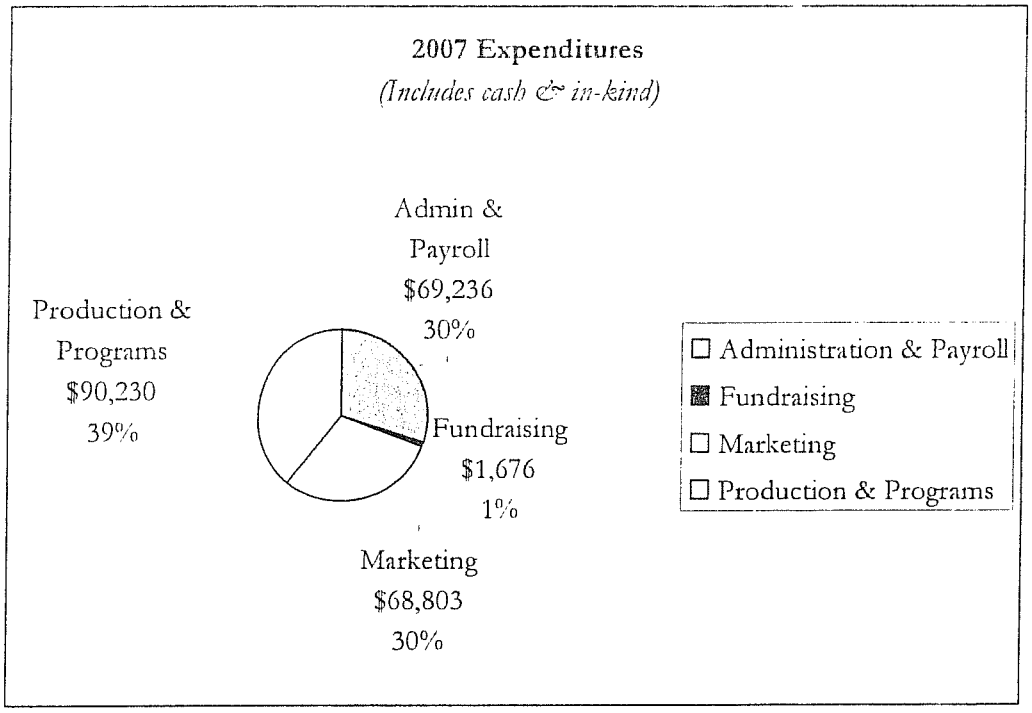
Breakthrough $2500+
CH2M Hill
Entek
Evanite Fiber Corporation
First Alternative Co-op
Graand Visions
Hewlett-Packard
OSU Federal, Your Community Credit Union
Summit Information Systems
The Colorwheel Company
Umpqua Bank

Exploration $1000+
Allied Waste
American Dream Pizza
Avalon/Darkside Cinema
Benton County Fair & Rodeo
Benton County Foundation
Cascade Printing
Hilton Garden Inn
Lassen RV
Les Schwab Tire Center
Mt. Hood Beverage
Samaritan Health Services
Valley Eye Care

Inspiration $500+
Benton County Health Department
Citizens Bank
Coffee Culture Café
The Corvallis Clinic
Corvallis Super 8 Motel
Footwise
Gracewinds Music
Live Sound & Light
Pacific Power
Pepsi-Cola of Corvallis
Stephen M. Sever, Inc.
Town & Country Realty

Expenditures

Operating expenses have been held to the lowest possible levels since 2005. This year, the music and art exhibit budget were expanded to start building programs to a level that will support high quality programming. Total operating costs were $187,517, a 15% increase from the prior year and less than 1% over budget. Had it not been for a contractually required bonus payment to Pink Martini (based on ticket sales), operating costs would have been 4% below budget.



Administration and Payroll

Administrative expenses include staff payroll and taxes, office and storage rental, supplies, and professional expenses for accounting services. Da Vinci Days shares office space and equipment with Corvallis Fall Festival in a mutually beneficial relationship. The Executive Director is the only paid staff of da Vinci Days and payroll is divided between marketing, programming, and organizational management on federal tax reports.

Festival Production

The logistics for this multi-venue event ran smoothly and costs were held to budget due to the work of volunteer Production Manager Dale Claussen and Production Assistant Patrick Sloma. City and County employees are also instrumental in the coordination of equipment and set-up. Oregon State University contributed significant in-kind services and Kavinda Arthenayake served as OSU liaison and coordinated monthly meetings with key OSU, Benton County, and City staff. This allowed for excellent communication and coordination of activities. Shuttle services were provided by OSU as well as parking signage and electrician services for the performing areas and food court. Free city bus service was provided by the Corvallis Transit System on Festival weekend. Security was coordinated through OSU Public Safety. The Admission sales area was staffed by members of the Corvallis Kiwanis Club Sunrisers. Cash registers were purchased to provide better sales tracking and cash controls.

Festival Programs

Quality programming depends on dozens of partnerships, thousands of volunteer hours, and the creative efforts of da Vinci Days leadership including staff, Board members, and Festival Committee members. Many aspects of the event remain the same from year to year and our goal is to enhance and improve elements of the Festival each year.

Art Activities and Exhibits

The Arts Center of Corvallis plays a key role in Festival art programming by managing the Community Art Project and other exhibits and art activities.

Highlights included the exhibit of kinetic sculpture artist Pete Beeman in the gallery and two outdoor installations at the Art Center and at Lower Campus. Other activities included the "Art Village", an enclave of local art guilds, studios, and artists selling and demonstrating their work, the Community Art Project "CycleDelic", and Sidewalk Chalk Art. The Arc of Benton County also hosted "Arts for All", an outdoor art project for people of all physical abilities.

Children's Village

The Children's Village entertained hundreds of families with children with twenty-four local and regional organizations offering hands-on science and art activities. Artistic face painting, the Amazama Juggling School and Amazing Maze rounded out the dozens of free activities available to attendees. The Safety Station was located at the entrance to the Children's Village and was staffed by Keller Williams Realty- Mid Willamette office.

Film Festival

The da Vinci Film Festival received sixty submissions from around the world for the 8th Annual Film Festival. The review committee selected fifty independent films to screen from genres including animation, experimental, music video, documentary, narrative drama and narrative comedy. The Film Festival also hosted the first annual Fast Film Project, with more than a dozen participating film teams. Attendance was consistent with prior years with over 4,000 in attendance throughout the weekend. The venue for the Film Festival is LaSells Stewart Center, made available through the generous support of OSU. Next year will mark the first year of the da Vinci Film Festival as a stand alone event in April, 2008.

Music and More

The primary costs for entertainment are stage/sound services and performance fees. Hilton Garden Inn, Coffee Culture Café, Lassen RV, and Pepsi-Cola of Corvallis provided significant in-kind sponsorship for hospitality.

Once again, local and regional performers were selected to provide this year's entertainment. More than twenty performance groups provided non-stop entertainment on three stages throughout the weekend. The Main Stage schedule included the Friday opening with Pink Martini. Saturday night featured a large ensemble performance by a troupe from the Henan Province of China, coordinated by OSU Department of Music Director Marlan Carlson.

Saturday late evening performances included reggae music by O.B. Addy, and a farewell concert by Stairway Denied.

The Shady Stage served as the daytime musical venue with a variety of performers on Saturday featuring Rhys Thomas with science and physics fun and dance and music performances from local groups including Rumbanana and AnDaire Irish Academy of Dance.

The Battle of the Bands, held in Central Park Saturday afternoon and evening featured local bands and the winner "Hooray, Hooray" playing the Shady Stage on Sunday to close out the weekend. Street performers included Rhys Thomas, Leapin' Louie, and Charlie Brown from the northwest region.

Races and Revelry

The races and parades have become iconic events for da Vinci Days and this year all events enjoyed greater participation and attendance than in prior years. We continue to improve communication and coordination with OSU, City, and County staff on road closures and impacts on transit and parking in the Festival area.

Children's Parade

This popular event is coordinated by Corvallis Parks & Recreation and draws hundreds of participants and spectators on Friday evening. The parade route begins near the Corvallis Public Library and travels west, ending at 11th Street and Madison Avenue.

Grand Prix Electrathon

Teams travel to Corvallis from around the Willamette Valley for the opportunity to promote electric powered vehicles and to race for cash prizes. With the enthusiasm and efforts of new volunteers, the Electrathon was moved to a high profile time and race course this year. The twenty five race teams enjoyed a large and supportive crowd on Friday evening as they sped around a .8 mile closed loop course.

Kinetic Sculpture Race

The Kinetic Sculpture Race Committee meets throughout the year to plan and organize the da Vinci Days race. The name was changed to the Kinetic Challenge due to a trademark issue. The race is one of the best in the northwest circuit due to the great crowds and racer benefits including camping, the Saturday night dinner, and the Festival itself.

Spectator attendance continues to grow at the Sand Dune Mud Bog, and River Exit areas. The KSR committee recruited 175+ volunteers for the event including Mayor Tomlinson who served as a Judge in this year's race.

With new volunteer leadership, the Kinetic parade was reinvented as "Leo's Kinetic Parade" and included entries from local organizations including local electric vehicle owners, big puppets, dance clubs, and the First Alternative Co-op Shopping Cart

Drill Team. This year's parade was recognized as being one of the best in da Vinci Days' history. City and County staff also noted that the planning and coordination of the parade was more organized than in past years.

Canine Frisbee Competition

Canine Frisbee is held in the open area of Madison Field and was moved to Saturday morning, to better capitalize on the Saturday crowds.

Science and Technology

Astronomy Exhibit and Stargazing Party

The Heart of the Valley Astronomers hosted their annual exhibit at the Lower Campus this year and enjoyed greater numbers of attendees in their hands-on display of telescopes and a scaled model of the solar system. The Stargazing Party is held Saturday evening at Central Park after the Main Stage music performance.

Keynote presentation

The keynote is considered by many attendees as a distinguishing feature of da Vinci Days and in recent years has been scheduled on Saturday evening to avoid a schedule conflict with Friday night headline musical performance. The OSU College of Science sponsored the keynote address by Nobel Laureate and physicist Carl Wieman. Attendance was at capacity and the talk was also podcast by the Grassroots Learning Project at OSU.

Discover OSU

Coordinated by the OSU College of Engineering, this area provided people of all ages with dozens of interactive and educational displays including Tek-Bots, wave energy, the popular Segway vehicle, and tours of the Kelly Engineering Center.

FIRST Robotics

Local and regional high school FIRST Robotics teams and their mentors provided exhibition competitions on Saturday. The mission of FIRST Robotics (For Inspiration and Recognition of Science and Technology) is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication and leadership.

Geekapalooza

Formerly known as Leonardo's Workshop, this area is designed to inspire and engage attendees of all ages. This year's venue hosts were experts in math, science, and local history. Featured activities included a 3D historic slideshow of Corvallis in celebration of the City's 150th Birthday, information about the history of Corvallis, hosted by the Benton County Historical Society, and 3D hexagons that were on display and available to assemble.

Geocaching

This was the third year for the high tech treasure hunt with more than one hundred participants and dozens of prizes at the Sunday awards ceremony (double last year's participation). Geocaching classes through Parks & Recreation have been a popular offering in recent years and assists in promoting the sport of Geocaching to local residents.

Green Town

This popular venue was open Friday evening through Sunday and featured local and regional exhibits to educate and inspire attendees to consider the environmental impacts of modern living. Exhibitors included the City of Corvallis, local merchants, and non-profit organizations.

Marketing

Marketing and Printing and Publications include all of the publicity, promotional publications, and advertising activities. Total marketing expenses were $20,500, up slightly from last year, and leveraged greatly with in-kind support. We also benefited from the added boost of publicity for Pink Martini's newly released CD including an appearance on National Public Radio, and announcements of their da Vinci Days performance at multiple Oregon venues from May through June. Marketing expenses were once again leveraged by significant in-kind support from Edge Design, Emmer Associates, No Dinx, Inc., KEZI-9, the Corvallis Gazette-Times, and Clear Channel Communications.

Promotional activities

Stretching our marketing budget is a high priority and is achieved through events, targeted marketing pieces, interviews and press releases.

Flyers were distributed to all Corvallis School District elementary school children highlighting family activities and programs.

Press releases were distributed through Corvallis Tourism and directly to regional news organizations including the Oregonian, the Statesman Journal, and the Corvallis Gazette-Times. Interviews were given to the Oregonian, Corvallis Gazette-Times, Statesman Journal, KEZI News, KVAL News, and the OSU Barometer.

Promotional exhibits, including a sidewalk chalk artist spotlight were hosted at the Corvallis Farmer's Market, the Albany Farmer's Market, and the Madison Avenue Spring Garden Fair.

The da Vinci Days "Big Puppets" and Kinetic vehicles participated in the Corvallis Christmas Parade, the Portland Rose Festival Starlight Parade in June, and the Corvallis 4th of July Parade.

Festival Advertising and Coverage

We placed ads and secured news feature coverage across print, television, and radio beyond those mentioned above, at the Corvallis Gazette-Times*, Albany Democrat-Herald, Eugene Weekly, The Oregonian, OSU Daily Barometer, The Eugene Weekly, Eugene Register-Guard, Comcast cable network channels, KEZI 9 Eugene*, KDRV 12 Medford*, KLCC in

Eugene, and KLOO 106.3 FM*. Media sponsors (*) made a significant difference in our ability to stretch our advertising budget. Kitzie Stern Voice Overs recorded and produced our radio ads and KEZI-9 provided television ad production services.

Advertising was also placed in the Corvallis Parks & Recreation "Summer in the City" guide and cooperative advertising with other Corvallis festivals included a door hanger ad campaign in June and an "Experience Corvallis" map distributed in Corvallis and the surrounding area (Salem, Portland, Eugene).

Official Festival Guide and Souvenir T-shirts

Working closely with EDGE Design, the marketing materials for 2007 were integrated to include the poster and t-shirt design. Festival Guides were distributed throughout Corvallis and Albany and mailed upon request from Web inquiries throughout the country. All sponsors were listed in the guide by name or logo. Over 16,000 guides were distributed.

No Dinx, Inc. provided the official 2007 t-shirt and serves as the merchandise sponsor. There were no costs to da Vinci Days for t-shirts in FY07 due to this generous sponsorship.

Website Management

Our Web site promoted da Vinci Days and partners throughout the year. In 2007 we were contacted by Wieden & Kennedy for inclusion in the "365 Days in Oregon" Travel Oregon campaign and the Festival was featured on the Travel Oregon blog with a YouTube promotional video created by the da Vinci Days marketing team. We continue to be contacted by science festivals and organizations from around the country who hope to emulate our success. Da Vinci Days on the Web is a year-round presence to advertise the Festival and the creativity and innovation in Corvallis.

The Web site for daVinci Days was maintained and improved by Webmaster Laura Morrison of Emmer Associates. The bulk of Web management services were donated in-kind and included content development and updates.

SUMMARY

Da Vinci Days' 2007 financial performance positioned us to move strongly into 2008, which will include the 20th annual summer Festival and the first year for the da Vinci Film Festival as a separate event. Our relationships with sponsors, donors, volunteers, and the community will benefit greatly from year-round visibility.

This is a challenging and satisfying time to be involved with da Vinci Days. To the City of Corvallis, a tremendous thank you for your commitment to the continuation and success of da Vinci Days.

da Vinci Days Statement of Activities 2007 (Profit/Loss)

The accounting database for da Vinci Days was upgraded to a new system and some of the general ledger categories were changed. Prior year comparisons are provided using the new GL categories. The following page contains an expanded report of revenue accounts.

	Sep '06 - Aug 07	Sep '05 - Aug 06	$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · *Contributions*	53,693.17	63,050.59	-9,357.42	-14.84%
4300 · * Program Revenue*	167,429.30	136,949.63	30,479.67	22.26%
4400 · Fundraising Events	544.00	3,825.00	-3,281.00	-85.78%
4500 · Festival Merchandise Sales	6,371.96	9,862.00	-3,490.04	-35.39%
4999 · Miscellaneous Income	217.91	0.00	217.91	100.0%
Total Income	228,256.34	213,687.22	14,569.12	6.82%
Cost of Goods Sold				
5500 · Festival Merchandise	6,187.80	6,483.22	-295.42	-4.56%
Total COGS	6,187.80	6,483.22	-295.42	-4.56%
Gross Profit	**222,068.54**	**207,204.00**	**14,864.54**	**7.17%**
Expense				
6100 · *Payroll Expenses	51,629.65	49,391.75	2,237.90	4.53%
6200 · Awards & Prizes	3,287.41	3,916.47	-629.06	-16.06%
6250 · Bank Fees	231.28	2,401.62	-2,170.34	-90.37%
6300 · Contracted Services	53,426.50	28,138.70	25,287.80	89.87%
6400 · Depreciation expense	593.00	540.48	52.52	9.72%
6450 · Dues & Subscriptions	106.00	275.00	-169.00	-61.46%
6500 · Equipment Rentals	23,857.81	24,259.91	-402.10	-1.66%
6650 · Facility Rentals	980.00	1,200.00	-220.00	-18.33%
6700 · Hospitality	1,888.81	1,707.41	181.40	10.62%
6800 · Insurance	3,470.51	3,718.77	-248.26	-6.68%
6900 · Interest Expense	5,505.51	5,837.32	-331.81	-5.68%
6950 · IT Expenses	394.40	245.45	148.95	60.68%
7000 · Marketing & Publicity	14,124.28	6,149.17	7,975.11	129.69%
7050 · Miscellaneous expense	0.00	0.00	0.00	0.0%
7100 · Occupancy-Rent	4,742.88	5,171.96	-429.08	-8.3%
7150 · Postage	1,020.91	918.32	102.59	11.17%
7200 · Printing & Publications	7,750.03	10,931.64	-3,181.61	-29.11%
7250 · Permits & Licenses	695.00	828.00	-133.00	-16.06%
7300 · *Professional Services*	1,465.20	1,225.00	240.20	19.61%
7400 · Scholarships & Donations	1,000.00	2,831.08	-1,831.08	-64.68%
7500 · Supplies	8,994.21	8,688.81	305.40	3.52%
7600 · Telephone	1,943.96	1,951.56	-7.60	-0.39%
7650 · Training & Development	360.00	1,200.00	-840.00	-70.0%
7700 · Travel & Mileage Reimburse	50.63	1,200.00	-1,149.37	-95.78%
Total Expense	187,517.98	162,728.42	24,789.56	15.23%
Net Ordinary Income	34,550.56	44,475.58	-9,925.02	-22.32%

da Vinci Days 2007 revenue accounts, expanded report

	Sep '06 - Aug 07	Sep '05 - Aug 06	$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · *Contributions*				
4100 · *Direct Public Support*				
4101 · Corporate Sponsorship	25,950.00	32,945.59	-6,995.59	-21.23%
4102 · Individual Donors	12,353.17	15,753.00	-3,399.83	-21.58%
4103 · Grants	2,100.00	3,000.00	-900.00	-30.0%
4104 · Non-cash donations	0.00	352.00	-352.00	-100.0%
Total 4100 · *Direct Public Support*	40,403.17	52,050.59	-11,647.42	-22.38%
4200 · Gov't Contributions	13,290.00	11,000.00	2,290.00	20.82%
Total 4000 · *Contributions*	53,693.17	63,050.59	-9,357.42	-14.84%
4300 · * Program Revenue*				
4301 · Admissions	118,158.80	86,172.40	31,986.40	37.12%
4302 · Concession Fees/Commission	34,820.00	28,822.98	5,997.02	20.81%
4303 · Festival Events	14,450.50	21,954.25	-7,503.75	-34.18%
Total 4300 · * Program Revenue*	167,429.30	136,949.63	30,479.67	22.26%
4400 · Fundraising Events	544.00	3,825.00	-3,281.00	-85.78%
4500 · Festival Merchandise Sales	6,371.96	9,862.00	-3,490.04	-35.39%
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Total COGS	6,187.80	6,483.22	-295.42	-4.56%
Gross Profit	222,068.54	207,204.00	14,864.54	7.17%

da Vinci Days Statement of Financial Position (Balance Sheet)

	Nov 16, 07
ASSETS	
Current Assets	
Checking/Savings	
1001 · Petty Cash	71.94
1002 · Checking-Citizens	57,683.08
Total Checking/Savings	57,755.02
Accounts Receivable	
1200 · Accounts Receivable	458.00
Total Accounts Receivable	458.00
Total Current Assets	58,213.02
Fixed Assets	
1501 · Donated Equipment	4,967.00
1500 · Equipment	12,207.34
1590 · Accumulated Depreciation	-10,305.28
Total Fixed Assets	6,869.06
TOTAL ASSETS	**65,082.08**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,495.50
Total Accounts Payable	1,495.50
Other Current Liabilities	
2310 · Wells Fargo LOC	33,546.58
2500 · Payroll Liabilities	
2510 · Payroll Payable	3,733.00
Total 2500 · Payroll Liabilities	3,733.00
Total Other Current Liabilities	37,279.58
Total Current Liabilities	38,775.08
Long Term Liabilities	
2330 · City of Corvallis- Loan	17,000.00
Total Long Term Liabilities	17,000.00
Total Liabilities	55,775.08
Equity	
3301 · Offset for Donated Equipment	4,967.00
3100 · Unrestricted Net Assets	-28,921.86
3300 · Retained Earnings	35,750.91
Net Income	-2,489.05
Total Equity	9,307.00
TOTAL LIABILITIES & EQUITY	**65,082.08**

Proposed Payment towards Bridge Funding Loan

Proposed 2007 payment to be made to the City of Corvallis by June 30, 2008: $2,000

Da Vinci Days continues to focus on increasing annual revenues and retiring all long term debt as allowed by festival revenue each year. The priority is to retire the high interest line of credit and maintain adequate cash flow for future operations. We are grateful for the support demonstrated by the City of Corvallis in providing the bridge loan to assist in this process.

The da Vinci Days Board of Directors voted in August, 2007 to continue to retire the line of credit debt as quickly as possible while maintaining adequate cash on hand to fund festival planning year-round. A $10,000 payment was made immediately following the festival before the fiscal year-end of August 31, bringing the balance on the line of credit to $33,546.

In September the Board approved an additional minimum $1,000 payment to the line of credit by June 1, 2008. Additional payments may be made if the April Film Festival is financially successful.

The Board also unanimously voted to propose a $2,000 payment to the City of Corvallis loan. A partial payment of $1,000 was paid on September 28, 2007 and a second payment of $1,000 is planned to take place by June 30, 2008.

MEMORANDUM

TO: **Administrative Services Committee**

FROM: **Ken Gibb, Community Development Director** Ken Gibb

DATE: **March 21, 2008**

RE: **Land Use Application Fees- Evaluation and Update**

I. ISSUE

- Initial review of land use application fees (referred to as development review efforts) for the review of Special Development land use applications (those that go to a hearings body such as the Planning Commission or Historic Resources Commission) and General Development land use applications (those decided by the Director).
- Review of the City Council's current policy of recovering fifty percent of the actual cost for the review of Special Development land use applications and one hundred percent of the cost for review of General Development land use applications.
- Development of a package that would be presented for stakeholder review is requested.

II. BACKGROUND

State law allows fees for review of land use applications to be set to capture no more than either the actual or the average cost of the review. Since 1983, the City Council has directed that General Fund (100 Fund) land use application fees collected by the Planning Division be set to capture fifty percent of the actual cost of providing these services. Fees for services in the Development Services Fund (230 Fund) are intended to recover the full cost of the services provided. City Council Financial Policy *10.02.050- Fees, Licenses, Permits & Misc. Items* directs that all fees other than Parks & Recreation and utility user charges be set to recover the full cost of providing the service.

> **10.02.050.010 Cost Recovery**
>
> **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. These fees shall be reviewed and reported to the Council's Administrative Services Committee by November in odd numbered years. A revenue manual listing all such fees and charges of the City shall be maintained by the Finance Department and updated concurrent with the biennial review.**

The review is coming forward at this time because the possibility of altering fees that come into the General Fund was raised during recent Budget Commission meetings. These fees were last changed in April 2005.

In 1993, the Planning Division's costs for land use application review were identified, and estimates were made of the average amount of time spent for reviewing each type of land use application. Costs then were allocated accordingly to each fee. Consistent with earlier policy, fees were adopted by resolution to recover fifty percent of those costs. The City Council based this fifty percent cost recovery upon the belief that although community planning is important and the planning process should ensure development occurs consistent with community values, the actual cost of providing such service in Corvallis may be higher than for other jurisdictions because of several factors. First, it was thought that Corvallis invites citizen participation to a greater extent than most other jurisdictions. Upon receipt of a complete application, prenotification is mailed to neighborhood groups and those on a list of interested parties. For applications requiring action by the Planning Commission, detailed notice of the public hearing for a project is mailed 20 days in advance of the hearing to all property owners and residents within 300 feet of the development site and to others the Director determines to be affected by the proposed development. These notification efforts exceed the requirements of State law, which only require such notice within 100 feet of a development site.

Second, because of the level of public scrutiny in Corvallis, the Planning Commission and City Council require an in-depth and detailed analysis of land use applications that may also be beyond the requirements of many other jurisdictions. In the past, the Council has believed that this level of analysis is needed to address Corvallis' citizens' high level of interest and sophistication with regard to land use issues.

The Council believed that with these levels of scrutiny and community involvement comes a responsibility for the community to share in the costs of providing planning services, thus the fifty percent recovery policy. This policy was reviewed and continued in all following fee reviews, and the fees have been updated based on costs and levels of effort identified each time.

Consistent with previous analyses, the costs included here are for staff involved in the land use application review efforts of the Community Development Department only. The analysis and fees do not include the direct personnel or other costs associated with the Planning Division's Long Range Planning work group. General Fund support for community development, excluding social services and economic development allocations, is approximately $1.08 million and includes administration and current and long range planning. The analysis also does not include direct personnel or other costs associated with land use application review that are expended by other departments, such as Public Works or the Fire Department.

III. ANALYSIS

Special Development Fees

Special Development fees are generally those associated with land use applications that must be reviewed in a public hearing, usually before the Planning Commission. Through evaluation of personnel time and non-personal services costs (from the FY07-08 budget)

for the Community Development Department (see Table 1), staff have determined that approximately $695,000 are expended per year on land use application review. Expenditures included are for four full-time-equivalent (FTE) planners and 70 percent of the Planning Division Manager. Also included are appropriate percentages of costs associated with other management and support staff.

In addition to the overall cost evaluation, estimates of the level of effort required for each type of land use application are based on current levels of evaluation, staff report preparation and distribution, and public hearing time. This information was used to identify the average level of effort per case type and the cost per unit of effort (see Table 2). This evaluation reflects the higher costs associated with more difficult case types, such as Annexations, and the lower costs associated with simpler case types, such as a Minor Modification to a Planned Development.

Table 2 also uses these estimates of the relative effort and cost of providing planning services to develop the average costs for processing the various case types handled by the Planning Division. The average costs are based on the level of activity over the 2000-07 period, in which an average of 98 applications was reviewed per year.

Staff recognize that the number of cases received in 2007 is less than the eight-year average, but several factors have affected the staffing requirements associated with the land use application review component of the Planning Division. First is the adoption of the 2006 Land Development Code. The most obvious effect is that, in essence, all the Planners are unfamiliar with the LDC's provisions since only one of them was here during the development of the Phase I elements (many completely new zones and new development standards, including *Chapter 4.10- Pedestrian Oriented Design Standards*). As a result, review times are increased. In addition to the Phase I changes, the natural features provisions (Phase III) are also new. These changes also have added to the complexity of the code, further affecting review times.

Because of these changes (a new, more complex LDC with greater application requirements), staff review <u>at the building permit level</u> (in the Development Services Division) also requires more time. Consequently, the General Development land use case types (administrative review) have been absorbed by the Planning Division. These case types have become more complex for the same reasons, but also because these cases are generally associated with in-fill development. Staff have been told by members of the development community that many of the remaining properties associated with in-fill are more difficult to develop than past situations.

Finally, the new Historic Preservation provisions also were adopted in 2006. Staff had anticipated that more property owners would gravitate toward the allowed exemptions and the Director-level permits than has been the case. Successful implementation of these provisions requires complete staff reports to the Historic Resources Commission, a significant change from before. Because the public hearing process has been formalized and the criteria are more clearly articulated, the decisions are more predictable and

defensible. However, the staff time that is required is significantly more than the 0.25 FTE previously attributed to the program.

In past reviews, the City Council has decided not to charge for review of permits associated with Designated Historic Resources, both the review of proposed development and the review associated with Historic Preservation Overlays (HPO). This was done so that owners of historic properties would not be discouraged from listing them as such or from seeking permits for projects.

Survey of Other Jurisdictions

Table 3 identifies the range of fees associated with the more complex permit applications as charged by Corvallis and seven other jurisdictions. These figures reflect fees currently in place for the selected development types for various communities, with an average for the group. The table also indicates the average costs for the Corvallis Community Development Department's land use application review efforts and the City's current fees. From the table, it can be seen that fees from other jurisdictions may be either more than or less than the average costs for Corvallis, but in almost all cases, they are greater than the City's current fees. For Planned Developments and Subdivisions, the other cities generally charge significantly more. This review of other jurisdictions' fees revealed that, similar to Corvallis, most have specific fees for some application types and for other types charge a base fee that is added to based on the area of or number of units in a development.

Fees for appeals of land use decisions (Table 4) also vary among communities. The appeal fee in Corvallis is $240. At the last fee review, Council believed it was important to keep the fee low enough to allow individuals to appeal decisions they were truly concerned about. Most other jurisdictions make a distinction between an appeal of an administrative decision, which in Corvallis goes to the Land Development Hearings Board, and appeals to the City Council (generally Planning Commission decisions), with higher fees for appeals to City Council, presumably because a citizen body has already reviewed the matter. Five of the seven surveyed also distinguished between an appeal by an individual and an appeal by an affected neighborhood association, with the latter usually being a lower cost.

General Development Fees

General Development fees are charged for requests that are processed administratively rather than through the public hearing process. In most cases, notice to property owners within 100 feet is still required. In FY07-08, with the implementation of the 2006 Land Development Code, processing of these types of requests was transferred to the Planning Division. In the past, fees for these requests were kept low, and minimal analysis of the effort associated with them was done. The 2006 Land Development Code has also increased the level of effort needed to complete the review of some of these applications, particularly in the case of Land Partitions (MLPs). This increased scrutiny involves increased application requirements and review for compliance with the newly-adopted protections for natural features and the pedestrian-oriented design standards.

Because of these changes, staff have analyzed the level of effort associated with each action in a manner similar to the analysis for the Special Development fees. Based on this analysis, staff have determined an average cost for each General Development land use action. Table 5 indicates these costs in comparison to those of the previously-identified cities and in comparison to the current fees charged by Corvallis. For these fees, Corvallis currently charges significantly less than others and also significantly less than the current actual costs for providing the needed evaluation.

IV. ACTION REQUESTED

There are a number of issues to be considered when updating the City's Special Development land use application fees. These include, but are not limited to, equity, comparisons with surrounding jurisdictions, the desired level of cost recovery, impact on the development community, and perceived community benefit. As indicated previously, the current fee structure was established to recover, on average, fifty percent of the Community Development Department's costs, and the appeal fee was kept intentionally low. At a minimum, fees may need to be updated to reflect current costs and the City Council's direction regarding fifty percent cost recovery.

The Land Development Code fee schedule currently allows the City, in the case of concurrent applications, to collect 100 percent of the highest established fee and 75 percent of each of the lesser established fees. Staff has reviewed the assumption behind this practice (that similar criteria are addressed in concurrent application, reducing the work effort). Based on this review, staff believe that the charge of 75 percent of the lesser fees is still appropriate.

Table 6 identifies the fees that would need to be charged to recover full costs of service. It also shows a 50 percent cost recovery and the current fees.

Staff request that the Administrative Services Committee consider the information provided in the report, formulate questions or requests, and provide a recommendation regarding the following issues:

1. Should the current 50 percent recovery direction be maintained or should a different cost recovery target be implemented?

2. Should a different appeals fee rate be established for individuals as opposed to recognized neighborhood groups (and what should the rate be)?

3. Should a different appeal fee rate be established for appeals of decisions by the Planning Commission versus those of the Director (and what should the rate(s) be)?

4. Should the reduction to 75 percent of the fee continue to be applied to the additional actions in concurrent land use application reviews?

5. Should the policy of charging no fees for Historic Preservation Permits and Historic Preservation Overlays be continued?

6. Should the fee structure gravitate toward lower base fees and higher charges per increment of size or number of units for a project?

Staff recommends initial ASC discussion and direction on each of the above issues, followed by review by the City Council and a determination that a package is ready for stakeholder review. The ASC would than conduct a meeting at which all interested parties could comment on the information provided in this report, on cost recovery options, and on any initial City Council direction you wish to communicate. Staff is available to answer clarifying questions prior to the ASC meeting.

Review and Concur:

Nancy Brewer, Finance Director

Jon Nelson, City Manager

Table 1: Personal Services Information for Calculating Land Use Fees - Current Planning Services - FY 07-08		
Administration		
	FTE Allocation	**Cost**
Director	0.15	$22,193
Manager	0.7	$85,251
Management Assistant	0.2	$14,559
Senior Administrative Assistant	0.6	$31,510
Administrative Assistant	0.7	$27,867
Administration FTE	2.35	
Extra Capacity (e.g., overtime)		$6,615
Planning Division (4 FTE - includes salary & benefits)		
Senior Planner	1	$89,141
Associate Planner	1.5	$123,866
Assistant Planner	1.5	$90,287
Planning FTE	4	
Total FTE	6.35	
Extra Capacity (e.g., overtime)		$14,723
Total Current Planning-related Non-personal Services Costs (e.g., printing, mailing, administrative overhead)		$188,270
Total Current Planning Costs (Community Development only)		$694,282

Table 2: Land Use Application Review Fees Update- Evaluation of Actions and Relative Effort per Action						
Description	2007	Average # Done (2000-2007)	Average Cost (Effort * Unit Cost)	50% of Average Cost	Current Base Fee	Percent Increase
Appeal	2	3.88	$8,858	$4,429	$240	**NA**
Annexation	0	2.38	$14,764	$7,382	$6,591	**12%**
Health Hazard Annexation	0	0.88	$2,953	$1,476	$1,318	**12%**
Comprehensive Plan Amendment	1	4.75	$12,550	$6,275	$5,602	**12%**
Conditional Development	6	5.75	$10,335	$5,167	$4,614	**12%**
Modification to CD	2	3.80	$3,691	$1,846	$1,648	**12%**
Willamette River Greenway Permit	1	1.00	$9,597	$4,798	$4,284	**12%**
District Change	5	9.25	$5,906	$2,953	$2,636	**12%**
Historic Preservation Overlay	0	2.50	$2,953	$1,476	$0	
Health Hazard	0	0.88	$1,476	$738	$659	**12%**
Administrative	3	3.00	$2,953	$1,476	NA	**NA**
Planned Development	11	23.12				
Conceptual Development Plan	0	0.62	$11,073	$5,537	$4,943	**12%**
Detailed Development Plan	0	2.00	$11,811	$5,906	$5,273	**12%**
Detailed Dev. Plan w/ Conceptual	5	2.25	$12,550	$6,275	$5,602	**12%**
Major Modification to PD	1	8.25	$11,073	$5,537	$4,943	**12%**
PD Nullification	0	0.25	$5,906	$2,953	$2,636	**12%**
Minor Modification	5	9.75	$3,691	$1,846	$1,648	**12%**
Tentative Plat	5	6.12	$10,335	$5,167	$4,614	**12%**
Modification to Tentative Plat	0	0.40	$3,691	$1,846	$1,648	**12%**
Major Replat	0	0.38	$8,858	$4,429	$3,955	**12%**
Administrative	1	1.00	$9,597	$4,798	NA	**NA**
Extension of Services	0	0.12	$10,335	$5,167	$4,614	**12%**
Historic Preservation Permit	26	23.50	$3,691	$1,846	$0	**NA**
Director-level	4	24.12	$1,476	$738	$0	**NA**
Director's Interpretation	0	1.38	$2,215	$1,107	$989	**12%**
Land Development Code Text Amendment	3	2.62	$5,906	$2,953	$2,636	**12%**
Totals	**70**	**98**				

Table 3: Land Use Application Review Fees Update
Selected Special Development Fee Comparisons

Jurisdiction	Comp. Plan Amendment	Zone Change (Residential)	Annexation (50 Acres)	Conditional Use Permit (Non-residential)	Residential PD & Subdivision (100 Lots ; 25 acres)	Straight Subdivision (100 Lots; 25 acres)
Albany	$4,204	$3,003	$3,900	$2,404	$13,887	$8,003
Bend	$11,000	$5,000	$75,000	$5,500	$54,000	$54,000
Eugene	$8,523	$3,622	$4,687	$6,182	$26,338	$8,984
Gresham	$11,062	$11,062	$5,734	$4,342	$51,420	$41,208
Lake Oswego	$9,097	$9,097	$1,499	$4,466	$23,876	$23,876
Salem	$1,015	$4,039	$5,197	$2,249	$12,951	$6,548
Springfield	$10,242	$5,027	$6,400	$3,717	$161,800	$81,935
Other City Averages	$7,878	$5,836	$14,631	$4,123	$49,182	$32,079
Corvallis (Current)	$5,602	$2,636	$6,591	$4,614	$5,602	$4,614
Corvallis Cost	$12,549	$5,906	$14,764	$10,335	$12,549	$10,335

Table 4- Land Use Application Review Fees Update
Evaluation of Appeal Fees

Jurisdiction	Appeal of an Administrative Action to a Hearings Body/Officer		Appeal to City Council	
	Individual	Neighborhood Association	Individual	Neighborhood Association
Albany	$240	$240	$720	$720
Bend	$1,560	$1,560	$1,560	$1,560
Eugene	$250	$0	50% of original fee	25% of original fee
Gresham	$250	$0	$2,216	$0
Lake Oswego	$494	$0	½ original fee up to $4,472	$0
Salem	$255	$0	$255	$150
Springfield	$250	$0	$2,254	$2,254
Other City Averages	$471	$257	$1,997	$848
Corvallis	$240	$240	$240	$240
Corvallis Cost	$8,858	NA	$8,858	NA

Table 6: Land Use Application Review Planning Fees			
Description	Fee Full Cost Recovery	Fee 50% Cost Recovery	Current Base Fee
Appeal	$8,858	$4,429	$240
Annexation	$14,764	$7,382	$6,591
Health Hazard Annexation	$2,953	$1,476	$1,318
Comprehensive Plan Amendment	$12,550	$6,275	$5,602
Conditional Development	$10,335	$5,167	$4,614
Modification to CD	$3,691	$1,846	$1,648
Willamette River Greenway Permit	$9,597	$4,798	$4,284
District Change	$5,906	$2,953	$2,636
HPO	$2,953	$1,476	$0
Health Hazard	$1,476	$738	$659
Administrative	$2,953	$1,476	NA
Planned Development			
Conceptual Development Plan	$11,073	$5,537	$4,943
Detailed Development Plan	$11,811	$5,906	$5,273
Detailed Dev. Plan w/ Conceptual	$12,550	$6,275	$5,602
Major Modification to PD	$11,073	$5,537	$4,943
PD Nullification	$5,906	$2,953	$2,636
Minor Modification	$3,691	$1,846	$1,648
Tentative Plat	$10,335	$5,167	$4,614
Modification to Tentative Plat	$3,691	$1,846	$1,648
Major Replat	$8,858	$4,429	$3,955
Administrative	$9,597	$4,798	NA
Extension of Services	$10,335	$5,167	$4,614
Historic Preservation Permit	$3,691	$1,846	$0
Director-level	$1,476	$738	$0
Director's Interpretation	$2,215	$1,107	$989
Land Development Code Text Amendment	$5,906	$2,953	$2,636
General Development			
Minor Replat	$1,427	$714	$200
Vacation	$3,691	$1,846	$500
Sign Permit	$84	$42	$75
Sign Variance	$3,691	$1,846	$300
PCR	$714	$357	$150
LDO	$1,427	$714	$200
Land Partition	$3,569	$1,785	$280
LLA	$357	$179	$60

Table 5: Selected General Development Fee Comparisons

Jurisdiction	Minor Replat	Lot Development Option	Lot Line Adjustment	Partition	Plan Compatibility Review
Albany	$725	$720	$240	$2,406	NA
Bend	NA	$3,000	$750	$7,000	NA
Eugene	$4,083	$580	$818	$4,083	NA
Gresham	$7,840	$1,406	$1,709	$7,804	NA
Lake Oswego	$3,417	$2,716	$1,393	$3,417	NA
Salem	$810	$406	$328	$3,377	NA
Springfield	$1,781	$2,362	$604	$2,599	NA
Other City Averages	$3,109	$1,599	$835	$4,384	NA
Corvallis (current)	$200	$200	$60	$280	$150
Corvallis Cost	$1,427	$1,427	$357	$3,569	$714

MEMORANDUM

March 26, 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.

II. Background

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, 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. The issue was discussed at ASC on March 6, and again by the City Council at their March 10 work session. This staff report attempts to address the issues that have been raised in the previous discussions.

III. Discussion

The Committee and City Council's recent discussions have focused on how some of the terms are defined and used in the policy. The current policy language is included as Attachment A. In an effort to clarify the language, staff proposes the following amendments, outlined in Attachment B:

- Delete the current section 10.02.020.010 Target Fund Balance.
- Modify the section 10.02.020.020 Appropriate Fund Balance:
  - to eliminate redundancy in the existing language and add clarity, the two original paragraphs (10.02.020.021 and 10.02.020.022) have been collapsed into a single list of factors to be considered. For this section, new language is in bold; language that is not in bold has been in the policy, but in a different place.
  - to include language about the historical rate of expenditures compared to budget (mitigating factors) in section 10.02.020.021.d.
  - to consider keeping a 5% guideline in the policy; proposed language is in brackets for the Committee to consider.
- In section 10.02.020.030 Fund Balance Below Appropriate Fund Balance the language has been modified:
  - to delete "5% of revenues" and add the "appropriate fund balance" language as the Committee discussed at the last meeting. This keeps the language more consistent with the previous sections.
  - to clarify that the first statement (10.02.020.031) refers to the fund balance as identified through the budget process and the second statement (10.02.020.032) refers to the actual fund balance as identified through the audit process and reported in the Comprehensive Annual Financial Report.
  - to use the term "financial planning period" as opposed to the "seven-year planning period" to reflect the fact that the City is currently using a three-year period, but to also leave the specific time period flexible for changes in the future.

IV. Requested Action

Review the attached draft policy language, and provide direction to staff about the proposed changes.

Review and Concur:

Jon S. Ulrich

City Manager

CURRENT FUND BALANCE POLICY

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

Attachment B

PROPOSED REVISIONS TO THE POLICY

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 **ending** fund balance for ~~the~~ **each** fund. The Finance Director shall take into account**:**

a. the ~~target~~ **current** fund balance,
b. cash flow requirements,
c. future capital needs,
d. significant revenue and expenditure trends **including the historical average rate of expenditures compared to budget for the fund**.
e. relative rate stability from year to year for enterprise funds;
f. susceptibility of the fund to emergency or unanticipated expenditures;
g. credit worthiness and capacity to support debt service requirements;
h. legal or regulatory requirements affecting revenues, expenditures, and fund balances; ~~and~~
i. reliability of outside revenues**; and**
j. **any other factors pertinent to that fund's operations.**.

The Budget Commission and City Council shall amend or approve the recommended appropriate fund balance through adoption of the annual budget.

10.02.020.030 Fund Balance Below ~~Target~~ **Appropriate Fund Balance**

10.02.020.031 Should the fund balance fall below ~~5% of estimated annual revenues~~ **the appropriate fund balance during the budget process,** 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 **audited** fund balance falls below ~~5% of actual revenues~~, **the appropriate fund balance** then the City shall develop a plan to restore the fund balance within the ~~seven-year~~ **financial** planning period.

10.02.020.040 Fund Balance Above ~~Target~~ **Appropriate Fund Balance**

In the event the **projected ending** fund balance is higher than an appropriate level, **the City Council may decide to use** 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

k. **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~~ at least a 5% unreserved ending fund balance, reserving funds for future year commitments and assumption modeling (~~mitigating factors~~ including the historical average rate of expenditures compared to budget for the fund) 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.**

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

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PROCLAMATION

MUNICIPAL CLERKS WEEK

May 4 - May 10, 2008

WHEREAS, The Office of the Municipal Clerk, a time-honored and vital part of local government exists throughout the world; and

WHEREAS, The Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal services to all; and

WHEREAS, The Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops, and the annual meetings of their state, province, country, and international professional organizations; and

WHEREAS, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk; and

WHEREAS, City of Corvallis Municipal Clerk Kathy Louie recently achieved her Master Municipal Clerk certification.

NOW, THEREFORE, I, Charles C. Tomlinson, Mayor of Corvallis, Oregon, do hereby recognize the week of May 4 through May 10, 2008 as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Kathy Louie and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

_____
Charles C. Tomlinson, Mayor

_____
Date

Access Benton County

PO Box 1502, Corvallis, OR 97339
(541) 753-7802 (541) 754-1028

March 20, 2008

Letter to Corvallis Mayor, City Council, Urban Services Committee, and City Staff.

Access Benton County wishes to express appreciation for accessibility improvements made during the recent process of redefining City Code for sidewalk cafes and fencing. We look forward to implementation of these changes as Summer 2008 approaches.

Our Appreciation goes to Mayor Charlie Tomlinson, City Manager, Jon Nelson, all City Councilors, (noting especially Trish Daniels, Ward 2 Councilor), business owners, Urban Services Committee, City Development Staff, and citizens who gave their time to testify during this political process.

We anticipate that those involved with this matter over several months of development are pleased with the new code requirements.

ABC appreciates the increase of clear path for pedestrians from three feet to four feet. The optional choice of businesses to do away with the fences altogether is also much appreciated. Hopefully many establishments will evolve toward seeing the benefits of complete removal of fences as a good business decision and as a way to increase customer visits to their establishments. Requirements for keeping fences from migrating into pedestrian aisles should also help keep access open.

We keep faith that the spirit of problem solving shown by our government and citizens working together will remain strong and vigorous so that we can continue to accomplish challenging improvements to our communities as they become necessary.

Americans who live with disabilities represent fifty-four million persons. This minority now equals twenty percent of our population! Thank you for helping make one more feature of our city of Corvallis more accessible to all citizens.

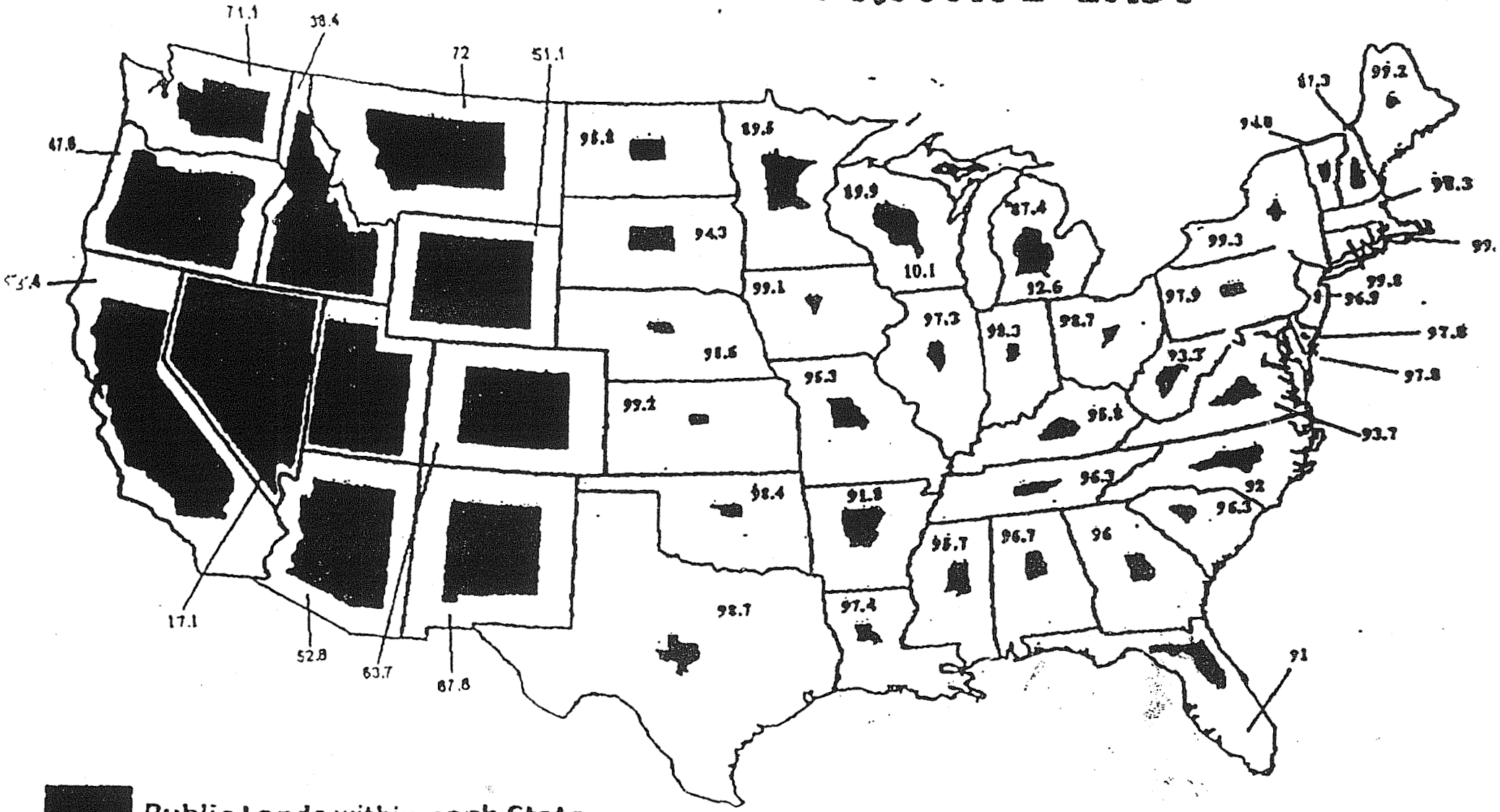
Sincerely,

Access Benton County

Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome while trying to succeed.
Booker T. Washington

FOR YOUR INFORMATION

PUBLIC WEST – PRIVATE EAST



Public Lands within each State

Percent of Private Lands within each State

AAW Convention, Sparks, NE Nov. 2001

City of Corvallis Housing Division
Housing and Human Services Assistance Program
Performance Outcomes Beginning with FY 00-01
Compiled 04/21/08

These outcomes reflect City investments of Community Development Block Grant, HOME Investment Partnerships Program, and local Community Development Revolving Loan Fund resources.

	FY 00-01	FY 01-02	FY 02-03	FY 03-04	FY 04-05	FY 05-06	FY 06-07	(to date) FY 07-08	All Years Combined
Number of Affordable Housing Opportunties Created	64	31	31	27	15	11	27	15	221
Number of Affordable Units Rehabilitated	87	15	14	16	90	10	26	6	264
Individuals/Households Assisted through Funded Non-profit Services	216	1,061	1,083	1,677	1,516	1,521	1,422	1,298 *	9,794
Low Income	40	71	48	397	139	93	50		838
Very Low Income	44	67	97	205	106	125	136		780
Extremely Low Income	131	840	879	1,057	1,182	1,303	1,230		6,622

** Income breakouts for service recipients will be calculated in conjunction with preparation of the year-end Consolidated Annual Performance Evaluation Report .*

Presentation to the Corvallis City Council regarding the Consolidated Plan – 04/21/08
Jim Moorefield, Willamette Neighborhood Housing Services

First, we appreciate your past support of our work and the Housing and Community Development Commission's recommendation that you support the proposals before you:

- 62 units of affordable rental housing;
- our first two Community Land Trust homes;
- operating support that helps us continue working as a developer of these projects; and
- operating support for two programs that create new opportunities for low income people to improve their lives, our Financial Literacy Program, and the Linn Benton MicroBusiness Program.

Second, I want to talk about the longer term prospects for affordable housing in Corvallis and in Oregon.

State housing priorities have changed.

- Almost every project we undertake requires significant resources from other sources. Larger or more complex projects need resources (both state and federal) administered by the Oregon Housing and Community Services Department.
- OHCS has decided that housing preservation should be its top priority and that a significant, but as yet undefined portion of state-administered resources will be diverted to preservation.
- This means there will be fewer resources devoted to new construction projects
- Where does that leave our pipeline of projects? It could provide other opportunities, but if we can't do what we have planned and what we've invested a lot of time and money in, the change will be difficult.

Economic forces at the national level are rapidly changing the face of affordable housing finance.

- The primary source of financing for affordable housing is the federal Low Income Housing Tax Credit (LIHTC) Program.
- Tax credits only work if the investor has a tax liability.
- There are currently fewer buyers of LIHTCs and prices are dropping.
- Financial gaps in project financing are getting wider and future investor interest and pricing is uncertain.

What can we do about all this?

- Know that the gap we need to fill to make housing affordable is getting wider and that we need to work on every aspect of project financing to make projects work.
- Take an active role in supporting passage of the document recording fee.
- Take an active role is talking with our congressional representatives.
- Help with land acquisition and predevelopment and construction financing.
- Know that those projects that serve the lowest income residents will have the biggest challenges. Work with other partners to find ways to pay the rent.